

RISK ASSESSMENT TEMPLATE FOR EVENTS OR COMPLEX STANDS

<p><i>(insert show name/logo here)</i></p>	<p>Tenancy Dates:</p>	<p>Venue:</p>
	<p>Flyer:</p> <p>Build up:</p> <p>Open:</p> <p>Break down:</p>	<p>Halls in use:</p>
		<p>Rooms in use:</p>
<p>Risk assessment undertaken by:</p>	<p>Show Director:</p>	<p>Distribution:</p> <p><i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Show Management Team</i> • <i>Floor Managers</i> • <i>Contractors</i> • <i>Venue</i>
<p>Signed:</p> <p>Date:</p>	<p>Signed:</p> <p>Date:</p>	

Note this can be adapted for complex stands

Scope of Risk Assessment:

This assessment coversfromto...etc

Visitor Profile:

- Age range
- Alcohol consumption high/moderate/low
- Likelihood of some drug use yes/no
- % Children
- % Disabled/new and expectant mothers
- Busiest times
- Average attendance

Show Profile:

Visitor capacity at any one time:

Details of after show events:

Extent to which the show is likely to be vulnerable to terrorist attack or protest?

Hazards	Consequences	Who is at Risk	P x S = R	Controls	PxS=R	Action Level
<p>Identify Hazards</p> <p>Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm</p>	<p>What could result from the hazard?</p> <p>First aid injury – minor cuts sprains, bruises</p> <p>RIDDOR 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.</p> <p>Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person</p>	<p>Who might be harmed?</p> <ul style="list-style-type: none"> • Organiser's staff • Venue staff • Visitors • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Elderly visitors 	<p>Risk</p> <p>P = Probability S = Severity R = Risk level</p> <p>$P \times S = R$</p>	<p>Is the risk adequately controlled?</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls.....</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p> <p>Comply with industry standards?</p>	<p>What is the Residual Risk?</p> <p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no further action required</p> <p>See table in footer</p>	

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 >Almost inevitable	5-Multi death or very serious injury 4-Single death or very serious injury 3-Serious injury 2-RIDDOR 3 day 1-Minor/First Aid	Prob 5	5.M	10.H	15.H	20.H	25.H	LOW – no action required
4 Very likely		4	4.L	8.H	12.H	16.H	20.H	
3 Likely		3	3.L	6.M	9.H	12.H	15.H	MED – justify /review for each event day
2 Unlikely		2	2.L	4.L	6.M	8.H	10.H	
1 <Very unlikely		1	1.L	2.L	3.L	4.L	5.M	HIGH –immediate action/ further controls needed
			1	2	3	4	5	
			Severity					

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4 Very likely		4 4.L 8.H 12.H 16.H 20.H	
3 Likely		3 3.L 6.M 9.H 12.H 15.H	MED – justify /review for each event day
2 Unlikely		2 2.L 4.L 6.M 8.H 10.H	
1 <Very unlikely		1 1.L 2.L 3.L 4.L 5.M	HIGH –immediate action/ further controls needed
		1 2 3 4 5 Severity	

