

## Risk Assessment

Company Name: xxxx

Undertaken By: xxxx (name of person in charge of stand)

Event name: xxxx

Date Undertaken: xxx

1. List all potential hazards on your stand/pitch: the matrix below can be expanded to suit.
2. Identify who is at risk.
3. Use the risk matrix (below) to calculate the risk rating. **Any ratings above 6 are unacceptable.**
4. List what control measures will be used to reduce the risk.
5. Assess what risk remains once control measures are in place. **If the remaining risk is above 6, further action is needed to mitigate the hazard.**
6. List what further action will be taken, if any is required.

Hazard (anything likely to cause harm)	Persons at Risk E= employee C= Contractor P= Public	Risk Rating (see key below)			Control Measures	Remaining Risk			Further Action Needed
		Likelihood	Severity	Risk		Likelihood	Severity	Risk	
Lifting/carrying injuries	E,C,P	3	3	9	Vehicle to be brought as close to stand as possible. Trolley used where appropriate. Loads split into manageable sizes/weights for manual lifting.	2	3	6	N/A
Injury while erecting stand	E,C,P	3	2	6	Competent persons to erect stand using manufacturers instructions.	1	2	2	N/A
Slips and trips due to materials being left on floor	E,C,	3	2	6	Monitor floor condition, work in tidy manner within confines of own space.	2	2	4	N/A
Collisions with other workers/vehicles	E,C,	3	3	9	Hi Vis vests will be worn at all times.	2	2	4	N/A
Falls from ladder	E, C	3	3	9	No working at height required. Ladders to be placed appropriately and held by second person	2	2	4	N/A
Injury caused by displays or POS materials	E,C	3	3	9	Competent person to erect, arrange display/products and to monitor stand visitors.	2	2	4	N/A

### LIKELIHOOD:

1. Very unlikely
2. Unlikely
3. Likely
4. Very likely
5. Almost inevitable

### SEVERITY:

1. Minor first aid
2. Riddor 3 day
3. Serious injury
4. Single death or very serious injury
5. Multiple death or very serious injuries

### RISK RATING MATRIX:

- 1-3. Tolerable, no further action necessary
- 4-6. Low – no further controls required
- 7-12. Medium – activity necessary
- 15+. High – priority activity necessary

**NOTE: if you would like a copy of this sample risk assessment as a Word Document to use as a starting template for your own risk assessment, email the request to Colette Slack, [colette@mcspr.co.uk](mailto:colette@mcspr.co.uk)**