

How to complete a Risk Assessment (RA)

All Exhibitors/Contractors are reminded of their duty in law to undertake written RAs on behalf of their employees and to develop safe working practices arising from this process.

- The Legal requirement under the management of Health & Safety at Work Regulations 1999 require that Employers make a suitable and sufficient assessment of risks to the health and safety of employees and non employees (the assessment is carried out with a view to identifying what measures need to be implemented to comply with legal requirements).
- There should be particular emphasis placed on assessment of risks:
 1. to new and expectant mothers both at work and visiting
 2. of fire
 3. to children
- The RA should identify any hazard, existing control measures and additional controls required to reduce the likelihood to a level that is reasonably practicable. Additional factors should be considered that take into account the location and temporary nature of the show.
- The aim of the RA is not to list every possible hazard but to identify hazards that may present a significant risk. It may be that a control measure is already in place, this should be identified and if sufficient then no further action is required, provided that the control measures are undertaken. If further control measures are required then these should be identified and the action/processes undertaken. A RA is not just a paper exercise designed to eliminate risk but a living document that can change to meet changes in work practices, new processes and materials.
- Help and advice on risk assessments is available from the Health and Safety Executive: <http://www.hse.gov.uk/risk>
- You may also wish to consult with the eGuide which is an industry guide covering all aspects of an Exhibition or Event: http://www.aev.org.uk/files/stand_build.pdf

- A RA is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives, and affect your business too if output is lost, machinery is damaged, insurance costs increase, or you have to go to court. You are legally required to assess the risks in your workplace.
- The important things you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is small. You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in an office environment is remote, provided that 'live' components are insulated and metal casings properly earthed.
- The Health and Safety Executive (HSE) have designed a simple process for undertaking risk assessments. Extracts and instructions from this process have been included for your information and guidance. The use of this system is by no means compulsory or indeed mandatory and many organisations have developed systems that meet their needs, however, this guide will make use of the HSE's Five Steps to RA.

STEP 1: Look for the hazards

1.1 Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace, as a guide:

- Slipping/tripping hazards (eg poorly maintained floors or stairs)
- Fire (eg from flammable materials)
- Chemicals (eg battery acid)
- Moving parts of machinery (eg blades)
- Work at height (eg from mezzanine floors)
- Ejection of material (eg from plastic moulding)
- Pressure systems (eg steam boilers)
- Vehicles (eg fork-lift trucks)
- Electricity (eg poor wiring)
- Dust (eg from grinding)
- Fumes (eg welding)
- Manual handling
- Noise
- Poor lighting
- Low temperature

STEP 2: Decide who might be harmed and how

2.1 There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, eg

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:

- Staff with disabilities
- Visitors
- Inexperienced staff
- Lone workers

STEP 3: Evaluate the risks

3.1 Decide whether the existing precautions are adequate or whether more should be done for the hazards listed, do the precautions already taken:

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

Have you provided?

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. (You may refer to procedures, company rules, etc.)

Where the risk is not adequately controlled, indicate what more you need to do (the 'action list')

STEP 4: Record your findings

4.1 This means writing down the significant hazards and conclusions. Examples might be 'Electrical installations: insulation and earthing checked and found sound' or 'Fume from welding: local exhaust ventilation provided and regularly checked'. You must also tell your employees about your findings.

4.2 Suitable and sufficient - not perfect! Risk assessments must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable
- the remaining risk is low

STEP 5: Review your assessment

5.1 Review your assessment and revise it if necessary. Sooner or later you will bring in new machines, substances and procedures which could lead to new hazards. If there is any significant change, add to the assessment to take account of the new hazard. Don't amend your assessment for every trivial change, or still more, for each new job, but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. In any case, it is good practice to review your assessment from time to time to make sure that the precautions are still working effectively.

5.2 We require a written risk assessment from all Exhibitors/Contractors, if after undertaking the risk assessment no significant hazards have been identified that require control measures please annotate this on the risk assessment. Method Statement

5.3 A Method Statement is required, it should include the following information.

- The Exhibitor's details and how they can be contacted if not on site.
- Who is in charge of the work on site?
- Who is responsible for the different elements of the work- i.e. contractor/subcontractor.

5.4 How the elements of the work are to be undertaken, with special attention to:

- What safety equipment is being provided?
- What plant is being used and whether it is owned or hired and well maintained.

- What training and qualifications do the operational staff have in using the equipment or plant?
- What certification will be provided relating to structures, scaffolding or walls?
- What control measures will be applied?
- What arrangements will be in place to deal with serious or imminent danger to the Exhibitor's employees and /or other people in or near the construction site?

Go to next page to see an example of a Risk Assessment



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><u>Identify Tasks that involve safety risks:</u> 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"> • Working at height • Slips, trips and falls • Use of power tools and other machinery • Electrical installations • Manual handling • Use of hazardous substances • fire hazards (soldering, welding) • Food serving and preparation • Movement of vehicles • Use of flammable materials 	<p><u>What could be the consequences of those hazards?</u></p> <p>Minor injury - No First Aid required light sprains, bruises</p> <p>Minor injury - First Aid required cuts, broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Major injury Hospital head injury, loss of consciousness, broken bones, dislocations, respiratory problems</p> <p>Multiple major injury See above</p> <p>Death/serious injury to one or more Death and or serious injury to one or more persons</p>	<p><u>Who might be harmed?</u></p> <p>Be specific</p> <ul style="list-style-type: none"> • Exhibitors • Contractor • Sub-contractor • Visitors • Young or New Staff • Disabled • Children • New and expectant mothers • Elderly visitors 	<p><u>Is the risk adequately controlled?</u></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"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Ask: Do the controls.....</p> <ul style="list-style-type: none"> • Comply with industry standards? • Meet legal requirements? • Represent best practice? • Reduce risk as far as is reasonably practicable? 	<p><u>How high is the remaining Risk?</u></p> <p>P = Probability S = Severity R = Risk level</p> <p>$P \times S = R$</p> <p>See separate Table</p>	<p><u>What action is required?</u></p> <ul style="list-style-type: none"> • Staff training • Keep information accessible • Keeping certificates up to date. • Monitor at set intervals 	<p><u>Action Level</u></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