

RISK ASSESSMENT TEMPLATE

Event:	Dates:
Venue:	Company Name:
Hall:	RA Undertaken by:
Stand Number:	Date RA Undertaken:

Hazards	Consequences	Who is at Risk	P x S = R	Controls	P x S = R Action Level
Identify Hazards Identify hazards on the stand area during the build up, open and breakdown periods	What could result from the hazard? First aid injury – minor cuts sprains, bruises 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) Major injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems Single death Death of one person Multiple death/serious injury Death and or serious injury to many people	Who might be harmed? - Exhibitors - Contractors - Organisers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	Risk P x S = R P = Probability S = Severity R = Risk level See table below	Is the risk adequately controlled? Consider hierarchy of controls - Eliminate - Substitute - Reduce - Isolate - Control - PPE - Discipline Do the controls..... Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable?	What is the Residual Risk? Risk level with control measures in place Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required See table below

Probability (P)	Severity (S)	Calculation of Risk (R)						Action Level	
5 >75% 4 50 - 75% 3 25- 50% 2 1- 25% 1 < 1%	5-Multi death/ injury 4-Single death 3-RIDDOR major injury 2-RIDDOR 3 day 1-Minor/First Aid	Probability	5	5 – High	10 – High	15 – High	20 – High	25 - High	LOW – no action required
			4	4 – Low	8 – High	12 – High	16 – High	20 - High	
			3	3 – Low	6 - Medium	9 - High	12 – High	15 – High	MED – justify /review for each event day
			2	2 – Low	4 - Low	6 - Medium	8 – High	10 – High	
			1	1 – Low	2 – Low	3 – Low	4 – Low	5 – High	
				1	2	3	4	5	HIGH –immediate action/ further controls needed
			Severity						

Company Name:

Company Stand Number:

Page 1 of 3

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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level	Person responsible for action

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