



# EXHIBITOR RISK ASSESSMENT FORM

ALL exhibitors must have adequate Public Liability Insurance. A copy must be provided with this completed form. You MUST complete, sign and return this form to [jason@v-wine.co.uk](mailto:jason@v-wine.co.uk) at your earliest convenience (No later than 8<sup>th</sup> November 2024)

**PLEASE COMPLETE THIS HEALTH AND SAFETY FORM FULLY**

1. List all potential hazards on your stand
2. Identify who is at risk
3. Use the risk matrix below to calculate the risk rating.  
**Any risk rating above 2 are unacceptable.**
4. List what control measures will be used to reduce the risk.
5. Assess what risk remains once control measures are in place.
6. List what further action will be taken if any is required.

TRADE NAME: .....

PRINT NAME: .....

SIGNATURE: .....

HAZARD (Anything likely to cause harm)	PERSON AT RISK	RISK RATING (See key below)			CONTROL MEASURES	REMAINING RISK			FURTHER ACTION NEEDED
		Likelihood	Severity	Risk		Likelihood	Severity	Risk	
<i>Example: Marquee blowing over</i>	<i>Public</i>	<i>M</i>	<i>M</i>	<i>3</i>	<i>Competent person to erect and secure marquee</i>	<i>L</i>	<i>M</i>	<i>2</i>	<i>N/A</i>

**KEY**

**LIKELIHOOD:**

- High:** Certain or near certain
- Medium:** Reasonably likely
- Low:** Very seldom or never

**SEVERITY**

- High:** Fatality or major injury causing long-term disability
- Medium:** Injury or illness causing short-term disability
- Low:** Other injury or illness

**RISK RATING MATRIX**

(For example, High Likelihood and Low Severity gives a risk rating of 3)

Severity	H	M	L	
	H	6	4	3
	M	4	3	2
	L	3	2	1