



Exhibition Stand Risk Assessment

| | |
|--|---|
| Stand Name: | Stand Number: |
| Person Responsible for Health & Safety: | Work Number: Mobile Number: Email: |

Exhibitors Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple **shell scheme exhibition stand or a table-top stand** which does not require any structural approval from the organiser or the venue. More **complex stands** (such as those 4m in height or above or double decker stands) require a detailed risk assessment, method statement, elevation plans with structural calculations and are subject to onsite approval by a structural engineer (please contact the organisers for further details).

If your shell scheme stand includes any of the following elements you must complete a risk assessment (a template is attached on the reverse of this form)

| | Yes/No |
|---|--------|
| Alcohol sampling or sale | |
| Live animals | |
| Balloons | |
| Children e.g. performers or the provision of crèche facilities | |
| Compressed gasses | |
| Food/Drink sampling or demonstration | |
| Heat source of any kind including cookery demonstrations, naked flames or gel burners | |
| Mascots (people dressed in costume etc.) | |
| Noise e.g. amplified or acoustic music, vehicle demonstrations, machinery, pyrotechnics etc. | |
| Performers e.g. stilt walkers | |
| Simulators or rides | |
| Special effects e.g. pyrotechnics, lasers, haze or strobe lighting | |
| Special treatments e.g. body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery / whitening, botox, cholesterol testing or blood testing | |

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|---|--|
| Vehicles | |
| Waste e.g. hazardous waste or excessive waste products from working machinery | |
| Weapons (including replica weapons) and sharp objects | |
| Working machinery of any kind, even if static | |

Please note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to the above, please sign below. If you have answered **YES** to the above you must submit a risk assessment.

I declare to the best of my knowledge there are no significant risks relating to this stand.

| | | |
|---------|-------|-------|
| Signed: | Name: | Date: |
|---------|-------|-------|



Risk Assessment for Simple Exhibition Stands

| | |
|-------------|---------------|
| Stand Name: | Stand Number: |
|-------------|---------------|

| |
|----------------------------|
| Risk: |
| Who could be harmed: |
| Control measures in place: |

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

| | | |
|---------|-------|-------|
| Signed: | Name: | Date: |
|---------|-------|-------|

Please note:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.