

IATEFL Risk Assessment Template

for the IATEFL International Conference 2027 in Birmingham

DEADLINE: Wednesday 10 February 2027

An exhibition stand is identified as a 'place of work' by Health and Safety legislation and as such all exhibitors are required to complete a risk assessment for their stand, regardless of whether they are a self-build or shell scheme.

As the exhibitor, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Failure to do so could lead to delays or ultimately the closure of your stand. Below is a standard template to help as part of this process. Please complete all sections of the template, with consideration to all stand activities proposed throughout the exhibition.

More information about managing risk in the workplace can be found at: [Risk assessment: Common workplace risks - HSE](#)

Exhibiting company details

Your company name:	
Stand number	
Appointed on-site H&S contact name:	
Appointed on-site H&S contact email:	
Appointed on-site H&S contact telephone:	

Please identify any hazards your stand might include

Tick (✓) as applicable

Demonstrations of any kind	
Display of anything containing liquid fuel (e.g. Diesel generator)	
Display of sharp objects or weapons (including replicas)	
Food service of any kind other than sweets, snacks, biscuits and soft drinks	
Heat source of any kind including naked flames or gel burners	
Laser demonstration or other uses	
Pressurised gases or containers	
Working electrical appliances other than simple display lighting and phone chargers	
Working machinery of any kind, even if not turned on	
or Any other hazard not identified in the above list that could be a risk <i>please list details in the space provided below</i>	

Risk mitigation

For each hazard you have identified on the previous page, please identify the risk (including staff, delegates, general public, etc.), outline who is at risk and what risk mitigation control measures you will put in place to minimise the risk.

Identified hazard	
Who could be harmed?	
Control measures that will be in place to mitigate risk	
Identified hazard	
Who could be harmed?	
Control measures that will be in place to mitigate risk	
Identified hazard	
Who could be harmed?	
Control measures that will be in place to mitigate risk	
Identified hazard	
Who could be harmed?	
Control measures that will be in place to mitigate risk	
Identified hazard	
Who could be harmed?	
Control measures that will be in place to mitigate risk	

Hazard identification and risk mitigation declaration

I declare that the information I have provided is true and accurate to the best of my knowledge, that I have identified any risks and have put in place all reasonable and practicable controls to reduce the impact of these risks. I confirm that IATEFL will be alerted should any risks materially change.

Signature		Date	
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Please return your completed form to marketing@iatefl.org