Risk Assessment – Bridges Scotland Event, Glasgow

Activity: Exhibition stand displaying structural health monitoring equipment

Location: Bridges Scotland Conference & Exhibition, Glasgow

Assessed By: Matt Sutton

Assessment Date: November 2026

Scope of Works

Installation and operation of a display table, podium, and structural monitoring equipment for demonstration purposes during the event. No live installation works, drilling, working at height, or electrical modifications are included.

Hazard	Persons at Risk	Potential Harm	Control Measures	Residual Risk
Manual handling of display equipment, table and podium during setup and breakdown	Exhibitors, event staff	Strains, sprains, musculoskeletal injuries	Use correct lifting techniques. Team lift for awkward or heavy items. Transport equipment using suitable wheeled cases where possible. Avoid twisting whilst lifting.	Low
Trips caused by equipment cases, display materials or packaging	Delegates, exhibitors, venue staff	Slips, trips and falls resulting in minor to moderate injury	Unpack equipment in designated setup period only. Remove empty packaging immediately. Keep walkways free from obstructions at all times. Store cases under tables or in designated storage areas.	Low
Trip hazard from cables associated with monitoring equipment displays	Delegates, exhibitors, venue staff	Trips, falls and associated injuries	Minimise cable use wherever possible. Use battery-powered or wireless display equipment where available. Secure any	Low

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			necessary cables using cable covers or tape approved by the venue. Maintain clear pedestrian routes.	
Instability of display table or podium	Delegates, exhibitors	Impact injuries from falling objects or collapsing furniture	Ensure table and podium are supplied by the venue or are fit for purpose and stable before use. Do not overload surfaces. Position equipment centrally to prevent tipping. Conduct visual inspection before event opening.	Low
Falling monitoring equipment from display surfaces	Delegates, exhibitors	Minor injuries, equipment damage	Arrange equipment securely on display surfaces. Keep heavier items at lower levels. Do not stack equipment. Prevent delegates from handling equipment unless supervised.	Low
Electrical equipment used for monitors, laptops or demonstrations	Exhibitors, delegates	Electric shock, fire risk	Only use PAT-tested equipment where mains power is required. Conduct visual inspection of leads and plugs before use. Do not use damaged equipment. Follow venue electrical requirements.	Low

Hazard	Persons at Risk	Potential Harm	Control Measures	Residual Risk
Public interaction with monitoring equipment	Delegates, exhibitors	Minor cuts, pinching injuries or damage to equipment	Display equipment in a controlled manner. Provide supervision when delegates wish to handle demonstration items. Remove damaged equipment from display immediately.	Low
Emergency evacuation	Delegates, exhibitors, venue staff	Delay in evacuation during emergency	Keep all exits, aisles and access routes unobstructed. Follow venue emergency procedures and instructions from event organisers. Brief all stand staff on assembly points and evacuation arrangements.	Low
Fire risk from electrical equipment and display materials	All persons in vicinity	Burns, smoke inhalation, property damage	Keep combustible materials to a minimum. Switch off electrical equipment when unattended. Do not overload sockets. Comply with venue fire safety requirements.	Low

Personal Protective Equipment (PPE)

No specific PPE required during normal exhibition activities. Suitable footwear should be worn during setup and breakdown activities.

Emergency Arrangements

- Follow all venue and event organiser emergency procedures.
- Report accidents, near misses or incidents immediately to event organisers and venue management.

- In the event of fire or alarm activation, evacuate via the nearest designated exit and proceed to the assembly point.

Residual Risk Assessment

Following implementation of the above control measures, all identified risks are considered **Low** and acceptable for the duration of the event.

Assessment Outcome: Suitable for exhibition and demonstration activities involving the display of monitoring equipment, tables and podiums.