

RISK ASSESSMENT

ALL EXHIBITORS (BOTH SHELL AND SPACE STANDS) MUST CONDUCT A RISK ASSESSMENT. EXHIBITORS WITH FIVE OR MORE EMPLOYEES HAVE TO RECORD THE SIGNIFICANT FINDINGS OF THEIR RISK ASSESSMENT.

YOUR DETAILS	
Company Name:	Stand No:
Name:	Mobile No:
Address:	Town:
Country:	Date Completed:
Email Address:	

Instructions for completing your Risk Assessment:

- **Section A**
 - Please tick the risks that are relevant to your stand, and what you will have on your stand.
 - A minimum of 3 risks is required; anything less and the form will not be accepted as complete.
 - This section is to be filled in for all activity of your stand that may pose a risk.
- **Section B**
 - Please complete this section if there are any other risks that are relevant to your stand which are not mentioned in section A

Please note you do not need to submit your Risk Assessment, however you will need to bring a copy of it to the show. You may also be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s).

Space Only stands must submit their risk assessments, along with a method statement and stand plans to info@essentialevents.co.uk by Friday 15 August 2025

RISK ASSESSMENT SECTION A – SELECT RISKS RELEVANT TO YOUR STAND						
TASK / ACTION	HAZARD	PERSONS AT RISK	RISK LEVEL <i>High</i> <i>Medium</i> <i>Low</i>	CONTROL MEASURES <i>Precaution measures that are required: (include current/existing control measures).</i>	LIKLIHOOD <i>High</i> <i>Medium</i> <i>Low</i>	SELECT <i>Mark X</i>
This task can create this Hazard	This Hazard affects these people	Exhibitors Contractors Visitors	The Risk Level must always be higher than the Likelihood (one level only)	The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place.	The Likelihood levels should be lower than the Risk levels (one level only)	
Unloading of Packaging	Trips over discarded packaging.	E, C	High	Remove all packaging as it's produced.	Low	
Unloading items / marketing materials / brochures	Back strain from lifting	E, C	High	Staff will be trained in manual handling and a trolley will be used where necessary	Low	
Working at height	Materials and tools dropped on the people below	E, C, all others	Medium	Ensure people stay away from the area and provide personal protective equipment for all staff at risk (hard hats, high vis)	Low	
IT Equipment (laptop, TV, etc.)	Trips over power cables	E, C, all others	High	Ensure all wires are taped down using hazard tape	Low	
Electrics	Electric shock	E, C, all others	Medium	All liquids to be kept away from electrics, and any spills will be cleaned up immediately	Low	
Displaying brochures	Fall and cause someone to trip	E,C, all others	High	Use a literature rack to display	Low	
Displaying brochures on literature rack	Fall over and injure someone	E,C, all others	High	Ensure it is secure before loading brochures	Low	
Pull-up banner	Fall over and injure someone	E,C, all others	High	Ensure it is secure before leaving it	Low	
Pull-up banner	Trips, slip	E,C, all others	High	Pull-up banner not to be placed in the walk-way or entrance to stand	Low	
Attaching graphics to shell scheme walls	Damage to the walls	Other	Medium	Ensure the recommended tools in the exhibitor's manual are used (e.g. Velcro, double sided tape etc.)	Low	
Attaching graphics to shell scheme walls	Fall over	E, C	Medium	Use a step ladder to put up graphics and ensure someone is there to help	Low	
Working onsite	Ergonomic hazards	E, C	High	All staff to take frequent breaks	Low	

				and drink plenty of water		
Drinks on stand (tea / coffee)	Boiling water spills and burns someone	E, C, all others	Medium	Only staff are to prepare drinks in an area away from people	Low	
Drinks on stand (tea / coffee)	Drink spills and causes someone to trip	E, C, all others	Medium	All spills to be cleaned up immediately	Low	
Fire risk	Fire caused from material on stand	E, C, all others	High	All materials to be fire resistant	Low	

RISK ASSESSMENT SECTION B – SELECT RISKS RELEVANT TO YOUR STAND						
TASK / ACTION	HAZARD	PERSONS AT RISK	RISK LEVEL <i>High</i> <i>Medium</i> <i>Low</i>	CONTROL MEASURES <i>Precaution measures that are required: (include current/existing control measures).</i>	LIKLIHOOD SELECT <i>High</i> <i>Medium</i> <i>Low</i>	
This task can create this Hazard	This Hazard affects these people	Exhibitors Contractors Visitors	The Risk Level must always be higher than the Likelihood (one level only)	The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place.	The Likelihood levels should be lower than the Risk levels (one level only)	