BiS Surrey Business Expo **Exhibitor Risk Assessment**

Advice on hazards, risks and risk assessment is available by emailing us on info@businessinsurrey.co.uk

If you are unsure about anything in regard to your exhibition stand, please get in touch. We are here to help!

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| **Event details**  |  |  |  |  |
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| **Event** | BiS Surrey Business Expo  |  |  |  |
|  |  |  |  |  |
| **Event date** | Monday 28th April 2025 |  | **Event Location** | Surrey Sports Park, Arenas A,B, & C  |
|  |  |  |  |  |
| **Event timing** | Set up: Mon 28th April (07:00 – 09:00) |  | **Event Address** | Surrey Sports Park  |
|  | Event (inc. set up): Mon 28th April (0700-1700) |  |  | Richard Meyjes Rd, Guildford GU2 7AD |
|  |  |  |  |  |
| **Activity**  | Exhibiting at the BiS Surrey Business Expo is for local Surrey Businesses, organisations and charities. Open to pre-registered and non-registered visitors from business, organisations, individuals, charities, networking groups, and the local community. |
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| **The following details are of the risk holder / exhibitor**  |  |  |  |
|  |  |  |  |  |
| **Business Name** | <INSERT BUSINESS NAME>  |  | **Contact name(s)** | <INSERT BUSINESS CONTACT NAME>  |
|  |  |  |  |  |
| **Business address** | <INSERT BUSINESS ADDRESS>  |  | **Contact email**  | <INSERT BUSINESS EMAIL>  |
|  |  |  |  |  |
| **Business sector**  | <INSERT BUSINESS SECTOR>  |  | **Contact telephone no.** | <INSERT BUSINESS TEL NUMBER>  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Risk Assessment**  |  |  |  |  |
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| **Risk / Hazard / Application**  | **Possible harm / effect**  | **Risk** | **Risk owner** | **Controlling risk / hazard / application**  |
|  |  |  |  |  |
| ***EG***: Roller banner falling over | Roller banner falling onto passing attendees  | MED  | John Smith  | Ensure roller banners are not in public walkway and out of the way, as much as possible of attendees  |
| ***EG***: TV screen showing a presentation  | TV falling over on to attendees & people supervision the stand | LOW | John Smith | Ensure TV is situation on a stable stand and out of the way of people who may potentially knock it over.  |
| ***EG***: TV screen showing a presentation  | Electrical fault and electrocution  | LOW | John Smith | Ensure TV has a valid PAT certificate, look over for any visible abnormalities  |
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| **Please note your risks below:** | **(add more lines if needed)**  |  |  |  |
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| **Declaration**  |
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| Stand / business managers will monitor, review, and ensure all applications are made to reduce the potential risks listed.  |
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| **Prepared by** |  |  | **Date** |  |
|  |  |  |  |  |

**End of risk assessment.**