

## RISK ASSESSMENT

Title:	Set Up, Attending and Take Down of Exhibitions				Date of Assessment:	08/10/2019	Risk Assessor:	Ian Warne and Clare Crouch	
Reference Number:	RA61		Version Number:	2	People involved in making this assessment:			Ian Warne and Clare Crouch	
Task/Process:	Set up, Attending and Take Down of Exhibitions				People at Risk:	Employees, Visitors and Other road users			
Documents Associated with this Risk Assessment:				RA24 Driving a Vehicle on Company Business					
Review Date:	04/06/2025		Reviewer:	Daniel Sawyer, Fraser McCallough and Rosie McCallough			Next Review Date:	03/06/2026	

<b>Hazard:</b> Manual Handling	Risk of musculoskeletal injuries from poor manual handling. Risk to employees.									
<b>Control Measures:</b>										
1.	Correct manual handling techniques to be employed as per training									
2.	Ensure all lifters are physically fit to do the work required									
3.	Ensuring working zone is clear and tidy and has plenty of light									
4.	Planning the route and briefing all others on the route prior to the lift									
5.	All items to be assessed before moving									
6.	Where reasonably practicable suitable lifting aids to be used									
7.	Heavier bulky items to be carried by two people									
8.	Regular breaks to be enforced									
9.	Protective shoes to be worn at all times									
10.	Instruction, information, training and supervision									

<b>Hazard:</b> Slips and Trips		Risk of musculoskeletal injuries. Risk to employees and visitors.									
<b>Control Measures:</b>											
1.	Ensuring the working zone is clear and tidy and has plenty of light										
2.	Planning the route and briefing all others on the route prior to the lift										
3.	Protective shoes with good grip to be worn at all times										
4.	Leads to be kept safe and not cause a trip hazard										
5.	Spills in department to be cleaned immediately										
7.	Instruction, information, training and supervision										

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<b>Hazard:</b> Electricity	Risk of electric shocks and burns. Electrical faults could lead to fires. Death. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	When installing electrical hook ups appropriate PPE should be worn, including protective shoes with good grip to worn at all times
2.	All portable appliances should be PAT tested prior to each show as applicable, unless new
3.	Ensure any equipment is suitable for its intended use
4.	Ensure the equipment has been maintained correctly
5.	Ensure equipment has been serviced as per the manufacturer's requirement by a competent person
6.	Only competent people to install or amend equipment
7.	If the show is outdoors all electrical equipment should be installed in a suitable way to be protected from the weather
8.	Instruction, information, training and supervision
<b>Hazard:</b> Working at Height (if applicable)	Risk of musculoskeletal injuries, broken bones and death. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	Limit the need to work at height
2.	Suitable steps provided and inspected before use
3.	Only trained, competent and approved staff to work at height
4.	Instruction, information, training and supervision
<b>Hazard:</b> Water (if applicable)	Risk of bacterial infections, electrocution and drowning. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	Display purposes only not to be used
2.	Signage indicating 'Deep water do not enter'
3.	See Electricity section above
4.	Water to be tested every hour during the show, switch off over night and test before switching on in the morning, dose with appropriate chemicals according to results. Record tests and findings
5.	Instruction, information, training and supervision
<b>Hazard:</b> Fatigue and general welfare	Risk of stress and fatigue which can also lead to other injuries. Risk to employees.
<b>Control Measures:</b>	
1.	Regular rest breaks as sanctioned by management
2.	Regular meal breaks and plenty of fluids
3.	Ensure enough people are attending the exhibition to allow for rest breaks

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4.	Instruction, information, training and supervision
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<b>Hazard:</b> Dehydration	Risk of dizziness, fainting, extreme fatigue, loss of cognitive ability. Risk to employees.
<b>Control Measures:</b>	
1.	Additional breaks as agreed
2.	Drink plenty of fluids – ideally water (non alcoholic)
3.	Information, instruction, training and supervision

<b>Hazard:</b> Heatstroke or Sunstroke	Risk of headaches, dizziness, muscle weakness or cramps, nausea or vomiting, rapid heartbeat, shallow breathing, confusion, disorientation, seizures and unconsciousness. Risk to employees.
<b>Control Measures:</b>	
1.	Additional breaks as agreed in a shaded, cooler environment
2.	Drink plenty of fluids – ideally water (non alcoholic)
3.	Consider not working at the hottest part of the day, alter working hours as necessary and agreed, where reasonably practicable
4.	Shade the working environment where reasonably practicable
5.	Take immediate action to remove an employee from the heat source if any symptoms present
6.	Information, instruction, training and supervision

<b>Hazard:</b> Sunburn	Risk of skins burns, longer term increased risk of skin cancer. Risk to employees.
<b>Control Measures:</b>	
1.	Wear eye protection, headgear and clothing that covers the body whilst still allowing skin to breathe
2.	Use a high factor suntan lotion at all times, ensure this is regularly reapplied according to the manufacturer's instructions
3.	Limit exposure to the sun, consider not working in the sun at the hottest part of the day, alter working hours as necessary and agreed where reasonably practicable
4.	Shade the working environment where reasonably practicable
5.	Additional breaks as agreed
6.	Information, instruction, training and supervision

<b>Hazard:</b> Cold	Risk of hypothermia and frost bite. Risk to employees.
<b>Control Measures:</b>	
1.	Limit time spent working in the cold condition by taking regular breaks
2.	Warm drinks available
3.	Wear warm clothing and appropriate footwear

4.	Instruction, information, training and supervision
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<b>Hazard:</b> Wet weather	Risk of slips, trips and falls, equipment risks and waterlogged areas. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	Limit time spent working in the wet weather conditions by taking shelter and using an umbrella where shelter isn't available
2.	Use non-slip surfaces to help reduce slips hazard where reasonably practicable
3.	Wear waterproof clothing and footwear where applicable
4.	Ensure equipment is kept covered and out of the wet weather, use waterproof equipment where reasonably practicable
5.	Regularly check equipment for damage and malfunction if exposed to wet weather
6.	Ensure working areas are well drained to prevent water accumulation and avoid working in waterlogged area
7.	Monitor flood risk regularly so appropriate warnings and action can be taken in the potential event of flash flooding
8.	Instruction, information, training and supervision

<b>Hazard:</b> Thunderstorm	Risk of being struck by lightning, high winds intense rainfall. Risk of serious injury and death. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	Keep a close eye on the weather if a thunderstorm is forecast and if any warnings have been issued, ensure weather alerts are turned on if possible
2.	Unplug any electrical equipment prior to a thunderstorm to avoid power surges and ensure equipment is kept covered and out of wet weather if reasonably practicable
3.	Stop all high-risk activities such as working at heights, avoid water, use of metal objects or electrical equipment
4.	Wear waterproof clothing and footwear where applicable, along with necessary PPE if required
5.	Ensure there is a safe shelter, such as a secure building or a vehicle where shelter can be taken through the storm
6.	Maintain communication with those you are with providing updates and reassurance
7.	Conduct a safety check of the area to ensure it is safe to return to (if applicable) after the storm
8.	Instruction, information, training and supervision

<b>Hazard:</b> Driving	Risk of serious injury and death. Risk to employees and other road users.
<b>Control Measures:</b>	
1.	Refer to RA24 Driving a Vehicle on Company Business
2.	Instruction, information, training and supervision



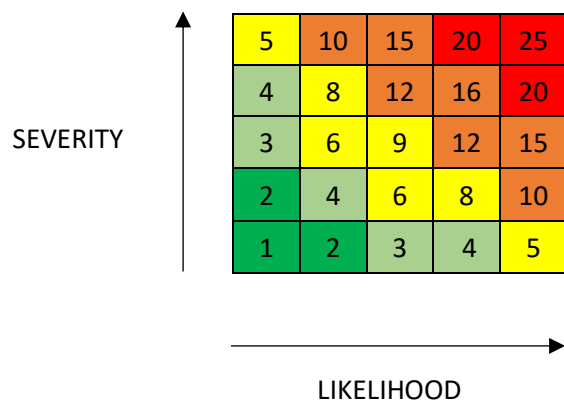
## **RISK ASSESSMENT**

I ..... (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: ..... Date: .....

## RISK ASSESSMENT

### HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	<b>Unacceptable</b> Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	<b>Tolerable</b> Additional controls must be introduced as soon as possible.
5-8	<b>Tolerable</b> Additional controls may be needed
4 or below	<b>Acceptable</b>

1-4 =	Low risk
6-9 =	Medium risk
10-25 =	High risk