



# SIMPLE RISK ASSESSMENT

<b>Stand Name:</b>	<b>Name of person responsible for Health &amp; Safety:</b>
<b>Stand Number:</b>	<b>Work No: Mobile No: E-mail</b>

**Exhibitor's Responsibilities**

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

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

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

	Yes/No
Display of anything containing liquid fuel e.g a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Food Service of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Pressurised gases	
Working machinery of any kind even if static	
Laser demonstration	
Any other hazard not identified above which could be a risk	

**Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.**

If you have answered **NO** to all of the above please sign below. If you have answered YES to any of the above please complete the risk assessment attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Signed:	Name:	Date:
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## RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS

Stand Number:	Stand No:
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Risk:

Who could be harmed?:

Control Measures in Place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

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.

## **MANDATORY REGULATIONS FOR ECOC EXHIBITION**

- Any exhibiting company leaving any waste on their stand on breakdown will be fined after the event.
- It is prohibited to leave your stand construction within the hall after the event. Please contact us if you need a quotation for stand removal.
- Safety Shoes must be worn
- If working above 2.5m's you should secure the area around your stand and all stand builders/ staff in the area should wear hard hats
- No cutting MDF/wood panels onsite
- Dust extractors must be used when sanding down all materials
- All space only back walls must be finished off to a high standard if adjoined to a neighbouring stand. Please check with the organisers as your entire back wall may need covering.
- No logo's/branding overlooking neighbouring stands is allowed
- Filming and or photographing of other exhibitors' stands is strictly prohibited and if you are seen at the show carrying any activity of this nature will be escorted out of the exhibition
- No smoking or vaping is allowed in the halls
- All space only stands must allow 3 centimetres each side of their booth if they have neighbouring booth's this includes if the neighbour is a shell scheme stands.