

RISK ASSESSMENT Explanation Notice

To complete a Risk Assessment, you are required to:

1. List the task
2. List what the perceived risk(s) and hazard(s) associated with the task is/are
3. Name who will be performing the task / be at risk
4. Determine how high is the risk level (low, medium, high)
5. List what control measure(s) you will put in place to reduce the risk level
6. Determine what is the improved risk level (low, medium, high)

Note: If something really is of low risk, then it may not need to be covered in the assessment. The aim is to identify medium and high-risk activities and reduce these to lower risk levels.

Consider the exhibition hall to be a construction site whilst it is in build-up and breakdown. As a minimum you should be considering and listing the following:

- **Working at height** (ladder work for example). A standard safety measure would be the use a stable platform or step ladder to manufacturers' guidelines.
- **Manual handling** (lifting and moving heavy items). A standard safety measure would be to train all staff in correct manual lifting techniques.
- **Slips, trips and falls** A standard safety measure would be to ask all staff to keep space clear of trip hazards; get staff to remove rubbish/boxes regularly.
- **Electrical risks** A standard safety measure would be to PAT test all electrical equipment regularly to ensure it is safe to use; to allow no unqualified staff to work on any live electrical items, and to liaise with the electrical contractor for the event.
- **Fire/Burns** A standard safety measure would be to request that all staff observe the no smoking rule; to ensure power sockets are never overloaded; or to ask staff to wear PPE (Personal Protective Equipment).
- **Tools** A standard safety measure would be regular training; or to ensure tools are only used by experienced staff in the correct manner.
- **PPE (Personal Protective Equipment)** All staff to wear Hi-vis jackets, suitable work boots, hard hats if required. PPE is your first line of defence.
- **Live demonstrations / working machinery on Stands** must be supervised at all times with a named individual with responsibility included on the Risk Assessment with contact details. Please describe barriers / surrounds in place.

Example Risk Assessment Template

[illegible]