

BUILD & BREAKDOWN RISK ASSESSMENT & COVID-19 RISK ASSESSMENT

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? Trivial injury not requiring treatment e.g. minor cuts and bruises Minor injury requiring treatment e.g. broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) Major injury not life changing e.g. head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible. Death or very serious life changing injury to one person e.g. loss of limb, paralysis or life changing injury from which full recovery is unlikely. Death or very serious life changing injury to more than one person	Who might be harmed? - Exhibitors - Contractors - Organisers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	Risk $P \times S = R$ P = Probability S = Severity R = Risk level See table below <i>As the likelihood of catching COVID-19 is largely unknown, this calculation is not required for the COVID-19 section of the RA.</i>	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%	5-Multi death/ injury	Probability	5	5 – Medium	10 – High	15 – High	20 – High	25 – High	LOW – no action required MED – justify /review for each event day HIGH –immediate action/ further controls needed
4 50 - 75%	4-Single death		4	4 – Low	8 – High	12 – High	16 – High	20 – High	
3 25- 50%	3-RIDDOR major injury		3	3 – Low	6 - Medium	9 - High	12 – High	15 – High	
2 1- 25%	2-RIDDOR 7 day		2	2 – Low	4 - Low	6 - Medium	8 – High	10 – High	
1 < 1%	1-Minor/First Aid		1	1 – Low	2 – Low	3 – Low	4 – Low	5 – Medium	
				1	2	3	4	5	
		Severity							

Company Name:

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

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COVID-19 Risk Assessment					
Hazard	Consequences	Who is at Risk	Controls	Action Level	Person responsible for action

Company Name:

Company Stand Number:

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