


	<b>Generic Task Based Risk Assessment</b> Setting up and use of education displays; including school visits					<b>Reference:</b> GRL-20 v7.0			
	For: All businesses					<b>Review Dates:</b> 02/08/2015			
	STEPS	HAZARDS	Unmitigated			CONTROL MEASURES	Mitigated		
			C	L	R		C	L	R
	Attendance at public/ education events and displays	<b>Planning/ Communication</b>	B	3	8	<ul style="list-style-type: none"> <li>All exhibitions/events to be planned in advance in co-operation of event organiser</li> <li>Display content including the use of DVDs, resources and display materials to be formally agreed with event organiser prior to event</li> <li>Event organiser to be advised prior to visit of the space and time requirements needed to set up display</li> <li>Education team and others that regularly have contact with children to have a valid Disclosure and Barring Service (Criminal Records Bureau) check</li> <li>Welfare and emergency first aid provisions to be arranged in advance in co-operation of event organiser</li> <li>Only company approved equipment suitable for the location to be used</li> <li>Working at height equipment not permitted</li> </ul>	B	2	5
		<b>Lone Working</b>	C	3	17	<ul style="list-style-type: none"> <li>No lone working if exhibition/event is taking place in an area that is considered to be of "high risk"</li> <li>Refer to GRL-10 "Lone Working"</li> </ul>	C	2	7
	Transportation of display materials	<b>Stability/Overload</b> Vehicle overweight or load unsecure	C	3	17	<ul style="list-style-type: none"> <li>Vehicle needs to be suitable to carry load securely and safely</li> <li>Drivers to be aware of the maximum limits to what the vehicle can carry.</li> <li>Heavy display equipment (i.e. Igloo, Ghost Box) to be delivered to site and set up by authorised contractor</li> </ul>	C	2	7
	Arrival/leaving site and moving around event location	<b>Struck by object</b> Impact with obstructions/persons/ other vehicles	C	3	17	<ul style="list-style-type: none"> <li>Use appointed car parks and access route observing speed restrictions and designated pedestrian routes.</li> <li>All site rules to be complied with.</li> </ul>	C	2	7

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		<b>Housekeeping</b> Site Hazards including slips/trips/falls	C	3	17	<ul style="list-style-type: none"> <li>Site induction including emergency and welfare information to be given by site occupier, event organiser or school.</li> <li>Be aware of site conditions e.g. uneven or slippery surfaces, steps, kerbs</li> <li>Report hazards to the event organizer or Airline as appropriate</li> </ul>	C	2	7
		<b>Young Persons</b> Contact with children	C	3	17	<ul style="list-style-type: none"> <li>At School events teaching staff to be present and accompany Advisors at all times</li> </ul>	C	2	7
	Setting up and use of display igloo	<b>Manual Handling</b>	C	3	17	<ul style="list-style-type: none"> <li>Igloo to be delivered to site and set up by authorised contractor</li> </ul>	C	1	4
		<b>Stability/Overload</b>	C	3	17	<ul style="list-style-type: none"> <li>Igloo only to be erected or altered by the authorised contractor with a safety certificate declaring "Fit for Purpose" issued prior to being occupied</li> <li>Weather conditions to be considered prior to being occupied, with additional ballast used in agreement with the authorised contractor where routinely high winds experienced</li> <li>Igloo to be evacuated in extremely high winds or other extreme inclement weather</li> </ul>	C	2	7

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		C	L	R		C	L	R
Loading/ Unloading, setting up and use of display equipment	<b>Manual Handling</b> Injury to person setting up display or attendee	B	3	8	<ul style="list-style-type: none"> <li>Manual Handling training for all employees required to set up displays</li> <li>Approved mechanical aids (trolleys etc) available and used to carry materials</li> <li>Do not re-arrange school furnishing (tables, chairs etc).</li> <li>Children/event visitors are not to assist in the setting up or clearing away of any display materials</li> <li>No heavy display equipment to be taken to site by / Public Safety Advisor</li> <li>Large or non portable display equipment (i.e. Igloo, Ghost Box) to be taken to site and erected by authorised contractor prior to event</li> <li>Only easily handheld demonstration equipment to be handled by attendees</li> </ul>	B	2	5
	<b>Housekeeping</b> slips/trips/falls	B	3	8	<ul style="list-style-type: none"> <li>All trailing leads are to be covered and kept away from pedestrian routes</li> <li>Event displays to be fully set up before admittance to visitors/attendees</li> </ul>	B	2	5
	<b>Instability/Overload</b> Display/igloo collapses	C	3	17	<ul style="list-style-type: none"> <li>Event displays to be fully set up and visually inspected before admittance to visitors/attendees and during the event</li> <li>Display items not to be left unattended at anytime that visitors/attendees can gain access</li> <li>No loose fitting items to be fitted to display boards</li> <li>Pop-up banners and display boards must be erected in accordance with manufacturers instructions</li> </ul>	C	2	7

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	Electricity	E	3	21	<ul style="list-style-type: none"> <li>Only approved equipment suitable for the location to be used</li> <li>All portable electrical equipment used for display to have been tested and be within test date - Mandatory 6 monthly inspections, 3 monthly tests where equipment used frequently</li> <li>Mains voltage equipment to have RCD protection</li> <li>All trailing leads to be covered</li> <li>RCD manual tested and visual inspection of electrical equipment carried out prior to use or admitting visitors/ attendees</li> <li>Electrical equipment including display boards to be disconnected when not in use</li> <li>Electrical equipment not to be left unattended at anytime that visitors/attendees can gain access</li> </ul>	E	1	10
Produced by: HSS TRMT	Signature: C. Shackell,	Date: 29/08/2014		Approved by: D. Milton	Signature:	Date: 29/08/2014		
C – Consequence    L– Likelihood    R – Risk								
<b>Specific PPE/Fit for Work requirements stated in the Control Measures are mandatory.          An On-site (Point of Work) Assessment or Dynamic Assessment must be undertaken for all tasks to confirm which items of Safe 6 to be used and any additional PPE/Equipment required as a result of the site conditions.</b>								