



Risk Assessment for Build and Breakdown

The point of this risk assessment is to highlight any risks involved in the build-up and break down of your stand (if you have your own version please feel free to use that). When completing a Risk Assessment please consider all risks that you may expect to encounter when building your stand, please take things as follows into account: working at height, working environment, long working hours, creation of dust, loading and unloading, trip hazards, etc. This is not an exhaustive list and you must consider your work and plans of building and taking the stand down.

Risk Assessment undertaken by: (Name and Position)	Tenancy Dates: Dates – Build Period Dates – Break Period	Venue:
Date:	Signature	Stand name and number:

Risk Assessment

Hazards	Consequences	Who is at Risk?	P x S = R	Controls	Action Level			
Identify hazards: Identify hazards in the areas in use and surrounding communal areas that could reasonably be expected to result in harm	What could result from the hazard? First Aid Injury – minor cuts, sprains, bruises, etc 7 Day Injury – broken fingers, toes, sprained muscles, back injuries, stress, etc Serious Injury - head injury, loss of consciousness, broken bones, dislocations, respiratory problems, etc – usually an injury from which full recovery is possible Death or Very Serious Injury – Loss of limb, paralysis, life changing injury from which full recovery is unlikely Death or Very Serious Injury of More Than One Person	Who might be harmed? <ul style="list-style-type: none"> • Organiser • Venue staff • Exhibitor • Contractor • Visitor • Child • Person with disability 	Risk P = probability S = severity R = risk level P x S = R	Is the risk adequately controlled? Consider the hierarchy of controls <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls.... <ul style="list-style-type: none"> • Meet legal requirements? • Represent best practice? • Reduce risk as far as is reasonably practicable? • Comply with industry standards? 	What is the residual risk? Action Level H = high, immediate action required M = medium, justify and review the event each day/time L = no further action required See table below			
Probability (P)	Severity (S)	Calculation of Risk (R)						Action Level
5 - >Almost inevitable 4 - Very likely 3 – Likely 2 – Unlikely 1 - <Very unlikely	5 – multi-death or very serious injury 4 – single death or very serious injury 3 – serious injury 2 – 7 day injury 1 – Minor first aid injury	Probability:						
		5	5. M	10. H	15. H	20. H	25. H	Low – no action required
		4	4. L	8. M	12. H	16. H	20. H	Medium – justify/review for each event/day
		3	3. L	6. M	9. H	12. H	15. H	
		2	2. L	4. L	6. M	8. H	10. H	High – immediate action/further controls needed
		1	1. L	2. L	3. L	4. L	5. M	
	1	2	3	4	5			
		Severity:						

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
e.g working at height	e.g Fall from ladder	Stand builder	2	5	10	<p>e.g Limited time required on ladder as components built at ground level</p> <p>Ladder used only on flat surface</p> <p>Worker uses ladder according to the safety marks and does not use top step</p> <p>Worker keeps three points of contact at all times with ladder</p> <p>Scaffold tower used where ladder is not appropriate or where longer time is required</p> <p>Ladder is never moved when persons are on it</p>	1	5	5	L