Risk Assessments/Method Statements

1.0 All Exhibitors/Contractors are reminded of their duty in law to under take written Risk Assessments on behalf of their employees and to develop safe working practices arising from this process.

1.1 The Legal requirement under the management of Health & Safety at Work Regulations 1999 require that Employers make a suitable and sufficient assessment of risks to the health and safety of employees and **non employees** (the assessment is carried out with a view to identifying what measures need to be implemented to comply with legal requirements)

1.2 There should be particular emphasis placed on assessment of risks:

1. to new and expectant mothers both at work and visiting
2. of fire
3. **to children**

10.3 The Risk Assessment should identify any hazard, existing control measures and additional controls required to reduce the likelihood to a level that is reasonably practicable. Additional factors should be considered that take into account the location and temporary nature of the show.

1.4 The aim of the risk assessment is not to list every possible nugatory hazard but to identify hazards that may present a significant risk. It may be that a control measure is already in place, this should be identified and if sufficient then no further action is required, provided that the control measures are undertaken. If further control measures are required then these should be identified and the action/processes undertaken. A risk assessment is not just a paper exercise designed to eliminate risk but a living document that can change to meet changes in work practices, new processes and materials.

1.5 Help and advice on risk assessments is available from the Health and Safety Executive: http://www.hse.gov.uk/risk

1.6 A blank Risk Assessment table can be found at Annex B (this form may be copied).

Understanding Risk Assessments

The following information was extracted from the *HSE website indg163.pdf* Five Steps to Risk Assessment.

2.0 A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives, and affect your business too if output is lost, machinery is damaged, insurance costs increase, or you have to go to court. You are legally required to assess the risks in your workplace.

2.1 The important things you need to decide are whether a **hazard** is significant, and whether you have it covered by satisfactory precautions so that the **risk** is small. You

need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in an office environment is remote, provided that 'live' components are insulated and metal casings properly earthed.

2.2 The Health and Safety Executive (HSE) have designed a simple process for undertaking risk assessments. Extracts and instructions from this process have been included for your information and guidance. The use of this system is by no means compulsory or indeed mandatory and many organisations have developed systems that meet their needs, however, this guide will make use of the HSE's Five Steps to Risk Assessment.

STEP 1: Look for the hazards

2.3 Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide

- slipping/tripping hazards (eg poorly maintained floors or stairs)
- fire (eg from flammable materials)
- chemicals (eg battery acid)
- moving parts of machinery (eg blades)
- work at height (eg from mezzanine floors)
- ejection of material (eg from plastic moulding)
- pressure systems (eg steam boilers)
- vehicles (eg fork-lift trucks)
- electricity (eg poor wiring)
- dust (eg from grinding)
- fumes (eg welding)
- manual handling
- noise
- poor lighting
- low temperature

STEP 2: Decide who might be harmed and how

2.4 There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, eg

- office staff
- maintenance personnel
- contractors
- people sharing your workplace
- operators
- cleaners
- members of the public

Pay particular attention to:

- staff with disabilities

- visitors
- inexperienced staff
- lone workers

STEP 3: Evaluate the risks

2.5 Decide whether the existing precautions are adequate or whether more should be done for the hazards listed, do the precautions already taken:

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

Have you provided:

- adequate information, instruction or training?
- adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. (You may refer to procedures, company rules, etc.)

Where the risk is not adequately controlled, indicate what more you need to do (the 'action list')

STEP 4: Record your findings

2.6 This means writing down the significant hazards and conclusions. Examples might be 'Electrical installations: insulation and earthing checked and found sound' or 'Fume from welding: local exhaust ventilation provided and regularly checked'. You must also tell your employees about your findings.

2.7 Suitable and sufficient - not perfect! Risk assessments must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable
- the remaining risk is low

STEP 5: Review your assessment

2.8 Review your assessment and revise it if necessary. Sooner or later you will bring in new machines, substances and procedures which could lead to new hazards. If there is any significant change, add to the assessment to take account of the new hazard. Don't amend your assessment for every trivial change, or still more, for each new job, but if a

new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. In any case, it is good practice to review your assessment from time to time to make sure that the precautions are still working effectively.

2.9 We require a written risk assessment from all Exhibitors/Contractors, if after undertaking the risk assessment no significant hazards have been identified that require control measures please annotate this on the risk assessment.

Method Statement

3.0 A work Method Statement is required, it should include the following information (A simple blank Method Statement can be found at Annex B).

- The main Exhibitors details and how they can be contacted if not on site.
- Who is in charge of the work on site.
- Who is responsible for the different elements of the work- i.e. contractor/sub-contractor.

3.1 How the elements of the work are to be undertaken, with special attention to:

- What safety equipment is being provided.
- What plant is being used and whether it is owned or hired and well maintained.
- What training and qualifications the operational staff have in using the equipment or plant.
- What certification will be provided relating to structures, scaffolding or walls.
- What control measures will be applied.
- What arrangements will be in place to deal with serious or imminent danger to the Exhibitor’s employees and /or other people in or near the construction site.

Annex A.

Method Statement

Work at:	
Exhibitor/ Principal Contractor	
Person responsible	
Contact telephone number (include mobile)	
Person responsible on site	
Contact telephone number of person Responsible on site (include mobile)	
What sub-contractors will be on site, and on what proposed dates. What element of the work will they be undertaking?	
Is a specific Risk Assessment appended to this statement?	
Append a statement dealing with all elements of work, particularly construction.	
What plant is being used?	
What certification will be provided in respect of scaffolding and structures?	
What control measures will be applied? What arrangements are in place to deal with serious or imminent danger to employees and others in the vicinity?	

Signed ……. Date …….

Print Name ……Position ……

Annex B.

RISK ASSESSMENT RISK RATING

The risk rating is obtained by multiplying a "probable frequency rating" by a "severity rating". The assessment team should use two scales as set out below.

PROBABLE FREQUENCY	***SEVERITY***
1. Remotely	1 Unlikely to cause injury/damage
2 Unlikely	2 First aid injury
3. Possibly	3. Serious injury
4. Probably	4 Death

When risk has been calculated, use the table below to determine the **RISK FACTOR**.

LOW RISK	1	2	3	
MEDIUM RISK	4	6		
HIGH RISK	8	9	12	16

PERSONS AT RISK:

E Employees

CON Contractors

PUB Public

RISK ASSESSMENT (Example)

Exhibition/Event: Sales Show	**Date assessed:** 1st May 2005
Venue: Exhibition Hall / Tent	**Assessed By:** P Smith H&S Manager
Date of Exhibition/Event: 1st 3rd June 2005	**Signature:**

Hazard Identified	Consequences	Persons at Risk	Worst case Outcome		Probability Rating		Control Measures
Trailing leads from display box and computer laid over carpet.	Slips Trips and Falls causing sprains and minor cuts. Damage to equipment and time lost to Staff sickness.	Employees Public	**High**		**Probably**		1. Cable runs to be made under floor. 2. Cables to be in cable Bridging that is secured to floor. 3. Cable to be secured to floor at edge of stand using tape, 4. Daily checks undertaken.
			Medium	**3**	**Possibly**		
			Low		**Unlikely**	**2**	
			Very Low		**Remotely**		
Standing on Chairs and cabinets to hang graphic display and other work at height. Leaning out and overbalancing.	Falls from height causing sprains and minor cuts.	Employees	**High**		**Probably**		1. All employees to use the Step Ladders supplied. 2. H&S Manager to ensure that Step Ladders are available, on site and serviceable.
			Medium	**3**	**Possibly**		
			Low		**Unlikely**	**2**	
			Very Low		**Remotely**		
Unloading of Exhibition magazine and promotional material and storage on Stand. Movement of display equipment.	Manual Handling injuries, strains. Crushing injuries from dropped equipment.	Employees	**High**		**Probably**		1. Gloves and safety boots to be used where required. 2. Suitable trolleys to be used, H& S Manager to supply and monitor use. 3. All staff to be trained in Manual Handling techniques.
			Medium		**Possibly**	**3**	
			Low	**2**	**Unlikely**		
			Very Low		**Remotely**		

RISK ASSESSMENT

Exhibition/Event:	**Date assessed:**
Venue:	**Assessed By:**
Date of Exhibition/Event:	**Signature:**

Hazard Identified	Consequences	Persons at Risk	Worst case Outcome		Probability Rating		Control Measures
			High	4	Probably	4	
			Medium	3	Possibly	3	
			Low	2	Unlikely	2	
			Very Low	1	Remotely	1	
			High	4	Probably	4	
			Medium	3	Possibly	3	
			Low	2	Unlikely	2	
			Very Low	1	Remotely	1	
			High	4	Probably	4	
			Medium	3	Possibly	3	
			Low	2	Unlikely	2	
			Very Low	1	Remotely	1	