­

**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** |  |

**Exhibition Stand Risk Assessment**

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



|  |  |
| --- | --- |
| **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: |



|  |  |
| --- | --- |
| **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.

**Risk Assessment for Simple Exhibition Stands**