

Form 5A. RISK ASSESSMENT TEMPLATE

Deadline: **Wednesday, 3 February 2016**

Sample of a Risk Assessment

List hazards which you will expect to encounter on-site. Use the following examples as a guide:

Hazards	<ul style="list-style-type: none"> •Slipping/Tripping hazards (e.g. poorly maintained floors or stairs) •Fire (e.g. from flammable materials) •Chemicals & Hazardous substances (e.g. cleaning fluids) •Moving parts of machinery (e.g. blades) •Working at height above 2.5m (e.g. platforms, tower scaffolds, etc) •Vehicles •Electricity (e.g. wiring) •Fumes (e.g. machinery) •Manual Handling •Noise •Temperatures •Water Features
Who is affected?	<p>List of groups of people who could be harmed and how:</p> <ul style="list-style-type: none"> •Maintenance staff •Contractors •People sharing your stand/space •Cleaners •Visitors •Pregnant women •Staff / visitors with disabilities •Inexperienced and new staff •Foreign staff/visitors •Overtime workers •Organizers •Venue staff
Level of risk	<p>Indicate the level of risk to who or what?</p> <ul style="list-style-type: none"> •High •Medium •Low
Precautions / Action	<p>After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out: For example:</p> <ul style="list-style-type: none"> •Are all employees adequately trained or informed? •Erect warning signs where there is overhead work being carried out •Ensure waste is removed promptly •Ensure machinery, ladders etc are tested before bringing on to site <p>Do the precautions:</p> <ul style="list-style-type: none"> •Adhere to rules/Organizers manual? •Have local authority approval if necessary? •Comply with industry standards?
Further Action	<p>Can any of the risks be reduced further? If applicable, list what further precautions/actions you can take?</p>

No access to the site is permitted if the following form (Form 5B) is not returned to the Organizers before the deadline.

Form 5A. RISK ASSESSMENT (For RAW SPACE ONLY)

Deadline: **Wednesday, 3 February 2016**

Please note this Form must be returned together with the stand design to Evan Gong, Operations Manager, Breakbulk China by: **Friday, 13 February 2015**

Hazard	
Who is affected?	
Level of risk	
Precautions / Action	
Further Action	

Assessment by (Person from Contracting Company): _____

Title / Contracting Company Name: _____

Date: _____

Risk Assessment For (Exhibiting Company): _____

Stand No.: _____

<p>Authorised by:</p> <p>Exhibiting Company: Stand No:</p> <p>Contact: Position:</p> <p>Tel: Fax: Email:</p> <p>Signature: Date:</p>	<p>Please make a copy for your own file & return to the following :</p> <p>Mr. Evan Gong Event Operations Manager (China) bbchinaops@breakbulk.com Breakbulk Events & Media (China) Ltd.</p>
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