

Company Name  General Risk Assessment for   
Stand Number (where applicable)  at  (EVENT)

Hazard/Issue	Persons Affected	Existing Risk Controls	Further Actions/Comments
<ul style="list-style-type: none"> <li><input type="radio"/> Fire</li> <li><input type="radio"/> Security</li> <li><input type="radio"/> Falls of objects and persons from height</li> <li><input type="radio"/> Slips, trips, falls</li> <li><input type="radio"/> Machinery, equipment, plant, powertools</li> <li><input type="radio"/> Electrical safety</li> <li><input type="radio"/> Manual Handling</li> <li><input type="radio"/> Hazardous substances</li> <li><input type="radio"/> Vehicle movements</li> <li><input type="radio"/> Other</li> </ul>	Our staff, other contractors, the public	<ul style="list-style-type: none"> <li><input type="checkbox"/> We plan our works for build and break-down phases and adhere to the safety rules laid down in the information provided by the Organiser and the Venue</li> <li><input type="checkbox"/> Stand and exhibit materials we install meet fire resistant standards with samples sent to Organiser</li> <li><input type="checkbox"/> We keep emergency escape routes clear</li> <li><input type="checkbox"/> We ensure that all persons will be able to leave our stand safely and can see where the exits are.</li> <li><input type="checkbox"/> We observe the no smoking rules</li> <li>We don't carry out hot-work unless we have written permission from the Organiser, subject to permit</li> <li><input type="checkbox"/> We maintain good housekeeping and clear away rubbish regularly</li> <li><input type="checkbox"/> We are vigilant and report any security concerns</li> <li>When we have to work at height we use a stable working platform with proper edge protection or steps where the work is of short duration</li> <li>We are careful to avoid items falling onto persons below</li> <li><input type="checkbox"/> We take care to minimise trailing leads, covering or taping these down where feasible</li> <li><input type="checkbox"/> Our staff wear safety footwear when build or dismantling stands</li> <li><input type="checkbox"/> We have our own rules to ensure our staff use equipment safely</li> </ul>	

Continued

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<ul style="list-style-type: none"> <li>○ Fire</li> <li>○ Security</li> <li>○ Falls of objects and persons from height</li> <li>○ Slips, trips, falls</li> <li>○ Machinery, equipment, plant, powertools</li> <li>○ Electrical safety</li> <li>○ Manual Handling</li> <li>○ Hazardous substances</li> <li>○ Vehicle movements</li> <li>○ Other</li> </ul>	<p>Our staff, other contractors, the public</p>	<p>Our powertools are battery powered or run on 110V extra low voltage supplies</p> <p>All our powertools are properly guarded and we continue to check this is the case</p> <p>We supply pre-prepared and pre-cut materials for our stand before we come to site, whenever we can</p> <p>When we do have to cut wood materials we use extraction ventilation equipment to avoid dust</p> <p>Our electrical equipment is inspected and tested to ensure it is safe from causing an electric shock or overheating</p> <p>We make sure our stand is electrically checked and certificated by the appointed electrical contractor before it is energised.</p> <p>We properly support and fix all our structures so they do not present a risk of falling</p> <p>We do not build stand structures greater than 4 metres high unless we have had written permission from the Organiser</p> <p>We understand that stand structures over 4m high, raised platforms, suspended heavy items, sound or lighting towers are complex structures, have to be specifically permitted by the Organiser and require a formal design check and final inspection by a structural engineer</p> <p>We do not spray paint any chemicals onto our stand within the venue unless permission has been given by the Organiser</p> <p>We do not use flammable materials on our stand</p> <p>We use the appointed logistics contractor to transport our stand materials onto and around the site</p> <p>We report all incidents to the Organiser</p>	

Signed by Exhibitor (where relevant):  Date:

Signed by Contractor:  Date:

## METHOD STATEMENT - GUIDANCE FOR COMPLETION

METHOD STATEMENT FOR FOLLOWING ACTIVITIES:	
EXHIBITORS NAME:	CONTRACTORS NAME:
EVENT NAME AND DATE:	STAND NO:
<b>Exhibitor Contact Details:</b>	<i>E.g. the employee who will be responsible for the contractor on site. Please add all contact details including name, mobile number and position within your company.</i>
<b>Responsible Person Contact Details:</b>	<i>E.g. the employee who will be responsible for the construction and breakdown of your stand or carrying out the specified activities. Please add all contact details including name, mobile number and position within your company.</i>
<b>Stand or Activity Details &amp; Location:</b>	<i>E.g. the logistics, vehicle movements, loadings, dimensions, location, or unusual stand features (as relevant).</i>
<b>Access:</b>	<i>Details of the entry point into the halls and the route to the final position.</i>
<b>Step-by-step Sequence for the structure:</b>	<b>Full Details</b> of the sequence and schedule in which all works will be undertaken or stand elements will be built, including alignment, electrical connection, lifting and so forth.
<b>Stability:</b>	<b>Detail</b> the methods of ensuring adequate structural support of any stand element or structure that requires cross bracing, with calculations and inspection certificate from an independent structural engineer – include steps of the build.
<b>Lifting:</b>	<i>Outline all of the equipment that will be used, their capacities, weight, locations and floor loadings. Check training qualifications and machinery inspection certificates.</i>
<b>Working at Height:</b>	<i>Include <b>All Details</b> of working at height. E.g. temporary and mobile scaffolds, access towers and other work at height, which you intend to carry out. Detail how you will ensure safety when working at height and confirm competency of staff involved. <b>Scaffold towers incorrectly or incompletely assembled will be removed from the Hall.</b> For double decked explain when handrails will be completed for the upper deck, is it prior to lifting and will the floor be complete? If not explain the means of edge protection that has been designed during the construction.</i>
<b>Hazardous Substances:</b>	<i>What substances will be used? Any proposed use of hazardous substances other than small quantities used for the stand build and cleaning must be advised to the organisers and venue. Any hazardous substance must have a safety data sheet available for inspection on site. <b>Any substance deemed hazardous which cannot be adequately controlled will be removed from the Hall.</b></i>
<b>Environment:</b>	<i>Consider any abnormal noise that will be present or work which may create dust or fumes. What ventilation and other control measures will be provided.</i>
<b>Services:</b>	<i>Note where electrical work will be carried out or other services such as compressed air will be brought onto site. Be aware of any restrictions laid down in the safety rules.</i>
<b>First Aid &amp; Emergency Procedures:</b>	<i>Identify the first aid and emergency procedure that you will need on site and highlight any hazardous work that may need extra first aid (e.g. burns, electrical, chemical)</i>
<b>Safety Features:</b>	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your risk assessment.</i>
<b>Exhibits (where applicable):</b>	<i>Provide the organisers with any/all details on exhibits, which may present a risk to the public and/or the operator and the controls that will be put in place.</i>
<b>Arrangements for Safe Dismantling:</b>	<i>Describe methods involved during event breakdown to plan the breakdown phase to avoid hazards arising from falling materials, moving vehicles, poor housekeeping etc.</i>

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Responsible Person Contact Details:	
Stand or Activity Details & Location:	
Access:	
Step-by-step Sequence for the structure:	
Stability:	
Lifting:	
Working at Height:	
Hazardous Substances:	
Environment:	
Services:	
First Aid & Emergency Procedures:	
Safety Features:	
Exhibits (where applicable):	
Arrangements for Safe Dismantling:	

I confirm that in relation to this event, the controls laid down in the Method Statement are in place:

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_