



# RISK ASSESSMENT FORM

Doc No.:	RPA-H&S-F-01
Approved by:	RPA M.C.
Issue Status:	01
Date	2014

## Managing an Exhibition or Show

Record Number: RA -01

Activity	Hazard & Impact	Who is at Risk?	Without Controls			Control Measures & Action Details	With Controls		
			Lik	Sev	TRS		Lik	Sev	TRS
Planning of display layout for site	Incorrect planning will increase the risk to staff operating the display. Possible injuries to staff Damage to equipment	Persons involved in planning, preparing, and attending an exhibition	3	4	12	<p>The planning will be approved by the General Manager prior to dates required.</p> <p>Adequate space will be allocated to display or demonstrate the plant and equipment.</p> <p>A suitable exclusion zone shall be considered and managed around 'live' equipment, and provision of suitable walkways planned for people to see. See below for more controls.</p>	1	4	4
Transportation of plant and equipment to / from site, and set up of show area.	Risk of road traffic incident to transport vehicles, cause delay and possible damage. Possible injuries to HGV driver and damage to machines and equipment. Potential to strike other exhibitors stands, and risk of pedestrians coming in contact with moving plant.	Persons involved in planning, preparing, and attending an exhibition	2	4	8	<p>If using a supplier, the transport company supplier must be approved for use with trained and certificated staff operating the fleet.</p> <p>Spare mobile plant may be available in the event of damage if the show is non static.</p> <p>During collection and delivery of plant and equipment, there will be additional assistance from a member of the compliance department to supervise the activities and maintain a suitable exclusion zone where required.</p> <p>Machine movements will be undertaken after a site brief from our supervisor during set up, demo, and close of show.</p>	1	4	4

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Transportation, erection, and dismantling of the hospitality unit	Risk of road traffic incident to transport vehicles and hospitality trailer, cause delay and possible damage. Possible injuries to HGV Operators and damage to machines and equipment	Persons involved in planning, preparing, and attending an exhibition	2	4	8	<p>The hospitality unit shall be delivered and positioned ready for use by a competent person. Appropriate PPE shall be worn during delivery, setup, closure and removal from site (Full Orange hi vis, gloves, safety eye-wear, boots).</p> <p>Consideration will be given during erection and dismantling to exhibitors nearby to ensure they are aware of the activity and kept at a safe distance.</p> <p>If step ladders need to be used during the erection / dismantling process, to avoid falls from height, the ladders shall be inspected prior to use, only positioned on level ground, and where possible, an assistant will 'foot' the steps and assist the individual where needed.</p> <p>Any cables or hoses used on the show will be clearly identified and protected. They will be routed away from where people will stand or walk, or covered with approved grips. Connection and disconnection of cables shall be done in accordance with the wiring regs and checked prior to use by a competent person.</p> <p>The hospitality unit will be thoroughly cleaned before allowing access to guests. Where food or beverages are offered, hand wipes, clean plates and cutlery, drinking cups and rubbish bins will be provided.</p>	1	4	4

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Cont... Transportation, erection, and dismantling of the hospitality unit	Risk of road traffic incident to transport vehicles and hospitality trailer, cause delay and possible damage. Possible injuries to HGV Operators and damage to machines and equipment	Persons involved in planning, preparing, and attending an exhibition	4	4	16	Team briefing to be given at site prior to preparation works and before closure activities commence. Briefing to identify hazards and controls applicable at the time, which may include manual handling, working at height, movement of plant, and lifting activities.  Note: any lifting activities undertaken shall be documented on an approved lift plan which shall be readily available on site.	1	4	4
Placing of mobile plant onto stand	Manual Handling injuries caused by blocking machines Damage to equipment or accessories. Possible injuries to staff who are required to lift wooden blocks to jack mobile plant into position Damage to equipment if used by non competent staff	Persons involved in planning, preparing, and attending an exhibition	4	4	16	Only competent CITB / RRV trained staff are permitted to operate and position mobile plant onto the display stands / railway line.  Supervisor to co-ordinate plant movements and maintain exclusion zones to a distance he/she defines.  Fitter to be available at all times to assist with any unforeseen problems mechanically.  Spill kits to be readily available, and any hazardous waste must be removed from site and disposed of at our depots using the appropriate waste carrier.	1	4	4

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Provision of walkways and safety equipment	Slip trip and falls. Possible injuries to staff if walkways are not prepared correctly If no safety equipment is available there is a possibility of serious injury to personnel	Persons involved in planning, preparing, and attending an exhibition	3	4	12	Our personnel working at the show shall monitor and ensure all walkways around our hospitality unit and plant is kept clear of obstructions, litter, and spills.  Walkways should be clearly identified, and where applicable, fencing or tape may be used to keep visitors away from hazardous areas.	1	4	4
Operation of the display and hospitality unit	Slip trips and Falls. Possible injuries to the general public who enter and use the hospitality unit and display area	Persons involved in planning, preparing, and attending an exhibition	2	4	8	We shall ensure responsible managers take charge of the display stand and display area.  Persons interfacing with visitors shall be polite, vigilant to things happening in their area in readiness to intervene if they see something with a potential to be unsafe, and technically able to correctly answer any questions arising from visitors at the show.  All our personnel will wear clean orange hi vis trousers and vest/coat displaying the Sponsor/owner name, and suitable footwear.	1	4	4

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Clearance of display site and hand back	Contamination Cuts and abrasions from waste. Possible injury to staff clearing the ground of waste	Persons involved in planning, preparing, and attending an exhibition	2	4	8	All waste shall be cleared from the site. Personnel undertaking the clean up and closure of the show shall wear appropriate PPE and suitable gloves.  Waste shall be taken back to our depot for correct disposing. General waste may be disposed of at the show ground if permitted by the event managers.	1	4	4
Fire arrangements	Injuries from fire, burns or inhalation of smoke Possible injuries caused by a fire that can include burns, chest or breathing difficulties and any fall injuries caused by evacuating the stand.	Exhibition attendees	1	5	5	Owners' safety teams shall ensure adequate fire fighting equipment is available in the appropriate places identified in the site fire risk assessment.  There are to be sufficient fire extinguishers of the correct type in the hospitality unit and a separate extinguisher for each item of mobile plant  Fire extinguishers must not be obstructed or moved from the location they have been positioned.	1	5	5

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Undertaking plant demonstrations and/or being near live equipment	Risks of being struck by a machine or injured from non-isolated equipment.	Show visitors and staff using or near live equipment	3	5	15	<p>When near live plant or equipment, or on a railway line, or carrying out a demo; additional PPE must be worn which includes safety eye wear and gloves as a minimum, depending on the activity.</p> <p>If plant or equipment is to be started up, the supervisor must brief all personnel involved or near of the planned activity.</p> <p>A suitable exclusion zone segregating people from the equipment must be set up and constantly maintained. The use of radios may be used to enhance communications to operators of plant and equipment carrying out the demo.</p> <p>Any plant or equipment used must be in accordance with the correct procedure, and only by a competent person.</p> <p>Plant and equipment must not be left unattended unless it is properly stowed and isolated.</p>	1	5	5
First Aid Arrangements	Use of untrained personnel to provide a service Injured persons can be damaged by incorrect First Aid treatment of injuries	Exhibition attendees	2	5	10	<p>There is to be a trained first aid person on site at all times the stand is open to the general public to provide a first aid service in the event of an accident or injury.</p> <p>Where the emergency services are required the First Aider will contact them and arrange for someone to meet the ambulance on site and direct them to the stand</p>	1	5	5

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