

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 bestpractice? 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	
			1	2	3	4	5	HIGH (H)–immediate action. Further controls needed. Contact Organiser
			Severity					