A Risk Assessment must be completed by all exhibitors. Should you not have an existing risk assessment document, please use the template below.

**This does not need to be submitted to the Organisers but it must be available on your stand at the show so please print it after completion and bring it onsite with you.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stand Number** |  | **Company Name** |  |
| **Company Address** |  | | |
|  | | |
|  | | |
| **Telephone** |  | | |
| **Email** |  | | |
| **Contact Name** |  | | |

This form must be completed by the exhibitor. Risks must be assessed for the build-up, open days and breakdown.

If you are a Space Only Exhibitor, the below Risk Assessment must be carried out in addition to the Risk Assessment submitted by your stand contractors as it cover the products you are bringing onsite, your time onsite during open days which the aforementioned does not.

|  |  |  |  |
| --- | --- | --- | --- |
| **Step 1:** **LIST HAZARDS**  (If you don’t think you have any hazards, please write NONE - do not leave it blank) | **Step 2:** **WHO MIGHT BE HARMED?** | **Step 3:** **IS THE RISK ADEQUATELY CONTROLLED?** | **Step 4:** **WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK?** |
|  |  |  |  |