



GENERIC RISK ASSESSMENT RECORD

- This risk assessment relates to those hazards *specific to an activity*. It must ensure that all the precautions necessary to reduce the risk have been implemented.
- This generic *will be used with a local/site risk assessment*, which takes into account local circumstances, and persons involved.
- The level of risk is assessed using the *level of risk matrix (form F911D)*

ACTIVITY ASSESSED		ASSESSED BY:	ASSESSMENT DATE
C 18 PUBLIC EXHIBITIONS AND TRADE FAIRS			N.B. Generic risk assessment must be reviewed at least every 3 years.
HAZARD (Potential for harm)	LEVEL OF RISK (Severity) Low /Medium/ High	PRECAUTIONS TO BE IMPLEMENTED (to remove hazard; or reduce risk level to an acceptable level) (NOTE: one precaution may tackle several hazards)	
Abuse/attack from member of the public		Staff advised to be calm with aggressive/abusive visitors and to seek security assistance when required	
Contact with vehicles in busy unloading bays when delivering/removing material		Park close to the gate when unloading, where possible avoid crossing traffic whilst carrying materials	
Exhaustion from heat and standing for long periods		Staff advised to bring appropriate clothing (e.g. jumpers for morning when hall may be cold and thinner layers underneath to ensure comfort if hall becomes hot). Advised to take regular breaks in cooler areas and drink plenty. Chairs will be provided to avoid prolonged standing. Shifts arranged on rota system.	
Fire		No highly flammable materials used on stand and staff made aware of fire evacuation procedures. Ensure all fire exits are kept clear	
Manual handling		Carry only manageable amounts, make short frequent trips, use trolley where available	
Work at height and falling objects when constructing stand		See separate RA re ladders and working at height	
Trip hazards		Walkways to be kept clear of rubbish, cables, wires etc	