

Risk Assessment Advice



Step 1 – Look at the hazards

From the tasks you know are to be undertaken, list the hazards.

Ask yourself some difficult questions. If all significant hazards have been addressed then you have done everything that is reasonably practicable it may not be possible to think of every eventuality, but you must be able to show that you have considered and taken action to eliminate or reduce the most likely hazards.

Step 2 – Decide who could be harmed and how

Who will be affected by the work being done on the stand area and possibly put at risk? Think of your employees, contractors, fellow exhibitors and visitors.

Step 3 – Evaluate the risks

Once you have considered the first two steps adequately, you can then decide on the appropriate action.

Ask yourself:

- a) Can the hazard be eliminated completely?
- b) If the risk cannot be totally removed, can it be reduced by being done in a different way?
- c) Can protective measures be taken that will protect the entire workforce and visitors by isolating the hazard?
- d) What measures can you put in place to control the hazard? Can a safe system of work be established?

Protective clothing such as hard hats, ear defenders etc should only be the last step to take and are rarely the only solution.

Step 4 – Record the findings

If you have risks present, write down the findings in your Risk Assessment. Communicate the information to those people identified in Step 2, and record what measures you have taken to control those risks.

Step 5 – Review your findings

Shortly after the show, ask yourself some hard-hitting questions:

Were the control measures you implemented effective?

Have you taken on new, young or inexperienced staff, appointed new Contractors etc?

Establish what went wrong and what went right. This will help in managing your stand all the more effectively next time.