



## **RISK ASSESSMENT FORM for Show Open Period**

**A Risk Assessment is a document that we all need to complete, it is not intended to stop you displaying your items or from displaying your products on your stand as you want, it is however there to identify any hazards that there could be in the process and how you will deal with the hazards to make sure that no one gets hurt.**

Things to think about could be do items have sharp edges, do they need a cover, or are they very loud and you need to let people know to cover their ears or is there a trip hazard on the stand that someone could fall over, or will you be serving hot drinks on your stand that people could spill. Think about everything that you will be doing on your stand once the show is open and what could be a bit dangerous and how you will reduce the risks.

<b>Exhibition</b>	<b>Inclusive Dates</b>	<b>Company Name</b>	
		<b>Name of person preparing Risk Assessment</b>	
<b>Venue</b>	<b>Stand Number</b>	<b>Title</b>	
		<b>Signature</b>	<b>Date Assessed</b>

<b>Hazard Identified</b>	<b>Person at Risk</b>	<b>WORST CASE OUTCOME</b>	<b>0</b>	<b>PROBABILITY RATING</b>	<b>0</b>	<b>Control Measures (how will you reduce the risk)</b>
		<b>HIGH</b> – Certain to cause death	<b>4</b>	<b>Probably</b>	<b>4</b>	
		<b>MEDIUM</b> – Probable to cause serious injury	<b>3</b>	<b>Possibly</b>	<b>3</b>	
		<b>LOW</b> – Possible to cause first aid injury	<b>2</b>	<b>Unlikely</b>	<b>2</b>	
		<b>VERY LOW</b> – Unlikely to cause injury / damage	<b>1</b>	<b>Remotely</b>	<b>1</b>	
<b>Hazard Identified</b>	<b>Person at Risk</b>	<b>WORST CASE OUTCOME</b>	<b>0</b>	<b>PROBABILITY RATING</b>	<b>0</b>	<b>Control Measures (how will you reduce the risk)</b>
		<b>HIGH</b> – Certain to cause death	<b>4</b>	<b>Probably</b>	<b>4</b>	
		<b>MEDIUM</b> – Probable to cause serious injury	<b>3</b>	<b>Possibly</b>	<b>3</b>	
		<b>LOW</b> – Possible to cause first aid injury	<b>2</b>	<b>Unlikely</b>	<b>2</b>	
		<b>VERY LOW</b> – Unlikely to cause injury / damage	<b>1</b>	<b>Remotely</b>	<b>1</b>	
<b>Hazard Identified</b>	<b>Person at Risk</b>	<b>WORST CASE OUTCOME</b>	<b>0</b>	<b>PROBABILITY RATING</b>	<b>0</b>	<b>Control Measures (how will you reduce the risk)</b>
		<b>HIGH</b> – Certain to cause death	<b>4</b>	<b>Probably</b>	<b>4</b>	
		<b>MEDIUM</b> – Probable to cause serious injury	<b>3</b>	<b>Possibly</b>	<b>3</b>	
		<b>LOW</b> – Possible to cause first aid injury	<b>2</b>	<b>Unlikely</b>	<b>2</b>	
		<b>VERY LOW</b> – Unlikely to cause injury / damage	<b>1</b>	<b>Remotely</b>	<b>1</b>	

Please return to [OperationsEMEA@IAAPA.org](mailto:OperationsEMEA@IAAPA.org)