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!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event details** |  |  |  |  |
|  |  |  |  |  |
| **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. | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **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** |  |  |  |  |
|  |  |  |  |  |
| **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 |
|  |  |  |  |  |
| **Please note your risks below:** | **(add more lines if needed)** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Declaration** | | | | |
|  |  |  |  |  |
| Stand / business managers will monitor, review, and ensure all applications are made to reduce the potential risks listed. | | | | |
|  |  |  |  |  |
| **Prepared by** |  |  | **Date** |  |
|  |  |  |  |  |

**End of risk assessment.**