Exhibitors Risk Assessment

**BOFAS ANNUAL SCIENTIFIC MEETING 2025**

**SEC Glasgow**

***26th – 28th November 2025***

Stand No…………………………………………. Date…………………………………………

Company Name…………………………………………………..………………………………

1. **Hazard Category**: Select the most appropriate category for the hazard you have identified. Look only for hazards on your stand, which you could reasonably expect to result in significant harm. Tick any of the following which are applicable:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Adverse Weather |  | Falling Objects |  | Special Effects |  | Noise |  |
| Complex Structure |  | Fall from Height |  | Stored Energy |  | Fire |  |
| Compressed Air |  | Dust / Fumes |  | Gas / LPG |  | Explosion |  |
| Use of Vehicles |  | Water Features |  | Radiation |  | Slip / Fall |  |
| Use of Work Equipment |  | Hazardous Substance |  | Equipment Machinery |  | Electricity |  |
| Extreme Temperatures |  | Use of lifting Equipment |  | Others |  | NONE |  |

If you answered none return this form to the Organiser, if you ticked any of the above hazard categories, please complete the following sections for each individual hazard.

1. **Who is at Risk – identify the people who are at risk from this hazard.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exhibitors |  | Maintenance Staff |  | Pregnant Workers |  |
| Cleaners |  | Members of the Public |  | Disabled Persons |  |
| Contractors |  | Office Staff |  | Children |  |

**3. Risk Assessment Probability x Severity = Risk Rating**

|  |  |  |
| --- | --- | --- |
| Very Low Risk | 1 to 4 | Requires no action. |
| Low Risk | 5 to 7 | Requires no action. |
| Medium Risk | 8 to 14 | May require action or creating more awareness, look at specifics. |
| High Risk | 15 to 36 | Requires immediate action! |

***Probability – How likely is the hazard to cause harm?***

1. Negligible \_\_\_\_\_\_\_

2. Possible Occurrence \_\_\_\_\_\_\_

3. Occasional Occurrence \_\_\_\_\_\_\_

4. Frequent Occurrence \_\_\_\_\_\_\_

5. Regular Occurrence \_\_\_\_\_\_\_

6. Common Occurrence \_\_\_\_\_\_\_

***Severity – What is the worst possible outcome?***

1. Trivial injury \_\_\_\_\_\_

2. Minor injury \_\_\_\_\_\_

3. Major injury to one person \_\_\_\_\_\_

4. Major injury to several persons \_\_\_\_\_\_

5. Death to one person \_\_\_\_\_\_

6. Multiple deaths \_\_\_\_\_\_

**4.** **Existing control measures – What controls have been implemented to control hazard?**

………………………………………………………………………………………………………

………………………………………………………………………………………………………

**5. Are these control measures adequate to contain hazards?**

Yes No

**6. What additional controls are required to control hazard?**

………………………………………………………………………………………………………

………………………………………………………………………………………………………

**Contact Name………………………………………………**

**Signature……………………….………………………………**

**Date ………………………………………………………………..**

# Please upload to the exhibitor portal

# *Any issues please email* [*events@bofas.org.uk*](mailto:events@bofas.org.uk)