

UNDERTAKING YOUR RISK ASSESSMENT

It is a **legal requirement** that each Space Only exhibitor undertakes their own Risk Assessment prior to the show, listing the tasks and identifying the hazards present on site - then devising ways to minimise and control those hazards. Exhibitors may otherwise be liable to heavy fines and prosecution. Take into account work practices *and* exhibits. To help you, we have included a sample Risk Assessment form below.

RISK ASSESSMENT

EWEA OFFSHORE 2013 Frankfurt

Please note that this form is an **example only** – do not return this as your risk assessment.

Please use the template available in the 'Order forms' tab of the manual.

Show: EWEA OFFSHORE 2013
Venue: Messe Frankfurt
Organiser: EWEA
To cover show period: Build up, Open and Break down

RA undertaken by:

Date RA undertaken:

Signed for Exhibitor:

Signed for Contractor:

Task	Hazard	Who is at risk?	Level of Risk	Precaution or Control Measures
These are SAMPLE tasks only – identify your own!	List ALL here – none is usually insufficient	Specify eg exhibitors, contractors, visitors, venue staff, young/ new staff,	Low, Medium or High (Severity x Probability)	State existing measures if adequate or new equipment/work practices if additional precautions need to be taken.



		<i>children</i>		
Working at height	Falls of men &/or equipment causing injuries or death	Contractors Exhibitors New staff Venue staff	Medium	<ol style="list-style-type: none"> 1 Hard-hats & harnesses to be worn. 2 Temporary guardrails fitted. 3 Only experienced staff are permitted to work at height. 4 Restrict access by cordoning off areas where there is overhead working. 5 Erect warning signs.
Moving demo model on stand	Nips and trapped fingers	Children Visitors	High	<ol style="list-style-type: none"> 1 Fit Lexan or polycarbonate guard. 2 Ensure 2mm gap maximum around all moving parts. 3 Fit warning sign.
Goods require fork-lifting onto stand	Goods fall from fork-lift resulting in crushing, death or damage to property	Contractors Exhibitors New staff Venue staff	Medium	<ol style="list-style-type: none"> 1 Ensure that fork-lift operated by trained personnel. 2 Ensure that fork-lift is not over-loaded. 3 Allow sufficient time when planning for deliveries to avoid haste.
Display lights used at a low level	Burns to people or property touching bulb/fitting	Children Visitors Exhibitors	Medium	<ol style="list-style-type: none"> 1 Fit guard. 2 Position out of reach of children. 3 Fit warning sign.
Etc....				



METHOD STATEMENT

EWEA OFFSHORE 2013

Please note that this form is an example only – do not return this as your method statement.

NECESSARY FOR COMPLEX STANDS ONLY

Complex stands are defined as:

1. Any stand with a platform over 200mm above floor level to which people have access.
2. Stand build exceeding 4m.
3. Closed ceilings
4. Glass constructions
5. Moving components
6. Raised walkways.
7. Ramps.

The legal requirement to also conduct a risk assessment for this type of work (Health & Safety at Work Act 1974) will assist with completing your method statement.

Show: EWEA OFFSHORE 2013
Venue: Messe FRANKFURT
Organiser: EWEA

To cover show period: Build up, Open and Break down

MS undertaken by:

Date MS undertaken:

Signed for Exhibitor:

Signed for Contractor:

Notes in Italics are additional requirements for each method statement:

Responsible Person(s) ADD NAME/S OF RESPONSIBLE PERSONS ON SITE.

Stand details & location To be erected at the Messe Frankfurt Exhibition Centre on stand*****. Surface total **** sqm.

Upper deck ***sqm, structural calculation for a design load of **kg/ m², *** stairs provided.

Access No abnormal deliveries - *please state estimated number of vehicles.*



- Erection** WE WILL ERECT THE STAND IN TWO TEAMS - ONE TEAM FOR THE UPPER DECK AND ONE TEAM FOR THE BACKWALL, PARTITION WALLS, DISPLAYS ETC (FORKLIFT TRUCK: SEE HOISTING).
- Scheduling** *Please state the estimated number of hours and personnel needed (within the hall open hours) to safely complete your stand.*
- Stability** Stability will be ensured at all times. Upper deck structure consists of pillars and beams (heavy-duty steel beams of square section (20cm x 20cm consisting of IPB 200 steel).

Steps of Erection: First frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will be likewise truck lifted to vertical and connected to first frame using beams. Props will then be removed as this basic rectangular structure can stand for itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). Stairs will be assembled and attached to upper deck. Before proceeding to any other work on the upper deck the balustrades/railings will be fitted.
- Hoisting** Forklift truck required - 2 tonne lifting capacity to be provided locally.
- Temporary scaffolding** For erection of the back wall, a rolling platform will be provided and is designed and approved for a load of 2 ton/m². *Due to restricted floor loadings in parts of the building, the gross weights of power equipment and plant are to be provided.*
- Safety Features** The rolling platform is 1m x 2.5m and is equipped with a railing all around. Removable props on all corners ensure stability during erection. *Also include provisions to aid the prevention of falls from height including safe means of access and safe places of work.*
- Safety Equip** Fire extinguishers, hard hats, first aid kits and safety harness form part of our operating equipment.
- Services** State where it is proposed to use temporary services in the hall, ie welding sets, compressed air plants, and major electrical equipment; how it will be used and safety provisions made to ensure compliance with hall regulations.
- Environment** Any abnormal, noisy or dust creating activities should be highlighted together with notification of any contractors providing special waste services.
- COSHH** Any use of toxic and or hazardous substances whether temporary or for the final stand must be advised and include precautions planned for employees and adjacent persons.