



Event Partner:



Rialtas na hÉireann
Government of Ireland

29-30 November 2022 | University College Dublin

Exhibitor Risk Assessment (including Health and Safety Declaration)

**ALL EXHIBITORS MUST COMPLETE AND RETURN BY FRIDAY 28 OCTOBER 2022
TO: OPERATIONS@STEPCONNECT2.COM**

Health & Safety Declaration

Please be advised that it is a Venue and Organiser requirement that ALL exhibitors complete this combined Health & Safety Declaration and Risk Assessment Form and it is returned to Beth Townsend **ASAP**. If not received, delays can be incurred on erecting/dressing stands.

Please note: All relevant paperwork must be in place prior to exhibiting.

To be completed by all exhibitors and signed by a senior person within the exhibiting company:

Exhibitors Risk Assessment Form			
Company			
Contact Name		Job Title	
Signature		Date	

Please complete this form and return to: operations@stepconnect2.com

The Health & Safety at Work Act, Etc., 1974 (HASAWA74)

All exhibitors and stand contractors must complete and submit required Health & Safety documentation.			
It is a condition of entry into the event that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or in-actions) throughout the tenancy.			
Exhibitor Name		Stand Number	

Company (if different to above)			
Address			
		Postcode	
Contact Name			
Job Title			
Telephone Number			
Mobile Number			
Email Address			
Health & Safety Declaration (continued)			Please tick applicable box:
<p>We are shell scheme only. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with relevant safety information. Our exhibits, demonstrations and work practices cause NO HAZARDS to either others or ourselves onsite, as documented within the shell scheme and space only Risk Assessment document. We hold appropriate Employers Liability Insurance and Public Liability Insurance in cover for the duration of tenancy.</p>			<input type="checkbox"/>
<p>We are shell scheme only. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with relevant safety information. Our exhibits, demonstrations and work practices contain SOME HAZARDS to either others or ourselves on site, as documented within the shell scheme and space only Risk Assessment document. We hold appropriate Employers Liability Insurance and Public Liability Insurance in cover for the duration of tenancy.</p>			<input type="checkbox"/>
<p>We are space only. We are NOT using a stand contractor. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with relevant safety information. Our exhibits, demonstrations and work practices cause SOME/NO HAZARDS (please delete as appropriate) to either others or ourselves on site, as documented within the shell scheme and space only Risk assessment document. We will provide a visual of the finished stand (including dimensions) and where any construction using power tools is taking place we will provide the necessary Risk Assessment (incorporating Covid-19), Method Statement and Construction Phase Plan (CPP). We hold appropriate Employers Liability and Public Liability Insurance in cover for the duration of tenancy.</p>			<input type="checkbox"/>
<p>We are shell and/or space only and we are using a Stand Contractor. Our principal stand contractor will provide a visual of the finished stand (including dimensions), a suitable and sufficient Risk Assessment (incorporating Covid-19), Method Statement, CPP (Construction Phase Plan) and appropriate Public Liability Insurance. Our exhibits, demonstrations and work practices cause SOME/NO HAZARDS (please delete as appropriate) to either others or ourselves on site, as documented within the shell scheme and space only Risk assessment document. We hold appropriate Employers Liability and Public Liability insurance in cover for the duration of tenancy. I/We are satisfied of our Principal Stand contractor's competency to undertake the tasks required</p>			<input type="checkbox"/>

and We will ensure the documents are submitted to the Health & Safety Manager - operations@stepconnect2.com by Friday 28 October 2022 (Please complete principal contractor information below)	
We will make available at the event a copy of our own Company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently.	<input type="checkbox"/>

Our Principal Stand Contractor is as follows:-

Principal Stand Contractor			
Company			
Address			Postcode
Contact Name		Job Title	
Telephone Number			
Mobile Number			
Email Address			

Risk Assessment

Exhibitor Name			
Stand Number			
Hazard Category			
Select the most appropriate category for the hazard on your stand. Look only for hazards on your stand which you could reasonably expect to result in significant harm. Tick any of the following which are applicable:			
Display Machinery <input type="checkbox"/>	Falling Objects <input type="checkbox"/>	Special Effects (including lasers/strobes) <input type="checkbox"/>	Noise <input type="checkbox"/>
Airships (including blimps and balloons) <input type="checkbox"/>	Fall from Height <input type="checkbox"/>	Stored Energy <input type="checkbox"/>	Fire <input type="checkbox"/>
Compressed Air <input type="checkbox"/>	Demonstrations <input type="checkbox"/>	Gas / LPG <input type="checkbox"/>	Vehicle as Exhibit <input type="checkbox"/>
Water Features <input type="checkbox"/>	Radiation <input type="checkbox"/>	Slip/Fall <input type="checkbox"/>	NONE (Go to Section 8) <input type="checkbox"/>

If you ticked **NONE**, no further action is required and following completion of Section 8, the form should be submitted to operations@stepconnect2.com

If you ticked **any** hazard categories please complete the following sections for each individual hazard. Please attach additional copies of this form as may be necessary.

2. Existing control measures – What controls have been implemented to control the hazard?			
3. Are these control measures adequate to contain hazards?			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
4. Who is at Risk – Identify the people who are at risk from this hazard.			
Exhibitors	<input type="checkbox"/>	Maintenance Staff	<input type="checkbox"/>
Cleaners	<input type="checkbox"/>	Delegates/Members of the Public	<input type="checkbox"/>
		Pregnant Workers	<input type="checkbox"/>
		Disabled Persons	<input type="checkbox"/>
5. PROBABILITY - How likely is the hazard to cause harm?			
1.	Negligible		Insert number into box
2.	Possible occurrence		Insert number into box
3.	Occasional occurrence		Insert number into box
4.	Frequent occurrence		Insert number into box
5.	Regular occurrence		Insert number into box
6.	Common occurrence		Insert number into box
6. SEVERITY – What is the worst possible outcome?			
1.	Trivial injury		Insert number into box
2.	Minor injury		Insert number into box
3.	Major injury to one person		Insert number into box
4.	Major injury to several persons		Insert number into box
5.	Death to one person		Insert number into box
6.	Multiple deaths		Insert number into box
INSERT PROBABILITY NUMBER AND SEVERITY NUMBER INTO THE BOXES BELOW AND MULTIPLY TO ACHIEVE A RISK RATING			
PROBABILITY [] X SEVERITY [] = RISK RATING []			
VERY LOW RISK	1 TO 4	Requires no action	
LOW RISK	5 TO 7	Requires no action	
MEDIUM RISK	8 TO 14	May require action or creating more awareness, look at specifics	
HIGH RISK	15 TO 36	Requires immediate action!	

7. What additional controls are required to control the hazard/s? (IF RISK RATING IS > THAN 7)

8. Exhibitors Risk Assessment Form completed by:

Company			
Name			
Job Title			
Telephone Number			
Mobile Number			
Email Address			
Signature		Date	

FORWARDING INFORMATION

Once completed, please email this document to operations@stepconnect2.com ASAP.

If you have any queries or comments regarding this form and its content, or if you feel you will be unable to adhere to the defined timescales for return please do not hesitate to get in touch with Carol Maccines, the event Health and Safety Manager (+44 (0) 7974 223670) for assistance, guidance and support.

Finally you will note that we are no longer specifically referencing COVID- 19 or any variants within this document. Please be advised that whilst we will continue to follow any Government and Venue requirements if and when they arise, we will continue to promote a healthy and safe environment at all of our Events.

Further, more specific information will be conveyed nearer to the date of the Event (if applicable)

THANK YOU FOR YOUR CO-OPERATION AND ASSISTANCE