

ICHF Events

Risk Assessment for an Exhibition Stand

This must be completed by the Exhibitor:

| | | | |
|-------------|--|-------|--|
| Stand Name: | | Show: | |
|-------------|--|-------|--|

| | |
|---|--|
| Name of person responsible for Health & Safety: | |
| Tel No: | |
| Email: | |

| | |
|---|--|
| Have you ticked YES to any of the options below and have already submitted a risk assessment to ICHF for the 2024 season? (only tick this option if you are happy that the risk is up to date) | |
|---|--|

OR

| |
|---|
| Have you ticked YES to any of the options below but still need to send your current or updated Risk Assessment to ICHF? Please return it to operations@ichf.co.uk or post to the address below. |
|---|

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

Please note your risk assessment MUST now include covid control measures.

The risk assessment template attached is for a simple shell scheme/exhibition stand that does not require any structural approval from the organiser or venue. More complex stands will require a more detailed risk assessment, if you are in any doubt you should contact ICHF for further details.

Please tick in the relevant Yes or No box below to confirm what is/is not included in your stand.

If you tick 'Yes' on any line below, you must complete and return the risk assessment for simple stands:

| | Does your stand include: | YES | NO |
|----|--|-----|----|
| 1 | Demonstration or workshop of any kind | | |
| 2 | Display of anything containing liquid fuel | | |
| 3 | Chemicals covered under COSHH Regulations | | |
| 4 | Sharp objects, weapons (including replica weapons) | | |
| 5 | Working electrical appliances other than display lighting/tills | | |
| 6 | Food service of any kind other than sweets, snacks and soft drinks | | |
| 7 | Heat source of any kind including cookery demonstrations, naked flame or gel burners | | |
| 8 | Live animals | | |
| 9 | Trip hazards of any kind | | |
| 10 | Pressurised gasses | | |
| 11 | Working machinery of any kind even if static | | |
| 12 | Any other hazard not identified above which could be a risk | | |

Please note: This is not an exhaustive list. You are responsible for identifying any aspect of your stand which would present a hazard. It is your responsibility to ensure that the risk assessment held by ICHF is kept up to date, if any changes are required a new risk assessment must be submitted.

**I declare the above information is correct and agree to the terms and conditions by signature.
(which may be typed)**

| | | |
|---------|-------|-------|
| Signed: | Name: | Date: |
|---------|-------|-------|

Risk Assessment for an Exhibition Stand

Stand Name:

Risk:

Who could be harmed:

Control measures in Place:

Covid Risks:

Covid Control measures in Place:

To the best of my knowledge the information provided is correct.
The control measures in place control risk to an acceptable degree.

**I declare the above information is correct and agree to the terms and conditions by signature.
(which may be typed)**

| | | |
|----------------|--------------|--------------|
| Signed: | Name: | Date: |
|----------------|--------------|--------------|

PLEASE NOTE: This is a very basic risk assessment format for simple risks only.
Multiple or complex risks will require a more detailed risk assessment.

Please return this form to operations@ichf.co.uk