

Risk Assessment for an Exhibition Stand

This must be completed by the Exhibitor:

Stand Name:		Show:	
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Name of person responsible for Health & Safety:	
Tel No:	
Email:	

Please ensure you tick one of the boxes below:

Have you ticked YES to any of the options below and have already submitted a risk assessment to BVNA for 2021? (only tick this option if you are happy that the risk assessment is up to date)	
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Have you ticked YES to any of the options below but still need to send your current or updated Risk Assessment to BVNA? Please return it to lisa@bvna.co.uk or post to the address below.	
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Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

The risk assessment template attached is for a simple shell scheme/exhibition stand that does not require any structural approval from the organiser or venue. More complex stands will require a more detailed risk assessment, if you are in any doubt you should contact BVNA for further details.

Please tick in the relevant Yes or No box below to confirm what is/is not included in your stand.

If you tick '**Yes**' on any line below, you must **complete** and return **BOTH** parts of the risk assessment:

	Does your stand include:	YES	NO
1	Demonstration or workshop of any kind		
2	Display of anything containing liquid fuel		
3	Chemicals covered under COSHH Regulations		
4	Sharp objects, weapons (including replica weapons)		
5	Working electrical appliances other than display lighting/tills		
6	Food service of any kind other than sweets, snacks and soft drinks		
7	Heat source of any kind including cookery demonstrations, naked flame or gel burners		
8	Live animals		
9	Trip hazards of any kind		
10	Pressurised gasses		
11	Working machinery of any kind even if static		
12	Any other hazard not identified above which could be a risk		

Please note: This is not an exhaustive list. You are responsible for identifying any aspect of your stand which would present a hazard. It is your responsibility to ensure that the risk assessment held by BVNA is kept up to date, if any changes are required a new risk assessment must be submitted.

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Stand Name:

Risk:

Who could be harmed:

Control measures in Place:

The control measures in place control risk to an acceptable degree.

I declare that to the best of my knowledge the information provided is correct.

I agree to BVNA Events Terms and Conditions;

I have read and understood THE HEALTH & SAFETY AT WORK ACT 1974 (HASAWA);

I agree to abide to both of the above by signature.

(which may be typed)

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.

Please return this form to lisa@bvna.co.uk