

Guidance on Undertaking a Risk Assessment

Step 1: Look for the hazards

How and when will the work be done; where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will there be vehicle movements and lifting?

Step 2: Decide who could be harmed and how

Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation between firms on site so take this into account and consider necessary precautions on every aspect of the work being carried out.

Step 3: Evaluate the risks

Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) can the hazard or risk be removed completely or done in a different way? (b) if the risk cannot be eliminated, can it be controlled? (c) can protective measures be taken that will protect the entire workforce on site?

Step 4: Record the findings

Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in Step 2 and record what measures you have taken to control those risks.

Step 5: Review your findings

This allows you to learn by experience and take account of any unusual conditions or changes that occur on site. All venues have different rules and regulations, and certainly no two exhibitions provide the same environment. In all complex stand building cases (especially steelwork erection and lifting), you or the Principal Contractor should draw up a specific Safety Method Statement and go through it with the exhibiting company and Organisers in advance of the exhibition.

Risk Guide						
SEVERITY	1	2	3	4	5	6
PROBABILITY	= Trivial injury/injuries	= Minor injury/injuries	= Major injury to one person	= Major injury to several persons	= Death to one person	= Multiple deaths
1 = Negligible	1	2	3	4	5	6
2 = Possible occurrence	2	4	6	8	10	12
3 = Occasional occurrence	3	6	9	12	15	18
4 = Frequent occurrence	4	8	12	16	20	24
5 = Regular occurrence	5	10	15	20	25	30
6 = Common occurrence	6	12	18	24	30	36

The above risk guide can be used to decide if a significant risk falls into high, medium or low category. This information can be inserted next to each identified risk. The level of detail given in your risk assessment should be broadly proportionate to the level of risk involved.

Very low risk	1 – 4	Requires no action
Low risk	5 – 7	May require action or creating more awareness
Medium risk	8 – 14	Requires action to be programmed over the coming weeks
High risk	15 – 36	Requires action to be undertaken immediately

Risk Assessment Example

Please note that this is an example only – do not return this as your risk assessment.
 2 pages are normal for small stands - complex stands may require 20 or more.

Show:

Venue:

Organiser:

To cover show period: Build-up, Breakdown and Open

RA undertaken by:

Exhibiting Company:

Stand No:

Stand Name:

Date RA undertaken:

Signed for Exhibitor:

Signed for Contractor:

Task	Hazard	Who is at risk?	Level of Risk	Precaution or Control Measures
<i>These are SAMPLE tasks only – identify your own.</i>	<i>List ALL here – none is usually insufficient</i>	<i>Specify exhibitors, contractors, visitors, venue staff, young/new staff, children etc</i>	<i>Low, Medium or High (Severity x Probability)</i>	<i>State existing measures if adequate or new equipment/work practices; if additional precautions need to be taken.</i>
Working at height	Falls of men &/or equipment causing injuries or death	Contractors, exhibitors, new staff, venue staff		1 Hard-hats & harnesses to be worn. 2 Temporary guardrails fitted. 3 Only experienced staff are permitted to work at height. 4 Restrict access by cordoning off areas where there is

				overhead working. 5 Erect warning signs.
Moving demo model on stand	Nips and trapped fingers	Children, visitors		1 Fit Lexan or polycarbonate guard. 2 Ensure 2mm gap maximum around all moving parts. 3 Fit warning sign.
Goods require fork- lifting onto stand	Goods fall from fork-lift resulting in crushing, death or damage to property	Contractors, exhibitors, new staff, venue staff		1 Ensure that fork-lift operated by trained personnel. 2 Ensure that fork-lift is not over-loaded. 3 Allow sufficient time when planning for deliveries to avoid haste.
Display lights used at a low level	Burns to people or property touching bulb/fitting	Children, visitors, exhibitors		1 Fit guard. 2 Position out of reach of children. 3 Fit warning sign.
Use of hooks or sharp rails to display stock	Injury caused by accidental collision	Children, visitors, exhibitors, venue staff		1 Position all display racks on stand, thinking about the expected flow of visitors. 2 Any hooks or sharp edges to be blunted and highlighted using hazard tape. 3 No object to obstruct at eye-level.

Method Statement Example

All Space Only exhibitors must submit a suitable Method Statement with their stand designs, detailing the processes by which the stand will be built and operate. These statements should be followed by all involved parties on site to ensure that all necessary steps and precautions are taken.

A guide is given below - please either use as a template or produce your own suitable form. Exhibitors must also obtain copies of method statements for their own reference from all parties who undertake work on their stand.

Named Responsible Person:	The employee who will be responsible for construction and breakdown of your stand.
Details of the Stand:	Loadings, dimensions, location, unusual stand features.
Access:	Details of entry points into the halls and the route to the final position.
Erection:	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability:	Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations and inspection certificate from an independent structural engineer.
Lifting:	Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives' current license or Certificate of Competence. Check the machine's inspection certification or maintenance record.
Scaffolding:	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out. People working close by must be protected.
COSHH:	Any proposed use of hazardous and toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands.
Environment:	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services:	State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on site.
Safety Features:	Identify the safety equipment and precautions you will be providing on site, including any protective measures you will be implementing and areas of risk as highlighted from your Risk Assessment.
Exhibits:	Provide the Organisers with details of exhibits that may present a risk to the public and / or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced and what measures will be employed to dispose of that waste?