

Risk Assessment

Date and location of Event: XXXXXXXXX
Company Name / Stand No. XXXXXXXXX
Responsible person: XXXXXXXXX "Name of" Senior person in the Company - Legally responsible for Health and Safety
Risk Assessment Undertaken by: XXXXXXXXX

<u>HAZARD</u>	<u>RISK (and to whom)</u>	<u>MAGNITUDE OF RISK - before control measures</u> (See below) L x C	<u>CONTROL MEASURES REQUIRED</u> In all cases the Organisers, their Staff and their Floor / Health and Safety Manager, will monitor operations constantly to ensure proper procedures and best practice are carried out at all times. The magnitude of risk with all controls in place and adhered to at all times, is shown in right hand column	<u>MAGNITUDE OF RISK - with all control measures in place and adhered to.</u> (See below) L x C
<u>Identify Hazards</u> Identify hazards that your operation, construction create, that could (in the worst case) result in harm or injury to yourselves or those around you.	<u>What could result from the hazard?</u> First aid injury – minor cuts sprains, bruises More serious injury – broken fingers, toes, sprained tendons or muscles, illness Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely. Death or very serious injury to more than one person <u>Who might be harmed?</u> Contractors, Venue Staff, Exhibitors, Young or inexperienced Staff, Expectant mothers, Everyone in the Vicinity	LIKELIHOOD X CONSEQUENCES (See below)	<u>Is the risk adequately controlled?</u> Consider hierarchy of controls <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls: Represent best practice? Reduce risk as far as is reasonably practicable? Meet legal requirements? If not, are there more control measures that can be put in place?	THE MAGNITUDE OF RISK SHOULD BE REDUCED WITH THE CONTROLS IN PLACE

<u>HAZARD</u>	<u>RISK (and to whom)</u>	<u>MAGNITUDE OF RISK - before controls</u>	<u>CONTROL MEASURES REQUIRED</u>	<u>MAGNITUDE OF RISK - with controls</u>
EXAMPLES	EXAMPLE		EXAMPLE	
Electrical installations and workings.	All persons on site - Electrocution or death. Risk of fire from incorrect installations.	3 X 5 HIGH	All electrical installation to be carried out by fully qualified venue approved personnel. All electrical installations to be thoroughly checked by a competent person and signed off as such.	1 X 5 LOW
Power tools and equipment used in construction / dismantling of stands	All persons on site - Serious injury or death to contractors or those in the vicinity from poorly maintained or misused power and other tools, ladders and towers etc. Trailing cables to power tools present a trip hazard and a risk of electrocution should the cables be damaged	3 X 5 HIGH	Power tools and other equipment to be used only by those who have had instruction and training in its use. All such equipment to be in good condition with all guards in place and in use, and used in accordance with the manufacturers instructions. Cables to be positioned so as to minimise risk of trips and damage. Power tools preferably to be battery operated.	2 X 1 LOW
Massages and medical or similar procedures (eg eye / hearing tests)	All persons being treated - Serious injury or illness by improper procedures or faulty or unhygienic equipment.	3 X 3 MEDIUM	All persons involved in any such practices or procedures to be properly trained and qualified in the work that they are carrying out. The use of safe and proper equipment and working practices to be maintained at all times.	1 X 1 LOW

MAGNITUDE OF RISK = LIKELIHOOD x CONSEQUENCES (Severity of)

LOW RISK
MEDIUM RISK
HIGH RISK

Likelihood

- 5. Almost Certain
- 4. Probable
- 3. Possible
- 2. Possible (in unfortunate circumstances)
- 1. Rare

Consequences

- 5. Fatality
- 4. Major Injury
- 3. Injury Requiring Doctor or Hospital attendance
- 2. Minor Injury, 1st Aid required
- 1. Minor Injury, 1st Aid Not required

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
CONSEQUENCES						