

Risk Assessment for Shell Scheme Stands

Exhibition Name:	
Company:	Stand Number:
Name of the 'Senior Person' responsible for Health & Safety:	Work No:
	Mobile No – during event:
	Email:

This Risk Assessment must be returned (details at bottom) by; Friday, April 27, 2018 Failure to do so could lead to delays or ultimately, the closure of your stand.

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation.

As the exhibitor it is your legal responsibility to ensure that a suitable and sufficient Risk Assessment is completed.

This template is for a simple Shell Scheme exhibition stand ONLY, which does not require any structural approval from the Organiser or the Venue.

More complex stands will require a more detailed Risk Assessment and if you are in any doubt you should contact the organiser.

Does your stand include any of the following? If 'YES' you must complete the attached risk assessment (below) for simple stands:

	Please answer	Yes/No
Lifting heavy products during the build-up/breakdown		
Working at height (using ladders)		
Display of anything containing liquid fuel or flammable and explosive substances		
Display of sharp objects, weapons (even replica weapons)		
Demonstrations of any kind i.e Therapies, massaging		
Working electrical appliances other than simple display lighting		
Food service of any kind other than sweets, snacks and soft drinks		
Heat source (any) of including cookery demonstrations, naked flame or burners etc.		
Working machinery of any kind even if static		
Using power tools during the build-up/breakdown		
Portable electrical appliances which have NOT been PAT tested.		
Any other item which might be considered to be a hazard to the health and safety of yourself or those around you.		

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to all of the above please complete by signing below. If you have answered **YES** to any of the above complete the risk assessment attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Signed:	Name:	Position:	Date:

Risk Assessment for Shell Scheme Stands Only

Replace the examples (in red) with your information. See next page for a blank version.

Exhibition Name:

Company Stand No:

Hazard: List ALL eg
#1 Naked flame from candle

Risk: eg
Burning from contact with flame
Serious injury or death from burning should adjacent items be set alight.

Who could be harmed: eg
All persons in the vicinity.

Control measures in place: eg
candle situated where accidental contact can not occur. All potentially flammable items in the vicinity to be fire proofed. Suitable fire extinguisher to be placed in a readily available position.

Hazard: List ALL eg
#2 Power tools in use during Build Up

Risk: eg
Injury from miss use of power equipment

Who could be harmed: eg
Those using equipment or other persons in the vicinity.

Control measures in place: eg
Such equipment only to be used by competent experienced persons in the manner intended by the manufacturer. All equipment to be in good working condition

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Position:	Date
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PLEASE NOTE:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

This form must be returned by **April 27, 2018** to: Dawn-Marie Gordon

Email: dawn-marieg@kpgmedia.com

Risk Assessment for Shell Scheme Stands Only

Exhibition Name: **IMATS**

Company	Stand No:
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Hazard:

Risk:

Who could be harmed:

Control measures in place:

Hazard:

Risk:

Who could be harmed:

Control measures in place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Position:	Date
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PLEASE NOTE:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

This form must be returned by **April 27, 2018** to: Dawn-Marie Gordon

Email: **dawn-marieg@kpgmedia.com**