

RISK ASSESSMENT

Risk Assessment For		Assessment				
FOR REFERENCE ONLY		DELEGATE TO COMPLY WITH ACTIONS				
Location of Activity: ON OUR DOORSTEP - AWE, ALDERMASTON Wednesday 28th & Thursday 29th November 2018						
Significant hazards:	Hazard Effect	S	L	R	Control Measures	Residual risk
General Site Hazards Unsecure behaviour	Numerous specific site hazards Security breach	H H	L L	M L	Care required driving on site Security and safety induction Exhibitors escorted at all times while on site	L
Fire alarm Site alarm	Burn injuries/smoke inhalation Concerns/confusion	H H	L L	L L	Exhibitors will be briefed on emergency procedures Briefed will be briefed on evacuation arrangements Unsafe behaviour challenged Escorted at all times	
Unloading Vehicles	Injuries due to lifting	M	L	L	Manual handling procedures Sufficient personnel employed for duties Assistance with heavy or bulky items	L
Crossing roads and car parks	Potential for collision with traffic	H	L	L	Care taken when crossing roads and car parks	L
Transporting exhibition equipment from vehicle to and from exhibition hall	Injuries due to lifting Trip hazard	M	L	L	Vehicle unloaded adjacent to venue Trolley available for heavy/bulky items Manual handling procedures Sufficient personnel employed for duties	L
Erecting exhibition stands and equipment	Lifting injuries Potential for falling Potential for falling displays	M	M	L	Manual handling procedures Assistance available for exhibitors No working at height (eg stepladders) Assemble display to manufacturers' instructions	L
General, slip, trips, falls & personal injury	Potential for tripping over extension leads/ packaging materials	L	M	M	All cables to be kept well away from walkways Ensure walkways remain clear of obstructions	L
Dismantling displays and equipment	Lifting injuries Potential for falling Potential for falling displays	M	M	L	Manual handling procedures No working at height (eg stepladders) Assistance available for exhibitors Dismantle stand to manufacturers' instructions	L
Loading vehicles	Lifting injuries	M	L	L	Vehicle loaded adjacent to venue Manual handling procedures Trolley available for heavy/bulky items Assistance with heavy or bulky items	L
Fire	Burn injuries Smoke inhalation	H	L	L	AWE fire safety procedures, no smoking in buildings, Fire alarm system Safety induction to delegates on arrival	L
Electricity	Electrocution Fire	H	L	L	All equipment PAT tested Ensure electrical connections remain uncovered	L

S: Severity L: Likelihood R: Risk

H: High M: Medium L: Low