

RISK ASSESSMENT

Sherburn Visiting Scheme

Task/ Process: Exhibiting at Trade shows and events

Completed by: M Rennison

Completed on: 14/05/2024

People at Risk: Staff, volunteers, and stall visitors

Reviewed by: M Rennison

Review date: 21/11/2025

Next Review due: 01/11/2026

PPE Requirements

Gloves used when erecting and dismantling structures.

Overall control measures

General supervision at all times.

Adequate first aid facilities and equipment to be always available if required.

Mobile phone is accessible to summon emergency services if required.

Equipment used is in good order and well maintained.

Be vigilant of any hazardous areas or equipment.

Ref:	Hazard	Risk	Persons involved	Industry best practice/guidance	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.1	Injury or damage to equipment caused by slips and trips when entering and exiting exhibition area.	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Pay particular attention to the flooring in wet weather. 2. Pay attention to flooring. Make sure to not slip or trip over any wet flooring, raised carpet/vinyl uneven paving or slippery surfaces.	Y Y	NONE NONE		
1.2	Injury or damage to equipment caused by poor housekeeping	Minor, Moderate, or Serious Injuries. Head trauma, cuts, and abrasions,	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at	1. Observe the floor and remove any trip hazards (eg wiring, bags and coats, private items etc)	Y	NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

		Musculo skeletal injuries		Work Regulations 1999					
1.3	Injury or damage to equipment caused by exposure to medical conditions or prescribed medication	Minor, Moderate, or Serious Conditions. Respiratory conditions, skin conditions	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Public Health Act 2010 Personal Protective Equipment Regulations 2002	1. If there is a risk of catching infectious diseases, appropriate PPE must be always worn by staff. 2. Sanitising Hand Gel must be always available.	Y Y	NONE NONE		
1.4	Personal Injury or damage to equipment caused by violent outbursts	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. If a violent outburst happens, (verbal or physical), this is reported immediately following SVS Whistleblowing procedures. 2. If person shows violent behaviour, this is reported as soon as possible to the person in charge or Police.	Y Y	NONE NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

1.5	Personal Injury or damage to equipment caused by fires occurring	Minor, Moderate, Serious or Fatal Injuries. Burns, Respiratory Conditions	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974	1. Staff and volunteers are not to use anything electric which appears faulty.	Y	NONE		
				Management of Health & Safety at Work Regulations 1999	2. Sources of heat cannot be placed next to or near anything that could catch fire.	Y	NONE		
				Regulatory Reform (Fire Safety) Order 2005	3. If anything faulty or hazardous is identified, this is to be reported to Person in charge as soon as possible	Y	NONE		
					4. If a fire occurs, follow the emergency evacuation plan for the venue as quickly and safely as possible	Y	NONE		
					5. If unable to assist persons to safety, the staff member should get themselves to safety and phone the emergency services.	Y	NONE		
1.6	Injury or damage to equipment caused by low hanging objects	Minor, Moderate, or Serious Injuries. Cuts and abrasions, Head injuries, Strangulation	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974	1. Staff and volunteers to take care when entering when a site.	Y	NONE		
				Management of Health & Safety at Work Regulations 1999	2. Avoid walking into areas or sitting near low hanging objects	Y	NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

					3.Ensure First Aid equipment is always available for any injuries caused.	Y	NONE		
1.7	Injury or damage to equipment resulting from contact extreme hot weather	Minor, Moderate or Serious burns to hands, wrists, forearms, and legs. Dehydration, Heat Stroke, Heat Exhaustion	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Health & Safety (First Aid) Regulations 1981 Management of Health & Safety at Work Regulations 1999	1. Always ensure a First Aid kit is accessible for trips and outings (which contains foil blankets) 2. Plan for prolonged exposure to hot weather (ie, sun cream available, and plenty of water to keep hydrated) 3. Make sure emergency services can be always contacted if needed. 4. If outdoors, make sure there are plenty of rest areas with effective shaded cover. 5. Ensure persons have access to fresh cold water as frequently as necessary.	Y Y Y Y	NONE NONE NONE NONE		
1.8	Injury or damage to equipment resulting from contact extreme cold weather	Minor, Moderate or Serious Frostbite and Hypothermia	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Health & Safety (First Aid) Regulations 1981	1. Always ensure a First Aid Kit is accessible for shoots (which contains foil blankets) 2. Plan for prolonged exposure to cold conditions (ie, plenty of	Y Y	NONE NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

				Management of Health & Safety at Work Regulations 1999	warm clothing, hats and gloves, warm blankets) 3. Make sure emergency services can be always contacted if needed. 4. If outdoors, make sure there are plenty of warm areas to rest. 5. Ensure persons have access to warm drinks as frequently as necessary.	Y Y Y	NONE NONE NONE		
1.9	Personal Injury caused by lifting heavy items or handling hazardous items.	Minor, Moderate, or Serious Injuries. Head trauma, Eye trauma, cuts, and abrasions, Eye injuries, Musculo skeletal injuries	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992	1. Ensure staff are training in Manual Handling. 2. Ensure instructions are correctly followed when erecting or dismantling structures and promotional banners. 3. If injury is caused, seek immediate medical attention. 4. Ensure First Aid kit is always accessible.	Y Y Y Y	NONE NONE NONE NONE		
2.0	Injury or damage to equipment caused by personal items striking other persons on site.	Minor, Moderate, or Serious Injuries. Head trauma, Eye trauma, cuts, and abrasions,	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Ensure personal items are stored safely. 2. Ensure First Aid kit is always accessible.	Y Y	NONE NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

		Musculo skeletal injuries							
2.1	Injury or damage to equipment caused by unstable structures collapsing.	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Exhibitions are to be conducted away from any unstable structures. 2. Equipment when not being used is stored in a safe location. 3. Personnel are not to lean or climb onto any structures which could be unsafe.	Y Y Y	NONE NONE NONE		
2.2	Personal injury caused by handling Crayons and small items.	Minor, Moderate, or Serious Injuries caused by choking on small items, leading to hospital treatment, broken ribs, or risk of death.	Visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Make sure staff and volunteers are trained in first aid. 2. Direct supervision at all times. 3. Remove small items away from children.	Y Y Y	NONE NONE NONE		
2.3	Personal injury caused by ingesting of toxic materials.	Minor, Moderate, or Serious Injuries ingesting toxic materials, leading to hospital	Visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Make sure staff and volunteers are trained in first aid. 2. Direct supervision at all times. 3. Only use non-toxic materials.	Y Y Y	NONE NONE NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

		treatment, or risk of death.							
2.4	Personal injury caused by allergic reactions to known or unknown allergens.	Minor, Moderate, or Serious Injuries caused by contact with known or unknown allergens, leading to hospital treatment, or risk of death.	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Make sure staff and volunteers are trained in first aid. 2. Direct supervision at all times. 3. Be alert to signs and symptoms of allergic reactions. 4. If known person is prone to severe allergies, ensure emergency medication is with said person at all times. 5. Keep known allergens away from allergic person.	Y Y Y Y	NONE NONE NONE NONE		
2.5	Personal injury caused by contact with chemicals in crayons and other materials causing skin irritations.	Minor, Moderate, or Serious Injuries caused by contact with known or unknown materials leading to hospital treatment, or risk of death.	Staff, volunteers, and visitors to display area	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Make sure staff and volunteers are trained in first aid. 2. Direct supervision at all times. 3. If person displays sign of skin irritation, cease contact of any known materials and signpost to further medical treatment.	Y Y Y	NONE NONE NONE		

RISK ASSESSMENT

Sherburn Visiting Scheme

This risk assessment will be monitored and reviewed annually to ensure the welfare of all persons is continually promoted in the organisation.

NB You should always review your risk assessment as soon as possible once you think it may no longer be valid (eg something has changed within the organisation, or an accident has occurred).

Risk Assessment reviewed by: Matthew Rennison (BA Hons, PGCE, Tech IOSH, MRSPH, MSET, GMIFPO, MIIRSM)

Date: 21st November 2025

Document History

Date	Issue Number	Updated By	Reason for New Version
21/11/25	1.2	Matthew Rennison (BA Hons, PGCE, TechIOSH, MRSPH, MSET, GMIFPO, MIIRSM)	Annual Review

Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.