

Risk assessment - All exhibitors

It is a legal requirement that each exhibitor undertakes their own [risk assessment](#) prior to the show, listing the tasks and identifying the hazards present on site - then devising ways to minimise and control those hazards.

Exhibitors may otherwise be liable to heavy fines and prosecutions. Take into account the work practices and exhibits. To help you, we've included a sample risk assessment form, overleaf, for your convenience.

All stand holders are required to complete and return a [risk assessment](#) to the organisers prior to the show.

Question: So, how do I go about undertaking a Risk Assessment? By law, it must be 'suitable and sufficient' – but it must also be simple to understand and implement.

Step 1: Look for the Task/Hazard: What equipment, materials and chemicals will be used? How much noise and dust will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Schedule a 'Late Working Rota' to avoid tiredness and mistakes. How are you disposing of waste? Any electrical installations? What hazardous exhibits do you have?

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 and public themselves. Safe working depends on co-operation between all the firms on site. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

Step 3: Evaluate the risks: Once you have done this adequately, you can then decide on the appropriate action. Ask yourself:

- (a) Is the risk LOW (ie. Unlikely to happen / cause injury), MEDIUM or HIGH (ie. highly probable / resulting in serious injury or death)
- (b) Can the hazard or risk be removed completely or done in a different way?
- (c) If the risk cannot be eliminated, can it be isolated, controlled or reduced?
- (d) Can protective measures be taken that will protect the entire workforce on site? Protective clothing should only be the last step to take, and is often not the only solution.

Step 4: Record 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 for future reference.

Step 5: Review your findings: This allows you to learn by experience and take account of any

unusual conditions or changes that occurred on site. In all stand building cases (especially steelwork erection and lifting), the foreman and/or the Principal Contractor should draw up a specific [Method Statement](#) (only for raw space!) and go through it with your contractors in advance of the exhibition.