

exhibitions&eventsnewzealand

TASK	HAZARD	RISK LEVEL - TO WHO/ WHAT. WHAT LEVEL?	PRECAUTIONS / CONTROL MEASURES
<p><i>Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?</i></p>		<p><i>Who will be affected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?</i></p>	<p><i>Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce? Safe working depends on co-operation between companies on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.</i></p>
EXAMPLE:			
Overhead working	Falls of men & equipment causing injury. Scaffold collapse.	Risk to contractors working underneath and on stand, & to surrounding contractors/exhibitors.	High? <input type="checkbox"/> Medium? Low?
Unloading of Packaging	Trips – From Discarded Packaging	Exhibitors, Contractors, Organisers, All Venue Staff	High? <input type="checkbox"/> Medium? <input type="checkbox"/> Low
Working Machine Exhibit	All Stand Staff & Visitors		High? Medium? <input type="checkbox"/> Low design
			High? Medium? Low High? Medium? Low

sample risk assessment form

RISK ASSESSMENT FOR: ASSESSMENT BY:

LOCATION: TITLE:

..... DATE: