

# the know-it-all's guide to exhibiting

## The course for risk assessment!

Employers are legally required to ensure all staff are provided with adequate health and safety training. Managers and supervisors in particular should be aware of their responsibilities and be competent to manage health and safety effectively.

The Know It All's Guide to Exhibiting: Risk Assessment workshop has been designed to educate line managers on their Health Safety and Environmental responsibilities and build the confidence to put it all into practice.

This one day course covers risk assessment for events and exhibitions, including build up, show open period and break-down and is primarily aimed at exhibitions and conferences but is also relevant for seated events.

Delegates will come away fully understanding how to apply the risk assessment processes for events and exhibitions in accordance with the Management of Health and Safety at Work Regulations and HSE guidance.

### Where we are in 2010:

- London, 22 March 2010
- Birmingham, 10 June 2010
- London, 12 November 2010

Please note, this course is also available as an in-house product for individual companies.

### How the day will go:

Well, all our courses start at 09.30 so we ask delegates to arrive for 09.00. Try to aim for 09.00 as it will give you some time to settle down, have a coffee and mingle with other delegates before the sessions start.

We want to make the day as relaxed as possible; so unless you absolutely have a fixation with suits, ties and formal business attire we would recommend a 'weekend' dress code.

The day consists of seven sessions that incorporate presentations and a break out exercise. The full agenda is:

#### **Session 1- A course introduction and what it means for you**

- *Introduction to health and safety law and how the legal system works*
- *Identifying your responsibilities for health and safety*

---Break for drinks---

#### **Session 2- Definitions and overviews**

- *Defining 'hazard' and 'risk' and why risk assessments are necessary*
- *What is a risk assessment?*
- *The 'five steps' approach:*
  1. *Identifying common hazards in the workplace and why accidents should be investigated*

---Stop for lunch---

Continued...

### Session 3- Steps two, three, four and five!

- *The 'five steps' approach continued:*
  2. *Assessing risk*
  3. *Developing controls and best techniques to control risk*
  4. *Implementing controls*
  5. *Monitoring activities and review*

---Break for drinks---

### Session 4- Time to get interactive

- *A risk assessment exercise based around an event which is applicable to the majority of the group.*

Each session will be followed by a Q&A session with the trainer. Our courses normally finish at 16.30- just in time to beat the rush hour!

### Money and what you'll get:

The cost of this one-day course is £245 (excl. VAT) per delegate and for this astonishingly low price you'll get:

- All food and refreshments thrown in.
- Access to downloadable course notes from the day.
- An invite to join us and fellow delegates in our LinkedIn group.
- Regular updates on industry news.
- And, as a delegate, if you've got a question or a problem at a later date we're more than happy to try and help you out!

We take bookings for the courses on the phone, by [email](#) or through the [website](#). If it's the latter someone from the team will give you a call to let you know what will happen next and **all** delegates can expect the joining instructions the week prior to the course taking place.

### For more information and to book your place:

You can visit us at: [www.theknowitallsguide.com](http://www.theknowitallsguide.com)  
You can email us at: [knowus@theknowitallsguide.com](mailto:knowus@theknowitallsguide.com)  
You can call us at: 0845 331 3498 (Only accessible in the UK)  
+44 208 747 0966 (International callers)  
Or call Jane direct on: 07718 660018

### Our partners:



General Physics (UK) Ltd  
[www.gptrainingconsultants.com](http://www.gptrainingconsultants.com)



### Here comes the small print:

Your place will be confirmed on receipt of payment. In the event of cancellation up to six weeks before the event 80% of the fee paid will be refunded within one month of notice of the cancellation being received. No refund will be made if cancellation is received less than six weeks before an event and the date of the event. Cancellations must be received in writing. Delegates may be substituted by another employee from the same company up to twenty four hours before an event.

Trainers/Speakers/Know It All's are selected one month prior to the event and all confirmed delegates will be informed of the speaker line up. The agenda is subject to change at any time. The Know It All's Guide reserves the right to refuse registration to...unsavoury people!

**It's great that you've downloaded this document but please think of the environment before printing!**

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