TASK	HAZARD	RISK LEVEL - TO WHO/ WHAT. WHAT LEVEL?		PRECAUTIONS / CONTROL MEASURES
Considering each task in turn, how and when will the work be done? Where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will lifting and vehicle movements take place? Will there be error and tiredness caused by late working?		*Who will be effected by the work and most at risk? Employees? Contractors? Visitors? Exhibitors on or around your stand? To what extent?*		*Evaluation of the risks enables you to decide on the appropriate action. Can the hazard or risk be removed completely or done differently? If the risk can't be eliminated, can it be controlled? Can protective measures be taken to protect the entire on-site workforce?* *Safe working depends on co-operation between firms on-site so consider this and take precautions on every aspect of work being carried out. Make sure people are trained, provided with relevant information and briefed about risks.*
EXAMPLE:				
Overhead working	Falls of men & equipment causing injury. Scaffold collapse.	Risk to contractors working overhead and on stand, & to surrounding contractors/exhibitors.	High? ✓ Medium? Low?	Restrict access to stand via cordoning off overhead working area. Hard hats to be worn. Ensure scaffolding is erected safely and contractors familiar with its safe and proper use.
			High? Medium? Low	
			High? Medium? Low	
			High? Medium? Low	
			High? Medium? Low	

RISK ASSESSMENT FOR: .....

LOCATION: .....

.....

ASSESSMENT BY: .....

TITLE: .....

DATE: .....