

**PLEASE REVIEW THE BELOW RISK ASSESSMENT AND COMPLETE THE H&S DECLARATION
BY 20TH OCTOBER 2025**

| Exhibition/Event: - LiGHT 2025 | | BUSINESS DESIGN CENTRE | | Dates of Event: 19th & 20th November 2025 | | |
|---------------------------------------|--|---|--|---|--|-----------------|
| Task/Activity: | Hazard(s): | Who's at risk: Exhibitors, Contractors, Sub-contractors, Visitors, Organisers, Venue staff, Young/new/inexperienced staff, General Public, Disabled, Lone Workers, Children, Other (specify). | Risk Level: Frequency Severity Max loss + Probability | Precautions or Control Measures required: (Existing venue measures listed) | NEW RISK LEVEL After precautions in place. | Comments |
| Contractor Competence: | Contractors not competent to undertake their work activities leading to unstable stands, faulty electrics etc... | All on-site | 5 | Always use organisers official contractors, always ensure the organiser approves stand plans for space only stands. | 1 | |
| Welfare: | Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc. | Staff | 3 | Ensure adequate breaks are given | 1 | |
| Manual Handling: | Incorrect lifting techniques can lead to personal injury. | Staff | 3 | Ensure adequate training is given | 1 | |
| Use of local Electricity Supply: | Risk of electrocution and or fire. | All on-site | 4 | Always use official organisers contractors | 1 | |

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| Electrical Distribution Systems: | Risk of electrocution and or fire. | All on-site | 4 | Always use official organisers contractors | 1 | |
| Fire & Emergency Plans: | Lack or absence of emergency strategies | Staff | 4 | Ensure that all staff on-site have read and understood the venues emergency procedures set out in the exhibitor manual and are asked to ensure that they know the locations of the emergency exits and muster points once on-site. Staff register should be kept to ensure you know which team members are on-site at any one point. | 1 | |
| Loading & Unloading Vehicles: | People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles. | Staff | 4 | Always adhere to traffic marshals instructions and only designated persons should be in the loading bay | 2 | |
| Access & Egress: | Access and egress routes becoming blocked. | All on-site | 4 | Ensure all stand material is kept within your assigned area and away from emergency exits | 1 | |
| Drugs & Alcohol: | Reduction of stamina, disorientation, incoherence, lack of judgement | All on-site | 3 | Ensure that there is a no tolerance rule for all staff on-site | 0 | |

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| Use of Personal Protective Equipment (PPE): | PPE should only be used as a 'last resort' control measure | Staff | 2 | Ensure all risks are controlled and that PPE is worn during the build-up of the event if required. Ensure no open toe shoes or flip-flops are worn during the build up of the event – only suitable footwear will be permitted | 0 | |
| House Keeping | Trip hazards due to incorrect storage of items, build up of rubbish causing blocked gangways or trip hazards, spills causing slip hazards | All on-site | 3 | Ensure good housekeeping at all times | 0 | |

ALL STAND ACTIVITIES INCLUDING ANY DEMONSTRATIONS MUST BE COVERED IN FULL ON YOUR RISK ASSESSMENT. ALL STAND BUILD AND STAND ACTIVITIES MUST COMPLY WITH THE EGUIDE