RISK ASSESSMENT
✓ As exhibitions and events are deemed as hazardous environments, it is a legal requirement that all exhibitors and contractors undertake a suitable and sufficient Risk Assessment prior to the Show, listing the tasks and identifying the main hazards that each presents on site and devising ways to eliminate, reduce, isolate or control those hazards.
✓ An Exhibitor is liable to heavy fines, prosecution and even imprisonment should it be found to be negligent in the event of an accident to its staff and visitors if suitable safety control measures are not in place.
✓ A Risk Assessment should cover all hazards arising from work practices on site including lifting, PPE, fire controls, exhibits and/or demonstrations, COSHH, RIDDOR, fume extraction, hazchems, noise, etc, especially as it would affect neighbouring stands, visitors, etc.
✓ Shell Scheme Exhibitors are required to undertake a suitable and sufficient Risk Assessment which should include all work practices, hazardous exhibits and the risks to be found on site.
✓ A sample Risk Assessment form is included on the following pages and below are some notes for guidance:-
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 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 the 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.

RISK ASSESSMENT
Step 4: ***Record and notify the findings****:* Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in ***Step 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.

Sample Risk Assessment overleaf

Return to:
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WV15 5BA
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RISK ASSESSMENT FORM *EXAMPLE*

(PLEASE NOTE THAT THIS FORM IS FOR EXAMPLE ONLY – DO NOT RETURN THIS FORM AS YOUR RISK ASSESSMENT FORM)

RISK ASSESSMENT		***For show period (4): BU OPEN BD***		***Date this RA undertaken: ……***
SHOW:		RA undertaken by: …… (BLOCK CAPS FOR CONTRACTOR)		RA undertaken by: …… (BLOCK CAPS FOR CONTRACTOR)
Venue & Hall		Signed: …… (FOR CONTRACTOR)		Signed: …… (FOR CONTRACTOR)
Task: ***NB: Samples only - use your own! 2 pages are normal for a small stand, complex stands may require 20 or more.***	**Hazard:** ***List ALL here – but only the major ones. 'None' is usually insufficient.***	**Who's at risk (NAME):** ***Exhibitors / Contractors / Sub-contractors / Visitors / Young, New or inexperienced staff / General Public / Disabled / Lone Workers / Children / Other (name)***	**Risk level:** **Frequency x Severity x Max loss x Probability**	**Precautions (Control Measures):** NB: If the existing control measures are adequate, set them out. If more precautions need to be taken then prioritise the 'High/Very High Risk' hazards and implement their control measures first.
Working at height (ie: constructing & dismantling stands and working higher than 2m from the hall floor).	***Falls of men and equipment causing injuries or death.***	Contractors; Exhibitors; New staff; Visitors	Medium	1 Hard hats & harnesses to be worn in appropriate areas; 2 Ensure temporary guardrails are fitted when constructing the upper deck; 3 Ensure only experienced staff are permitted to work at height; 4 Restrict access to stand by cordoning off areas where there is overhead working & erect warning signs.
The car/engine exhibit must be craned into position.	***Crane collapse, sling failure resulting in crushing, death, damage to property.***	Contractors; Exhibitors; Visitors	High	1 Ensure only the official lifters lift items; 2 Ensure they know correct weight of item to be lifted; 3 Cordon off area whilst positioning, erect warning signage and use banksman; 4 Check condition of slings, equipment, operators license and inspection certificates.
Moving engine demo on stand.	***Nips and trapped fingers due to poorly fitted guard.***	***Children; Visitors***	High	1 Fit Lexan or polycarbonate guard; 2 Ensure 2mm gap maximum around all moving parts; 3 Fit warning sign.
Rigging *Manual handling* *Using mobile scaffolding*			Very high? High? Medium? Low?	

METHOD STATEMENT	
✓	It is vital that an Exhibitor undertakes a suitable Method Statement and submits it at the same time as the stand design.
✓	Please note that the legal requirement to produce a Risk Assessment will assist you when preparing the Method Statement.

Question: What do I include in the Method Statement?

Answer: your method statement should, as a guide, include the following:

Responsible Person(s):

(The employee who will be responsible for the construction and breakdown of your stand): *eg: 'Mr .....' is in charge on-site, and can be contacted on (mobile) in an emergency out of hours.*

Details of the Stand:

(The loadings, dimensions, location, unusual stand features): *eg: To be erected in Hall.....on stand.....surface total..... upper deck m² structural calculations for a design load of..... kg/m²*

Access:

(Details of the entry point into the halls and the route to the final position): *eg: There will be no abnormal deliveries - the estimated number of vehicles on-site will be three.*

Erection and Timetable:

(The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc): *eg: We will erect the stand in two teams - one team for the upper deck and one team for the back wall, partition walls, displays etc (forklift trucks see lifting); The estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is eight.*

Stability:

(Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer): *eg: Stability will be ensured at all times. Procedures as follows: upper deck structure consists of pillars and beams (heavy-duty steel beams of square section (20 x 20cm consisting of IPB 200 steel). <u>Steps of Erection</u> First frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. Props will then be removed as this rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). Stairs will be assembled and attached to upper deck. Before proceeding to other work on the upper deck the balustrades/railings will be fitted.*

METHOD STATEMENT
Lifting: (Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current license or Certificate of Competence; check machine's inspection certificate or maintenance record): *eg: Forklift truck required for erection - 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally.* **Scaffolding:** (Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out): *eg: A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed on-site. Operatives will be trained and experienced in scaffold systems.* **COSHH:** (Any proposed use of hazardous and toxic substances must be advised to the Organisers and Venue. Outline the protection provided for employees and workers on adjacent stands): *eg: There will be no hazardous or toxic substances used on-site.* **Environment:** (Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?): *eg: No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate.* **Services:** (Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site): *eg: Electrical work will be carried out by the appointed Contractors. There will be no welding, gases, compressed air, water or waste;* **Safety features:** (Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment): *eg: Hard hats will be supplied to all staff in the vicinity of overhead work; a banksman will be employed when reversing our vehicles.* **Exhibits:** (Provide the Organisers with any/all details on exhibits which may present a risk to the public and/or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?): *eg: The machine will be roped off and strong transparent guards used as detailed in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and removed safely by ..... Ltd. Access for this company will be arranged with the Organisers prior to the show by .....*

Sample Method Statement overleaf

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METHOD STATEMENT - EXAMPLE FORM

(PLEASE NOTE THAT THIS FORM IS FOR EXAMPLE ONLY. PLEASE DO NOT RETURN THIS FORM AS YOUR METHOD STATEMENT)

Submitted by Managing Director/Senior Manager **(BLOCK CAPITALS)**	**……..**
Signed: **(BY MANAGING DIRECTOR/SENIOR MANAGER)**	**……..**
Exhibitor: **(BLOCK CAPITALS)**	**……..**
Stand No: ……	***Date*** **……**

ITEM	RESPONSE
Responsible Person(s):	
Details of the Stand:	
Access:	
Erection:	
Stability:	
Lifting:	
Scaffolding:	
COSHH:	
Environment:	
Services:	
Safety features:	
Exhibits:	