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# LABELXPO EUROPE 2022

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## **What is a Risk Assessment?**

A Risk Assessment is a practical and methodical examination to identify work-related hazards and to evaluate what the correct precautions and safeguards are to prevent harm. The aim is to take proactive measures to deal with these risks, and review them at regular intervals. A risk assessment is a working document and can be updated whenever there is a change in work procedures, new equipment or when the previous risk assessment is no longer valid.

## **The five steps for undertaking a Risk Assessment are:**

### **Step 1:**

Identify the hazards from the tasks you know will be undertaken by either the exhibitor, sponsor or contractor. You can identify these from their Method Statement. Ignoring any significant hazard can result in an accident.

If all significant hazards have been addressed, then you have done everything that is reasonably practicable. It may not be possible to think of every eventuality, but you must be able to show that you have considered the most likely hazards and have taken action to remove or negate them. Ask yourself what plant equipment (machinery hazard) and materials (physical hazard) will be used. How much noise and dust (environment hazard) will there be? Will there be vehicle movement (physical hazard) and lifting (manual lifting)? What fumes (chemical hazard) will be there? Are the exhibits or displays dangerous (physical, chemical and fire hazards)? Are the floor plan layouts and stand designs safe (fall and ergonomic hazards)? Are emergency exits, wider aisles (physical hazard) or queuing areas required? Is there electricity present (electrical hazard)? Is work being carried out over head-height (falling hazard)? Is the weather (environmental hazard) or time an important factor?

### **Step 2:**

Who is at risk? Decide who could be harmed by the hazards identified in Step 1 and how. Consider your employees, exhibitors, sponsors, contractors and the visitors themselves. Will the general public or office staff from the venue be walking through the area? Safe working depends on cooperation and communication on-site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information.

### **Step 3:**

Assess the risk and decide on precautions. Once you have considered the first two steps adequately, you can then decide on the suitable action. Ask yourself:

- Can the hazard be removed completely?
- If the risk cannot be totally removed, can it be reduced by being done in a different way?
- What protective measures can be taken to protect the entire workforce on-site by isolating the hazard?
- What measures can you put in place to control the hazard? Can a safe system of work be established?

**Step 4:**

If you have risks present, then write down the findings in your Risk Assessment. Communicate the information to those people identified in Step 2 and record what measures you have taken to control those risks.

**Special Medical Activity or Demonstration Risk Assessment**

Ensure that if any types of medical demonstrations / procedures are carried out during your event, you complete the *Risk Assessment Form* as well.