

Risk assessment - REQUIRED

This form is intended for shell scheme exhibitors who are bringing portable exhibition stands and associated equipment. If you have a space only stand, your contractor will more than likely provide a risk assessment for you.

M: 07860 926 404 | E: dawn@pinkatpink.com | A: Cherry Hill, South End, Roos HU12 0HJ

Please assess the potential risks for your specific exhibition stand:

<p>SECTION A</p> <p>YOUR EXHIBITION STAND - WHAT DOES IT COMPRISE?</p>	<p>SECTION B</p> <p>HAZARDS</p>	<p>SECTION C</p> <p>HOW DO YOU PLAN TO CONTROL THE RISK?</p>
<p>Please give a simple list e.g.</p> <ul style="list-style-type: none"> • Pop up exhibition stand, pull up banners or similar • Furniture & electrical equipment • Literature, samples etc 	<p>Hazards which you could reasonably expect to cause significant harm while setting up and breaking down as well as during the exhibition.</p>	<p>List existing controls or note where the information may be found. List risks, which are not adequately controlled, and the action needed.</p>
<p>Pop up stand</p> <p>Literature & samples</p> <p>Literature rack</p> <p>Bed</p> <p>Table with cloth</p> <p>Computer</p> <p>THIS EXAMPLE IS FOR REFERENCE ONLY - PLEASE USE THE INFORMATION AS A GUIDE TO HELP YOU TO CREATE YOUR OWN SPECIFIC PERSONAL RISK ASSESSMENT</p>	<p>Lifting pop up stand and erection including attaching lights.</p> <p>Lifting box of literature/samples during set up and break down.</p> <p>Setting up of literature rack.</p> <p>Heavy electrical item</p> <p>Cover on table could present trip hazard</p> <p>Cables from power to laptop could present trip hazard</p>	<p>Pop up stand in wheely case, so lifting not required. Ensure extension cable PAT tested and care with attaching lights.</p> <p>Literature packed in small boxes so weight acceptable for lifting.</p> <p>Ensure careful erection and break down of literature rack so no trapped fingers.</p> <p>Ensure equipment has relevant PAT testing certificate.</p> <p>Check that entrances/lifts are big enough for easy trouble free access.</p> <p>Ensure good manual handling techniques are used.</p> <p>Ensure it is not allowed to fall onto floor.</p> <p>Ensure correct positioning of cable - disconnect when not used and store away</p> <p>Company health and safety policy training in place. Generally comply with venue/event Health & Safety guidance.</p> <p>No additional controls needed.</p>

Have you provided:

a) Adequate information, instruction or training?

b) Adequate systems or procedures?

Company: _____ Stand No: _____

Assessment made by: _____ Tel No: _____

Copy of company public liability insurance attached with risk assessment (please tick)

Signed: _____ Date: _____