

RISK ASSESSMENT TEMPLATE

Event:	Dates:
Venue:	Company Name:
Hall:	RA Undertaken by:
Stand Number:	Date RA Undertaken:

Hazards	Consequences	Who is at Risk	P x S = R	Controls	P x S = R Action Level
Identify Hazards Identify hazards on the stand area during the build up, open and breakdown periods	What could result from the hazard? First aid injury – minor cuts sprains, bruises 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) Major injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems Single death Death of one person Multiple death/serious injury Death and or serious injury to many people	Who might be harmed? - Exhibitors - Contractors - Organisers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	Risk P x S = R P = Probability S = Severity R = Risk level See table below	Is the risk adequately controlled? Consider hierarchy of controls - Eliminate - Substitute - Reduce - Isolate - Control - PPE - Discipline Do the controls..... Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable?	What is the Residual Risk? Risk level with control measures in place Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required See table below

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level		
5 >75% 4 50 - 75% 3 25- 50% 2 1- 25% 1 < 1%	5-Multi death/ injury 4-Single death 3-RIDDOR major injury 2-RIDDOR 3 day 1-Minor/First Aid	Probability	5	5 – High	10 – High	15 – High	20 – High	25 - High	LOW – no action required MED – justify /review for each event day HIGH –immediate action/ further controls needed
			4	4 – Low	8 – High	12 – High	16 – High	20 - High	
			3	3 – Low	6 - Medium	9 - High	12 – High	15 – High	
			2	2 – Low	4 - Low	6 - Medium	8 – High	10 – High	
			1	1 – Low	2 – Low	3 – Low	4 – Low	5 – High	
			1	1	2	3	4	5	
Severity									

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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level	Person responsible for action
Manual Handling (unloading of stand elements) <i>Example only</i>	Back injury limb crush muscle strain <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	3	3	9	Staff trained in correct lifting techniques Trolleys to be used/ show lifting contractor employed to lift items to stand area <i>Example only</i>	2	3	6	Medium Example only	Stand Manager Example only
Working at height (use of ladder to construct stand) <i>Example only</i>	Injury due to fall from height or injury due to being height by something falling from height. <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	3	3	9	Elements built at ground level and only lifting to height when ready to be installed Suitable ladders/ working platforms used Suitable harness for staff or equipment used Hard hats worn by staff working below <i>Example only</i>	2	3	6	Medium Example only	Stand Manager Example only
Use of electrical tools <i>Example only</i>	Cutting Injury, fall over cable, electrocution <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	3	4	1 2	Staff trained in use of tools Cordless tools used wherever possible Reduce distance cables are used across the stand Equipment recently tested Power breakers used <i>Example only</i>	2	4	8	High Example only	Stand Manager Example only
Live Edge Working <i>Example only</i>	Injury due to fall from height or injury due to being height by something falling from height <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	3	3	9	Suitable temporary barriers added to upper deck at ground level before it is lifted Suitable temporary barriers added using a scaffold tower Staff clipped on at all times when working on upper desk Flooring installed at ground level before upper deck is raised Same procedure will apply for dismantling	2	3	6	Medium Example only	Stand Manager Example only

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