



RISK ASSESSMENT – ILAS 2017

If you are an exhibitor displaying more than brochures or associated literature, please complete this Risk Assessment

PLEASE RETURN BEFORE 1 MARCH 2017

Please return to:

AILU
Oxford House
100 Ock Street,
ABINGDON
Oxon OX14 5DH

Or

Email: liz@ailu.org.uk

Each exhibitor must undertake a risk assessment prior to the AILU meeting, identifying the hazards present on-site and ways in which hazards will be minimised and controlled.

An assessment of risk is a careful examination of what, during the build, exhibition and breakdown of your stand could cause harm to people or property. Weigh up whether you have taken enough precautions or should do more to prevent harm. The important point is to identify significant hazards and the precautions (controls) that will be implemented to make the risk tolerable. Please ensure that you include an analysis of fire, working at height, slips, trips and falls.

As an exhibitor it is your responsibility to ensure you have adequate insurance for any loss/damage of your equipment.

N.B. As an exhibitor you have a legal requirement to assess risk appertaining to your participation in any exhibition. This form is intended as a guide only and completion does not absolve you from your legal responsibilities or transfer them to the venue or organisers.

Please complete ALL 3 sections of this form.

Part 1

Company: _____

Print Name: _____ Position: _____

Part 2

Please use the list to identify all the hazards present during build up, exhibition and breakdown and add any additional hazards to the list. This section is to be filled in for all the details given in part 2 and any other features of your stand that may present a risk

A hazard is anything with the potential to cause harm

Hazard number	Hazard	Typical hazardous situation/injury	Tick below if and when the hazard is present		
			Build-up	Exhibition	Break-down
1	Manual Handling	Slips/trips/falls, crushing, sprains, back strain			
2	Erecting Pop Up Displays	Cuts, abrasions, sprains			
3	Electrical Appliances	Short circuits, electrocution, fire			
4	Working at height	Falls of personnel and equipment			
5	Noxious gases/fumes	Poisoning; Environment impact			
6	High pressure gases	Gas bottles falling; eye and skin injuries			
7	Removal of/ damage to guarding	Exposure to the hazards within			
8	Handling of display samples	Cuts; abrasions			
9	Machinery	Moving parts; traps			
10	Laser radiation	Ocular injury, skin burn, dazzle			
11	Fire	Damage to property			
12					
13					
14					

Part 3

Please record the findings of your assessment below, addressing all the hazards identified in Part 2.

HAZARD NUMBER	HAZARDOUS SITUATION/ POTENTIAL INJURY	ARE THE RISKS ACCEPTABLE?		CONTROL MEASURES	
		Yes	No	Existing control measures	Further controls needed to reduce risk to an acceptable level
See table in Part 2					

(Continue on a separate sheet if necessary)

Sign and date: