



## **FORM E Risk Assessment**

### **Society for Endocrinology BES 2018**

**Please read notes below, before completing:**

#### **Guidance Notes**

All risk assessments should be a careful and studied examination of your activities, ensuring that your build-up, show open period and breakdown are achieved safely, and nothing occurs, which could harm any person.

The following guidelines will assist you to make a basic risk assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health and Safety Adjudicator.

#### *Note 1*

A hazard is anything that has the potential to cause harm – i.e. a workman falling from a ladder, dropping tools, moving large and heavy loads, trailing cables etc.

#### *Note 2*

In this section, you must include everyone who could be injured as a result of such activities – i.e. the workman, other people working on the stand, other exhibitors, visitors etc.

#### *Note 3*

Your actual assessment of the risks. Risk is the likelihood of a hazard happening. Use the columns to judge the risks and tick the appropriate box. If the tick is in one of the top two boxes, then you should not pursue this activity (it is too dangerous) but instead seek an alternative way of completing the task. If the tick is in the third box, you will need to implement and list some form of control. If the tick is in the bottom box, then it is unlikely you will need to implement additional controls.

#### *Note 4*

You will need to record what steps you have taken to ensure nothing dangerous occurs. Your entry may read something like this: "Use of trained and qualified staff only", "Rope and post area to restrict access", "Ensure staff trained in manual handling", "Trailing cables wACCh constitute a trip hazard will be taped down or run in cable guides" (These examples are guidelines only).

#### *Note 5*

You are legally responsible for any person working for you, whether paid or unpaid, and their actions or inactions. You must ensure that any contractors you use are competent and will work in a safe manner. You may do this by requesting copies of the contractors Health and Safety policy. For smaller companies who may not have such documents, you should request copies of their public liability and employees' insurance documents, letters of reference etc. If they cannot supply such



documentation, you would be wise not to use them. Details of such checks should be entered in the box for note 5.

<b>Risk Assessment</b>	<b>Build-up and Breakdown</b>	<b>Show Open Period</b>
Exhibition:	(If applicable) Contractor risk assessment undertaken by:	Exhibitor risk assessment undertaken by:
Company name:	Sign:	Sign:
Stand no:	Date:	Date:

<b>Task:</b>	<b>Hazard: See Note 1</b>	<b>Who's at risk: See Note 2</b>	<b>Risk Level: See Note 3</b>	<b>Precautions/Control Measures: See Note 4</b>

*If necessary, please photocopy and continue listing tasks and hazards. This form is intended as a guideline only.*

**Deadline Date: 21 September 2018**  
 Natalie Dass at: [conferences@endocrinology.org](mailto:conferences@endocrinology.org)