

# Exhibitor Risk Assessment Template (For Large Items, Structures & Machinery)

Event: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Assessed By: \_\_\_\_\_  
 Date of Assessment: \_\_\_\_\_

## 1. Description of Large Item(s) Being Brought to the Event

Item Description	Dimensions (H x W x D)	Weight	Power Requirements	Moving Parts?

## 2. Delivery & Installation Plan

Activity	Hazard Identified	Persons at Risk	Control Measures	Additional Actions
Delivery to venue				
Moving item to stand				
Assembly / installation				

## 3. Use During the Exhibition

Activity / Use	Hazard Identified	Persons at Risk	Existing Controls	Further Action

## 4. Stability & Structural Safety

Is the item free standing?  Yes  No  
 Requires anchoring or weighting?  Yes  No  
 Risk of tipping, collapse, or instability: \_\_\_\_\_

## 5. Emergency Considerations

Fire risk (electrics, heat sources): \_\_\_\_\_  
 Is an emergency stop mechanism required?  Yes  No  
 Any sharp edges, pinch points, or entrapment risks?  Yes  No

## 6. Final Risk Rating

Low / Medium / High (circle one)

Final Notes: \_\_\_\_\_