

Risk Assessment

Revision	1	Task / Process Assessed	Exhibition Set Up
Date	25/11/2024	Location	SEC
Operation	Exhibition Set Up	Job Number:	Not Applicable
Client:	N/A	Assessment Team	Author: Colin Fowlis Checker: Jo Carran

HAZARD		INITIAL RISK				CONTROLS	Further Controls Required	RESIDUAL RISK			
Hazard Description and Effect	Population at Risk	Hazard Severity	Likelihood of Occurrence	Score	Risk Rating	List of all Controls Required		Hazard Severity	Likelihood of Occurrence	Score	Risk Rating
Unloading Vehicles in carpark, Injury to personnel.	Presserv Ops & Others in the area	5	2	10	M	Care to be taken when unloading vehicles risk of trapped fingers or dropped objects	Manual handling procedures, two man lift if required, use of trolley for larger objects, sufficient PPE if required.	3	2	6	L
Crossing roads & carparks. Road Traffic incident.	Presserv Ops & Others in area	5	2	10	M	Care to be taken when crossing road and ensure your site is not blocked by overloaded trolley.	Use of dedicated crossings where possible.	3	2	6	L
Erecting Exhibition stand, Injury to personnel.	Presserv Ops	5	3	15	M	Use of manual handling techniques should be used if required, stand equipment to be erected in accordance with manufacturer instructions.	Extra care to be taken when erecting stand, two people erect if required. Seek assistance if required	3	2	6	L
Dismantling Exhibition stands. Injury to personnel.	Presserv Ops	4	2	8	M	Use of manual handling procedures should be utilised. Care to be taken when dismantling not to drop anything.	Seek assistance if required, if you see someone struggling offer assistance.	3	2	6	L
General Slip, Trips and falls. Injury to stand personnel or visitors	Presserv Ops	4	2	8	M	Care to be taken to stow away any boxes etc from your stand, make sure any cables being used are properly protected.	Ensure walkways are clear at all times.	3	2	6	L

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Loading of vehicles in carpark Injury to personnel	Presserv Ops, others in the area	4	2	8	M	Care to be taken when loading vehicles after the event risk of back injury or trapped fingers.	Manual handling procedures to be utilised if required. Two people lift where required.	3	2	6	L

Score	Hazard Severity	Likelihood of Occurrence
1	Very Minor Injury	Unlikely
2	Minor Injury	May Happen
3	Up to 7-day Injury	Likely
4	Major	Very Likely
5	High	Certain

Risk Rating Table		Hazard Severity				
		1	2	3	4	5
Likelihood of Occurrence	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Assessment

Once the Risk Assessment has been completed take your highest residual risk rating and see below for guidance on what action to take:

15-25	High residual risk	Stop work immediately and reassess controls
8-14	Medium residual risk	Proceed with caution monitor effectiveness of controls
0-7	Low residual risk	Safe to proceed, ensure adherence to control measures