

RISK ASSESSMENT

Please indicate the 'level' of risk by ticking or highlighting the appropriate selection below:-

Hazard / Task	Risk to who/ what	Level	Precautions / actions – controls and measures	Comments
Slips, trips, falls	Shells Scheme Operatives. Organisers Exhibitors Venue staff Visitors	LOW MEDIUM HIGH	Ensure all parties comply with maintaining good access in all gangways/aisles to reduce risk of trips and falls, especially when exhibition is open. Access ways to emergency exits must be kept clear. All exhibitors to ensure stands are kept tidy and clear. Any spillages to be cleaned asap and ensure appropriate wet floor signage to be used. Carpet – ensure flat and safe fitting. All vehicle displays - Exhibitors have been informed that they must agree to the requirements which have been set out by the venue and local authorities.	All parties to be informed and comply with checks etc. Organisers will carry out regular visual inspections throughout set up day and the day of the exhibitions.
Loading/unloading of materials and equipment	Shells Scheme Operatives Organisers Exhibitors Venue staff	LOW MEDIUM HIGH	All parties to ensure safe moving & handling techniques are used. Trolleys/pallet trucks to be used as appropriate. Loading and unloading will not be permitted when the exhibition is open.	All parties have been informed and must adhere.
Working at heights	Falls/ Falling Objects causing injury to operatives and others.	LOW MEDIUM HIGH	All parties to use hazard warnings where applicable. All parties to ensure they use appropriate steps which have been checked before use. Persons working in area below to wear hard hats	Conditions will be monitored and checked by Shell Scheme foreman, exhibitors or organisers as appropriate.
Electricity	Shell Scheme Operatives Organisers Exhibitors Venue staff Visitors	LOW MEDIUM HIGH	All electrical works to be carried out by official contractor. All temporary electrical fittings and equipment used by contractors, operatives and exhibitors must be PAT tested within the last 12 months and labelled accordingly.	All parties have been informed.
Fire and electrical cables	Shell Scheme Operatives Organisers Exhibitors	LOW MEDIUM HIGH	All parties to ensure there are no damaged cables Cables must be stored safely so as not to cause a trip hazard. No Smoking allowed inside venue Fire Detection and Fire Alarm System.	All parties have been informed and must adhere.

Erection / dismantling of stands etc	Shell Scheme	LOW	Erection and dismantling of stand etc will not be permitted when exhibition is open. Shell Scheme operatives must only dismantle stands when the stands are clear of people and it is safe to do so.	All parties have been informed.
	Operatives	MEDIUM		
	Organisers Exhibitors Venue staff	HIGH		
Hazard - Traffic / Vehicles - controls	Shell Scheme	LOW	Site Speed Limit of 10mph on site Roads and 5mph inside hall No Reversing without a banksman Hi-Vis worn by all parties during build-up and break down. No movement of vehicles during the event.	All parties have been informed.
	Operatives	MEDIUM		
	Organisers Exhibitors Venue staff	HIGH		
Helium balloons	Visitors	LOW	Exhibitors must ensure that all balloons are securely tied to the stands and must not overhang into gangways. It will be the responsibility of the exhibitor to remove any balloons that go up into the ceiling. Helium canisters must be stored safely off site to meet with H&S requirements.	All exhibitors have been informed.
	Exhibitors	MEDIUM		
		HIGH		
Life Threatening Allergies	Shell Scheme	LOW	Please ensure you ask permission from carers /parents or an appropriate person before giving any items to children and young adults. We would ask all exhibitors to avoid in particular anything containing nuts and latex balloons, all of which could be life threatening to those with allergies. There are safe alternative to latex balloons such as foil and qualatex bubbles. We would also asking you to avoid giving out lollipops and hard boiled sweets as these can be a choking hazards.	All exhibitors have been informed.
	Operatives	MEDIUM		
	Organisers Exhibitors Visitors Venue staff	HIGH		
All above tasks		LOW	All parties must complete a risk assessment form to be submitted to the organisers for approval by organisers, venue, shell scheme company. All parties on site to work together to promote a safe environment	All exhibitors have been informed.
		MEDIUM		
		HIGH		

Please include any additional information not covered within your risk assessment above in the space below or on a separate sheet.

Declaration Slip:

- I have read, understood and will comply with the information contained within this document.
- I have notified all representatives/contractors of all arrangements.
- I confirm that I agree to all the terms and conditions as laid out in this manual.

Stand number.....

Company.....CareFlex Limited.....

Sign

Print name.....

Tel.....01626 841843.....Email...enquiries@careflex.co.uk.....

Date.....25-5-17.....

