

A sample Risk Assessment form is included at the bottom of the section

Question: How do I go about undertaking a Risk Assessment?

Answer: By Law, it must be 'suitable and sufficient' – but it must also be simple to understand, implement and communicate to all your staff and contractors.....

Step 1 **Look for the task/hazards:** What equipment, materials and chemicals will be used? How much noise and dirt will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Do you need to schedule a 'Late Working Rota' to avoid tiredness and accidents? How will you be disposing of waste? Are there any electrical installations? What hazardous vehicles/exhibits do you have? Can visitors/contractors fall from a height?

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 and exchange of information between firms on site, so take this into account and consider necessary precautions on every aspect of work being carried out, which may include training and the provision of relevant information.

Step 3: **Evaluate the risks and write down Control Measures:** Once you have done this adequately, you can then decide on the appropriate action you are going to take to eliminate them. 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 isolated, controlled or reduced and how; (c) can protective measures be taken that will protect the entire workforce on site? Protective work wear should be considered as the last step to take and may not be the only solution.

Step 4: **Record and notify the findings:** Write down the findings of your Risk Assessment. Pass on information about significant risks to take those people identified in **Step 2** and **record what measures you have taken to control those risks. Write it all down, then do it on site and remember to keep it simple.**

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. The Stand Manager and/or Principal Contractor should draw up the Risk Assessment as well as a specific Method Statement and go through it with all relevant parties in advance of the Show. Update the Risk Assessment as and when required, such as if new work practices are brought in or new staff employed or the working environment changes in any way. Ordinary hand-written changes are quite acceptable, but remember to implement the changes required for next time.**

The following Risk Guide should be used in deciding if a significant risk falls into High, Medium or Low category. This information will then need to be transposed next to each significant risk identified for the work activity involved.

VERY LOW RISK 1 to 4 requires no action
LOW RISK 5 to 7 may require action or creating more awareness, look at specifics
MEDIUM RISK 8 to 14 requires action to be programmed over the coming weeks
HIGH RISK 15 to 36 requires action immediately

The level of detail in the Risk Assessment should be broadly proportionate to the level of risk involved.

Risk Guide						
SEVERITY →	1 = Trivial injury/injuries	2 = Minor injury/injuries	3 = Major injury to one person	4 = Major injury to several persons	5 = Death to one person	6 = Multiple deaths
↓ PROBABILITY						
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

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: Discover Dogs
Venue: ExCeL London
Organiser: The Kennel Club

To cover show period: Build up, Open and Break Down

RA undertaken by:

Exhibiting Company:

Stand No:

Stand Name:

Date RA undertaken:

Signed for Exhibitor:

Signed for Contractor:

Example Only

Task <i>These are SAMPLE tasks only - identify Your own!</i>	Hazard List ALL here - none is usually insufficient	Who is at risk? Specify e.g. exhibitors, contractors, visitors, venue staff, young/new staff, children	Level of Risk Low, Medium or High (Severity x Probability)	Precaution or Control Measures State existing measures if adequate or new equipment/work practices if additional precautions need to be taken.	Evaluate to what level risk has been reduced
Working at height	Falls of men &/or equipment causing injuries or death	Contractors; Exhibitors; New staff; Venue staff	Medium	1 Hard-hats & harnesses to be worn 2 Temporary guidelines 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	Low?
Dogs present on stand	Animal distress, bites, scratches, infection, allergies	Children; Visitors Exhibitors	Medium	1 Owners to control dogs 2 Visitors to ask permission before touching dogs 3 Relevant signage to be provided 4 Only authorised dogs permitted	Low?
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	Medium	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.	Low?
Display lights used at a low level	Burns to people or property touching bulb/fitting	Children Visitors Exhibitors	Medium	1 Fit guard. 2 Position out of reach of children 3 Fit warning sign	Low?
Selling/displaying pharmaceuticals on stands	Injury/death caused by swallowing/inhaling	Children Visitors Exhibitors Venue Staff	High	1 Have relevant COSHH Forms 2 Keep products out of reach of children 3 Products to be kept secure	Low?
Use of hooks or sharp rails to display shock	Injury caused by accidental collision	Children Visitors Exhibitors Venue Staff	Medium	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.	Low?