


Risk Assessment

<b>Event:</b>  <b>INTI 2025</b> EXHIBITION : INTI 2025 EXHIBITION DATE: 02-04 SEPTEMBER 2025 BUILD UP DATE: 31/08-01/09 2025 DISMANTLE DATE : 04 SEPTEMBER 2025	<b>Supporting Health and Safety Information completed/obtained: (attach to this document and bring onsite)</b>  (eg H&S Policy, contractor risk assessment, method statement, H&S policy)	<b>Date RA Undertaken:</b>  01 AUGUST 2025
<b>Venue:</b>  VENUE: JAKARTA INTERNATIONAL EXPO - KEMAYORAN  STAND: RAISECOM STAND NO.: D1-07 Stand Contractor: Hawt Dotz S/B	<b>RA Undertaken by:</b>  <b>LIM JIA LER</b> <b>Operation EXECUTIVE</b>  <b>Hawt Dotz Sdn. Bhd.</b>	<b>Distribution:</b> <ul style="list-style-type: none"><li>• All staff working on stand</li><li>• Health and Safety Director/Manager</li><li>• Contractor Workmen</li><li>• Services suppliers</li><li>• Exhibitors</li><li>• Organizer</li></ul>
<b>Stand Health and Safety Representative:</b>  <b>LIM JIA LER</b>    <b>OPERATION EXECUTIVE</b> <b>Hawt Dotz Sdn. Bhd.</b>	<div></div> <b>Signed: ..... )</b> <b>(LIM JIA LER</b>	

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<p><b>Identify Hazards</b></p> <p>A hazard is something with the potential to cause harm. Risk is the likelihood of this harm being realised.</p> <p>Identifying hazards is simply the process of asking yourself what could go wrong. Consider the different categories of risk – physical, chemical, biological, ergonomic. Risks might range from Manual Handling to demonstration of equipment to trip hazards. Consider the different risks posed by the build up and breakdown periods of the exhibition and the open period.</p> <p>See the HSE's useful guide 5 steps to Risk Assessment for additional information.</p>	<p><b>What could result from the hazard?</b></p> <p><b>First aid injury</b> – minor cuts sprains, bruises</p> <p><b>3 day injury</b> – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p><b>Major injury</b> – head injury, loss of consciousness, broken bones, dislocations, respiratory problems</p> <p><b>Single death</b> Death of one person</p> <p><b>Multiple death/serious injury</b> Death and or serious injury to many people</p>	<p><b>Who might be harmed?</b></p> <ul style="list-style-type: none"> <li>• Stand staff</li> <li>• Organisers's/</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Young/new inexperienced staff</li> <li>• Disabled</li> <li>• Children</li> <li>• New and expectant mothers</li> <li>• Elderly visitors</li> </ul>	<p><b>Risk</b></p> <p>P = Probability</p> <p>S = Severity</p> <p>R = Risk level</p> <p><math>P \times S = R</math></p>	<p><b>Is the risk adequately controlled?</b></p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Substitute</li> <li>• Reduce</li> <li>• Isolate</li> <li>• Control</li> <li>• PPE</li> <li>• Discipline</li> </ul> <p>Do the controls.....</p> <p>Comply with industry standards?</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p>	<p><b>What is the Residual Risk?</b></p> <p><b>Action Level</b></p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no action required</p> <p>See table in footer</p>
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Hazard	Consequences	Who is at Risk	P S R Controls				P	S	R	Actn Lvl	Person responsible for action
Manual Handling	Back/limb injuries	Staff on stand Contractors Others working nearby	3	3	H	<p>Ensure staff are briefed on proper lifting methods and exhibition environment</p> <p>If heavy lifting to be undertaken, contract lifting contractor to assist</p> <p>Co-ordinate/schedule/plan activities and stand build</p> <p>Ensure appropriate equipment provided/available – eg trolley etc, as necessary</p> <p>Allow plenty of time for build up of stand to prevent rushing</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests, safety helmet etc)</p> <p>Ensure workmen are properly briefed on working Instruction</p>	2	2	L	L	Stand Site Supervisor Stand staff
Working On Ladders	3 day injury	Contractors	3	3	H	<p>Ensure workmen are properly briefed on our Working Instruction on working on ladder</p> <p>Ensure all ladders comply to regulations &amp; checked for defective components &amp; functions properly &amp; safe for use.</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests, safety helmet etc)</p>	2	2	L	L	Stand Site Supervisor

Working on scaffolding	Major injury	Contractors Others working nearby	3	3	H	<p>Ensure workmen are properly briefed on our Working Instruction on working Using Portable Scaffolding</p> <p>Ensure scaffoldings are checked for defective components, functions properly &amp; safe for use.</p> <p>Ensure scaffoldings are erected according to Scaffolding Technical Manual</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests, safety helmet &amp; safety harness etc)</p>	2	2	L		Stand Site Supervisor
Installation of stand	3 day injury	Contractors Staff on stand	3	3	H	<p>Ensure workmen are properly briefed on our Working Instruction on Installation &amp; Dismantling of Standard Booths</p> <p>Ensure all tools &amp; equipment are checked for defective components, functions properly &amp; safe for use.</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests etc)</p>	2	2	L		Stand Site Supervisor

Laying carpet	Back/limb injuries	Contractors	2	2	L	Ensure workmen are properly briefed on our Working Instruction on Installation of Carpet  Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests etc)	2	2	L		Stand Site Supervisor
Lifting & rigging of BANNER	Multiple death/serious injury	Staff on stand Contractors Others working nearby	3	3	H	To provide training for contractor & approved truss contractor to carry out the works  To check & inspect all hanging components, light fittings, tension cables & fasteners are safely secured before lifting of truss  To ensure that lifting is handled by competent & certified contractor and the stand is cleared of workmen & people under the truss prior to lifting.  Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests, safety helmet & safety harness etc)	3	3	M		Stand Site Supervisor

Painting	Back/limb injuries	Contractors	2	2	L	<p>Ensure workmen are properly briefed on our Working Instruction on Painting.</p> <p>Ensure painters wear face proper masks to protect against inhalation of paint &amp; dust particles.</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests etc)</p>	2	2	L		Stand Site Supervisor
Installing graphic	Back/limb injuries	Contractors	2	2	L	<p>Ensure workmen are properly briefed on our Working Instruction on Graphics Installation.</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear etc)</p>	2	2	L		Stand Site Supervisor
Electrical works	3 day injury	Contractors	1	3	L	<p>To engage official electrical contractor to undertake electrical main supply.</p> <p>To engage a competent &amp; experienced electrician to undertake the installation of all electrical cabling, light fittings &amp; power sockets works.</p> <p>Ensure workmen are properly briefed on our Working Instruction Electrical Works</p> <p>Ensure staff have appropriate protective equipment (appropriate footwear, high visibility vests etc)</p>	2	2	L		Stand Site Supervisor

Probability (P)	Severity (S)	Calculation of Risk (R)						Action Level	
5 >75% 4 50 - 75% 3 25- 50% 2 1- 25% 1 < 1%	5-Multi death/ injury 4-Single death 3-RIDDOR major inj 2-RIDDOR 3 day 1-Minor/First Aid	Prob	5	5.M	10.H	15.H	20.H	25.H	LOW – no action required
			4	4.L	8.H	12.H	16.H	20.H	MED – justify /review for each event day
			3	3.L	6.M	9.H	12.H	15.H	
			2	2.L	4.L	6.M	8.H	10.H	
			1	1.L	2.L	3.L	4.L	5.M	
					1	2	3	4	5
		Severity							

PreparedBy:

LIM JIA LER

Designation:

OPERATION EXECUTIVE

Company:

Hawt Dotz Sdn Bhd

Date:

01 AUGUST 2025