### RISK ASSESSMENT

**Event:** Infosecurity Europe 2020  
**Dates:** 2-4 June 2020  
**Venue:** Olympia London  
**Company Name:**  
**Stand Number:**

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Consequences</th>
<th>Who is at Risk</th>
<th>P x S = R</th>
<th>Controls</th>
<th>P x S = R Action Level</th>
</tr>
</thead>
</table>
| Identify Hazards  
Identify hazards on the stand area during the build up, open and breakdown periods  
**First aid injury** – minor cuts sprains, bruises  
**3 day injury** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  
**Major injury** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems  
**Single death** – death of one person  
**Multiple death/serious injury** – death or serious injury to many people | What could result from the hazard?  
**First aid injury** – minor cuts sprains, bruises  
**3 day injury** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  
**Major injury** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems  
**Single death** – death of one person  
**Multiple death/serious injury** – death or serious injury to many people | Who might be harmed?  
- Exhibitors  
- Contractors  
- Organisers  
- Visitors  
- Staff  
- Young/new inexperienced staff  
- Disabled  
- Children  
- New and expectant mothers  
- Elderly visitors | Risk  
P x S = R  
P = Probability  
S = Severity  
R = Risk level | Is the risk adequately controlled?  
Consider hierarchy of controls  
- Eliminate  
- Substitute  
- Reduce  
- Isolate  
- Control  
- PPE  
- Discipline | What is the Residual Risk?  
Risk level with control measures in place  
**Action Level**  
H = High, Immediate action required  
M = Medium, Justify and review each event day  
L = Low, no action required | See table below |

<table>
<thead>
<tr>
<th>Probability (P)</th>
<th>Severity (S)</th>
<th>Calculation of Risk (R)</th>
<th>Action Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>5  &gt;75%</td>
<td>5-Multi death/ injury</td>
<td>5 – High</td>
<td>LOW – no action required</td>
</tr>
<tr>
<td>4  50 - 75%</td>
<td>4-Single death</td>
<td>4 – Low</td>
<td>MED – justify/review for each event day</td>
</tr>
<tr>
<td>3  25-50%</td>
<td>3-RIDDOR major injury</td>
<td>3 – Low</td>
<td>HIGH – immediate action/ further controls needed</td>
</tr>
<tr>
<td>2  1-25%</td>
<td>2-RIDDOR 3 day</td>
<td>2 – Low</td>
<td></td>
</tr>
<tr>
<td>1  &lt;1%</td>
<td>1-Minor/First Aid</td>
<td>1 – Low</td>
<td></td>
</tr>
<tr>
<td>Hazard</td>
<td>Consequences</td>
<td>Who is at Risk</td>
<td>P</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
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<td>---</td>
</tr>
<tr>
<td>Manual Handling (unloading of stand elements)</td>
<td>Back injury, limb crush, muscle strain</td>
<td>Stand staff, Surrounding contractors</td>
<td>3</td>
</tr>
<tr>
<td>Working at height (use of ladder to construct stand)</td>
<td>Injury due to fall from height or injury due to being height by something falling from height. Example only</td>
<td>Stand staff, Surrounding contractors</td>
<td>3</td>
</tr>
<tr>
<td>Use of electrical tools Example only</td>
<td>Cutting Injury, fall over cable, electrocution Example only</td>
<td>Stand staff, Surrounding contractors</td>
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<th>S</th>
<th>R</th>
<th>Action Level</th>
<th>Person responsible for action</th>
</tr>
</thead>
</table>

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Company Name:  
Company Stand Number:  
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