

1 Introduction

All Exhibitors should carry out a written Risk Assessment, if there is an identified significant risk on the stand. The Risk Assessment shall cover the stand, work activities and any equipment the exhibitor is intending to demonstrate.

2 Assessment and Control of Risk Areas

The vast majority of activities carried out are of low risk and a general common sense approach to safety will be sufficient to control this risk. Please refer to the Exhibitors Simple Risk Assessment Form 6.

3 Risk Assessment Procedure

An assessment of risk is nothing more than a careful examination of all work associated items which could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill by taking all practicable, foreseeable precautions to prevent them.

- 'Hazard' means anything that can cause harm (e.g. chemicals, electricity).
- 'Risk' is the chance, great or small, that someone will be harmed by the hazard.

The important things to be decided are whether the hazard has the potential to cause harm, and whether it is covered by satisfactory precautions so that the risk of causing is adequately controlled.

This must be checked when assessing the risks. For instance, electricity can kill but the risk of it doing so is remote, provided that 'live' components are insulated and metal casings properly earthed.

Assessing Hazard

Don't be overcomplicated. The hazards are comparatively few and straightforward. Checking them is commonsense, but necessary. Some of them will have been assessed already - for example, if toxic or dangerous chemicals are used, an assessment should already have been made of the risks to health and precautions to be taken under the Control of Substances Hazardous to Health Regulations (COSHH). If so, consider them 'checked', and write that down when making a written assessment. For other hazards, list machinery that could cause harm, or if there is an awkward entrance or stair where someone could be hurt etc. If so, check that all reasonable precautions have been taken to avoid injury.

4 Step 1 - Look For The Hazards

Walk around your stand and look afresh at what could reasonably be expected to cause harm. Ask your staff what they think. They may have noticed things which are not immediately obvious. Manufacturers' instructions or datasheets can also help identify hazards and put risks in their true perspective.

4.1 Step 2 - Decide Who Might Be Harmed, And How

Think about people who may not be aware of what equipment or the activities taking place on your stand, e.g., visitors (including children), cleaners, contractors, etc. Is there is a chance they could be harmed?

4.2 Step 3 - Evaluate The Risks Arising From The Hazards And Decide Whether Existing Precautions Are Adequate Or More Should Be Done

Even after all precautions have been taken, usually some risk remains. Decide whether the remaining risk is high, medium or low.

- First, ask have all the things that the law requires been done.
For example, there are legal requirements on prevention of access to dangerous parts of machinery.
- Then ask whether generally accepted industry standards are in place? But don't stop there - because the law also says that all that is reasonably practicable to keep workplace safe must be done.

The real aim is to make the risks as small as possible by adding to existing precautions as necessary. More information about legal requirements and standards can be found in the relevant HSE publication entitled Management of Health and Safety at Work: Approved Code of Practice and Essentials of Health and Safety.

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps, are inexpensive precautions considering the risks. But remember,

If something needs to be done, is it possible to:-

- Get rid of the hazard altogether?
- Control the risks so that harm is unlikely?

4.3 If you find a significant risk a more detailed Risk Assessment, must be completed.

5 Step 4 - Record Your Findings

The accompanying Risk Assessment form will record the findings of exhibitors assessing their stands. You will need to complete a separate risk assessment form for each hazard you identify.

The Risk Assessment section must be duly completed and signed. If you identify a risk please return a copy to the Organiser.