

Weymouth & Portland Catering Show
20--21 October 2009

Example of a Risk Assessment Form for Space Only Stands – please use your own forms if you prefer

Company Name:
Contact:

Exhibition Hall:
Signed:

Stand No:
Date:

Risk Rating		Action Criteria ***	
Severity of Hazard *	Likelihood of Occurrence **		
A = Death, Major Injury	1= Extremely	A1	Unacceptable , must receive immediate attention to remove or reduce the risk
B = Over 3 day injury	2= Frequent	A2 and B1	Urgent , must receive attention as soon as possible
C = Minor Injury	3= Slight Chance	A3 and C1	Must receive attention to ascertain if the hazard or risk can be reduced
		B2	Should receive attention to ascertain if the hazard or risk can be reduced
		B3, C2 and C3	Low priority , this does not mean they can be ignored just that the level of hazard and the level of the risk of that hazard actually happening is very low

Hazard	People at Risk	Action Criteria ***		Control Measures	Monitor	Review
		Severity of hazard *	Likelihood of Occurrence **			
Working at heights	Stand builder	B	3	Ensure assistance from other employees and correct ladders are taken on-site	Throughout build	Constantly

Continue onto another page if necessary

Return to Deborah Jones, Optimus Events CEM Group, Smugglers Way, Hurn Lane, Ashley, Dorset, BH24 2AG