

UCAS Exhibitions 2023/2024

Example exhibitor's general risk assessment

As an aid for exhibitors, we have compiled an example risk assessment. You are required to read this document carefully; the document is not an exhaustive of what is required. Please include any risks that are relevant to your stand. We are required to collect this information from all exhibitors, to comply with health and safety regulations imposed by all exhibition venues.

This is a basic risk assessment format, for simple risks only. Multiple or complex risks will require a more detailed assessment and if a risk differs from an event-by-event basis please fill out an additional risk assessment(s). This example document forms the first part of you completing your risk assessment.

To help we have an example risk assessment and guide called Risk management guidance. Please check with your own H&S representative/exec prior to submitting a completed assessment.

- Comply with the risk assessment
- Implement the necessary control measures outlined to prevent such risks from occurring

When submitting your booking, please ensure the following:

1. You have carefully read the example risk assessment.
2. You keep a copy of your risk assessment you have submitted for your records.
3. You pass on a copy of your risk assessment to all staff members representing your organisation at a UCAS exhibition.

The control measures in your risk assessment are in place to provide a safe environment for all exhibitors, staff and visitors attending UCAS exhibitions. The risk assessment should highlight the key hazard areas associated with events of this nature. If you wish to use your institution/company risk assessment template, this should follow the same structure as the example risk assessment, and a copy sent to the organiser immediately.

Your stand may require structural sign off due to the nature of its size and or build. Please highlight to the Event Organiser and your stand builder if this is the case, additional charges may apply.

We will work closely with venues to ensure a safe working environment for our contractors, exhibitors, staff, and attendees. Please refer to the event pages on ucas.com for up-to-date information and guidance for each event.

LINE MANAGER	RISK ASSESSMENT	EVENTS:
NAME:		
SIGNATURE:		
DATE:		
ON-SITE REPRESENTATIVE		
NAME OF STAFF:		
SIGNATURE:		
DATE:		

Risk	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Residual Risk
Overcrowding of stand	Visitors Exhibitors Event staff UCAS staff				<p>Example control: Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded.</p> <p>Exhibitors to ensure the appropriate size of stand is booked to include visitors crowding around equipment or point of interest.</p> <p>Exhibitors should not block aisles or public areas, including during build up and breakdown periods, and ensure that stand displays are kept within the allocated stand space.</p>			

Risk	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
				Risk				Risk
Working at height	Exhibitors, contractors, venue and UCAS staff				<p>Example control: Standard height build of 2.44m, any building higher than 2.44m requires a detailed plan and risk assessment to be provided to UCAS organisers for approval by the exhibitor or stand contractor no later than six weeks prior to the event (max height for any build 4m or lower depending on venue).</p> <p>Any exhibitors who are required to work at height to construct/dress their stand must complete their own detailed risk assessment, with method statement which states how the work will be carried out safely.</p>			
Slips/trips and falls	Visitors Exhibitors Event staff UCAS staff Contractors				<p>Example control: Exhibitors should ensure all items are correctly stacked within the stand space.</p> <p>Exhibitors to ensure empty boxes and unwanted packaging is cleared from stand. Exhibitors to support organisers by flat packing empty boxes ready for collection by event staff.</p> <p>Exhibitors to ensure all cables are secured within stand area.</p> <p>Exhibitors to ensure personal belongings are stored away appropriately and not left in areas with movement.</p>			

Risk	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
Traffic movements, including contractors, site vehicles, and trolleys	PEOPLE AT RISK Visitors Exhibitors Event staff UCAS staff Contractors			Risk	Example control: Exhibitors to adhere to venue speed limits and safety advice when driving within the permitted areas at venue. Exhibitors to be aware of the potential hazards of contractors moving around site using delivery vehicles and trollies. Any exhibitor granted early entry must provide own risk assessment considering traffic movement during build period, including the use of PPE. Exhibitors should obey instructions given by the organiser, venue staff or sub-contractor used to help control traffic and pedestrian flows. Exhibitors will not use trolleys on the exhibition hall floor to move materials during the open hours of the exhibition and when visitors are still present.			Risk

Manual Handling	Exhibitors, Contractors, Venue and UCAS Staff				<p>Example control:</p> <p>Exhibitors to ensure all stand staff are trained in the correct manual handling procedures.</p> <p>If trolleys are required for moving equipment to and from the stand, exhibitors are to provide the trolley, and ensure no trolley is to be used during the event opening times, and when visitors are still present.</p>			
-----------------	--	--	--	--	---	--	--	--

Example

Risk	PEOPLE AT RISK	Likelihood	Impact	Initial	RISK CONTROL MEASURES	Likelihood	Impact	Residual
Fire	Visitors Exhibitors Event staff UCAS staff Contractors			Risk	<p>Example control: Exhibitors to ensure all waste and flammable waste materials are removed from stand area and gangways and stored correctly/safely.</p> <p>Exhibitors to ensure gangways are kept clear of display materials.</p> <p>Exhibitors to use designated smoking areas only.</p> <p>Exhibitor to ensure they know location of their nearest fire extinguishers.</p> <p>Fire exits to be kept clear of obstructions.</p> <p>Exhibitors to ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions.</p>			Risk
Stands falling over	Visitors Exhibitors Event staff UCAS staff Contractors				<p>Example control:</p> <p>All exhibitors to ensure their exhibits and stands are safe and secure.</p> <p>Exhibitors are not to tamper with shell scheme stand structure.</p> <p>Exhibitors must report any issues with the structure immediately to a UCAS organiser.</p>			

<p>Electricity: connections, and power to stands etc</p>	<p>Visitors Exhibitors Event staff UCAS staff Contractors</p>				<p>Exhibitors to only use electrical supplies/sockets that have been supplied by the event organisers (or those supplied by subcontractors appointed by the organiser).</p> <p>Exhibitors should ensure that no sockets or connections are overloaded within their stand area, and if in doubt should seek approval from the event organiser.</p> <p>All electronic portable appliances brought to site by exhibitors should hold a valid PAT Test certificate.</p>			
<p>End of event/un-safe breakdown</p>	<p>Visitors Exhibitors Event staff UCAS staff Contractors (Approx. 5,000+)</p>				<p>Example control: Exhibitors are to remain on their stands until the event is closed, and the hall is clear of visitors.</p> <p>Exhibitors are to break down stands safely, and adhere to the exhibitors' code of conduct</p> <p>Exhibitors should be aware, and adhere to, any guidance provided by the organiser on safe breakdown and egress.</p> <p>No exhibitors are to break down their stand before the event closes, or while visitors are still present.</p> <p>No trolleys or exhibition stand materials on wheels to be used until the event is closed and is clear of visitors.</p>			

Stand and Venue specific RA:

Risk	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Initial Risk
Risk	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Initial Risk
Risk	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Initial Risk

Risk	PEOPLE AT RISK	Likelihood	Impact	Initial Risk	RISK CONTROL MEASURES	Likelihood	Impact	Initial Risk

Example

KEY TO RISKS: Likelihood x Impact = Initial Risk; and Risk Control Measures = Residual Risk

Likelihood			Impact		
Level	Descriptor	Guidance	Level	Descriptor	Guidance
1	Remote	Less than 10% chance	1	Minor	Minor, short-term injury or impact on health.
2	Possible	10-50% chance	2	Moderate	Injury or medical issue requiring local support and possibly further medical attention.
3	Likely	Greater than 50% chance	3	Serious	Serious injury requiring hospitalisation; serious threat to safety.
4	Almost certain	Greater than 90% chance	4	Catastrophic	Life-threatening injury or loss of life.