



## Exhibitor Risk Assessment & Method Statement Template – CBRE Annual Suppliers Conference, 3 October 2019

### The task:

State what it is that you are going to do and how it will be done safely.

Company name:

Description of task:

Who will be involved:

What equipment/machinery will you use:

What precautions might you take:

The risk assessment includes a sample entry for a common hazard to illustrate what is expected. Delete the example before submitting your risk assessment. Look at how this might apply to your activity, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, eg on spills	All staff, supervisor to monitor	01/10/2018	01/10/2018

TO BE COMPLETED AND RETURNED BY 1 SEPTEMBER 2019