

Risk Assessment

Event:	Supporting Health and Safety Information completed/obtained: (attach to this document and bring onsite) (eg H&S Policy, contractor risk assessment, method statement, H&S policy)	Date RA Undertaken
Venue:	RA Undertaken by	Distribution: <ul style="list-style-type: none"> • All staff working on stand • Health and Safety Director/Manager • • • •
Stand Health and Safety Representative	Signed: (person undertaking assessment)	
Contractor Health and Safety Representative	Signed..... (company director)	

Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
<p>A hazard is something with the potential to cause harm. Risk is the likelihood of this harm being realised.</p> <p>Identifying hazards is simply the process of asking yourself what could go wrong. Consider the different categories of risk – physical, chemical, biological, ergonomic. Risks might range from Manual Handling to demonstration of equipment to trip hazards. Consider the different risks posed by the build up and breakdown periods of the exhibition and the open period.</p> <p>See the HSE’s useful guide 5 steps to Risk Assessment for additional information.</p>	<p>First aid injury – minor cuts sprains, bruises</p> <p>3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Major injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems</p> <p>Single death Death of one person</p> <p>Multiple death/serious injury Death and or serious injury to many people</p>	<ul style="list-style-type: none"> • Stand staff • Organisers's/ • Visitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Elderly visitors 	<p>P = Probability</p> <p>S = Severity</p> <p>R = Risk level</p> <p>$P \times S = R$</p>	<p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls.....</p> <p>Comply with industry standards?</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p>	<p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no action required</p> <p>See table in footer</p>

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 >75%	5-Multi death/ injury 4-Single death 3-RIDDOR major inj 2-RIDDOR 3 day 1-Minor/First Aid	Prob 5	5.M	10.H	15.H	20.H	25.H	LOW – no action required
4 50 - 75%		4	4.L	8.H	12.H	16.H	20.H	
3 25- 50%		3	3.L	6.M	9.H	12.H	15.H	MED – justify /review for each event day
2 1- 25%		2	2.L	4.L	6.M	8.H	10.H	
1 < 1%		1	1.L	2.L	3.L	4.L	5.M	
			1	2	3	4	5	HIGH –immediate action/ further controls needed
			Severity					