

RISK ASSESSMENT GUIDE

To be read in conjunction with the Risk
Assessment Form

The following steps are for guidance only and are in no way exhaustive :

Step 1 : Outline the Tasks and Identify the Hazards

A hazard has been defined as anything with the potential to cause harm. Risk is the chance of harm being done

- Ask yourself such questions as - what is going to be done, by whom and in what sequence.
- Ask yourself what plant, equipment and materials are going to be used and what hazards they pose? Will there be noise, dust, vehicle movements, or lifting. Will there be fumes?
- Are exhibits or displays dangerous? Are stand designs safe? Is electricity present? Is there dangerous machinery? Will tasks involve manual handling? Will people be consuming alcohol? Will it be dark? Is there a need for late working? How will the weather affect things? Is there work being done at height? Will there be large sums of cash at the show? etc

Step 2: Decide Who can be Harmed and How?

- Who will be affected by the hazards? Think about build up, event and breakdown – will it be your own employees/other Exhibitors/Contractors/Members of the Public/children etc
- How many can be affected?

Step 3: Evaluate the Risks and Action Required

Using the Risk Matrix consider the Severity and Likelihood of the outcome to calculate a Risk Ranking for the hazard identified. Record the current controls in place then consider: - **Are the control measures adequate?** If not:

- Can the hazard be eliminated completely? If not;
- Can it be reduced by being done in a different way?
- Can protective measures be taken that will protect all those exposed by isolating the hazard?
- What measures can be put in place to control the hazard? e.g. Can safe methods of work be put in place to control the hazard rather than relying on personal protective equipment which is always seen as a last resort?
- What training or supervision is needed? Precautions must be effective in reducing the risk and guidance may be required from HSE and other bodies.

Step 4: Record the Findings

Write down the findings and communicate the information to the RASE and those people identified as being at risk in Step 2. Keep a record of the assessment being conducted and any significant findings.

Step 5: Review Your Findings

After the show it will be necessary to determine whether the control measures that were implemented were effective.

- Did any accidents occur / were there any near misses or dangerous occurrences?
- Has there been the introduction of any new equipment or technology that affects the validity of the assessment?
- Have you employed any new young or inexperienced staff?
- Have you changed contractor or has the contractor changed his/her staff?
- Has the event layout changed?

By reviewing the assessment as an Exhibitor, you can determine what, if any, improvements are required for future Events and can manage your show even more effectively on the next occasion.

(Further guidance can be obtained from HSE FREE Publication “5 STEPS TO RISK ASSESSMENT”)