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| **Risk Assessment** |
| **Show: Freight in the City Expo**  |
| **Stand number** |  | **Exhibiting company** |  |
| **Contractors company name** |  | **Person completing the documentation** |  |
| **Date completed** |  | **Signature.** |  |
| Hazard Identified*: i.e. what can cause harm* | Activities/ area of concern *i.e. what is taking place as part of the event* | Person at risk | Current risk factor i.e. *determine the level of risk: high, Medium or low* | Actions to be taken to reduce the risk*: i.e. what actions could be taken to reduce the risk* |
| **Falling of a laddered or step****EXAMPLE** | **Building and dismantling of the stand** | **Crew building/ dismantling the stand** | **Medium** | **Ladders and steps are use with their intended purpose****Non slip feet are in plans** |
| **Electrocution from tools****EXAMPLE** | **Building and dismantling of the stand** | **Crew building/ dismantling the stand** | **Medium** | **Electrical equipment to be used safely.****Equipment is Pat tested to meet all regulations** |
| **Slips/trips****EXAMPLE** | **Building and dismantling of the stand** | **Crew building/ dismantling the stand** | **Medium** | **Wet areas within the stand space have a hazard cone in place****Wires from electrical equipment are not trailing within the stand space.** |
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| **Stand number** |  | **Exhibiting company** |  |
| **Contractors company name** |  | **Person completing the documentation** |  |
| **Date completed** |  | **Signature.** |  |

**Guidance on completion of the risk assessment**

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| **1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY**  |
| Working at Height | Noise | Hand tools | Vibration |
| Falling objects | Extreme Heat / cold | Confined spaces | Repetitive hand/ arm movement |
| Slippery/ uneven/ worn floors | Radiation | Poor housekeeping / cleaning | Machine operation |
| Obstructions/ projections | Lighting | Vehicle movement | Electro Magnet |
| Manual handling | Compressed air | Fire / explosion | Pressurised systems |
| Mechanical Lifting | Substances / materials | Electricity | **Other (*specify on assessment)*** |

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| **2. RISK MATRIX** | **Potential consequence of harm** |
|  |  | **1 – Minor Injury** (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious) | **2 – Significant Injury**(e.g. hazard can result in serious injury and/or illness, over 3 day absence) | **3 – Major Injury**(e.g. hazard capable of causing death or serious and life threatening injuries) |
| **Likelihood of harm** | **1 – Unlikely**  (injury rare, though possible) | **1 – Low**  | **2 – Low**  | **3 – Medium**  |
| **2 – Possible** (injury could occur occasionally) | **2 – Low**  | **4 – Medium**  | **6 – High**  |
| **3 – Probable** (injury likely to occur, can be expected) | **3 – Medium**  | **6 – High**  | **9 – Extreme**  |

**3. RISK EVALUATION**

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you and overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

**1 to 2** = **Low risk**

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

**3 to 4** = **Medium risk**

Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

**6** **= High risk**

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence