



Castle Surveys Ltd

Risk Assessment for

Exhibition Risk Assessment

Risk Assessment Brief for an Exhibition

Objective:

To identify, evaluate, and mitigate potential risks associated with hosting an exhibition, ensuring the safety of participants, staff, and visitors, and compliance with legal and organizational standards.

Scope:

The risk assessment will cover all aspects of the exhibition, including the setup, operation, and breakdown phases. Key areas of focus will include:

Venue Safety:

Structural integrity and fire safety compliance.
Emergency exits, signage, and evacuation plans.
Exhibition Activities:

Hazards related to exhibits, interactive displays, or demonstrations.
Potential risks from electrical equipment or machinery.
Crowd Management:

Overcrowding prevention and traffic flow management.
Emergency response measures for large gatherings.
Contractor and Staff Safety:

Proper use of equipment and tools during setup and takedown.
Adequate training and use of personal protective equipment (PPE).
Health and Hygiene:

Sanitation and cleanliness of facilities.
First aid availability and response protocols.
External Factors:

Weather-related risks (for outdoor exhibitions).
Transportation and parking hazards.
Deliverables:

The assessment will include:

A comprehensive risk register categorizing identified risks by severity and likelihood.
Mitigation strategies and action plans to reduce or eliminate risks.

Recommendations for ongoing monitoring and incident response.

Timeline:





The risk assessment will be conducted two weeks prior to the exhibition's commencement to allow ample time for implementing recommendations.

Responsibility:

The risk assessment team will liaise with the exhibition organizers, venue management, and contractors to gather information and coordinate safety measures effectively.

Reference number	CAS2404303
Assessor	Paul Jackson
Date completed	25/11/24
Review Schedule	Annually
Review date	25/11/25
Approved date	25/11/24
Approved by	Paul Jackson
Affected site(s)	SEC Glasgow

Hazards and controls

 Hazard: People Movement (Risk of Slips, Trips & Falls)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Members of the Public, Visitors</p> <p>Risk of injury due to a variety of access/egress hazards that can cause slips, trips & falls</p>	<p> All staff trained in expected housekeeping standards</p> <p> Good housekeeping observed during the task</p>	<p> Low Risk: 2</p> <p>Likelihood: 1/5 Severity: 2/5</p>

Assessor's signature: Paul Jackson

Approved by signature: Paul Jackson