

RISK ASSESSMENT FOR ANNE FRANK + YOU EXHIBITION BUILD

12TH AUGUST 2005

| Probability (P) | Severity (S) | Calculation of risk (R) | Action Level |
|----------------------|----------------------|---|-----------------------------|
| 5- Almost inevitable | 5-multi death-injury | PROB 5 5 M 10H 15H 20H 25H | LOW-no action required |
| 4- Very unlikely | 4-single death | 4 4L 8H 12H 16H 20H | MED- justify for each Event |
| 3- Likely | 3-major injury | 3 3L 6M 9H 12H 15H | HIGH-immediate action |
| 2-Unlikely | 2- 3 day injury | 2 2L 4L 6M 8H 10H | |
| 1-Very unlikely | 1-minor/first aid | 1 1L 2L 3L 4L 5M | |
| | | 1 2 3 4 5 SEVERITY | |

| Hazard | Risk factor | Controls | P | S | RF | Further controls |
|---|-------------|--|---|---|---------|--|
| Tripping and falling on the exhibition floor | 6/Med | <ol style="list-style-type: none"> 1. Walk don't run both inside exhibition hall but also in the loading bay area 2. Be careful to clear stand and walkways of potential trip hazards 3. Ensure visibility is not obstructed in anyway 4. Ensure floor surface is not slippery | 1 | 2 | 2/ L | Wear suitable footwear If running wires along the Floor then make sure they are covered by cable ramp |
| Manual handling injury moving cases | 3/Low | <ol style="list-style-type: none"> 1. Staff trained how to lift correctly 2. Don't overload cases 3. Do not lift heavy cases/objects without assistance and supervision | 2 | 1 | 2/ L | |
| Electrical shock from working with high voltage | 8/High | <ol style="list-style-type: none"> 1. Qualified electricians carry out all electrical installation work 2. Do not crowd electricians when they are on the stand conducting their work | 1 | 4 | 4/ L | Regular tests of equipment, wires and plugs |
| Falling from ladder/heights | 6/Med | <ol style="list-style-type: none"> 1. Reduce chance of fall by colleague holding ladder to stabilize it 2. Don't lean over precariously when on ladder 3. Don't carry heavy objects up ladder which may unsettle balance | 1 | 3 | 3/ L | Regular check of ladders to make sure they are fully working |
| Structure is complex and therefore more likely to be unstable/ could topple | 8/High | <ol style="list-style-type: none"> 1. Structural drawings and technical details produced prior to show build 2. Do not stretch the load bearing capacity of the stand 3. Make sure there are a necessary number of workers to build it safely 4. Use ladders and steps to aid in stand build | 1 | 4 | 4/ L | If in doubt either scale down the structure or take it down altogether Wear hardhats Don't allow objects to be left at heights where they could fall on people below |