**A *sample* Risk Assessment form is included at the bottom of the section**

**Question:** How do I go about undertaking a Risk Assessment?

**Answer:** By Law, it must be ‘suitable and sufficient’ – but it must also be simple to understand, implement and communicate to all your staff and contractors…..

**Step 1 Look for the task/hazards:** What equipment, materials and chemicals will be used? How much noise and dirt will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Do you need to schedule a ‘Late Working Rota’ to avoid tiredness and accidents? How will you be disposing of waste? Are there any electrical installations? What hazardous vehicles/exhibits do you have? Can visitors fall from a height?

**Step 2 Decide who could be harmed and how:** Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation and exchange of information between firms on site, so take this into account and consider necessary precautions on every aspect of work being carried out, which may include training and the provision of relevant information.

**Step 3: Evaluate the risks and write down Control Measures:** Once you have done this adequately, you can then decide on the appropriate action you are going to take to eliminate them. Ask yourself (a) can the hazard or risk be removed completely or done in a different way; (b) if the risk cannot be eliminated, can it be isolated, controlled or reduced and how; (c) can protective measures be taken that will protect the entire workforce on site? Protective work wear should be considered as the last step to take and may not be the only solution.

**Step 4:** **Record and notify the findings:** Write down the findings of your Risk Assessment. Pass on information about significant risks to take those people identified in S**tep 2 and record what measures you have taken to control those risks. Write it all down, then do it on site and remember to keep it simple.**

**Step 5: Review your findings:** This allows you to learn by experience **and take account of any unusual conditions or changes that occur on site. The Stand Manager and/or Principal Contractor should draw up the Risk Assessment as well as a specific Method Statement and go through it with all relevant parties in advance of the Show. Update the Risk Assessment as and when required, such as if new work practices are brought in or new staff employed or the working environment changes in any way. Ordinary hand-written changes are quite acceptable, but remember to implement the changes required for next time.**

The following Risk Guide should be used in deciding if a significant risk falls into High, Medium or Low category. This information will then need to be transposed next to each significant risk identified for the work activity involved.

**VERY LOW RISK** 1 to 4 requires no action

**LOW RISK** 5 to 7 may require action or creating more awareness, look at specifics

**MEDIUM RISK** 8 to 14 requires action to be programmed over the coming weeks

**HIGH RISK** 15 to 36 requires action immediately

The level of detail in the Risk Assessment should be broadly proportionate to the level of risk involved.

|  |
| --- |
| **Risk Guide** |
| **SEVERITY**  | 1 = Trivial injury/injuries | 2 = Minor injury/injuries | 3 = Major injury to one person | 4 = Major injury to several persons | 5 = Death to one person | 6 = Multiple deaths |
| **PROBABILITY** |
| 1 = Negligible | **1** | **2** | **3** | **4** | **5** | **6** |
| 2 = Possible occurrence | **2** | **4** | **6** | **8** | **10** | **12** |
| 3 = Occasional occurrence | **3** | **6** | **9** | **12** | **15** | **18** |
| 4 = Frequent occurrence | **4** | **8** | **12** | **16** | **20** | **24** |
| 5 = Regular occurrence | **5** | **10** | **15** | **20** | **25** | **30** |
| 6 = Common occurrence | **6** | **12** | **18** | **24** | **30** | **36** |

**Risk Assessment Example**

**Please note that this is an example only – do not return this as your risk assessment.**

2 pages are normal for small stands – complex stands may require 20 or more

Show: Crufts

Venue: **National Exhibition Centre, Birmingham**

Organiser: The Kennel Club

To cover show period: Build up, Open and Break Down

RA undertaken by: ………………………………………………………………………

Exhibiting Company: ……………………………………………………………………..

Example Only

Stand No: ……………………………………………………………………………….....

Stand Name: ………………………………………………………………………………

Date RA undertaken: ……………………………………………………………………..

Signed for Exhibitor: ………………………………………………………………………

Signed for Contractor: …………………………………………………………………….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task***These are SAMPLE tasks only – identify* ***Your own!*** | **Hazard**List ALL here – none is usually insufficient | **Who is at risk?**Specify e.g. exhibitors, contractors, visitors, venue staff, young/new staff, children | **Level of Risk**Low, Medium or High (Severity x Probability) | **Precaution or Control Measures**State existing measures if adequate or new equipment/work practices if additional precautions need to be taken. |
| Working at height | Falls of men &/or equipment causing injuries or death | Contractors;Exhibitors;New staff;Venue staff | Medium | 1 Hard-hats & harnesses to be worn2 Temporary guidelines fitted3 Only experienced staff are permitted to work at height4 Restrict access by cordoning off areas where there is overhead working5 Erect warning signs |
| Dogs present on stand | Animal distress, bites, scratches, infection, allergies | Children;VisitorsExhibitors | Medium | 1 Owners to control dogs2 Visitors to ask permission before touching dogs3 Relevant signage to be provided4 Only authorised dogs permitted |
| Goods require fork lifting onto stand | Goods fall from fork-lift resulting in crushing, death or damage to property | ContractorsExhibitorsNew staffVenue Staff | Medium | 1 Ensure that fork-lift operated by trained personnel.2 Ensure that fork-lift is not over-loaded3 Allow sufficient time when planning for deliveries to avoid haste. |
| Display lights used at a low level | Burns to people or property touching bulb/fitting | ChildrenVisitorsExhibitors | Medium | 1 Fit guard.2 Position out of reach of children3 Fit warning sign |
| Selling/displaying pharmaceuticals on stands | Injury/death caused by swallowing/inhaling  | ChildrenVisitorsExhibitorsVenue Staff | High | 1 Have relevant COSHH Forms2 Keep products out of reach of children3 Products to be kept secure |
| Use of hooks or sharp rails to display shock | Injury caused by accidental collision | ChildrenVisitorsExhibitorsVenue Staff | Medium | 1 Position all display racks on stand, thinking about the expected flow of visitors.2 Any hooks or sharp edges to be blunted and highlighted using hazard tape.3 No object to obstruct at eye-level. |