Assessment Title: ME01 - Exhibition Stand Installation & Dismantle

Site/Location	**Harrogate Convention Center**	**Work Area** *e.g. Goods-in, Yard, etc.*	Q77	**Reference Number** *Previous RA reference #*	ME01 V1
Reason for Assessment	☑ New Task Assessment ☐ Significant Change ☐ Periodic Review (minimum 2 years) ☐ Review Following Accident/Incident*			Is a PTW required?	N/A
				If so state type i.e.	N/A
				• General • Hot Work • Working at Heights • Electrical Safety	• Lone Working • Confined Spaces • Machinery/Equipment • Other
***Accident / Incident details being Reviewed**					
Task Description *Describe the **task**; provide a "story" that outlines the workplace, equipment and processes that is to be conducted by the individual.*	This document has been prepared for exhibition stand installations by Motive Exhibitions on behalf of customers. This risk assessment is relevant to the AI Dash located in stand location Q77 stand installations can be installed in a variety of locations, as well as using a variety of different materials, installation methods and tools which are outlined in the below task description This is a task assessment for the installation and removal of the AI Dash using the below stand type and methods both internal and externally by Motive exhibitions and/or their approved contractors. The below is not an exhaustive list but comprehensive to be able to provide a suitable task assessment. Should there be an extenuating aspects to this exhibition stand build, a separate task assessment may be carried out. All stands built and dismantled by Motive Exhibitions are designed internally by our own CAD designers who build the stand designs around our existing and available components. This allows comprehensive build plans to be designed and provided for the installation team. All stands are delivered to site by Motive Exhibitions in our existing vehicles or by using our approved haulage and transport contractors depending on the size & weight of the stands. On site, the installation team will always be in company provided PPE, consisting of steel toe cap boots, a high visibility vest and where necessary, gloves & hard hat. Stands are always built in accordance with the venue opening hours and suitable conditions are always provided. This includes lighting and temperature. Where night builds are required, additional rest periods are factored in for team members and split shifts may be used. When the team gets to site a dynamic risk assessment will be carried out by the lead team member to identify any further hazards that have subsequently changed from this assessment. Should the risk level increase to one that is not accepted, the job will be stopped until an acceptable level of risk is available.				

	Equipment used for building an exhibition stand; • Power tools including impact driver & drill • Ladders (Refer to ME02) • Spirit Level & Laser measurers • Hand tools such as screwdrivers, allen keys and hammers • Genie Lifts • Scaffold Tower • Pallet Trucks for movement of equipment • PPE
Modular Stands	Our modular stand systems are either Bematrix aluminium framework which is a lightweight and strong modular framework which comes in a variety of sizes ranging from 496mm to 2976mm. Modular stands can be a backwall, 'L' shape or have 3 sides. It could also be in an island stand configuration which could be any configuration or a combination of all 3. When this modular framework is used, depending on the structure layout, a combination of steel bases plates, steel feet, stage weights or directly fixing the stand into the floor may be used. Steel base plates are made from 3mm powder coated steel and weigh 25 kg each. These are fixed using the BeMatrix M8 fittings. When the BeMatrix is required to be fixed to the floor, it is screwed into the platform timber floor using a BeMatrix frame 1mm Pin Connector and a suitable screw. The platform floor is a 36mm raised timber platform with a floor covering of either linoleum or carpet. Where items such as TV's, shelves or signs are secured to the framework, timber inserts are put into the frame and fixed using the manufacturer's bracketing system. The weights of such equipment are taken into account in the CAD design phase and where necessary, the aforementioned fixing systems such as base plates are then factored into the CAD stress tests. Modular framework is covered with a fabric graphic printed with bespoke designs and a silicone cader stitched onto the edge. These are made to exact sizing to provide a seamless covering to the framework and timber inserts within. When the framework goes above 2.5m the rear of the stands are covered with a neutral coloured material secured to the stand using the velcro on the BeMatrix.
Hybrid Stands	Our hybrid stand designs consist of using a modular framework base with bespoke features such as timber roof sections or bespoke furniture or other aspects. These are secured to the modular framework with suitable fixings. All stands are built to a maximum of 4m in height to adhere to venue stand building guidance. Where requested, there may be rigging banners suspended above the exhibition stand. These are made out of either our modular framework, cladded with a fabric graphic or using an aluminium tubing system with a sleeve graphic over the top of it. Only the construction of the framework and fabric is done by Motive Exhibitions, All rigging and lifting is done by the venue and is not done by Motive Exhibitions or their approved sub contractors.

Platform Floor	On some exhibition stands a platform floor is installed which is a 36mm timber platform floor. This is made up of 400mm x 400mm base sheets placed on the corners of adjoining top OSB sheets, with the 1000mm x 1000mm OSB sheets on top screwed into them. Where necessary 18mm 2x1 timber lengths are done over the joins to stop the floor from having movement in it. All flooring is edged with a 38mm aluminium edging angle which is screwed directly into the floor. The platform flooring allows for the safe running of electric cables beneath the top flooring sheets to remove trip hazards from the stand.

Other applicable Risk Assessments *Refer to the locations Master List and reference any related assessments or relevant manufacturers documentation in this box:*	ME02 - Working at Height ME03 - Use of Genie Lifts

1. WHAT MIGHT BE THE TYPES OF HAZARD? Every Hazard identified *MUST* be addressed in the assessment

☑ Slips, Trips & Falls	☐ Extreme Temperatures (Hot and Wind)	☐ Struck by falling object
☑ Falls From Height	☐ Vibration	☑ Sharp objects
☑ Manual Handling (specific MH RA required)	☐ Other	☑ Electricity
☐ Hit by moving vehicle		

If "Other" please describe	

List any **Existing Common Controls** that are relevant to this task/activity **NOTE: Every control *MUST* be referenced in the assessment**

1	*Venue site inductions*	**2**	*Modular Framework training*
3	*Experienced & trained exhibition stand installers used*	**4**	*Hazard Reporting*
5	*Tools tethered to fitters when working at height*	**6**	*Electrician sign off of all electrics*
7	*Defect process in place for working at height equipment (LOLER)*	**8**	*All lifting equipment regularly maintained and serviced*
9	*PAT Testing*	**10**	*All fitters are trained in use of hand tools including knives*
11	*When working from height all fixings are secured within basket*	**12**	*When not in use all blades are retracted*
13	*Where possible, A frame ladders are used*	**14**	*PPE Worn at all times*
15	*MHE maintained and serviced according with legal requirements*	**16**	*Only qualified electricians used for all electrical work*
17	*Venue FLT are operated by trained personnel*	**18**	*Workplace tidiness procedures followed and practiced*
19	*Fitting team trained in use of power tools*	**20**	*No lone working permitted*

Please add additional rows above if needed

2. WHO MIGHT BE AFFECTED?

☑ Employees	☐ Visitors	***Comments if Other, Multiple Groups or Vulnerable People***
☑ Contractors	☐ Public	Exhibition venues have strict crowd control measures in place whilst construction phases are in session, only our team, contractors and our customers will be likely present on our stand during construction phases.
☑ Agency Workers	☐ Vulnerable People	
☑ Customers	☐ Other	

HEALTH & SAFETY RISK TASK ASSESSMENT AND ACTION PLAN

3.1 SPECIFIC HAZARDS *Description of hazard, where it exists, what could be its effect & potential harm?* *(Adopt the **X,Y, Z** approach and when rating the risk remember it is the reasonable foreseeable worse case injury that should be reflected)*	**3.2 EXISTING CONTROLS** *From the above 'existing common controls', list the common control numbers that are relevant to the Hazard and comment on their effectiveness.*	**3.3 RISK RATING** (**L**ikelihood x **S**everity)			**3.4 ADDITIONAL CONTROLS** *Describe if required to reduce the Risk Rating, and then revise the Risk Rating after these additional controls are taken into account, If no additional controls are required, enter a statement of the following 'it is considered that the remaining residual risk from this Hazard is adequately controlled' OR 'the residual risk from this Hazard cannot be totally eliminated'*	**3.5** *Person Responsible for action*	**3.6** *Agreed completion Date*	**3.7** *Completed (Y or N**)*	**3.8** *Date Closed*	**3.9** *Residual Risk*		
		L	**S**	**R**	**If a risk control measure is not introduced, the reason(s) must be given for not implementing the recommendation in Section 5 Management Review and Declaration below.					**L**	**S**	**R**
X: Person trips over packaging waste from equipment Y:Packaging waste left around working are Z:Minor injury requiring first aid	Controls 4 & 18 are effective, all other controls are ineffective	**2**	**2**	4	It is considered that the remaining residual risk from this Hazard is adequately controlled							
X:Person falls ladder during installation Y:Misplaces footing Z:Broken limb or weeks or months off sick	Controls 5, 7, 8, 13, 18 & 20 are all effective all other controls are ineffective	**3**	**3**	9	*the residual risk from this Hazard cannot be totally eliminated'*							
X:Person lifts framework and twists Y:Too impatient to wait for assistance Z:Pulls back and time off work 1-3 days	Controls 3 & 18 are effective, all other controls and ineffective	**2**	**2**	4	It is considered that the remaining residual risk from this Hazard is adequately controlled							
X: Person hit by forklift whilst moving between installation locations Y:person was out of view of operator Z: Serious Injury	Controls 1,3 & 17 are all effective. All other controls are ineffective	**2**	**4**	8	It is considered that the remaining residual risk from this Hazard is adequately controlled							

X:Person hit by falling tools whilst installation happening above Y:Operator not paying attention Z: minor head injury	2,3,5,11 & 21 are all effective	**2**	**3**	6	It is considered that the remaining residual risk from this Hazard is adequately controlled							
X: person cuts themselves during fabric graphic is being trimmed Y: Did not retract blade on knife Z: First aid required	controls 10,12,14 & 15 are effective	**3**	**2**	6	It is considered that the remaining residual risk from this Hazard is adequately controlled							

3.1 SPECIFIC HAZARDS *Description of hazard, where it exists, what could be its effect & potential harm?* *(Adopt the **X,Y, Z** approach and when rating the risk remember it is the reasonable foreseeable worse case injury that should be reflected)*	**3.2 EXISTING CONTROLS** *From the above 'existing common controls', list the common control numbers that are relevant to the Hazard and comment on their effectiveness.*	**3.3 RISK RATING** (**L**ikelihood x **S**everity)			**3.4 ADDITIONAL CONTROLS** *Describe if required to reduce the Risk Rating, and then revise the Risk Rating after these additional controls are taken into account, If no additional controls are required, enter a statement of the following 'it is considered that the remaining residual risk from this Hazard is adequately controlled' OR 'the residual risk from this Hazard cannot be totally eliminated'*	**3.5** *Person Responsible for action*	**3.6** *Agreed completion Date*	**3.7** *Completed (Y or N**)*	**3.8** *Date Closed*	**3.9** *Residual Risk*		
		L	**S**	**R**	**If a risk control measure is not introduced, the reason(s) must be given for not implementing the recommendation in Section 5 Management Review and Declaration below.				**L**	**S**	**R**
X: Person electrocuted Y:due to faulty socket installation Z: Hospitalisation	1,3,6,9, 16 & 19 are effective	**2**	**4**		The residual risk from this Hazard cannot be totally eliminated							

HEALTH & SAFETY RISK ASSESSMENT: CONSULTATION & APPROVAL

This risk assessment has been reviewed by relevant people involved in the task/activity

Colleague Consultation *The following colleagues were consulted to facilitate a team approach to this risk assessment*	**Names**	**Job Title/Position**	
	Edward Marshall		
	Daniel Hughes		
Lead Assessor	Sam Hudson	**Title / Position**	

Signature		**Review by Date**	24/04/2025

Assessor Comments

This is a risk assessment for the installation of the AI Dash stand for both the build and dismantling which in turn has been written to encompass all major risks and hazards. Where required a specific or alternative risk assessment will be used to accompany this assessment.

Note:- Likelihood and Severity should be based on a practical and reasonable outcome			(L) LIKELIHOOD				
			1.	2.	3.	4.	5.
			Highly unlikely	Unlikely	Possible	Likely	Highly likely
	5.	**Extreme Harm** (Fatality)	5	10	15	20	25
	4.	**Major Harm** Permanent disablement or long term sick leave	4	8	12	16	20
	3.	**Harmful** (Broken Limb or Non-permanent incapacity) Weeks or months off sick, hospitalisation, RIDDOR	3	6	9	12	15
	2.	**Slightly Harmful** any injury that requires first aid 1-3 days off sick	2	4	6	8	10
	1.	**Minor Harm** Cuts, abrasions and minor skin or eye irritations, etc. No lost time (sick leave not required)	1	2	3	4	5

RISK LEVEL CATEGORY	SCORE	ACTIONS TO BE TAKEN
Negligible (N)	**1**	*Negligible risk refers to a level of risk usually presumed to be below 1 in a million per annum of seriously adverse consequences occurring.*
Tolerable (T)	**2-4**	*Tolerable means that the risk and score has been reduced to the lowest level that is "reasonably practicable" i.e. in accordance with statutory obligations. No additional controls are required; consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.*
Moderate (M)	**5-12**	*Where practicable all efforts must be made to reduce the risk to demonstrate as low as reasonably practicable, particularly at higher scores. The cost of prevention should be carefully evaluated. Risk reduction measures should be implemented with a defined time period.*
Substantial (S)	**15-16**	*If the residual risk cannot be reduced lower, then the assessment must demonstrate that ALARP has been met. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action (including considering prohibition) should be taken.*
Intolerable (I)	**20-25**	*Work must not be started or continued until the risk has been reduced if it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.*