
EXHIBITORS RISK ASSESSMENT – FORM 9

1 Introduction

It is a London Borough of Newham requirement for **all exhibitors at ExCeL London** to carry out a written Risk Assessment. **The Risk Assessment shall cover the stand, work activities and any equipment the exhibitor is intending to demonstrate.**

2 Assessment and Control of Risk Areas

The vast majority of activities carried out are of low risk and a general common sense approach to safety will be sufficient to control this risk.

3 Risk Assessment Procedure

An assessment of risk is nothing more than a careful examination of all work associated items which could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill by taking all practicable, foreseeable precautions to prevent them.

- **'Hazard'** means anything that can cause harm (e.g. chemicals, electricity).
- **'Risk'** is the chance, great or small, that someone will be harmed by the hazard.

The important things to be decided is whether the hazard has the potential to cause harm, and whether it is covered by satisfactory precautions so that the risk of causing harm is adequately controlled.

This must be checked when assessing the risks. For instance, electricity can kill but the risk of it doing so is remote, provided that 'live' components are insulated and metal casings properly earthed.

Assessing Hazard

Don't be overcomplicated. The hazards are comparatively few and straightforward. Checking them is common sense, but necessary. Some of them will have been assessed already - for example, if toxic or dangerous chemicals are used, an assessment should already have been made of the risks to health and precautions to be taken under the Control of Substances Hazardous to Health Regulations (COSHH). If so, consider them 'checked', and write that down when making a written assessment. For other hazards, list machinery that could cause harm, or if there is an awkward entrance or stair where someone could be hurt etc. If so, check that all reasonable precautions have been taken to avoid injury.

4 Step 1 - Look for the Hazards

Walk around your stand and look afresh at what could reasonably be expected to cause harm. Ask your staff what they think. They may have noticed things which are not immediately obvious. Manufacturers' instructions or datasheets can also help identify hazards and put risks in to true perspective.

4.1 Step 2 - Decide Who Might Be Harmed, and How

Think about people who may not be aware of what equipment or the activities taking place on your stand, e.g., visitors (including children), cleaners, contractors, etc. Is there is a chance they could be harmed?

4.2 Step 3 - Evaluate the Risks Arising From the Hazards and Decide Whether Existing Precautions Are Adequate or More Should Be Done

Even after all precautions have been taken, usually some risk remains. Decide whether the remaining risk is high, medium or low.

- First, ask have all the things that the law requires been done. For example, there are legal requirements on prevention of access to dangerous parts of machinery.
- Then ask whether generally accepted industry standards are in place. But don't stop there - because the law also says that all that is reasonably practicable to keep a workplace safe must be done.

The real aim is to make the risks as small as possible by adding to existing precautions as necessary. More information about legal requirements and standards can be found in the relevant HSE publication entitled Management of Health and Safety at Work: Approved Code of Practice and Essentials of Health and Safety.

Improving health and safety need not be expensive. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps, are inexpensive precautions considering the risks. But remember,

If something needs to be done, is it possible to:-

- Get rid of the hazard altogether?
- Control the risks so that harm is unlikely?

4.3 If you find a significant risk, a more detailed Risk Assessment must be completed.

5 Step 4 - Record Your Findings

ExCeL has produced an exhibitors simple tick box Risk Assessment form which will record the findings of all exhibitors.

The Risk Assessment section must be duly completed and signed and returned by 3rd September to Operations Department, Salon International, Quadrant House, The Quadrant, Sutton, Surrey SM2 5AS.

Exhibiting Company: Stand No.

1. Hazard Category – select the most appropriate category for the hazard you have identified. Look only for hazards on your stand, which you could reasonably expect to result in significant harm. Tick any of the following which are applicable:

Adverse weather	<input type="checkbox"/>	Fall from height	<input type="checkbox"/>	Stored energy	<input type="checkbox"/>
Complex structure	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Use of lifting equipment	<input type="checkbox"/>
Compressed air	<input type="checkbox"/>	Gas / LPG	<input type="checkbox"/>	Use of vehicles	<input type="checkbox"/>
Dust / Fumes	<input type="checkbox"/>	Hazardous substance	<input type="checkbox"/>	Use of work equipment	<input type="checkbox"/>
Equipment / Machinery	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Water features	<input type="checkbox"/>
Explosion	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	Others	<input type="checkbox"/>
Extreme temperature	<input type="checkbox"/>	Slip / fall	<input type="checkbox"/>	None	<input type="checkbox"/>
Falling objects	<input type="checkbox"/>	Special Effects	<input type="checkbox"/>		<input type="checkbox"/>

If you answered none return this form to the Organiser, if you ticked any of the above hazard categories please complete the following sections for each individual hazard.

2. Who is at Risk – identify the people who are at risk from this hazard

All workers	<input type="checkbox"/>	Maintenance staff	<input type="checkbox"/>	Pregnant workers	<input type="checkbox"/>
Cleaners	<input type="checkbox"/>	Members of the public	<input type="checkbox"/>	Disabled Persons	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Children	<input type="checkbox"/>

3. Risk Assessment

Probability x Severity = Risk Rating

Probability – How likely is the hazard to cause harm?	
1	Negligible
2	Possible Occurrence
3	Occasional Occurrence
4	Frequent Occurrence
5	Regular Occurrence
6	Common Occurrence

Severity – What is the worst possible outcome	
1	Trivial injury
2	Minor injury
3	Major injury to one person
4	Major injury to several persons
5	Death of one person
6	Multiple deaths

VERY LOW RISK	1 TO 4	Requires no action
LOW RISK	5 TO 7	Requires no action
MEDIUM RISK	8 TO 14	May require action or creating more awareness, look at specifics
HIGH RISK	15 to 36	Requires immediate action!

4. Existing control measures – What controls have been implemented to control hazard?

5. Are these control measures adequate to contain hazards?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

6. What additional controls are required to control hazard?

7. Return completed risk assessment to Operations Department, Salon International, Quadrant House, The Quadrant, Sutton, Surrey SM2 5AS by 3rd September 2010.

PRINT NAME:	COMPANY:
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SIGNATURE:	DATE:
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