

# ICHF Events

## Risk Assessment for an Exhibition Stand

This must be completed by the Exhibitor:

Stand Name:		Show:	
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Name of person responsible for Health & Safety:	
Tel No:	
Email:	

Have you ticked <b>YES</b> 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)	
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OR

Have you ticked <b>YES</b> to any of the options below but still need to send your current or updated Risk Assessment to ICHF? Please return it to <a href="mailto:operations@ichf.co.uk">operations@ichf.co.uk</a> or post to the address below.
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### 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 tools of any kind inc. cookery demos, glue guns, irons, 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:
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## 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)**

<b>Signed:</b>	<b>Name:</b>	<b>Date:</b>
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**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](mailto:operations@ichf.co.uk)**