

RISK ASSESSMENT FORM

 EXHIBITOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **EVENT**: SCPS Congress 2025  | **DATE**: 7th – 9th November 2025  | **Risk Assessment undertaken by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **VENUE**: NOTTINGHAM VENUES EAST MIDLANDS CONFERENCE CENTRE | **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **TASK/RISK**  | **HAZARD**  | **PERSON CONSIDERED TO BE AT RISK**  | **RISK LEVEL** **HIGH / MEDIUM / LOW**  | **CONTROL MEASURES**  |
| Manual handling  | Potential back injury if items not lifted or moved correctly  | Contractors; Exhibitors; Visitors |  |  |
| Working at height (ie: constructing & dismantling stands and working higher than 2m from the hall floor).  | Personnel or equipment falling which could result in injury or death  | Contractors; Exhibitors; Visitors  |  |  |
| Use of hand power tools  | Injury  | Contractors; Exhibitors; Visitors |  |  |
| Waste management  | Slips or falls  | Contractors; Exhibitors; Visitors |  |  |
| Vehicle access  | Injury through vehicles  | Contractors; Exhibitors; Visitors |  |  |
| Fire  | Injury through being burnt  | Contractors; Exhibitors; Visitors |  |  |
| Laying of cables and extension leads | Trips or falls | Contractors; Exhibitors; Visitors |  |  |
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