

## Risk Assessment & Method Statement FAQ/Template

### Risk Assessment explanation:

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

**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.

Method Statement

Contractor Contact Name:	Exhibiting Name:	Date:
Company Name:	Stand Number:	Signature:

Details of Stand Construction:	Please provide your response to <u>every</u> question below:
<b>RESPONSIBLE PERSON:</b> Details of the person responsible for Health & Safety during build up and breakdown onsite. (Name, mobile, email)	
<b>STAND DETAILS:</b> Dimensions and location of your stand. Include a description of any unusual features of your stand.	
<b>ACCESS:</b> What are the details of the entry point into the halls and the route you will take to arrive at your stand?  Please note the <b>date and time</b> of your arrival onsite to begin construction of your stand build.	
<b>TIMETABLE:</b> What is the step-by-step sequence and schedule in which all of the stand elements will be built and completed.	

<p><b>STABILITY:</b> How do you ensure adequate support of elements that require cross bracing. For constructions deemed complex, structural calculations must be submitted with your plan drawings.</p>	
<p><b>LIFTING:</b> Weight to be lifted, height it will be lifted to, equipment to be used (crane, fork lift, Hiab etc.) Describe manual handling techniques.</p>	
<p><b>RIGGING :</b> Are you ordering any suspension points? For rigged elements deemed complex, structural calculations must be submitted with your plan drawings.</p>	
<p><b>WORKING AT HEIGHT:</b> Please include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out and tools to be used.</p>	
<p><b>COSHH:</b> Will you be using any hazardous and/or toxic substances? If so, please list them and confirm what measures you are taking to protect workers? During Show Open days, please declare use of special lighting/haze equipment.</p>	
<p><b>ENVIRONMENT:</b> Describe any abnormal noise or work that may create dust or fumes and the ventilation and other control measures in place?</p>	
<p><b>SERVICES:</b> Describe services being ordered from official contractors.</p>	
<p><b>SAFETY FEATURES, incl. PPE:</b> Describe equipment and precautions will you provide onsite, i.e. barriers, screens, warning signs, fire extinguishers, hard hats, dust masks, gloves, ear plugs etc.</p>	
<p><b>EXHIBITS:</b> Please describe any special activities or machinery demonstrations that may present a risk to the public?</p>	