

BUILD & BREAKDOWN RISK ASSESSMENT & COVID-19 RISK ASSESSMENT

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

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? Trivial injury not requiring treatment e.g. minor cuts and bruises Minor injury requiring treatment e.g. broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) Major injury not life changing e.g. head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible. Death or very serious life changing injury to one person e.g. loss of limb, paralysis or life changing injury from which full recovery is unlikely. Death or very serious life changing injury to more than one person	Who might be harmed? - Exhibitors - Contractors - Organisers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	Risk $P \times S = R$ P = Probability S = Severity R = Risk level See table below <i>As the likelihood of catching COVID-19 is largely unknown, this calculation is not required for the COVID-19 section of the RA.</i>	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

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level		
5 >75% 4 50 - 75% 3 25- 50% 2 1- 25% 1 < 1%	5-Multi death/ injury 4-Single death 3-RIDDOR major injury 2-RIDDOR 7 day 1-Minor/First Aid	Probability	5	5 – Medium	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
			4	4 – Low	8 – High	12 – High	16 – High	20 - High	
			3	3 – Low	6 - Medium	9 - High	12 – High	15 – High	
			2	2 – Low	4 - Low	6 - Medium	8 – High	10 – High	
			1	1 – Low	2 – Low	3 – Low	4 – Low	5 – Medium	
				1	2	3	4	5	
Severity									

Company Name:

Company Stand Number:

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Risk Assessment												
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) <i>Example only</i>	Back injury limb crush muscle strain <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	3	3	9	Staff trained in correct lifting techniques Trolleys to be used/ show lifting contractor employed to lift items to stand area <i>Example only</i>	2	3	6	Medium <i>Example only</i>	Stand Manager <i>Example only</i>	
Working at height (use of ladder to construct stand) <i>Example only</i>	Injury due to fall from height or injury due to being hit by something falling from height. <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	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 <i>Example only</i>	2	3	6	Medium <i>Example only</i>	Stand Manager <i>Example only</i>	
Use of electrical tools <i>Example only</i>	Cutting Injury, fall over cable, electrocution <i>Example only</i>	Stand staff Surrounding contractors <i>Example only</i>	3	4	12	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 <i>Example only</i>	2	4	8	High <i>Example only</i>	Stand Manager <i>Example only</i>	

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COVID-19 Risk Assessment					
Hazard	Consequences	Who is at Risk	Controls	Action Level	Person responsible for action
<i>Shared equipment and workstations</i> COVID-19 example only	<i>Spread of coronavirus</i> COVID-19 example only	<i>Stand staff, surrounding contractors, organisers, clients, visitors</i> COVID-19 example only	<i>Reduce need for shared equipment and workstations</i> <i>Brief staff to regularly clean hands, to not touch their face, and to practice good respiratory hygiene</i> <i>Brief staff to clean equipment / workstations before and after use</i> <i>All staff recommended to wear face coverings when working in enclosed spaces or in close proximity</i> COVID-19 example only	<i>Medium</i> COVID-19 example only	<i>Stand Manager</i> COVID-19 example only