

Decoration Form 1c: Method Statement / Risk Assessment



攤位裝修表格1c：施工方法綱領及風險評估

Deadline: May 28, 2021 截止日期：2021年5月28日

All raw space contractors must submit a suitable Method Statement and Risk Assessment with their stand designs, detailing the processes by which the stand will be built and operate to the related Official Contractors.

所有空地攤位承建商必須於遞交攤位設計圖時一併遞交施工方法綱領及風險評估予有關大會承建商，並列明其攤位之搭建及運作流程。

Method Statement 施工方法綱領：

Person Responsible: 負責人：	
Details of the Stand: 攤位資料：	
Access: 進場：	
Erection: 搭建：	
Stability: 穩定性：	
Lifting: 起重：	
Scaffolding: 棚架：	
COSHH: 控制危害健康物質：	
Environment: 環境：	
Services: 工程：	
Safety Features: 安全範疇：	
Exhibits: 展品：	

Exhibiting Company Name: 參展商公司名稱:		Booth Number: 攤位號碼:	
Contractor Company Name: 承建商公司名稱:		Contractor Contact Person: 承建商聯絡人:	
Contractor Mobile Number: 承建商手提電話:	Contractor Email: 承建商聯絡電郵:		Contractor Fax: 承建商傳真號碼:
Contractor Company Stamp & Signature: 承建商公司蓋章及簽署:			

Decoration Form 1c: Method Statement / Risk Assessment

攤位裝修表格1c：施工方法綱領及風險評估

Deadline: May 28, 2021 截止日期：2021年5月28日

Risk Assessment 風險評估						
Item 編號	Identified Hazard 確定危害種類	Outcome 後果	Who is at risk? 誰有風險	Pre-Control Risk Level 控制前風險級別 Likelihood x Impact 可能性 X 影響 = 風險級別	Applied Control 控制措施	Post Controls Risk 控制後風險 Likelihood x Impact L x I = R (new risk level) 可能性 X 影響 = 新的風險水平
1				___ X ___ = ___		___ X ___ = ___
2				___ X ___ = ___		___ X ___ = ___
3				___ X ___ = ___		___ X ___ = ___
4				___ X ___ = ___		___ X ___ = ___
5				___ X ___ = ___		___ X ___ = ___

Risk to be monitored each day as follows: (Normally those risks rated “medium” after controls are in place) 每日風險監控如下: (通常當實施控制後，風險降至“中等”之工作)

Hazard 危險	Monitored by 監察者	Frequency 頻率

Assessment by (Person from Contractor) Name: 評估者 (承建商公司人員) 姓名:		Job Title: 職位:		Contractor Contact Number: 承建商聯絡電話:	
Contractor Company Name: 承建商公司名稱:			Contractor Email: 承建商聯絡電郵:		Date: 日期:
Risk Assessment For (Exhibiting Company): 被風險評估之參展公司:				Booth Number: 攤位號碼:	

Decoration Form 1c - Guide

攤位裝修表格1c - 填寫指引

1) Method Statement 施工方法綱領

It should cover the following areas:

施工方法綱領必須涵蓋以下範疇:

Person Responsible: 負責人：	The employee who will be responsible for construction & breakdown of your stand. 負責 貴攤位搭建及清拆之員工。
Details of the Stand: 攤位資料：	Loadings, dimensions, location, unusual stand features. 負荷、呎吋、位置、攤位特徵。
Access: 進場：	Details of entry points into the halls and the route to the final position. 進入展覽廳之入口及到達攤位之路線資料。
Erection: 搭建：	The sequence & schedule in which all the stand elements will be built, including alignment, electrical connections, etc. 攤位搭建之次序及時間表，包括組裝、電力接駁。
Stability: 穩定性：	Methods of ensuring adequate structural support of stand elements requiring cross-bracing, with calculations & inspection certificate from an independent structural engineer. 列明方法確保攤位需交叉支撐之部份有充足結構承托力，並附上獨立結構工程師簽發之計算報告及檢查證明書。
Lifting: 起重：	Specify the equipment(s) to be used, their capacities, weight, locations and floor loadings. Check the operatives current license or Certificate of Competence. Check machine's inspection certification or maintenance record. 列明所使用之起重工具及其承載力、重量、位置及地面負荷量。檢查操作者的現有操作許可證或合格證明書，以及該器材之檢查證明書或維修紀錄。
Scaffolding: 棚架：	Include details of temporary & mobile scaffolds, access towers & other work at height which you intend to carry out. People working close by must be protected. 包括臨時及流動棚架、入口塔或其他高空工作之資料。必須保護所有於附近工作之人員。
COSHH: 控制危害健康物質：	Any proposed use of hazardous & toxic substances must be advised to the venue. Outline the protection provided for employees and workers on adjacent stands. 提供所使用之任何有害或有毒物質予展館審核，並列出對鄰近攤位之僱員及工人的保護措施。
Environment: 環境：	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided? 考慮任何可能發出之異常噪音或會製造灰塵或煙冒之工序，有何通風或控制措施可提供？
Services: 工程：	State where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought on-site. 列明電力工程之位置及有關焊接、氣體、壓縮空氣、水、廢料處理之資料。
Safety Features: 安全範疇：	Identify the safety equipment & precautions you will be providing on-site, including any protective measures you will be implementing, and areas of risk as highlighted from your Risk Assessment. 列出 貴公司於現場施工時所提供之預防措施及安全設備，包括任何將執行之保護措施及於風險評估內列出之任何風險。
Exhibits: 展品：	Provide details of exhibits which may present a risk to the attendees and / or the operator. How will these exhibits be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced, and what measures will be employed to dispose of that waste? 提供可能對操作人員或參觀人士構成風險之展品資料，並說明如何運送到 貴攤位之方法？將使用什麼機器保護或需要任何特別要求？該展品會製造哪種有害廢料及處理該等有害廢料之方法？

Please refer to next page for Risk Assessment and you are required to return Form 1c along with the stand design drawings.

請參閱下頁之風險評估並將表格1c連同攤位設計圖一併提交。

No access to the site is permitted if Form 1c is not returned to the Official Contractor before deadline.

如未能於截止日期前向大會承建商提交表格1c，承建商將不能進場施工。

2) Risk Assessment 風險評估

It should cover the following areas:

風險評估必須涵蓋以下範疇:

Identified Hazard 確定危害種類	Outcome 後果	Who is at risk? 誰有風險	Pre-Control Risk Level 控制前風險級別 Likelihood x Impact 可能性 X 影響 = 風險級別	Applied Control 控制措施	Post Controls Risk 控制後風險 Likelihood x Impact L x I = R (new risk level) 可能性 X 影響 = 新的風險水平																																																								
<p>What happens? How it happens? 發生甚麼危害? 怎樣發生?</p> <p>For example 例如</p> <ul style="list-style-type: none"> • Fire 火 • Chemicals & Hazardous substances 化學危險物料 • Working at height 高空工作 • Electricity 電 	<p>What kind of injury? What degree of injury? 傷害類型? 傷害程度?</p>	<p>Who may be at hurt? 誰有機會受傷?</p>	<p>Likelihood (L) *</p> <table border="1" data-bbox="737 456 1190 630"> <tr><td>5</td><td>Almost certain >幾乎是不可避免</td></tr> <tr><td>4</td><td>Likely 非常可能</td></tr> <tr><td>3</td><td>Possible 很可能</td></tr> <tr><td>2</td><td>Unlikely 不大可能</td></tr> <tr><td>1</td><td>Rare 很少</td></tr> </table> <p>Impact (I) **</p> <table border="1" data-bbox="737 691 1236 1019"> <tr><td>5</td><td>Critical - Multiple deaths or very serious injury 嚴 - 多個死亡或非常嚴重的傷害</td></tr> <tr><td>4</td><td>Major - Single death or very serious injury 高 - 一個死亡或非常嚴重的傷害</td></tr> <tr><td>3</td><td>Moderate - Serious injury Up to 1-3 days 中 - 達至1-3天嚴重傷害</td></tr> <tr><td>2</td><td>Minor - 1 day injury 低 - 1天的損傷</td></tr> <tr><td>1</td><td>Small - Minor/First Aid 輕微 - 輕微損傷 / 急救</td></tr> </table> <p>Calculation of Risk (R)</p> <table border="1" data-bbox="737 1084 1213 1250"> <tr><td>5</td><td>5.M 中</td><td>10.M 中</td><td>15.H 高</td><td>20.C 嚴</td><td>25.C 嚴</td></tr> <tr><td>4</td><td>4.L 低</td><td>8.M 中</td><td>12.H 高</td><td>16.H 高</td><td>20.C 嚴</td></tr> <tr><td>3</td><td>3.L 低</td><td>6.M 中</td><td>9.M 中</td><td>12.H 高</td><td>15.H 高</td></tr> <tr><td>2</td><td>2.L 低</td><td>4.L 低</td><td>6.M 中</td><td>8.M 中</td><td>10.M 中</td></tr> <tr><td>L 1</td><td>1.L 低</td><td>2.L 低</td><td>3.L 低</td><td>4.L 低</td><td>5.M 中</td></tr> <tr><td>I</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p>* The likelihood of the accident happening 發生事故的可能性 ** The consequence of the accident 事故的後果</p>	5	Almost certain >幾乎是不可避免	4	Likely 非常可能	3	Possible 很可能	2	Unlikely 不大可能	1	Rare 很少	5	Critical - Multiple deaths or very serious injury 嚴 - 多個死亡或非常嚴重的傷害	4	Major - Single death or very serious injury 高 - 一個死亡或非常嚴重的傷害	3	Moderate - Serious injury Up to 1-3 days 中 - 達至1-3天嚴重傷害	2	Minor - 1 day injury 低 - 1天的損傷	1	Small - Minor/First Aid 輕微 - 輕微損傷 / 急救	5	5.M 中	10.M 中	15.H 高	20.C 嚴	25.C 嚴	4	4.L 低	8.M 中	12.H 高	16.H 高	20.C 嚴	3	3.L 低	6.M 中	9.M 中	12.H 高	15.H 高	2	2.L 低	4.L 低	6.M 中	8.M 中	10.M 中	L 1	1.L 低	2.L 低	3.L 低	4.L 低	5.M 中	I	1	2	3	4	5	<p>What kind of control measures to reduce risk? 使用甚麼控制措施減低風險?</p>	<p>The level of risk left over after the required controls have been implemented and are judged to be working as intended.</p> <p>Action level</p> <p>H = High immediate action / further controls needed</p> <p>M = Medium justify / review for each event day</p> <p>L = Low no further action required</p> <p>當實施必要的控制及如預期判斷後所剩餘的風險水平。</p> <p>行動級別</p> <p>高 = 立即採取行動 / 需要作進一步控制</p> <p>中 = 辨解風險 / 於每天活動當天審查</p> <p>低 = 沒有進一步的採取行動之需要</p>
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Risk Rating

****Risk Rating = Likelihood x Impact**

e.g. Likelihood - Possible; Impact Scale - 3 (Moderate) → Risk Rating **3 x 3 = Medium**

3 x 3 = Medium

IMPACT DEFINITIONS	
5 Critical	Multiple deaths or very serious injury Unable to continue operations indefinitely
4 Major	Single death or very serious injury 3 days or more
3 Moderate	Serious injury Up to 1-3 days
2 Minor	Multiple minor injuries requiring first aid Up to 1 day injury
1 Small	Minor injuries, Injured person able to continue with task post incident

LIKELIHOOD DEFINITIONS	
5 ALMOST CERTAIN	Occurs often, will potentially happen
4 LIKELY	Occurs several times, between 5-12 x p.a.
3 POSSIBLE	Has occurred more than once, 1-5 x p.a.
2 UNLIKELY	Has occurred in the last 3 years
1 RARE	Not occurred - Has not occurred in last 3 years

		IMPACT SCALE						
		1 SMALL	2 MINOR	3 MODERATE	4 MAJOR	5 CRITICAL		
LIKELIHOOD SCALE	5 ALMOST CERTAIN	MEDIUM	MEDIUM	HIGH	CRITICAL	CRITICAL	CRITICAL	Activity should not proceed
	4 LIKELY	LOW	MEDIUM	HIGH	HIGH	CRITICAL	HIGH	Further controls required
	3 POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	HIGH	MEDIUM	For MGT acceptance
	2 UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	MEDIUM	LOW	Monitor only
	1 RARE	LOW	LOW	LOW	LOW	MEDIUM		