

## RISK ASSESSMENT – FOR IMP CLUB INDOOR STANDS

Below is a basic risk assessment template covering most foreseeable; hazards, risk levels, controls to mitigate risk

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	Action by who?	Action done when?
1	Collision / Fire / Fumes.  Display Vehicles	Drivers/Passengers/Contractors/Stand Staff/Event Staff/Venue Staff/Public	<input type="checkbox"/> Competent licenced drivers <input type="checkbox"/> 5mph absolute maximum speed in halls when positioning <input type="checkbox"/> Minimal fuel (max quarter tank) in tanks on-site <input type="checkbox"/> Locking petrol caps used wherever feasible <input type="checkbox"/> Drip tray to be placed under vehicles with any leaks <input type="checkbox"/> Batteries to be disconnected where possible/kill switches engaged <input type="checkbox"/> Know location of fire extinguishers <input type="checkbox"/> No vehicle movement whatsoever in the halls while any public are inside <input type="checkbox"/> Once cars are positioned engines will not be re-started until all public are out of the halls and organisers give permission <input type="checkbox"/> Collect declaration forms from owners	Organisers	Before and during event
2	Falling stand build/panels/Stand Collapse. Construction of stands and stand equipment.	Contractors/Stand Staff/Event Staff/Venue Staff Public	<input type="checkbox"/> For major construction builds (separate RA/Method Statement required) competent Contractors only will be used (this does not apply to widely available freestanding exhibition pop ups/display boards/flags and similar – only applies to major stand-building involving actual CONSTRUCTION work) <input type="checkbox"/> Appropriate equipment used to construct and dismantle <input type="checkbox"/> Constructed in stages and only left unattended when safe to do so. <input type="checkbox"/> Hard hats to be worn if contractors are working above.	Organisers	Before event
3	Falls. Working at Height	Contractors/Stand Staff/Event Staff/Venue Staff	<input type="checkbox"/> Fully trained competent Contractors only to undertake rigging work <input type="checkbox"/> Stand Staff to be trained in the use of ladders <input type="checkbox"/> If using ladders work in pairs and worker at height to have 3 points of contact at all times <input type="checkbox"/> Ladders checked before use	Organisers	Before event
4	Injuries sustained from loading and unloading.	Contractors/Stand Staff/Event Staff/Venue Staff	<input type="checkbox"/> All stand staff/volunteers are trained in manual handling <input type="checkbox"/> All staff/volunteers share loading and unloading workload evenly <input type="checkbox"/> Heavy, awkward and bulky items moved by trolley to minimise handling	Organisers	Before event
5	Electric Shock/Electrical Fire/Injury from Electrical Equipment	Contractors/Stand Staff/Event Staff/Venue Staff/Public	<input type="checkbox"/> Only qualified competent Electricians used to install mains supply <input type="checkbox"/> All electrical equipment and lighting to be checked before use <input type="checkbox"/> All portable electrical equipment to have a current PAT Certificate <input type="checkbox"/> Power tools or any mechanical device with exposed moving parts used are not accessible to the public (i.e., guard/barrier in place)	Organisers	Before event
6	Slip/Trip Hazard. Cables/Trailing leads/Flooring /Litter	Contractors/Stand Staff/Event Staff/Venue Staff/Public	<input type="checkbox"/> No electrical wires whatsoever will encroach onto gangways <input type="checkbox"/> All trailing leads and cables on stands will be taped down and/or covered in reinforced rubber matting/tracking <input type="checkbox"/> All carpet/flooring securely fixed/taped down <input type="checkbox"/> Leaflets kept off the floor. <input type="checkbox"/> Leaflets and other litter items on the floor which pose a slip hazard will be picked up and disposed of	Organisers	Before and during event

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	Action by who?	Action done when?
7	Fire, Explosion, Skin burns, fume and smoke inhalation. Flammable Liquids.	Contractors/Stand Staff/Event Staff/Venue Staff/Public	<input type="checkbox"/> Use of any flammable/inflammable liquids for any purpose during the event only after approval by the Event Safety Officer <input type="checkbox"/> Use of any flammable/inflammable liquids at any time during the event will be monitored by Stand Staff and Event/Venue Staff <input type="checkbox"/> No LPG gas will be used <input type="checkbox"/> Appropriate fire extinguishers will be positioned locally <input type="checkbox"/> Blanket NO SMOKING rule throughout the venue will be observed	Organisers	Before and during event

Please tick the relevant boxes where applicable

Organisers: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

Stand Number: \_\_\_\_\_

August 21

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