

# Why are Event Stand Risk Assessments so important?

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At an event, all manner of things can go wrong just when you are not expecting it; a gazebo can collapse, or take off in the wind, a table can sink in grass and become unstable, little fingers can tug at table cloths, someone can fall off a ladder erecting a banner, or injure their back in unloading the van. Even if you are just distributing leaflets off a table - something will go wrong if you've not planned for it!

The first thing your insurance company would ask, especially if a member of the public or a member of staff was injured, would be "please send us your stands risk assessment"

A Risk Assessment is simply a 'what if this happened' 'who could be hurt' 'how can I prevent this from happening' list on your stand. These days more insurance companies demand event organisers obtain both risk assessments and public liability insurance off ALL traders. Don't question having to do one - just do it! With Event Owl you only need to really do this once and we will store it for you, you can change it whenever you like too. If you have different stands for different events, store them all in your profile and when you come to the Risk Assessment request area, all of them will be listed for you to select from! Easy peasy.

Use our template to demonstrate you appreciate the health and safety risks on and around your stand. Help your organiser.

We have started off the risk assessment for you by including sample entries for common hazards to illustrate what is expected.

Look at how other row headers might apply to your event/trade stand, continue completing the form by identifying the hazards that are the real priorities in your case, and complete the table to suit your situation. You might have two, one for soft and another for hard surfaces.

You can print and write this template, or visit our website and download it. It is located in the Footer under Downloads.

We strongly suggest you complete as many boxes as are applicable to your trade stand as you can.

# Risk assessment for exhibition or event stand

**Organisation name: Morgan+Wells**

**Assessment carried out by: Naomi Wells Smith**

**Date: 7/10/19**

| What are the hazards?                        | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to manage this risk?   | Action by whom?                  | Action by when? | Done |
|--|--|---|--|----------------------------------|-----------------|------|
| Slips and trips                              | Staff and visitors may be injured if they trip over objects or slip on spillages                   | We carry out general good housekeeping on our stand. We do not allow trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in stand area, carpets laid correctly, wipe all spills up. | Continue to be vigilant to possible hazards  | All staff, supervisor to monitor |                 |      |
| Knives, glass, paper and other sharp objects | Staff may be injured whilst working. Visitors may be injured if sharp objects are left unattended. | Staff trained in the safe use of knives and equipment with sharp edges, also how to clear sharp objects such as broken glass safely.  | Knives have blade protectors, sharp edges are minimised. Dust pan and brush with suitable receptacle available. Staff have been warned about paper cuts. First aid kit on stand. | All staff, supervisor to monitor |                 |      |
| Hot liquids                                  | Staff might be injured by spilling of hot drinks   | Make sure hot drinks are not easily knocked over or spilt. Make sure the general public are not close to any hot drinks   | Inform staff of the dangers of hot drinks  | All staff to monitor             |                 |      |
| Manual handling                              | All staff might be injured by carrying heavy loads   | Make sure when setting up and dismantling the stall all loads are not too heavy   | Pack items in manageable loads   | All staff                        |                 |      |
| Food storage                                 |  |   |  |                                  |                 |      |
| Gazebo/trailer instability                   |  |   |  |                                  |                 |      |
| Moving machinery                             |  |   |  |                                  |                 |      |
| Display equipment                            | All staff and public. Make sure all displays are not able to fall over or be pulled over           | Load the stall with displays that are not too tall or unbalanced. Put heavier items on the table.   | Monitor the displays throughout the day  | All staff                        |                 |      |
| Electrical hazards                           | Staff and visitors may be injured if they trip over cables or have access to electrical cables     | Put all electrical cables out of reach from the public and tape cables to the ground to prevent tripping over them  | Set up with safety in mind   | All staff                        |                 |      |

Company name:

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| Gas equipment hazards                     |  |   |  |                 |                 |      |
| Cash handling                             |  |   |  |                 |                 |      |
| Gantry equipment                          |  |   |  |                 |                 |      |
| Stand waste                               |  |   |  |                 |                 |      |
| Hand washing (Street Foods in particular) |  |   |  |                 |                 |      |
| Cleaning chemicals                        |  |   |  |                 |                 |      |
| Working at height                         |  |   |  |                 |                 |      |
| Fire risks on your stand                  | All staff and public. There should be no naked lights                        | Do not sure candles, etc on the stall                                       | Inform staff that no naked lights are to be used.  | All staff       |                 |      |
| Temperature exposure to staff             | All staff. If working out of doors monitor the weather                       | Make sure all staff have the correct clothing to suit the weather.          | Advise in advance of the weather conditions  | All staff       |                 |      |
| Injury exposure of staff                  | All staff. Close proximity to other stalls selling hot/sharp/breakable items | Be aware of other stall holders and items for sale which might cause damage | Check to see if stalls close by are not going to be an injury problem to staff                 | All staff       |                 |      |
| Welfare of staff                          | All staff  | Make sure all staff have a break/chair/toilet breaks/ lunch breaks          | Check on the welfare of the staff throughout the day to see if they have had sufficient breaks | All staff       |                 |      |

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| Working near vehicles    | All staff - danger to staff when loading and off loading  | Advise staff on the correct place to park vehicles, when loading and off loading make sure they are aware of other vehicles                          | Check where it's safe to park and load and offload                            | All staff       |                 |      |
| Dropping objects on feet | All staff and public. Heavier items might fall off the stand  | Put heavier item safely on the stand. Put heavier suitcases/display stands in a place where they cannot fall off/ be pulled off the table.           | Be aware of the suitcases/containers used for display are safely on the table | All             |                 |      |
| Theft                    | All staff.  | Place cash and card machines in a safe place behind the stall. Wear a money belt. Be vigilant. Put higher end goods closer to the rear of the stall. | Be vigilant at all times  | All staff       |                 |      |
| Abusive customers        | All staff.  | Smile at the customer and do not get into any unnecessary skirmishes. Call for assistance if it is needed  | Find out where the security for the event is beforehand                       | All staff       |                 |      |
| Other risks              | All staff<br>If name punching onto the leather is done this might cause injury to the hand of the staff | Use a firm base, watch what you are doing. Be aware  | Find a safe area away from the public to do this                              | NWS             |                 |      |

We discuss our assessment with our stand staff to ensure we have covered all possible hazards pertinent to our business trade stand

We review our risk assessment regularly, and after an accident whilst setting up, working on or breaking down our stand

We keep a copy in a presentation folder on our stand along with all other documentation in case of accidents which will speed up the review process from any complainant

Signature: Naomi Wells Smith

Date:10/10/2019