

Exhibitor Risk Assessment

Risk Assessment for: Bridges Scotland 25 SECC

Date of Exhibition: 26th to 27nd November 2025

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Exhibitors Responsibilities:

An exhibition stand is a workplace covered by health and safety legislation. As the NASC is exhibitor, it has legal responsibility to ensure that a suitable and sufficient risk assessment is completed for the stand together with any activities that will be undertaking, it is also important that the stand staff (NASC) operate a safe system of work. The NASC staff on the stand are responsible for identifying all aspects of the stand which could present a hazard.

These guidelines are to help you complete your Risk Assessment (RA).

SECTION 1

- Identify and list any hazards that you feel apply to your stand
- Identify the people that could be harmed by this hazard
- Using the risk matrix below, identify the risk level that this hazard presents
- Think about the control measures that you can put in place to reduce this risk of the individual hazards
- Using the risk matrix below, identify the new risk level now that control measures are in place to control the hazard and reduce the risk of injury (PLEASE NOTE THAT THE SEVERITY LEVEL WILL NOT ALTER ONLY THE LIKELIHOOD)
- Please ensure you list any special activities or demonstrations and please note that some of these may require their own risk assessment
- Continue on a separate sheet if necessary

FINALLY

- Sign and return to office after show.
- Note: For simplicity and ease of use: High (red), Medium (orange), and Low (green) will be used overleaf.

L I K E L Y H O O D	RISK MATRIX - EVALUATION OF RISKS						
	CONSEQUENCE or SEVERITY						
		X	1	2	3	4	5
	Almost Certain	5	5	10	15	20	25
	Highly Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	Unlikely	2	2	4	6	8	10
	Extremely Improbable	1	1	2	3	4	5
			Minimal	Minor Injury	3 Day + Injury	Serious or Major Injury	Severe

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EVENT RISK ASSESSMENT

NOTE: Does not include building of the stand

Please read the guidelines prior to completing your Risk Assessment

Company Name: National Access & Scaffolding Confederation (NASC)

Event/Venue: As per front page

Risk Assessment carried out by: As per front page

Email Address: As per front page.

Persons Responsible on Site: As per front page.

Contact Number: As per front page.

Event Dates: As per front page.

THOSE AT RISK	KEY
Own Staff	OWN
Venue Staff	VEN
Organisers	ORG
Other Exhibitors	EXH
Visitors / Public	VS
Contractors	CON
All persons onsite	AOS

SECTION 1

HAZARD	WHO MIGHT BE HARMED (use the table above)	TOTAL RISK LEVEL	CONTROL MEASURES (Add any other control measures you will use)	TOTAL NEW RISK LEVEL
Housekeeping	OWN, VEN, ORG, EXH, VS	Medium	- All staff briefed to keep stand tidy at all times. - Any used boxes broken down and excess literature to be kept under the table. - Exhibition display to be kept within stand boundary. - Layout of stand to ensure good flow of movement.	Low
Equipment E.g. electric shock, cutting, crushing, entanglement etc.	OWN, VS	Medium	- All staff to be trained on how to use equipment. - Dedicated person responsible for all stand equipment. - Method statement produced for any specialist equipment (not required for this event).	Low

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Stress	OWN	High	• Staff briefed on all logistical elements of the event. • Rota in place with regular breaks. • Food and drink arrangements in place for the event. • Guidelines for dealing with complaints are as follows: ○ Remain patient at all times. ○ Be polite at all times and direct them to the main exhibition personnel if you cannot answer their queries or issues.	Low
Slips, trips and falls	AOS	Medium	• Cables taped down where required. • Efficient layout and plan of stand. • Stand is not over crowded. • Stand staffed at all times. • Suitable footwear is worn by staff. • Equipment is used correctly.	Low
In and out, Access and egress of staff	OWN, VEN, ORG, EXH, CON	Medium	• No break down before event closes.	Low
Fire / Electricity	AOS	Medium	• Ensure that power sockets are not overloaded e.g. multi-way adaptors. • All equipment is PAT tested to reduce risk of fire. • All staff briefed on evacuation procedures, including layout of the event, assembly points, nearest fire exit identified – these can be found in the exhibition Welcome Pack. • Gangways around stand the be kept clear at all times.	Low
Materials / Substances	OWN, VEN, ORG, EXH, VS	Medium	• No substances required for the stand.	Low
Driving the ID Buzz vehicle, parking, and egress.	OWN, VEN, ORG, EXH, VS	High	• The EV Buzz has been purchased brand new and regularly serviced and maintained. • On the day of the event, and before the event starts, the driver will liaise with the venue	Low

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			organisers regarding the approved traffic route and keeping to the venue's speed limit (nominally 5mph). • The driver will obey all legal directions and park in the designated space. • The driver will turn off electric motor • When the event finishes, the driver will wait to all visitors have left the stand and there is a safe and clear egress route from the premises at the venue's speed limit.	
Using the Buzz as a "stand"	OWN, VEN, ORG, EXH, VS	High	• The driver and stand organiser will set up the stand within the boundaries of the "stand". • The driver will set up the computers with leads kept inside the vehicle. • Barriers will be placed around the vehicle for the duration of the event.	Low

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By signing the declaration below, you have agreed that you will put the appropriate control measures in place to ensure that hazards are reduced and that the risks applicable to your stand are controlled. Staff members manning the stand on each day, will review the risk assessment and put the appropriate measures in place.

Signed: _____

Print Name:

Date: As per first page

Signed: _____

Print Name:

Date: As per first page

Signed: _____

Print Name:

Date: As per first page

Signed: _____

Print Name:

Date: As per first page