

Risk Assessment

If you are building your own stand, please complete this as the Contractor. **All sections must be completed as detailed as possible.** The aim is to identify medium and high risk activities and reduce these to lower risk levels. Consider the exhibition hall to be a construction site whilst it is in build up and breakdown

Contractor Contact Name: Nicole Fan	Exhibiting Name: Wondershare	Date: 2025/08/22
Company Name: PT. ARTMOSFER ARSITEKTURA INDONESIA	Stand Number: A3-47B	Signature: Nicole Fan

Task / Subject:	Hazard(s):	Who's at risk: Exhibitors, Contractors, Sub-contractors, Visitors, Organisers, Venue Staff, Young/new/inexperienced staff, General public, Disabled, Lone Workers, Children, Other (specify).	Risk level: Low, medium High	Precautions or Control Measures required: (State existing measures if adequate)	Revised level after controls: Low, medium High	Further measures/Comments:
Working at Height ladder work for example	no hazard	Workers, exhibitors	Low	special equipment (hard hats, gloves, special shoes, protecting glasses)	Low	Perfect coordination and regulation all the time
Manual Handling lifting and moving heavy items	be crushed, fall and hurt oneself	workers	Low	Manual handling training of contractors and assembly staff, use of trolley	Low	dedicated experienced person assisted by long time experiences

Slips / Trips / Falls trailing cables, waste, equipment, items falling, clean working area	fall and hurt oneself	Workers	Low	Manual handling training of contractors and assembly staff, use of trolley	Low	dedicated experienced person assisted by long time experiences
Electrical <i>all electrical equipment must be PAT tested to ensure it is safe to use, no unqualified staff permitted to work on any live electrical items,</i>	electric shock fire disaster	Workers	Low	Electric power box outage	Low	Perfect coordination and regulation all the time
Fire no flammable materials on site, NO smoking on site, areas kept clear, electrical safety	fire disaster	workers	medium	The Hall equipped with fire extinguisher	Low	experienced person assisted by long time experiences
Tools type of tools used and safe use	handle tools	workers	Low			
Environment any impact works may have on it i.e. dust, noise, fumes – ventilation and extract	produce dust	workers	low	All waste will be removed during the build-up and breakdown period by us.	low	experiences workers on site during set up and dismantling
COSHH control of hazardous substances	cross infection	workers, exhibitors	medium	1m distance to other people, Washing hand often, wear mask always	low	1m distance to other people, Washing hand often, wear mask always Respect of driving rules,

PPE personal protective equipment i.e. safety shoes, helmet, goggles, hi visibility clothing, – observe venue and show policy	We will prepare them					
Working Machinery describe barriers / surrounds in place, safety mechanisms	None					
Live Demonstrations & Stand activities Public Liability insurance required must be supervised at all times with a named individual with responsibility included on a specific Risk Assessment with contact details. Please describe barriers / surrounds in place, safety mechanisms	None					
Display Vehicles delivery details, fuel, access routes, positioning, 24hr contact – detailed RA required	None					