



# Risk Assessment Template

Principal Contractor Information	
Company Name:	
Address:	
Telephone Number:	
Completed by (Name and Position)	
Email Address:	
Completion Date:	

Exhibition Information	
Exhibitor Company:	
Exhibition:	
Stand Number:	
Venue:	
Exhibition Date(s):	
Installation Date(s):	
Removal Date(s):	

Risk	Cause	Persons at Risk	Probability (1-5)	Severity (1-5)	Calculation Of risk (P x S)	Method to Reduce Risk	Action Level
Manual Handling Injury	Lifting incorrectly or objects that are too heavy. Sharp edges / splinters						
Collisions with site traffic (Forklifts, HGV's, etc.)	Not seeing or being seen by vehicle operators						
Electrocution	Substandard devices and unprotected wiring						
Slips & Trips	Items in Gangway / cluttered work area / wet floors						
Injury from tools miss-use	Incorrect use of tools, lack of concentration, tool failure						
Excessive noise	Prolonged periods of exposure to excessive noise levels						
Working at Height	Ladder or platform failure, lack of concentration from user or surrounding persons						

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level		
5 - Almost inevitable 4 - Very likely 3 - Likely 2 - Very unlikely 1 - Negligible	5 - Multiple Death / Injury 4 - Single Death 3 - RIDDOR' Major Injury 2 - RIDDOR 3 Day	Probability	5	5M	10H	15H	20H	25H	LOW - No further action
			4	4L	8H	12H	16H	20H	
			3	3L	6M	9H	12H	15H	MED - Review each working day
			2	2L	4L	6M	8H	10H	
			1	1L	2L	3L	4L	5M	HIGH - Immediate



	Injury 1 - Minor First Aid		1	2	3	4	5	action required. Further controls required.
		<b>Severity</b>						

**Notes:**

<sup>i</sup> RIDDOR refers to the Health and Safety Executive's regulations on The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

EXAMPLE



## Method Statement Template

<b>Principal Contractor Information</b>	
Company Name:	
Address:	
Telephone Number:	
Completed by (Name and Position)	
Email Address:	
Completion Date:	

<b>Exhibition Information</b>	
Exhibitor Company:	
Exhibition:	
Stand Number:	
Venue:	
Exhibition Date(s):	
Installation Date(s):	
Removal Date(s):	

<b>On Site Personnel &amp; Vehicles</b>				
On Site Manager				
Phone Number:				
Number of personnel <i>(excluding sub-contractors)</i>				
Vehicle(s):				
Sub-Contractors: <i>(excluding venue/organiser appointed contractors)</i>	<b>Company</b>	<b>Task</b>	<b>No. of Personnel</b>	<b>Vehicle type/reg.</b>
Responsible for Health & Safety on site:				

<b>Stand Overview</b>	

<b>Installation &amp; Removal Procedures</b>		
Date:	Time:	Procedures:

<b>Materials</b>	
Venue Regulations:	
COSSH:	

<b>Additional Information</b>	
Stability:	
Lifting:	
Working at Height:	
Environment:	
Vehicle Movement:	
Services:	
Trade Association:	
Exhibits:	

EXAMPLE

# Construction Phase Plan Template

Exhibitor and Exhibition Information	
Exhibition:	
Exhibitor Company:	
Exhibitor main contact:	
Exhibitor Contact Information:	
Stand Number:	
Venue:	

Principal Contractor (PC)	
PC Company:	
PC contact:	
Email Address	
Contact Number:	
Company Address:	

Pre-Installation Information received from Exhibitor / Organiser	
Floor Plan:	
Exhibitor Manual:	
Exhibition Timetable:	
Rules and Regulations:	
Site Induction documents:	
On site welfare facilities information:	

HSE Notification (If building/removal period exceeds 500 person days)	
Is HSE Notification required?	
If yes, please indicate notification date:	

Sub-contractors employed by Principal Contractor (excluding Venue / Organiser appointed contractors)	
<i>Company</i>	<i>Task</i>

Major Risks & Hazards on site (Please see accompanying Risk Assessment and Method Statement where these items are further explained)		

Welfare Provisions On-Site



<b>Management and Communication; Pre-Installation Check List</b>				
	<b>Complete &amp; Send to Organiser/ Appointed Representative</b>	<b>Share with Install Team pre-show (Written)</b>	<b>Share with Install Team pre-show (Verbal)</b>	<b>Share with team onsite</b>
Construction Phase Plan				
Method Statement				
Risk Assessment				
Public Liability Insurance				
Site Induction				
Event Safety Plan				
Specific Organiser or Venue Rules				
Specific Principal Contractor Rules				
Welfare Facilities				
Changes to Information				
Site Briefings for Organiser/Venue appointed Contractors				

Completed by:

Signed:

Date: