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| **Event:** | **Dates:** |
| **Venue:** | **Company Name:** |
| **Hall:** | **RA Undertaken by:** |
| **Stand Number:** | **Date RA Undertaken:** |

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| **Hazards** | **Consequences** | **Who is at Risk** | **P x S = R** | **Controls** | **P x S = R Action Level** |
| **Identify Hazards**  Identify hazards on the stand area during the build up, open and breakdown periods | **What could result from the hazard?**  **First aid injury** – minor cuts sprains, bruises  **3 day injury** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  **Major injury** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems **Single death**  Death of one person  **Multiple death/serious injury** Death and or serious injury to many people | **Who might be harmed?**   * Exhibitors * Contractors * Organisers * Visitors * Staff * Young/new inexperienced staff * Disabled * Children * New and expectant mothers * Elderly visitors | **Risk**  P x S = R  P = Probability S = Severity  R = Risk level See table below | **Is the risk adequately controlled?**  Consider hierarchy of controls   * Eliminate * Substitute * Reduce * Isolate * Control * PPE * Discipline   Do the controls…………  Comply with industry standards? Meet legal requirements?  Represent best practice?  Reduce risk as far as is reasonably practicable? | **What is the Residual Risk?**  Risk level with control measures in place  **Action Level**  H = High, Immediate action required M = Medium, Justify and review each event day  L = Low, no action required See table below |

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| **Probability (P)** | **Severity (S)** | **Calculation of Risk (R)** | | | | | | | **Action Level** |
|  |  | Probability | 5 | 5 – High | 10 – High | 15 – High | 20 – High | 25 - High | LOW – no action required  MED – justify /review for each event day  HIGH –immediate action/ further controls needed |
| 5 >75% | 5-Multi death/ injury | 4 | 4 – Low | 8 – High | 12 – High | 16 – High | 20 - High |
| 4 50 - 75% | 4-Single death | 3 | 3 – Low | 6 - Medium | 9 - High | 12 – High | 15 – High |
| 2 | 2 – Low | 4 - Low | 6 - Medium | 8 – High | 10 – High |
| 3 25- 50% | 3-RIDDOR major injury |
| 1 | 1 – Low | 2 – Low | 3 – Low | 4 – Low | 5 – High |
| 2 1- 25% | 2-RIDDOR 3 day |
|  | 1 | 2 | 3 | 4 | 5 |
| 1 < 1% | 1-Minor/First Aid |
| Severity | | | | | |

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| **Company Name: Stand No:** | | | | | | | | | | | |
| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Action Level** | **Person responsible for action** |
| *Manual Handling (unloading of stand elements)*  ***Example only*** | *Back injury limb crush muscle strain*  ***Example only*** | *Stand staff Surrounding contractors*  ***Example only*** | *3* | *3* | *9* | *Staff trained in correct lifting techniques Trolleys to be used/ show lifting contractor employed to lift items to stand area*  ***Example only*** | 2 | 3 | 6 | Medium **Example only** | Stand Manager  **Example only** |
| *Working at height (use of ladder to construct stand)* ***Example only*** | *Injury due to fall from height or injury due to being height by something falling from height.*  ***Example only*** | *Stand staff Surrounding contractors* ***Example only*** | *3* | *3* | *9* | *Elements built at ground level and only lifting to height when ready to be installed*  *Suitable ladders/ working platforms used Suitable harness for staff or equipment used Hard hats worn by staff working below* ***Example only*** | 2 | 3 | 6 | Medium **Example only** | Stand Manager  **Example only** |
| *Use of electrical tools* ***Example only*** | *Cutting Injury, fall over cable, electrocution* ***Example only*** | *Stand staff Surrounding contractors* ***Example only*** | *3* | *4* | *1*  *2* | *Staff trained in use of tools*  *Cordless tools used wherever possible*  *Reduce distance cables are used across the stand Equipment recently tested*  *Power breakers used*  ***Example only*** | 2 | 4 | 8 | High **Example only** | Stand Manager  **Example only** |
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| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Action Level** | **Person responsible for action** |
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