

RISK ASSESSMENT – examples only.

The purpose of a risk assessment is to consider what could go wrong, or cause a hazard as a result of your attendance or participation at an event. Think carefully about what could possibly go wrong. State who is at risk, and what you will do to eliminate the risk. Below are examples of some risks. When you write your own risk assessment it should be done in your own words and could include some or all of the following together with anything else that applies to you.

HAZARD	WHO AT RISK	ACTION TO BE TAKEN
Risk of tripping on cables on exhibition stand	Self, site staff and visitors.	Cables to be secured above, or below display stand and not trailed across floor. Cables to be routed safely and using walkover ramps as appropriate
Risk of tripping on boxes and other items during set up.	Other exhibitors and site staff.	Ensure equipment kept close to stand area in an orderly manner
Risk of injury to public from demonstration	All	All staff involved in the demonstration to follow safe working practice, and where applicable, safety screens will be placed between work area and the public. Demonstration area to be set so that public are unable to enter.
Risk of injury from materials and equipment used in demonstrations	All	Demonstrators to keep all tools out of reach of public, and only to use tools they are competent to use. No power tools to be used.
Risk of falling items	All	All unstable items to be secured. Items at high level to be placed safely and securely.
Injury and / or risk of fire caused by hot display lighting	All	Lighting to be kept at a safe distance from public reach, and away from all materials
Electrocution from electrical equipment	All	All equipment to be PAT tested annually, and checked for damage at time of installation. Checks to be made to ensure all cables and trailing sockets are supported safely, and not hanging from the cables unsupported. Ensure access to disconnection point always accessible.
Risk of injury to persons from vehicle movement		
Risk of fire from naked flames or candles		
Risk of injury through lifting and carrying	Self and employees	

Risk of injury from breakages (glass, etc)		

Further information can be found at:

<http://www.hse.gov.uk/risk/fivesteps.htm>

<http://www.hse.gov.uk/risk/faq.htm#q1>

<http://www.wikihow.com/Develop-a-Risk-Management-Plan>

DID YOU KNOW ?

Should you be unfortunate enough that someone is injured as a result (even indirectly) of your actions, or presence at an event, one of the first things your insurer will ask for is a copy of your Risk Assessment. Failure to have a comprehensive RA can in some cases be seen as negligence and as such may invalidate your insurance leaving you personally liable for any compensation awarded against you.