

Exhibition Stand Risk Assessment



Stand Name:	Stand Number:
Name of person responsible for health and safety:	Work No: Mobile No: E-mail:

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** 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 gases	
Food sampling or demonstration	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Mascots (people dressed in costume etc.)	
Noise e.g. amplified or acoustic music, vehicle demonstrations, machinery, pyrotechnics	
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/ tooth whitening, botox, cholesterol testing or blood testing	
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	

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 all the above complete 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:
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Risk Assessment for Simple Exhibition Stands

Stand Name:	Stand Number:
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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:
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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.