An exhibition stand is identified as a ‘place of work’ by Health and Safety legislation and as such all exhibitors are required to complete a risk assessment for their stand, regardless of whether they are a self-build or shell scheme.

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. Below is a standard template to help as part of this process. Please complete all sections of the template, with consideration to all stand activities proposed throughout the exhibition.

More information about managing risk in the workplace can be found at: <https://www.hse.gov.uk/toolbox/index.htm>

|  |  |
| --- | --- |
| **Exhibiting company details** | |
| Company Name: |  |
| Stand Number: |  |
| Appointed on-site health & safety Contact: |  |
| Appointed on-site health & safety Contact Email: |  |
| Appointed on-site health & safety Contact Email: |  |

|  |  |  |
| --- | --- | --- |
| Does your stand include any of the following? | Yes | No |
| Display of anything containing liquid fuel e.g. a motor vehicle? |  |  |
| Demonstrations of any kind |  |  |
| Display of sharp objects, weapons (even replica weapons) |  |  |
| 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 naked flames 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 |  |  |
| *If other hazard(s) have been identified, please list below:* | | |
| Click or tap here to enter text. | | |

|  |
| --- |
| Please now complete page (2) of the risk assessment template, identifying any potential risks and how these will be controlled. Once complete, please return a signed copy of the risk assessment to exhibition@iatefl.org |

For each point where you answered YES overleaf, please identify each risk and give more details of what control measures will be in place to reduce the risk. This includes risk to staff and the general public visiting your stand.

|  |  |
| --- | --- |
| Identified risk: |  |
| Who could be harmed: |  |
| What control measures will be in place to minimise this risk: |  |

|  |  |
| --- | --- |
| Identified risk: |  |
| Who could be harmed: |  |
| What control measures will be in place to minimise this risk: |  |

|  |  |
| --- | --- |
| Identified risk: |  |
| Who could be harmed: |  |
| What control measures will be in place to minimise this risk: |  |

|  |  |
| --- | --- |
| Identified risk: |  |
| Who could be harmed: |  |
| What control measures will be in place to minimise this risk: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *I declare that the information I have provided is true and accurate and, to the best of my knowledge, there are no significant risks associated to my stand* | | | |
| Signature: |  | Date: |  |

**Please return this form to** [**exhibition@iatefl.org**](mailto:exhibition@iatefl.org)