

# RISK ASSESSMENT TEMPLATE

<b>Event:</b>	<b>Dates:</b>
<b>Venue:</b>	<b>Company Name:</b>
<b>Hall:</b>	<b>RA Undertaken by:</b>
<b>Stand Number:</b>	<b>Date RA Undertaken:</b>

Hazards	Consequences	Who is at Risk	P x S = R	Controls	P x S = R Action Level
<b>Identify Hazards</b>  Identify hazards on the stand area during the build up, open and breakdown periods	<b>What could result from the hazard?</b>  <b>First aid injury</b> – minor cuts sprains, bruises <b>3 day injury</b> – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) <b>Major injury</b> – head injury, loss of consciousness, broken bones, dislocations, respiratory problems <b>Single death</b> Death of one person <b>Multiple death/serious injury</b> Death and or serious injury to many people	<b>Who might be harmed?</b>  - Exhibitors - Contractors - Organisers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	<b>Risk</b>  P x S = R  P = Probability S = Severity R = Risk level  See table below	<b>Is the risk adequately controlled?</b>  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?	<b>What is the Residual Risk?</b>  Risk level with control measures in place  <b>Action Level</b> 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									

Company Name:

Company Stand Number:

# RISK ASSESSMENT TEMPLATE

Company Name:						Stand No:					
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 <b>Example only</b>	Stand Manager <b>Example only</b>
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 <b>Example only</b>	Stand Manager <b>Example only</b>
Use of electrical tools <b>Example only</b>	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 <b>Example only</b>	Stand Manager <b>Example only</b>

# RISK ASSESSMENT TEMPLATE

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level	Person responsible for action

Company Name:

Company Stand Number: