





### Why do I need to do a Risk Assessment?

As exhibitions and events are deemed as hazardous environments, it is a requirement under Regulation 3 of Management of Health and Safety at Work Regulations 1999, that every employer and all self employed people carry out a risk assessment. This regulation requires exhibitors to assess the risks to workers and others, who may be affected by their work business. This will enable them to identify the measures they need to take to comply with health and safety law.

Organisers are required to collate Risk Assessments for all participants at the event

### What is a Risk Assessment?

A Risk Assessment is a written examination of activities undertaken for both the build-up and dismantling of the stand and for the open period of the show (to be carried out by ALL exhibitors, regardless of size or complexity).

There are two key definitions which are an important part of the risk assessment vocabulary:

- A **'hazard'** is something with the potential to cause harm (injury loss or damage)
- A **'risk'** is the potential for harm to be realised. This is usually seen as a combination of likelihood and severity

**By Law, your Risk Assessment must be 'suitable and sufficient':** A suitable and sufficient risk assessment is one that:

- Correctly and accurately identifies the hazard.
- Disregards inconsequential risks and those trivial risks associated with life in general.
- Determines the likelihood of injury or harm arising.
- Quantifies the severity of the consequences and the numbers of people who would be affected.
- Take account of any existing control measures.
- Identifies any specific legal duty or requirement relating to the hazard.
- Will remain valid for a reasonable time.
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances; enables the employer to prioritise remedial measures.

**It must also be simple to understand, implement and communicate to all your staff and contractors. Below are some guidelines to assist you with writing a Risk Assessment.**

### How do I write a risk assessment?

**Step 1: Look for the hazards. Split the event into parts to do this: build up / open / breakdown. The hazards will change during each time period.**

- What equipment, materials and chemicals will be used?
- How much noise and dirt will there be?
- What are the ground conditions?
- 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 harm themselves on any of your exhibits/standfitting?
- Will people be drinking alcohol?
- What fire prevention measures will be put in place?
- Will anyone be undertaking any heavy lifting?
- Is there any working at height taking place?
- Are any power/hand tools being used?
- Will there be catering on the stand that will result in food safety requirements?
- Will there be any hot surfaces/sharp edges?
- Are you having any live displays on the stand that will require additional safety measures? Is there anything that could pose a slip/trip hazard?

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

**Step 3: Evaluate the risks and write down Control Measures:**

Once you have done this, you can then decide on the appropriate action you are going to take to eliminate them. Ask yourself

- Can the hazard or risk be removed completely or done in a different way
- If the risk cannot be eliminated, can it be isolated, controlled or reduced and how;
- 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 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.