



CDX 2020 Exhibitor Stand Risk Assessment

This risk assessment is for an exhibition stand, which does not require any structural approval from the organizer or the venue.

These guidelines are to help you complete your Risk Assessment.

- Identify and list any hazards that you feel apply to your stand
- Identify the people that could be harmed by this hazard
- Using the risk matrix below, identify the risk level that this hazard presents
- Think about the control measures that you can put in place to reduce this risk of the individual hazards
- Using the risk matrix below, identify the new risk level now that control measures are in place to control the hazard and reduce the risk of injury (PLEASE NOTE THAT THE SEVERITY LEVEL WILL NOT ALTER ONLY THE LIKELIHOOD)
- Please ensure you list any special activities or demonstrations and please be aware that some of these may require their own risk assessment
- Continue on a separate sheet if necessary
- Sign and return by Thursday, April 9, 2020

		RISK MATRIX - EVALUATION OF RISKS					
L I K E L I H O O D	CONSEQUENCE or SEVERITY						
	X	1	2	3	4	5	
Almost Certain	5	5	10	15	20	25	
Highly Likely	4	4	8	12	16	20	
Likely	3	3	6	9	12	15	
Unlikely	2	2	4	6	8	10	
Extremely Improbable	1	1	2	3	4	5	
		Minimal	Minor Injury	3 Day + Injury	Serious or Major Injury	Severe	



EVENT RISK ASSESSMENT

Please read the guidelines prior to completing your risk assessment

Event: CDX2020
 Your Name:
 Email Address:
 Company Name:
 Persons Responsible on Site: Event Manager - Amanda Philp
 Contact Number: 023 9252 2434 / 07584 021228
 Venue: Farnborough International Exhibition & Conference Centre, Show Centre, ETPS road, Farnborough, GU14 6FD
 Event Dates: Build day Monday, April 27, 2020 and show day Tuesday, April 28, 2020

THOSE AT RISK	KEY
Own Staff	OWN
Venue Staff	VEN
Organizers	ORG
Other Exhibitors	EXH
Visitors / Public	VS
Contractors	CON
All persons on site	AOS

HAZARD	WHO MIGHT BE HARMED? (Use the table above)	Risk Level	CONTROL MEASURES (Add any other control measures you will use)	TOTAL NEW RISK LEVEL
Manual handling of equipment to, on and off your stand				
Housekeeping (Rubbish, cleaning etc....)				
Stress (Adequate staff rotation and breaks, etc....)				
Slips, trips and falls				
Entrance and exit				
Fire / electricity				
Additional items				



By signing the declaration below, you have agreed that you will put the appropriate control measures in place to ensure that hazards are reduced and that the risks applicable to your stand are controlled.

Signed: _____

Print Name: _____

Date: _____