



RISK ASSESSMENT FORM for Shell Scheme stands

A Risk Assessment is a document that we all need to complete, it is not intended to stop you displaying your items or from building your stand to the design that you want, it is however there to identify any hazards that there could be in the process and how you will deal with the hazards to make sure that no one gets hurt.

Things to think about are how are you unloading your vehicle? Do you have heavy boxes to carry? If you have a number of electrical items to plug in, how will you do this without overloading the power socket? Do you have food on your stand that could cause allergic reactions? Do you have to use a ladder to stick items up? Do you have cables on the floor that people could trip over? Will you be too hot or cold? Will you have enough to eat and drink during the day?

These are some things to think about however there are other risks that could be specific to your stand, so please think about putting your stand up and taking it down and complete the form below. Use one box per risk.

Exhibition	Inclusive Dates	Company Name	
		Name of person preparing Risk Assessment	
Venue	Stand Number	Title	
		Signature	Date Assessed

Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures (how will you reduce the risk)
		HIGH – Certain to cause death	4	Probably	4	
		MEDIUM – Probable to cause serious injury	3	Possibly	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	
Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures (how will you reduce the risk)
		HIGH – Certain to cause death	4	Probably	4	
		MEDIUM – Probable to cause serious injury	3	Possibly	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	
Hazard Identified	Person at Risk	WORST CASE OUTCOME	0	PROBABILITY RATING	0	Control Measures (how will you reduce the risk)
		HIGH – Certain to cause death	4	Probably	4	
		MEDIUM – Probable to cause serious injury	3	Possibly	3	
		LOW – Possible to cause first aid injury	2	Unlikely	2	
		VERY LOW – Unlikely to cause injury / damage	1	Remotely	1	

Please return to OperationsEMEA@IAAPA.org