

Essentially to complete the Risk Assessment you are required to:

First list the task (what working methods will be used)

Then what the perceived risk is

Then who will be at risk ( staff, other contractors, visitors, etc)

Then how high is the risk level (low, medium, high)

Then what control measure that you will put in place to reduce the risk level.

Finally what is the improved risk level and any further controls needed

Note: If something really is of low risk, then it may not need to be covered in the assessment.

**The aim is to identify medium and high risk activities and reduce these to lower risk levels.**

Consider the exhibition hall to be a construction site whilst it is in build up and breakdown.

As a minimum you should be considering and describing the following :

**Working at height** (ladder work for example). If working at height is necessary, staff will use a stable platform or step ladder used to manufacturers guidelines.

**Manual handling** (lifting and moving heavy items). Lifting equipment used where possible and staff trained in correct manual lifting techniques.

**Slips, trips and falls** Rubbish/empty boxes to be removed regularly, no trailing cables (all staff to keep space clean and clear of trip & slip hazards).

**Electrical – any electrical** (all electrical equipment must be PAT tested to ensure it is safe to use, no unqualified staff permitted to work on any live electrical items, liaise with electrical contractor for the event).

**Fire** (materials to be fire retardant, all staff to observe the no smoking rule, power sockets never overloaded, keep the area clear of rubbish ).

**Tools – what tools will be used** (only used by experienced staff in the correct manner).

**COSHH** (control of hazardous substances – hazardous to health and environment), paints, adhesives, cleaning fluids etc. Please note - The use of toxic putty or cellulose-based car body fillers that carry hazard warnings (such as flammable or harmful to health) is prohibited. Only water-based fillers may be used.

**Environment** (the working environment) any impact works may have on it ie: dust, noise, fumes – ventilation and extract

**PPE (Personal Protective Equipment)** All staff observe the venue and/or show requirements - to wear Hi-vis jackets, suitable work boots, hard hats, if required. PPE is your first line of defence.

**Live demonstrations / working machinery on Stands**, must be supervised at all times with a named individual with responsibility included on the Risk Assessment with contact details. Please describe barriers / surrounds in place, safety mechanisms

**Display Vehicles on Stands**, should include the following information on a Risk Assessment :

The date and time to bring the vehicle in must be agreed with the Venue and communicated to the Floor Manager and Hall Security. We recommend vehicles come in at the very earliest opportunity before too much construction in the hall, so this would normally come in on the first day you have access to the hall and normally this would be placed directly in the correct position on the stand.

We would require a Risk Assessment specifically relating to the vehicle being brought into the hall, and the following areas must be covered:

Vehicle details, date and time confirmed for install and de-rig

Name and mobile number of driver responsible for installation of vehicle and collection.

Confirmation that the driver will only bring the vehicle into the hall when accompanied by an Abraxys Floor Manager who will walk ahead of the vehicle to ensure the vehicle takes the safest and most direct route possible. Same for removal of vehicle post show.

All persons involved in moving a vehicle in the hall must wear Hi-Vis.

Keys to the vehicle during the show open hours must be held by the organiser on site.

Vehicle to arrive with minimal fuel in the tank.

Once installed on site, battery to be disconnected and drip tray may be required under the vehicle.