

## Exhibitor Risk Assessment for Indoor Events

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

<input type="checkbox"/>	<b>Doncaster</b>	<input type="checkbox"/>	<b>London</b>	<input type="checkbox"/>	<b>Peterborough</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	<input type="checkbox"/>
2	Chemicals	<input type="checkbox"/>
3	Gas/LPG/Butane	<input type="checkbox"/>
4	Noise	<input type="checkbox"/>
5	Machinery	<input type="checkbox"/>
6	Compressed air	<input type="checkbox"/>
7	Generators	<input type="checkbox"/>
8	Guy ropes/tie downs	<input type="checkbox"/>

9	Radiation	<input type="checkbox"/>
10	Cables and leads	<input type="checkbox"/>
11	Ladders and steps	<input type="checkbox"/>
12	Hot surfaces	<input type="checkbox"/>
13	Cold surfaces	<input type="checkbox"/>
14	Hot drinks	<input type="checkbox"/>
15	Spillages	<input type="checkbox"/>
16	Sharp edges	<input type="checkbox"/>

17	Table/stand collapse	<input type="checkbox"/>
18	Tent/structure collapse	<input type="checkbox"/>
19	Knives/sharp objects	<input type="checkbox"/>
20	Power tools	<input type="checkbox"/>
21	Vehicles	<input type="checkbox"/>
22	Falling objects	<input type="checkbox"/>
23	Working at height	<input type="checkbox"/>
24	Special effects	<input type="checkbox"/>

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**

