

Exhibitor Risk Assessment Form

Please complete and return this form to Kate Hitchman by email kate.hitchman@obn.org.uk by **Thursday 27th September 2018**.

Contact Details			
Exhibitor	Company name:	Company Address:	Tel:
			Email:
	Name	Job Title	Contact Mobile Number
Lead Contact (on-site)			
Secondary Contact (on-site)			
Office Contact			
Method Statement			
<ul style="list-style-type: none"> • What you plan to bring for your exhibition • How you will be setting up your stand Declare any outsourcing of suppliers who will be helping set up your stand and provide their contact details			
Electrical needs	Electrical Item	PAT Tested?	
You will be provided with 1 power socket as part of your stand package.	<i>i.e. laptop, TV screen</i>	Yes	
Risk Checklist			
Activity	Risk	Description and Control Measures	Risk assessed & precaution methods taken?
Loading / unloading equipment into the venue	Manual handling injuries (muscular/skeletal injury, cuts), slips, trips, fall, crushing and death	All persons involved must have received regular manual handling training. Where possible, mechanical aids, hoist lift and personal protective equipment (gloves, protective footwear) are to be used. Access routes to the exhibition area are to be checked prior to unloading.	<input type="checkbox"/>
Working from height	Fall from height, impact/crushing from falling item, death	All ladders and other working at height structures (scaffolding, access towers, etc) must be regularly inspected and visually checked before use. All staff working at height must be competent and wear suitable PPE (hard hats, safety shoes, harnesses with rescue clips etc). Area below working height activity must be kept clear of essential personnel, if impossible, clear warning signage must be made available and hard hats must be worn. When using ladders, 3 points of contact must be maintained on an even surface and one	<input type="checkbox"/>

		additional person should foot the ladder. Tools should be tied on with a lanyard. Cherry Pickers must only be used by a qualified PAL operator. Truss must be built in accordance with manufacturers guidelines using appropriate tools. All flown fixtures must be attached to the truss structure, and when possible, secondary safety attachments must be in place.	
Electrical works	Electric shock to operatives, crew member, explosion, fire	All electrical works must be undertaken by qualified and competent staff. All equipment used onsite must hold a relevant PAT certificate and be visually inspected before use. Equipment supplied to site will be fit for purpose with regards to its use, voltage, power and environmental conditions. Operatives to work on isolated circuits. Power to be off until all connections and testing procedures are completed and safe.	<input type="checkbox"/>
Use of tools	Bodily harm (cuts, laceration etc), electric shock	Tools must be regularly checked, in good working condition and fit for purpose. PPE must be worn when necessary (eye protection etc). Operatives must have received suitable training before use.	<input type="checkbox"/>
Chemicals/ Hazardous substances	Ill death, damages to living tissues, organs, damage to environment	Hazardous substances and chemicals must receive NLW consent before being brought onsite. COSHH sheets and Safety Data Sheets for each product must be obtained and sent out to NLW prior to the event. Sheets to be added to risk assessment before use on site and available during the event. Chemicals must be kept in a safe location. Users should be trained, limit their use and use PPE when possible. Suitable disposal method to be planned.	<input type="checkbox"/>
Use of equipment and cable installations	Slips, trips and falls, obstruction of the fire exits	Access to fire exits and escape routes are to be kept clear at all times. Access to 'backstage' area to be kept clear of all non-essential operatives/members of the public/staff. All 'loose' cables will be securely fastened, either taped down or covered by suitable cable ramps. Where doorways/walkways are crossed, cables should go at high level; either tied to loops (where provided) or above doors.	<input type="checkbox"/>
Alcohol/ substance control	Injuries arising from unsafe working practice, violent and dangerous behaviours	Crew operatives must not be permitted to work under the influence of alcohol or drugs. Exhibiting companies must fill out a disclaimer form provided by OBN if they wish to use alcohol as part of their exhibition.	<input type="checkbox"/>
Special Effects	Eye injury caused by large volume of smoke or laser contact. Seizures/fits caused by strobe lighting effects	Manufacturer guidelines and operating instructions to be strictly followed. COSHH sheets for all chemical substances to be provided to the hotel prior to the event.	<input type="checkbox"/>

I hereby confirm that the above risks have been considered and adequate precautions will be implemented for the duration of the exhibition at BioForward 2018.

Name:

Acting on behalf of (Company):

Date:

Signature: