

RISK ASSESSMENT

All stands are required to complete a risk assessment. Space Only stands **MUST** return this with your stand plans to sara@bwea.com.

BWEA cannot authorise any stand plans unless they are accompanied by a risk assessment – this could lead to delays or alterations of design on site.

Shell Scheme stands must undertake a risk assessment, but do not have to submit this to the organiser unless there are any significant risks or you have any queries.

Please assess potential risks on the Risk Assessment Form, using the guidelines below to help you.

SECTION A – HAZARDS	SECTION B – WHO MIGHT GET HARMED	SECTION C- IS MORE NEEDED TO CONTROL THE RISK?
<p>Hazards which you could reasonably expect to cause significant harm under the conditions of your workplace. Such as:</p> <ul style="list-style-type: none"> ▪ Vehicles (exhibits or fork lift trucks etc.) ▪ Layout of stands (e.g. seating) ▪ Complex structures, slipping/tripping hazards (e.g. poorly maintained floors or stairs) ▪ Fire (e.g. flammable materials) ▪ Chemicals (e.g. battery acid) ▪ Moving parts of machinery (e.g. blades) ▪ Work at height ▪ Electricity (e.g. poor wiring) ▪ Dust (e.g. from building materials) ▪ Fumes (e.g. from welding) ▪ Manual handling ▪ Noise ▪ Poor lighting ▪ Low temperature 	<p>Groups of people who may be affected, for example</p> <ul style="list-style-type: none"> ▪ Contractors ▪ Exhibitors ▪ Organisers & venue staff ▪ Members of the Public ▪ Maintenance personnel ▪ Operators <p>Pay particular attention to more vulnerable groups such as inexperienced staff or lone workers.</p>	<p>For the hazard listed, do the precautions already taken:</p> <ul style="list-style-type: none"> ▪ Comply with venue regulations ▪ Meet the standards set by a legal requirement ▪ Comply with a recognised industry standard ▪ Represent good practice ▪ Reduce risk as far as reasonably practicable?

Have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where there is risk not adequately controlled, indicate what more you need to do.

FORM 9

RISK ASSESSMENT

COMPANY NAME:	STAND NUMBER:
COMPANY ADDRESS:	

SECTION A	SECTION B	SECTION C
List signification hazards	List groups of people who are at risk from the hazards listed in Section A	List existing controls or note where the information maybe found. List risks, which are controlled, and the action needed.

Assessment made by:	Company :
Signature:	Date:

RETURN THIS FORM BY 18 AUGUST 2006 TO:

Sara Abuzaid BWEA 1 Aztec Row, Berners Road London N1 OPW E: sara@bwea.com F: + 44 (0)20 7689 1969
