



Guidelines and Example Risk Assessment for Exhibition, Exhibitors and Stand Staff

All exhibitors need to register their arrival at Reception.

All exhibitor staff must acquaint themselves with the emergency exits in case of fire.

All exhibitors should complete a Risk Assessment prior to the exhibition for the build/ breakdown of their equipment within their space or stand.

Public Liability Insurance number must be supplied.

Exhibitors must take all reasonable care to ensure the safety of visitors to the stand

Smoking is not permitted in any of the buildings

There must at all times be an appointed person on the stand.

Refreshments will be available for purchase, however, exhibitors are requested to refrain from eating on stands where possible

For Health and Safety reasons/professionalism stands should not be dismantled before the advertised event closing time

HAVE ANY CONCERNS? Please email: contact@angliabusinessexhibition.com

Using the guidelines shown overleaf please consider what risk there is, especially to those building up exhibitor stands and breaking down after the event. Outline the steps you propose to take to minimise that risk using a format as shown on the following page: Please note this is for guidance only. For more guidance please visit www.hse.gov.uk. If in your opinion there is no risk please print NO SIGNIFICANT RISK.



HAZARD	Who might be harmed	Is more needed to control the risk
<p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions on your</p>	<p>There is no need to list individuals by name – just think about groups of people who may be affected.</p>	<p>For hazards listed, ask “do the precautions already taken.....”</p> <ul style="list-style-type: none"> - Meet the standards set by a legal
<p>stand. Use the following examples as a guide.</p> <p>Slipping/tripping hazards Chemicals (e.g. battery acid)</p> <p>Moving parts of machinery (e.g. blades)</p> <p>Work at height Pressure Systems Vehicles (e.g. fork-lift trucks) Electricity Fumes (e.g. vehicle engines) Manual handling Noise Lifting operation</p> <p>Erection of structures – structures</p>	<p>Unloading staff/Stand staff</p> <p>Maintenance personnel</p> <p>Contractors</p> <p>People sharing your stand space</p> <p>Operators Cleaners Members of the public Pay particular attention to: Staff with disabilities Visitors Inexperienced staff</p> <p>Lone workers – they may be more vulnerable</p>	<p>requirement?</p> <ul style="list-style-type: none"> - Provide & wear protective equipment, where necessary - Comply with a recognised industry standard? - Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> - Adequate information, instruction or training? - Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you</p>



<p>falling down, blocking gangways</p>		<p>have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (please provide an 'action list')</p>
<p>Fire Hazard e.g. combustible material (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>_____</p> <p>As above</p>	<p>Means of escape; fire detection and alarms. Fire Fighting equipment and fire evacuation plan.</p>



RISK ASSESSMENT FORM

It is important if you have a working display on your stand that you assess all the possible risks and make sure you have adequate controls in place to minimise them. Checks may be made that all controls are in place.

Please make use of this form as a guide for recording all your risk assessment details. (We have added example headings of some risks you may want to include but please add your own and fill in additional information.)

Stand Number or Location	Organisation Name	
Address		
Responsible Person		
Date Assessment Undertaken		
Signature of Assessor		
Hazard	Persons at Risk	Controls to Minimise Risk



Slips, trips & falls		
Manual Handling		
Traffic		
Other?		
Fire Risk Assessment		
Electricity		
Other?		