

**Example of a Risk Assessment:**

Issue/Task	Hazards/ Consequences	Who Is At Risk	Existing Control Measures	Level of risk remaining: High (8+) Medium (4-7) Low (1-4)	Required Actions	Priority: High/ Medium/ Low
<p><b><u>Identify Tasks that involve safety risks:</u></b> Identify ALL tasks during the activity that could reasonably be expected to result in some significant harm. 'None' is usually not sufficient</p> <p>Typical general issues would include:</p> <ul style="list-style-type: none"> <li>Working at height</li> <li>Slips, trips and falls</li> <li>Use of power tools and other machinery</li> <li>Electrical installations</li> <li>Manual handling</li> <li>Use of hazardous substances</li> <li>fire hazards (soldering, welding)</li> <li>Food serving and preparation</li> <li>Movement of vehicles</li> <li>Use of flammable materials</li> </ul>	<p><b><u>What could be the consequences of those hazards?</u></b></p> <p><b>Minor injury - No First Aid required</b> light sprains, bruises</p> <p><b>Minor injury - First Aid required</b> cuts, broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p><b>Major injury Hospital</b> head injury, loss of consciousness, broken bones, dislocations, respiratory problems</p> <p><b>Multiple major injury</b> See above</p> <p><b>Death/serious injury to one or more</b> Death and or serious injury to one or more persons</p>	<p><b><u>Who might be harmed?</u></b></p> <p>Be specific</p> <ul style="list-style-type: none"> <li>Exhibitors</li> <li>Contractor</li> <li>Sub-contractor</li> <li>Visitors</li> <li>Young or New Staff</li> <li>Disabled</li> <li>Children</li> <li>New and expectant mothers</li> <li>Elderly visitors</li> </ul>	<p><b><u>Is the risk adequately controlled?</u></b></p> <p>If the existing control measures are adequate, set them out. If more precautions need to be taken then prioritize the 'High/Very High Risk' hazards and implement their control measures first.</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> <li>Eliminate</li> <li>Substitute</li> <li>Reduce</li> <li>Isolate</li> <li>Control</li> <li>PPE</li> <li>Discipline</li> </ul> <p>Ask: Do the controls.....</p> <ul style="list-style-type: none"> <li>Comply with industry standards?</li> <li>Meet legal requirements?</li> <li>Represent best practice?</li> <li>Reduce risk as far as is reasonably practicable?</li> </ul>	<p><b><u>How high is the remaining Risk?</u></b></p> <p>P = Probability S = Severity R = Risk level</p> <p><math>P \times S = R</math></p> <p>See separate Table</p>	<p><b><u>What action is required?</u></b></p> <ul style="list-style-type: none"> <li>Staff training</li> <li>Keep information accessible</li> <li>Keeping certificates up to date.</li> <li>Monitor at set intervals</li> </ul>	<p><b><u>Action Level</u></b></p> <p>H = High, Immediate action required. Report to Organisers</p> <p>M = Medium, Justify and review each day</p> <p>L = Low, no action required</p> <p>See separate Table</p>

**Key table**

Please use the key table below to measure the risk level

Probability (P)	Severity (S)	Calculation of Risk (P x S = R)					Action Level	
5 >Almost inevitable 4 Very likely 3 Likely 2 Possible 1 <Very unlikely	5-Death (one or more) 4-Major injury to many 3-Major injury / Hospital 2-Minor First Aid req. 1-Minor No First Aid	Prob 5	5.M	10.H	15.H	20.H	25.H	LOW (L)– no action required
		4	4.L	8.H	12.H	16.H	20.H	
		3	3.L	6.M	9.H	12.H	15.H	MED (M)– justify and review each day
		2	2.L	4.L	6.M	8.H	10.H	
		1	1.L	2.L	3.L	4.L	5.M	HIGH (H)–immediate action. Further controls needed. Contact Organiser
			1	2	3	4	5	Severity