

Risk Assessment for an Exhibition Stand

**This must be completed by the Exhibitor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stand Name:** |  | **Show:** |  |

|  |  |
| --- | --- |
| **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 |
|  |
| 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](mailto:lisa@bvna.co.uk) or post to the address below. |

**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.**



**Risk Assessment for an Exhibition Stand**

**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:** |

**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**](mailto:lisa@bvna.co.uk)