

RISK ASSESSMENT FORM

APRIL 27-28 2024 - Hall 12, NEC Birmingham



OFFICE USE ONLY	
Stand No	
Name	
Address	
Postcode	Telephone
Email	

Risk Assessment Completed by:

Contact	Signature
Dated	Print name

Under current legislation, The Management of Health and Safety at Work Regulations 1999 require all employers and self employed persons to "make suitable and sufficient risk assessment posed by work activities and anyone affected by them, so far as is reasonably practicable".

Name of Exhibitor:
Details of person responsible for Health & Safety:
Telephone/email Contact details:

This form is for a simple exhibition stand which does not require any structural approval from *Key Publishing Ltd* or the NEC.

More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact Matt Sinclair at matt.sinclair@keypublishing.com

Does your stand include any of the following?	
Demonstrations of any kind	<input type="checkbox"/> YES <input type="checkbox"/> NO
Display of anything containing liquid fuel e.g. a live steam model	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pressurised gases (including aerosol cans)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Flammable liquids (including solvents and paints)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Heat source of any kind including kitbuilding demonstrations, naked flame or gel burners	<input type="checkbox"/> YES <input type="checkbox"/> NO
Working (mains voltage) electrical appliances other than simple display lighting	<input type="checkbox"/> YES <input type="checkbox"/> NO

To fill in this form, click on the 'Tools' tab at the top left of the page, scroll to 'fill and sign' and click. You will then be able to fill in the form.

Display of sharp objects, tools (e.g. craft knives)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Working machinery of any kind even if static	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any other hazard not identified above which could be a risk	<input type="checkbox"/> YES <input type="checkbox"/> NO

NOTE: this is not an exhaustive list.

You are responsible for identifying any aspect of your stand which could present a hazard.
If you have answered NO to ALL of the above you can now send the form to us.

If you have answered YES to ANY of the above or there are other unlisted risks complete the risk assessment below.

Risks
Who could be harmed?
How can harm occur?
Control measures in place

SIGNATURE OF PERSON COMPLETING THE RISK ASSESSMENT	Date
Print name	

<p style="text-align: center;">PLEASE RETURN FORMS TO: Matt Sinclair, Model World Live 2024, Key Publishing Ltd, PO Box100, Stamford, PE9 1XQ Or email: matt.sinclair@keypublishing.com</p>
