

RISK ASSESSMENT SAMPLE

Assessment undertaken by: Miss B. Have

Date: 10 October 2019

Job Title: Supervisor

Show / Stand No: Harrogate Christmas & Gift 2020 / A32

Company Profile: We have been established since 1984 and have carried out work at major UK shows.

Additional Information: Indicate if you have worked at this show before. YES **Beca Member?** YES

Hazard	Who is affected?	Level of risk	Precautions/Action	Further Action
<p>List hazards that you will expect to encounter on site. Use the following examples as a guide:</p> <ul style="list-style-type: none"> ● Working at height/stand profile ● Fire ● Chemicals ● Waste/rubbish/debris ● Ladders-slipping/tripping ● Vehicles-internal/external ● Machinery ● Electricity ● Fume ● Noise ● Welding/cutting ● Manual handling 	<p>List groups of people who could be harmed and how.</p> <p>For example:</p> <ul style="list-style-type: none"> ● Employees – own staff ● Organisers staff ● Other contractors ● Exhibitors ● Visitors/clients 	<p>Indicate the level of risk, to who/what:</p> <p>HIGH</p> <p>MEDIUM</p> <p>LOW</p>	<p>After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out.</p> <p>For example:</p> <p>Are all employees on site adequately trained or informed?</p> <p>Erect warning signs where there is overhead work being carried out</p> <p>Ensure waste is removed promptly</p> <p>Ensure machinery, ladders, etc., are tested before bringing onto site.</p> <p>Do the precautions:</p> <p>Adhere to rules/organisers manual?</p> <p>Have local authority approval if necessary?</p> <ul style="list-style-type: none"> ● Comply with industry standards? 	<p>Can any of the risks be further reduced?</p> <p>If applicable, list what further precautions/actions you can take:</p>
Use of staca truck to raise floor	Employees	MEDIUM	Use of organisers lifting contractor	Talk to organiser re. Roping off area
	Sub-contractor - lifting	MEDIUM	Clear area	
			Use of hard hats	
			Erect warning signs	
			Liaise with H&S officer on site	

LEVELS OF RISK

HIGH – Could kill/very dangerous Needs constant monitoring
MEDIUM – Dangerous Monitor every 2 hours
LOW – No significant danger Monitor every 4 hours

PLEASE SEE END OF MANUAL FOR RISK ASSESSMENT FORM M2 USING THIS **SAMPLE FORM** AS A GUIDE.