Risk Assessment

Site: Road and Bridges Expo SEC Glasgow
Scotland 2026
DOC AFI-RA-0093
Issue Date: November 2026

Date: 6th November 2026
Revision: 2

Operation:	**Exhibition trade stand**			**Persons at risk:**	**AFI personnel/public/other exhibitors**					
HAZARD	**Assessment**			**CONTROL MEASURES TO REDUCE THE RISK**	**Re-assessment**		
	S	**L**	**R**		**S**	**L**	**R**
Manual Handling- moving furniture setting up desks / tables and chairs	**4**	**4**	**12**	Were possible manual handling is to be eliminated by mechanical means. Where this is not possible team lifting is to be carried out. Area must be clean and tidy to reduce the risks of slips, trips, falls	**4**	**1**	**4**
Falling items- tip over of banners, desks	**3**	**3**	**9**	Banners / posters to be situated so that they do not cause an obstruction, where required these should be additionally secured to staging if required. Desks / table are not to be overloaded and no one to sit on tables	**3**	**1**	**3**
Falls from height – public having rides in truck platforms-	**4**	**3**	**12**	• Only trained Wilson operators to use controls • All occupants will be under full control of the operator and will only entre the area when instructed to do so • Nobody other than Wilson operator to access the bed of the truck until instructed to do so	**4**	**1**	**4**
Operator/public stuck at height (machine failure)	**3**	**3**	**9**	• Wilson operator is briefed on rescue plan WIL-WI-0014 • Wilson operator to brief responsible Wilson employee on the ground on ground control functions	**3**	**1**	**3**
Man/machine interface/falling objects	**4**	**3**	**12**	• Area around track Must be cordoned off with physical 360 degree barrier. Ground Wilson staff to enforce no entry and display signage around barrier warning moving machinery/overhead hazards. The event could have thousands of public in attendance and a member of staff should be posted permanently to ensure barrier is not breached • Key to be removed from any machine which is not in use • If anyone is found to be crossing the barrier without invitation, all operations must cease until the situation can be brought under control.	**4**	**1**	**4**
Falls on same level (slips, trips, falls	**3**	**3**	**9**	Banners / posters to be situated so that they do not cause an obstruction, where required these should be additionally secured to staging if required. Desks / table are not to be overloaded and no one to sit on tables.	**3**	**1**	**3**
Magazine rack- trapping of fingers	**2**	**2**	**4**	Care should be taken when erecting the magazine rack to ensure fingers are not trapped	**2**	**1**	**2**

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Cuts from broken glass (bowl, glasses	**3**	**2**	**4**	Care taken to ensure glass bowl isn't broken, clean as you go procedures in the event of broken glass	**3**	**1**	**3**
Fire Explosion or evacuation of the building	**4**	**4**	**16**	A copy of the event organiser's Emergency plan is held on the stand. All staff will be familiar with the emergency Plan	**4**	**1**	**4**
Electrocution cables – wires Tripping Hazard	**4**	**3**	**12**	All electrical equipment to be fully PAT tested. Cables to be routed to prevent tripping hazard Hire in generator must have a inspection certificate supplied and an operator handbook. Anybody who operates the generator must have read and understood the handbook and be familiar with start up and shut down procedures.	**4**	**1**	**4**
All hazards involving machine failure or machine tip over or manoeuvring are controlled in the Wilson Truck/Track Operator Work Instruction WIL-WI-0013	**4**	**2**	**8**	The Wilson operator must be briefed and follow all provision laid out in WIL-WI-0013	**4**	**1**	**4**
Unauthorised use / security of the MEWP	**4**	**2**	**8**	When unattended the machines must be switched off and the key removed.	**4**	**1**	**4**
Noise	**3**	**2**	**6**	No personnel to remain working close to any running machine engines for any length of time to reduce risk of hearing damage	**3**	**1**	**3**
Asphyxiation	**4**	**3**	**12**	Generator must be sited away from any personnel or public and should be free to exhaust to open air	**4**	**1**	**4**
Fire / explosion	**4**	**1**	**4**	All equipment to be isolated at the end of the day. Fuel for generator may only be held in very small amounts and must be left locked away. The exhibition has full control over fire and fire evacuation. All staff must make themselves aware of the emergency procedures prior to attendance	**4**	**1**	**4**
Injuries / accidents	**3**	**2**	**6**	The exhibition has access to first aiders and provisions on site	**3**	**1**	**3**

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	S	L	R		S	L	R

Likelihood→ / ↓Severity	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY: S = Severity
L= Likelihood
R= Risk rating

High risk
Medium risk
Low risk

PPE Required:

Hard hat	N
Overalls & boots	Y
Eye/ ear protection	N
Suitable gloves	Y
Respiratory equipment	N
Safety harness/Adjustable lanyard	N

Authorised:

Signed: Ian Price

Date: 06th November 2026

Title: Ian Price CMIOSH - HSEQ Manager

All Work Instructions and Risk Assessments are reviewed at least annually in line with HSE guidance.