**APPENDIX 3: EXHIBITOR / CONTRACTOR RISK ASSESSMENT**

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| **Event:** | **Venue:** | **Dates contractors in attendance on:**  **Build Up:**  **Break Down** |
| **Exhibitors Details:**  **Name:**  **Address:**  **Phone:**  **Email:** | **Main Contractors Details:**  **Name:**  **Address:**  **Phone:**  **Email:** |
| **Risk Assessment undertaken by:** | **Risk Assessment Accepted by:** | **Halls where working:** |
| **Signed:**  **Date:** | **Signed:**  **Date** | **Stand Number (s):** |
| **Subcontractor Company Names:** | | |

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| **Risk Profile: A brief description of the type of stand to be constructed, should include details such as, but not restricted to, the following:**  Is there any overhead rigging? Yes/No  Is this a Double Decker? Yes/NO  Is this a Complex\* Stand/Structure? YES/NO  Are there any complex\*\* lifts? YES/NO  Maximum expected attendance at any one time |

\* A complex structure is any structure which requires structural calculations or includes any of the following:

* A multi deck structure
* Is over 4m in height
* Suspended loads over 400 kg
* Sound and lighting towers
* Tiered seating
* Stages and platforms for public use over 0.6m

\*\* Complex lifts are over 2m, or over 5,000 kg

| **Hazard** | **Risk**  **Level**  **L/M/H** | **Controls** | **Revised**  **Risk Level**  **L/M/H** |
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