All risk assessments should be a careful and studied examination of your activities ensuring that your build, the exhibition and breakdown are achieved safely, and nothing occurs which could cause harm to any person.

The following guidelines will assist you to make a basic risk assessment of your activities.

There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed.

There are four steps to creating a risk assessment that can be followed to ensure that your risk assessment is carried out correctly, these steps are:

1. **Identify the hazards**
2. **Decide who might be harmed and how**
3. **Evaluate the risks and decide on control measures**
4. **Record your findings and implement them**

For example:

* Identify the hazards – Slips and trips from objects on the stand
* Decide who might be harmed and how – Employees working on the stand and visitors
* Evaluate the risks and decide on control measures – Make sure the stand is kept tidy - all rubbish is to be thrown away and loose cables are to be taped down to the floor.
* Record your findings and implement them - Create a health and safety document for employees working on the stand to view and make themselves aware of the practices in place.

The risk assessment should cover the entire time you are on site for the exhibition and should include risks to employees as well as visitors.

Please note, if you are a Space Only Stand, this risk assessment is **IN ADDITION** to the risk assessment for the build and breakdown of your stand.

**RISK ASSESSMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Hazard** | **Persons at Risk** | **Initial Risk Rating** | **Risk Control Measures** | **Risk Owner****(Implementer of Control Measures)** | **Residual Risk Rating** |
| **Severity** | **Likelihood** | **Risk** | **Severity** | **Likelihood** | **Risk** |
| 1 | Slips and trips |  Staff and visitors | 3 | 3 | 9 | General good housekeeping is carried out.All areas well lit.No trailing leads or cables.Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.  | Stand holder | 3 | 1 | 3 |
|  |  |  |  |  |  |  |  |  |  |  |
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