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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 = RP = Probability S = SeverityR = 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 dayL = 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 requiredMED – justify /review for each event dayHIGH –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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