

## Exhibitor Risk Assessment for Indoor Events

Please can you put a tick in the box of the shows you will be attending

<b>London</b>	<b>Peterborough</b>	<b>Doncaster</b>
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As I'm sure you are aware, as event organisers we are required to carry out an assessment of the health and safety risks associated with an event. To enable us to meet this duty we are asking you to consider what hazards you may be introducing as part of your exhibit (if any) and what you are doing to ensure that no one is harmed by those hazards. For example you may be using electrical equipment and extension leads – these have the potential to cause varying degrees of harm e.g. someone may trip on a lead or even suffer an electric shock. If however you make sure the leads and equipment are in good condition and not in the path of people walking about then the risk is minimal. So, could you please consider the following list of potential hazards and indicate if it is relevant to your exhibit/stand/concession and, if it is, briefly state how you will be managing the risk.

**Hazards – things that could cause harm – please tick all applicable**

1	Electrical equipment	
2	Chemicals	
3	Gas/LPG/Butane	
4	Noise	
5	Machinery	
6	Compressed air	
7	Generators	
8	Guy ropes/tie downs	

9	Radiation	
10	Cables and leads	
11	Ladders and steps	
12	Hot surfaces	
13	Cold surfaces	
14	Hot drinks	
15	Spillages	
16	Sharp edges	

17	Table/stand collapse	
18	Tent/structure collapse	
19	Knives/sharp objects	
20	Power tools	
21	Vehicles	
22	Falling objects	
23	Working at height	
24	Special effects	

The above list is not exhaustive and you may be able to think of other hazards; if so please include a brief description below:

  
  
  
  

**How will you be controlling these hazards to ensure that people are not harmed?**

Please provide a brief description in the box below: (example *electrical equipment and cables/leads*; 'All electrical equipment will be inspected for damage before use, CE marked and be used in a safe manner. All extension cables will be fitted with an earth leakage device and be fully unwound. Cables will not cross public walkways unless covered by rubber safety matting designed for this purpose'.

**Insert hazard number from list above (only the ones you have ticked).**

  
  
  
  
  
  
  
  
  
  

Please feel free to use the reverse of this form to add any additional information. If you have any certificates of compliance for particularly hazardous equipment you should include these.

**Thank you for your assistance. You may be required to demonstrate the controls in place to a safety officer on site so please ensure you monitor the situation at all times. Have a safe show.**

<b>Name of Exhibitor/Company carrying out this assessment</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Contact telephone number</b>	

**Please return this form to the address at the top of the page at least two weeks before the event**

