Event Risk Assessment: ALL SECURE EXPO 2020

Event Details				Exhibition Format – (most mid-sized exhibitions excl. smaller confexes & bigger more complex events)			
Event Name:	**All Secure Expo 2020**			Revision history:			
Venue Details:	Business Design Centre 52 Upper Street, London, N1 0QH Mezzanine/ Exhibition and Auditorium						
Venue Description:	The venue is a purpose-built exhibition centre and event space located in Angel, London. Emergency egress & evacuation procedures are controlled by venue management.			Undertaken by:	**Catherine Beck**	Signed:	C.Beck
				Position:	Senior Operations Manager	Date:	25.08.20
Time Zone (+/- GMT)	GMT			Overseen by:	[NAME]	Signed:	XXX
	Name	Mobile	Email	*Position:*	XXX	Date:	XXX
Venue Manager:	Jack Williams	07946 162726	jackw@bdc.london	CDM:	This Risk Assessment is designed to stand alongside the venue's Risk Assessment and proofs of competency (e.g. insurances).		
	Dates	**Time (24hr clock)**		Distribution:	This risk assessment & updates are public documents and should be made available to anyone with reasonable cause to request it. As part of Company Policy, it should be actively distributed to all official or other retained contractors, venues & other key staff and suppliers, e.g. office managers. A hard copy should be available in the Organisers Office and the 'Accident Reporting Procedure' on page 3 displayed prominently for all staff.		
Build-up:	01/09/2020	08:00 – 22:00					
Event open:	01/09/2020	11:00 – 14:00					
Break-down:	01/09/2020	16:00 – 19:00					

Event Description:	• **All Secure Expo** is a medium-scale business-to-business exhibition & conference, attracting exhibitors and visitors from the Events sector from the UK. • Attendance over the 1 open day of the event is traditionally 300 visitors plus around 30 exhibitors' personnel. This is well within the safe floor limit of the venues. • The build profile is standard, with approximately 25 stands. • The event has a safe history regarding health and safety and has not reported a RIDDOR incident in the tenure of the current team and contractors. For the avoidance of doubt, any remedial work conducted during the open days of the event (outside published open hours), will be categorised as taking place during the 'Construction Phase (Build & Dressing periods)' or 'Construction Phase (Packing & De-construction periods)' of the event.

Risk Profile Top 3+ risks identified for this event.	1.	Slips, Trips & Falls	Alternative Management office:	The Events Industry Alliance Ltd | 119 High St, Berkhamsted HP4 2DJ 01442 873331
	2.	Mechanical Lifting Equipment (MLE), inc. Fork Lift Trucks (FLTs)		
	3.	Display stands – structural hazards (shell & space only stands)	Event Profile: Does this event present a risk profile outside the norm?	This event presents very limited risk of protest.
	4.			
	…			
Notes about this risk assessment:	• This risk assessment has been drafted to present a suitable and sufficient consideration of the risks associated with the practical organising of events. All likely risks have been considered and those identified in this environment have been controlled so far as is reasonably practical (SFAIRP). • Events present a particularly fluid workplace and as such this Risk Assessment should be considered as a working document rather than a final assessment of all hazards and their consequential risks that may present themselves. Everyone connected with the event is to be encouraged to contribute to the development and practical implementation of the assessment. This document will be reviewed throughout the event cycle, observations, comments and amendments will be incorporated into the assessment.			

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Official Contractors & other key players – those employed by, retained by and directly under the control of EIA Events									
Office Contact							Site Contact (if different)		
Contractor Name	Address	Known As	Role	Key Contact	Email	Telephone	Site Contact (if different)	Email	Telephone
Freeman	52 Upper Street, London, N1 0QH	**Official Stand Builder**	• Shell scheme	Jack Williams	jackw@bdc.london	07946 162726			
Business Design Centre	52 Upper Street, London, N1 0QH	**The Venue**	• Halls and Conference space • Catering • Cleaning • Electrical services • Furniture	Jack Williams	jackw@bdc.london	07946 162726			
GES	Silverstone Drive, Gallagher Business Park, Coventry, Warks, CV6 6PA	**Registration**	• Provision of registration equipment & badges	Gerard Conway	Gerard.Conway@ges.com	07741 293 412			
Aztec		**Official AV contractor**	• Mange all audio visual services throughout the exhibition, conference & awards dinner	Scott Holman	scott.holman@aztecuk.com	020 7803 4000			

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Accident Reporting Procedure

The clear purpose of this Risk Assessment is to prevent accidents occurring, so far as is reasonably practical. However, experience demonstrates that despite careful planning and control measures, accidents can and will happen. The optimal triage, mitigation, reporting and investigation of accidents or near-misses that do occur is a vital component in improving outcomes and developing the most effective strategy for control measures in the future.

For this event, the following chain of command, control and reporting is in place:

Planning

Planning for the optimal outcome:

Consider the following (each event is different, so think beyond these):

- If someone were to become ill or be hurt, what is the likely reaction of those who observe this?
- Who would they contact and how?
- In our team, who has the experience to get the best result for those involved?
- Traditional event venue? If you have security, most people will run to someone in uniform. Is security aware of this process?

Remember - you cannot be everywhere. Key to the optimal outcome is briefing team members as to their roles in the event of an accident.

Notes on the Emergency Services:

- It is vital that all team on site understand the local process for summoning help.
- **Call the number in Emergency Services section, which is for the venue. The venue will then assess the situation and call the relevant emergency services.**
- Venues must always be consulted regarding the calling of Emergency Services, and how evacuations are planned.
- Make sure you familiarize yourself with local systems, customs and practice well ahead of travelling to the event.

Process

UK Legal Reporting Requirements: RIDDOR:

For UK events or where UK citizens are affected, formal reporting is required to the HSE, via RIDDOR (Reporting of Incidents, Diseases & Dangerous Occurrences Regs.2013).

Whilst the 1st duty to report lies with the injured person's employer, we should also report as a matter of course, where the event has happened on a site under our control.

You should familiarize yourself with:

RIDDOR Guide: http://www.hse.gov.uk/pubns/indg453.pdf
How to report: http://www.hse.gov.uk/riddor/report.htm

IMPORTANT: All major accidents or incidents (especially all that are, or may become, RIDDOR-reportable) must be reported to the MD of your division or Portfolio), as soon as the immediate situation is under control.

NOTE: RIDDORs may be reported by non-EIA employees (e.g. freelance H&S Officer), but it should be understood that they are reporting on EIA's behalf and details should be checked by senior staff before submission.

EIA Recording & Reporting:

Accurate and timely reporting of any accident or dangerous occurrence is mandatory. Whoever records & reports the incident must obtain at least the minimum details below:

- Names, ages & contact details of those injured & their condition at the time (update as available).
- Full details of what happened.
- Measures in place to avoid any repeat.
- Contact details for witnesses & witness statements where practical.
- Images of the accident/incident site or anything pertinent to an investigation.
- Everything collected in an Incident Report.
- **If anyone from EIA is affected, inform [NAME] without delay.**

Note: An experienced Floor Manager or H&S Officer will be used to collecting the above, but you must make this clear to them at the point of engagement that they and their team are adequately resourced.

People (Who should contact and inform who)

Distribution: This entire document should be actively distributed to all official or other retained contractors, venues & other key staff and suppliers, e.g. office managers. More information regarding distribution is shown on page 1.

This page should be printed (preferably A3+) and displayed prominently for all staff and attention drawn to it as part of the onsite briefing. Staff should be briefed as to who to contact should they witness an accident, together with a 2nd person in the case that the 1st is unavailable & 3rd where practical.

First Aider

Responsible for offering medical help in the first instance.
Name: Jack Williams
Title or Role: Venue Manager
Telephone: 07946 162726

*call venue first who will send first Aider

Should Inform:
1. EIA Ops Lead
2. H&S Lead
3. Venue Lead

EIA's Operations Lead

Senior ops person, responsible for Health, Safety &Welfare.
Name:
Catherine Beck
Title or Role:
Senior Operations Manager
Telephone:
07825 328446

Should Inform:
1. First Aider
2. H&S Lead
3. Venue Lead
4. Event Lead
5. Managing Director

Venue's Lead

The most senior representative from the venue.
Name: Hayley Constable
Title or Role: Deputy Head of Venue Services
Telephone: 07824 825 229

Should Inform:
1. EIA Ops Lead
2. H&S Lead
3. Emergency Services (if required)

EIA's Event/Brand Lead

The senior EIA person on site, responsible for the event overall.
Name:
Rachel Parker
Title or Role:
[TITLE]
Telephone:
[NUMBER]

Should Inform:
1. Ops Lead
2. Venue Lead
3. Managing Director

Emergency Services

Call venue first

ON RADIO

IMPORTANT: Who is person/ group *usually* responsible for calling emergency services?- VENUE- Are they aware of this? YES

Yes

Remember:
Accidents are all different and if time is clearly pressing, it is important that all staff are aware of how to contact the Emergency Services in the territory of event.

Health & Safety Lead

If retained, senior person responsible for implementing EIA's control measures on site.
Name:
Catherine Beck
Title or Role:
Senior Operations Manager
Telephone:
07825 328446

Should Inform:
1. Ops Lead
2. Venue Lead
3. Authorities as required (see notes under 'Recording & Reporting)

Major Incident? Inform the [NAME]:
+44 [NUMBER]/ [EMAIL]

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)
1: Remote	1: Minor / First Aid						

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Electrical: Use and adaptation					**Monitored by:** The Official Organiser & Exhibitor Services Contractor's competent electricians, Venue				
Construction Phase - common to all sites									
Aggravating factors: It is acknowledged that due to the large number of small businesses exhibiting, there is a tendency for some exhibitors to cut cost and quality in terms of electrical items connected to electrical systems installed by the official electrical contractors.									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Direct (Leading to) **Electric shock:** - Cardiac arrhythmia → ventricular fibrillation. - Cardiac arrest. - Damage to the nervous system. **Burns**: - Low voltage <1000v AC/1500v DC (most likely) - Flash. - High voltage >1000v AC/1500v DC (least likely) **Explosion (i.e. low impedance arc-flash):** - Blast injuries (esp. eyes, skin). **Indirect:** - Fire or explosion (due to ignition of surrounding articles or airborne flammable mixtures such as dust, gases or vapours). - Consequences of fire or explosion. **Likely causes at the event:** - Incorrectly installed electrical systems. - System failure. - Unplanned release of current to circuits. - Unsafe working practices or unfamiliarity with the location of elements of the system (e.g. drilling holes in walls with cables behind. - Use of trailing cables – e.g. likely to be severed by passing FLT's and other works. - Water on the floor increasing likelihood of contact.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 2 2 1 1 1	4 4 4 4 4 4	12 8 8 4 4 4	• All electrical work will be completed in line with provisions of the eGuide/ gGuide • All work to shell scheme stands and features will be undertaken by The Official Contractor – *Freeman* • Only Venue electrician is allowed to prepare electricity boxes for the event. From the boxes *Freeman* will be able to do the cabling for the stands and other installations. • Electricity is coming from the gutters and the Venue electrician is the one pulling out the right electricity plugs and boxes for *Freeman* to use. • All circuits are inspected and certified as safe on completion and before current is released into any electrical systems. This process completed and recorded by EIA's nominated contractor (*Freeman)* • All space only stands and contractors fully briefed in writing as to Venue Electrical Regulations. These conform to relevant Swiss laws, Regulations, and Approved Codes of Practice. • Current will not be released to stands where electrical systems do not appear to conform or may present a hazard. • All electrical systems are fitted with approved and tested inline Residual Current Devices (RCDs), designed to break the electrical circuit in the event of an unplanned earthing of the system, thereby limiting electrical shock to the minimal time practical. • Power will not be released into electrical systems until significant construction work has been completed. • Where a 'temporary supply' has been ordered by a contractor, trailing cables may only be used within the stand bounds to avoid damage from FLTs or other means. • *Freeman* and EIA staff will inspect trailing cables and any found to be abraded or otherwise unsafe will be marked out of use or removed. Similarly, cables will be removed from aisles. • Liquid spillages will be reported to the cleaning contractors for priority action. • The use of battery operated tools and machinery is promoted. • All cabling to fit into conforming trunking or conduit. • All truss systems and other potentially conductive structures will be earth-bonded.	2 2 1 1 1 1	4 4 4 4 4 4	8 8 4 4 4 4	Monitor during build Low Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Electrical: Use and adaptation					Monitored by: The Official Organiser & Exhibitor Services Contractor's competent electricians, Venue				
Event open period - common to all sites									
Notes: - Much lower risk during the open period, although hazards remain the same. **Direct:** - Potential use of equipment designed to operate at different voltages (international companies). - Use of long extension leads and extension-to-extension connections: 'daisy chaining'. - Use of coiled extension leads leading to build up of resistance on circuit and promoting failure or other hazardous compromise of the system. Potential for heat build-up leading to melting of protective coating/ exposure of live wires. **Indirect**: - Risk to exhibitors & visitors from unfamiliarity with environment and more exposure to electrical systems (e.g. cables/ trunking exposed rather than recessed into wall as at home/ normal place of work).	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to the event	2 2 1 1 1 1	4 4 4 4 4 4	8 8 4 4 4 4	• Electrical cables installed by *Freeman* will be neatly attached to the walls and hidden as much as possible. No overhanging cables between stands/aisles. • Extensive testing and certification of systems is conducted prior to electrical current being released to exhibitors • *Freeman* & EIA staff to monitor exhibition hall at various points of the day to check for any daisy chaining / long cables at stands and resolve this.	1 1 1 1 1 1	4 4 4 4 4 4	4 4 4 4 4 4	Low Low Low Low Low Low

Electrical: Decommissioning and removal					Monitored by: The Official Organiser & Exhibitor Services Contractor's competent electricians, Venue				
Construction Phase (Packing & De-construction periods) - common to all sites									
- Limited time for Construction Phase (Packing & De-construction periods) acts as an aggravating factor, e.g. contractors may start cutting wires etc. whilst power is still to the circuit.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 2 2 1 1 1	4 4 4 4 4 4	12 8 8 4 4 4	• Generally, power to installed circuits on stands will be turned off on a hall by hall basis 30 minutes after the commencement of the Construction Phase (Packing & De-construction periods) period. • Those stands that have arranged for power to remain on longer will be aware of this and are expected to implement safe system of work. • All control measures as for build-up are to be enforced with even greater rigor. • Only Venue electricians to un-install significant transformers via established protocols.	2 1 1 1 1 1	4 4 4 4 4 4	8 4 4 4 4 4	Monitor Low Low Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					Acronyms used:
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	So far as is reasonably practical: SFAIRP*
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	Floor Manager: FM (if retained)
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Health & Safety Officer: HSO (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Gangways and Event Layout					**Monitored by:** Venue, Event team.				
Construction Phase (Build & Dressing periods)									
Aggravating Factors: None specific to this event.									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Direct: **Slips, trips & falls leading to:** - Musculoskeletal injury, possibly Chronic or worse. Likely RIDDOR – level injury. **Emergency egress/access hindered:** - Reduced ability to clear halls in the event of emergency. - Reduced ability for emergency services to access site. **Indirect:** **Slips, trips & falls are during an evacuation event via a constricted exit.** History shows that consequences can be significant, leading to: - Crush injuries. - Suffocation. - Fatalities.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 3 2 2 2 2	3 3 3 3 3 3	9 9 6 6 6 6	• Agreed emergency gangways have been identified to be kept entirely clear as a priority. The Official Freight Contractor (*Exhibition Freighting*) has been briefed not to offload into emergency gangways. • Contractors and exhibitors briefed to keep all stand-fitting and other items within their delineated stand area. Where this is impractical (e.g. whilst laying flooring) to the entire stand, contractors briefed to keep all non-vital stand build elements out of the hall until such work is complete. • Event team to work with exhibitors, lifting contractor and cleaners and to reduce blocking of aisles. All organising staff on site to monitor in real time and report areas of concern. • Other than emergency gangways, practically it is unrealistic to keep all aisles clear always. Event Team will ensure that materials are kept in such a way that there is a clear, straight route of egress through aisles containing stand-fitting, products etc. • Where the volume of materials etc. from certain stands is at a level where it is impractical to manage, the event team will require that a sufficient quantity is removed from the halls to reduce the quantity to practical levels. The Official Lifting Contractor (*Exhibition Freighting*) to assist as required. • Cleaning contractor briefed to continuously clean aisles with emphasis on items most likely to cause slips, trips and falls (e.g. banding, slippery paper, spills). Overnight cleaning to take place to create a 'clean slate' at the commencement of work every day. • The requirement to keep gangways clear is promoted in advance of the show (via exhibitor emails) and at the show via exhibitor letters at the stand. • Daily contractor meetings will be held to monitor progress and adjust as deemed necessary.	2 2 1 1 1 1	3 3 3 3 3 3	6 6 3 3 3 3	Monitor during build Monitor during build Low Low Low Low
Open period									
Direct **Hazards as for build-up, however:** - Effects of blocked gangways are likely to be greater due to the increase number of people in the event space when the show is open.	Visitors Exhibitors EIA Team Venue Staff Venue Contractors	2 2 1 1 1	3 3 3 3 3	6 6 3 3 3	• Control measures generally as for build-up, plus: • Event team to monitor aisles for projections, placement of stand-fitting or materials etc. into gangways. Where exhibitors fail to co-operate, staff authorised to remove items. • Where a demonstration or other activity is causing crowds to build up, such a demonstration may be stopped until crowds disperse (where practical, this will be done in consultation with EIA in the interests of business continuity). • Event regulations prohibit canvassing in aisles by exhibitors and others.	1 1 1 1 1	3 3 3 3 3	3 3 3 3 3	Low Low Low Low Low
Construction Phase (Packing & De-construction periods)									
Direct: - Hazards as for build-up: however increased likelihood of pressure on aisles caused by limited time to leave the halls. - Additional risk identified in Build-up period likely to be similar for Construction Phase (Packing & De-construction periods).	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 3 2 2 2 2	3 3 3 3 3 3	9 9 6 6 6 6	• Control measures as for build-up, with additional emphasis on ensuring that gangways are kept navigable SFAIRP* and that The Official Lifting Contractor (*Exhibition Freighting*) can access areas of concern to assist with clearance of the site.	2 2 1 1 1 1	3 3 3 3 3 3	6 6 3 3 3 3	Monitor Monitor Low Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					Acronyms used:
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	So far as is reasonably practical: SFAIRP*
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	Floor Manager: FM (if retained)
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Health & Safety Officer: HSO (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Heights/ Working at Height/ Access					**Monitored by:** Event team.				
Construction Phase (Build & Dressing periods)									
Aggravating Factors: EIA acknowledge the significant risks presented by working at height in the event environment and consider safety controls in this area a high priority									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Direct: **Falls from height leading to:** - Musculoskeletal injury, possibly chronic or worse. - Significant head/ brain injuries. - Likely RIDDOR – level injury. - Strong possibility of fatality. **High number of people in the halls likely to increase risk of injury to person at ground level from someone or something falling on them.** - The nature of the event and venue together with the build profile dictate that access equipment will be limited mainly to ladders. - Where it is identified that other access equipment is likely to be used (e.g. scaffold towers), then this assessment will be revised accordingly.	**Stand contractors** **Official contractors** **Exhibitors** **EIA team & Visitors to site** **Venue Staff & contractors** Please note: On this occasion, it is acknowledged that the use of step ladders is likely throughout the tenancy period and therefore the risks have been assessed as similar throughout (see above).	2 2 2 1 2	4 4 4 4 4	8 8 8 4 8	• Working at height should be limited as the maximum build height is 4 metres for custom built stands and draping is draped from the floor to a maximum of 3 metres. No rigging is permitted for the event. • All exhibitors and others are required to implement safe systems of work on site as part of the conditions of access to the site. Any contractor repeatedly breaching EIA's or Venue's safety processes will be excluded from the site. • The areas underneath high work must be isolated and marked as out of bounds. • Ladders. PLEASE NOTE: Whilst ladders are to be considered as the least preferable means of access in most cases, it must be acknowledged that for many situations at the event, they may be the only practical solution. Mindful of this and as a pro-active acknowledgement of their role, further control measures are in place, namely site rules which state that: • Stepladders may only be used where all other access methods have been assessed as impractical and then only where the site conditions offer a flat, sturdy surface and appropriate conditions. Stepladders must conform to BS 2037 Class 1 (Industrial). • In certain circumstances, ladders conforming to BS EN 131 (Light Trade) – AKA Class 2 - may be used, but only where appropriate and in consultation with EIA's nominated HSO and/or Venue Management. Under no circumstances will domestic-grade ladders (BS 2037 Class 3) be allowed if observed in use. • Stand contractors will need to apply the safe use of ladders by reading UK Health and Safety Executive's 'Safe use of ladders and stepladders'. • Where used, all ladders must be 'footed' by another person.	2 2 2 1 2	3 3 3 3 3	6 6 6 3 6	Monitor Monitor Monitor Low Monitor
Open period									
Hazards as for Construction Phase (Build & Dressing periods), however reduced risk due to less requirement to work at height	**Exhibitors & Visitors** **EIA Team** **Venue Staff & Contractors**	1 1 1	3 3 3	3 3 3	• All working at height to be undertaken as per control measures for Construction Phase (Build & Dressing periods).	1 1 1	3 3 3	3 3 3	Low Low Low
Construction Phase (Packing & De-construction periods)									
Hazards as for Construction Phase (Build & Dressing periods) however increased risk due to rush to leave and shorter period available when compared to Construction Phase (Build & Dressing periods).	**Stand contractors** **Official contractors** **Exhibitors** **EIA team & Visitors to site** **Venue Staff & contractors**	3 3 2 1 2	4 4 4 4 4	12 12 8 4 8	• Control measures as for Construction Phase (Build & Dressing periods) but probability is higher due to breakdown time constraints.	2 2 2 1 2	3 3 3 3 3	6 6 6 3 6	Monitor Monitor Monitor Low Monitor

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					Acronyms used:
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	So far as is reasonably practical: SFAIRP*
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	Floor Manager: FM (if retained)
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Health & Safety Officer: HSO (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Mechanical Lifting Equipment (MLE), inc. Fork Lift Trucks (FLTs)					**Monitored by:** Event team & Venue				
Aggravating Factors: Exhibition Freighting / Freemans and Space Only stand contractors to have appointed trained and competent staff to operate forklifts and include this in their risk assesments. Restricted working areas and constantly changing working environment.									
Construction Phase (Build & Dressing periods)									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Direct: **Shed loads.** **Failure of lifting equipment.** **Striking or crushing.** - Serious injury. - RIDDOR-level injury very likely in the event of an accident. - Fatality or fatalities. **Note:** Failure in any area of the above, will lead to EIA Events requiring that non-conforming vehicles/ equipment is put out of use. Similarly, drivers failing to meet the requirements above will be excluded from the site.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 2 2 1 2 1	4 4 4 4 4 4	12 8 8 4 8 4	**General Notes** • Suitable and sufficient Risk Assessments have been sought from contractors who will be using mechanical lifting equipment on the event site. • A site-wide maximum speed limit of 5mph is mandatory for all MLE equipment. • Where there is a need for vehicles to travel on public roads it is a legal and contractual requirement that vehicles and drivers are fit for road use, licensed and that conforming number plates and vehicle tax disc are displayed. • Notwithstanding, all MLE/FLT drivers must be able to demonstrate legal competency on request. • Daily checks on vehicles must be conducted by a competent person and written proof available on request (e.g. daily check sheets). • EIA require that all FLT work be conducted to INDG290 standards • Contractors using MLE or FLT equipment are required to pre-plan and coordinate to ensure that safe systems of work are in place. **Craning** • Craning is prohibited and impractical within The Venue and it is not anticipated that this is likely to be a requirement. **Fork Lift Trucks (FLTs)** • Awkward/ heavy exhibitor loads must be handled only by The Official Lifting Contractor - *Exhibition Freighting* as per their risk assessment, method statement and to the appropriate Approved Codes of Practices. • The Official Organiser & Exhibitor Services Contractor may use FLTs within the site footprint to move their own items. • The Venue may use FLTs for their own purposes on the venue's site (e.g. catering /other deliveries). • *Exhibition Freighting* / Freemans and Space Only stand contractors to have appointed trained and competent staff to operate forklifts and include this in their risk assessments.	2 2 2 1 2 1	3 3 3 3 3 3	6 6 6 3 6 3	Monitor Monitor Monitor Low Monitor Low
Event open period									
No FLT movement allowed in the event space during open period.	Visitors Exhibitors EIA Team Venue Staff Venue Contractors	1 1 1 1 1	3 3 3 3 3	3 3 3 3 3	No further control measures required.	1 1 1 1 1	3 3 3 3 3	3 3 3 3 3	Low Low Low Low Low
Event Construction Phase (Packing & De-construction periods)									
Hazards as for Build-Up, plus: Limited time for Construction Phase (Packing & De-construction periods) acts as an aggravating factor.	Stand contractors Official contractors Exhibitors EIA team Venue staff Venue contractors	3 2 2 1 2 1	4 4 4 4 4 4	12 8 8 4 8 4	As for build & dressing period.	2 2 2 1 2 1	3 3 3 3 3 3	6 6 6 3 6 3	Monitor Monitor Monitor Low Monitor Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Machinery – use of power tools					**Monitored by:** Event team & Venue				
Aggravating Factors: It is acknowledged that working away from a traditional workshop environment presents additional risk to the use of machinery. Requirement to transport equipment and machinery to the event leads to increased risk of failure to bring all safety features with the tools in question. Increased number of people exposed to hazards compared with a workshop environment.									
Construction Phase (Build & Dressing periods)									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Hazards: **Cutting, shearing, crushing and other machinery related injuries, possibly leading to (amongst others):** - Severe or life-threatening blood loss. - Eye damage/ blindness. - Amputation. - Injection. - High likelihood of RIDDOR–level injury. - In extreme cases, fatality may occur and in the event of consequential explosion or fire, there is a potential for multiple fatalities.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 3 2 1 2 1	3 3 3 3 3 3	9 6 6 3 6 3	• EIA's team and Freeman will monitor machinery in use on site, SFAIRP*, to ensure that they are sited, guarded and used correctly. • The use of appropriate PPE will be mandatory (e.g. protective eyewear). • Where machinery is unguarded (or incorrectly guarded), in an unsafe condition, poorly sited or being used in an unsafe manner in any way, The event team will work closely with the exhibitor/ contractor to ensure that safe systems of work are implemented before work may re-commence. • Where it is impractical to bring the machinery or the practices up to an acceptable standard, such machinery will be marked out of use and removed from site without delay. • Where repeated failures to use PPE correctly and appropriately are identified, the Event Team may summarily exclude them from the hall.	2 2 1 1 1 1	3 3 3 3 3 3	6 6 3 3 3 3	Monitor Monitor Low Low Low Low
Event open period									
Hazards as for Build-Up	Visitors Exhibitors EIA Team Venue Staff Venue Contractors	3 3 2 1 2 1	3 3 3 3 3 3	9 6 6 3 6 3	No machinery use will is permitted during the event Open period so no further controls needed.	1 1 1 1 1 1	2 2 2 2 2 2	2 2 2 2 2 2	Low Low Low Low Low Low
Event Construction Phase (Packing & De-construction periods)									
Hazards as for Build-Up, plus: Limited time for Construction Phase (Packing & De-construction periods) acts as an aggravating factor.	Stand contractors Official contractors Exhibitors EIA team Venue staff Venue contractors	3 3 2 1 2 1	3 3 3 3 3 3	9 6 6 3 6 3	As for build & dressing period.	2 2 1 1 1 1	3 3 3 3 3 3	6 6 3 3 3 3	Monitor Monitor Low Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Noise					Monitored by: Event team & Event Pro AV				
Aggravating Factors: EIA acknowledge that the control of noise within the event environment is particularly challenging due to its adhoc and unplanned nature. The enclosed nature of workspace and large number of contracting companies within the workplace mean that controlling individuals and their actions is more difficult than would normally be the case in, say, a factory environment.									
Construction Phase (Build & Dressing periods)									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Hazards: Excessive noise over long periods of time due to the individual and combined work processes occurring. - This leading to/ contributing to long term hearing loss and/ or percussive damage to the hearing (e.g. perforated eardrum). - Prolonged or distracting noise leading to fatigue or distraction in turn leading to increased susceptibility to other hazards in the halls. Whilst there may be some contribution to long-term noise-related hearing loss, the most likely form of injury would be percussive.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 2 2 2 2 2	2 2 2 2 2 2	6 4 4 4 4 4	• Aztec and Organising team will monitor sound levels SFAIRP. • Organising team will monitor PA system output • Testing of audio-visual equipment will be isolated from all except the organising team as AV only being set up in a separate hall (Hall 1) • Event Pro AV supplier will be tasked with supplying appropriate PPE as required. • Where control levels are breached, action will be taken in consultation with audio-visual contractors, exhibitors and contractors to reduce the levels to within accepted standards. • Where the ambient level of noise cannot be adequately controlled, hearing protection may be considered, however its practicality is likely to be limited due to the large number of individuals likely to be in proximity and representing many different organisations. • Where no acceptable level can be reached, such work will be stopped.	2 1 1 1 1 1	2 2 2 2 2 2	4 2 2 2 2 2	Low Low Low Low Low Low
Event open period									
Hazards as for Build-Up, plus: Loud presentations in conference chamber. Unplanned release of excessive noise through PA system.	Visitors Exhibitors EIA Team Venue Staff Venue Contractors	2 1 2 1 1	2 2 2 2 2	4 2 4 2 2	• AV supplier is competent at the assembly of PA systems, with a history of safe operation. • AV systems tested fully prior to audience arriving. • Sound levels monitored by supplier. • Sound-limiters used where practical.	1 1 1 1 1	2 2 2 2 2	2 2 2 2 2	Low Low Low Low Low
Event Construction Phase (Packing & De-construction periods)									
Hazards as for Build-Up, plus: Limited time for Construction Phase (Packing & De-construction periods) acts as an aggravating factor.	Stand contractors Official contractors Exhibitors EIA team Venue staff Venue contractors	3 3 1 1 2 2	2 2 2 2 2 2	6 6 2 4 4 4	• As for build & dressing period, no exhibitors permitted in the hall during deconstruction phase, and limited EIA team will be permitted into the hall.	2 2 1 1 1 1	2 2 2 2 2 2	4 4 2 2 2 2	Low Low Low Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Slips, Trips, Falls and other floor level hazards					**Monitored by:** Event Team & Venue				
Event Construction Phase (Build & Dressing periods)									
Aggravating Factors: Statistically, slip, trips and falls are the most common cause of accidents in the event environment. Nature of event and confined space mean that there are likely to be many potential trip hazards.									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Slips, trips & falls leading to: - Musculoskeletal injury, possibly chronic or worse. Likely RIDDOR – level injury.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	4 3 4 1 1 1	4 4 4 4 4 4	16 12 16 4 4 4	• Sufficient venue cleaners have been employed to ensure that rubbish is cleared on an on-going basis for the open hours of the halls. • In addition, gangways and other common areas will be cleaned overnight to ensure that the halls are clear SFAIP at the start of each working day. • EIA team to monitor cleaning SFAIRP* and highlight issues to the venue cleaners that might need specific attention. • Event team will work with suppliers, exhibitors and contractors to ensure that all materials are stored in a clearly defined and appropriate way with a view to minimising the slip, trip and fall hazards that are present in the halls. • Special attention is paid to items with a history of aggravating slips, trips & falls – e.g. (low voltage) AV cabling, discarded leaflets and liquid spills. • Where minor surface interruptions are intrinsic to a key service or delivery of the event overall (e.g. AV cabling), this will be outside high-traffic areas and all interruptions will be signposted and delineated with visual aids (e.g. hazard tape, additional lighting, ramping etc.). • General lighting is maintained to a safe working level to ensure that individuals working in the hall are easily able to identify slip, trip and fall hazards. • Where a build-up of waste or other immediate hazard presents itself (e.g. liquid spill), event team will attend the scene to co-ordinate and where required mark the area out of use until the issue has been satisfactorily resolved by cleaners.	2 2 2 1 1 1	4 4 4 4 4 4	8 8 8 4 4 4	Monitor Monitor Monitor Low Low Low
Open period									
Hazards as for Build-Up, however: Less floor hazards likely when the event is open.	Visitors Exhibitors EIA Team Venue Staff Venue Contractors	2 1 1 1 1	4 4 4 4 4	8 4 4 4 4	• Waste bins are placed around the hall and cleaners tour regularly to ensure that they are emptied or larger items are taken away individually. • Event team and venue cleaners monitor common areas. • AV supplier monitors all low-current cabling and other items supplied or used by them.	1 1 1 1 1	4 4 4 4 4	4 4 4 4 4	Low Low Low Low Low
Construction Phase (Packing & De-construction periods)									
Hazards as for Build-Up, however: Less likelihood of discarded packaging, however likely higher 'density' of waste over a shorter period. Specific hazards, such as discarded carpet, more likely.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	4 3 2 2 2 1	4 4 4 4 4 4	16 16 16 8 8 8	• Higher number of cleaners in place over the shorter period except no exhibitors permitted in the hall during deconstruction phase and limited EIA team will be permitted into the hall. • Increase vigilance due to reduced timescale of works - both by organising team and via the use of public address announcements.	2 2 1 1 2 1	4 4 4 4 4 4	8 8 4 4 8 4	Monitor Monitor Low Low Monitor Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)
1: Remote	1: Minor / First Aid						

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Display Stands – aka Temporary Demountable Structures & Structural Safety					**Monitored by:** Event Team & Freeman				
Construction Phase (Build & Dressing periods)									
Aggravating Factors: Possibility that exhibitors may alter or damage the stand-fitting system leading to denigration of its structural stability.									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Structural collapse of stand-fitting (e.g. shell scheme system), leading to: - Personal injury from minor to severe. - Likely serious injury - possibly life-changing or fatality. Where temporary and/or elevated seating is used: - Falls from height. - Crushing/ trampling + assoc. injuries.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 3 3 2 2 1	3 3 3 3 3 3	9 9 9 6 6 3	• All 'shell scheme' stand-fitting systems are constructed to manufacturers' specifications by competent contractors, namely Freeman and their nominated sub-contractors. Prior to opening the event, structures and features are certified by Freeman and digital and paper records are kept. • Any 'space-only' plan designs are inspected prior to the event for structural integrity and conformity to local planning laws. Permission to build is issued only on submission of satisfactory scaled drawings, however if concerns are raised regarding structural integrity or the use of materials during the construction process then build is stopped until such time that the processes and materials used comply. • No complex stand builds are permitted. • Exhibitors are not permitted to fit any AV (screens etc.) or graphics to the shell scheme structure themselves. All additional alterations to the stand must be ordered and conducted by Freeman.	2 2 2 1 1 1	3 3 3 3 3 3	6 6 6 3 3 3	Monitor Monitor Monitor Low Low Low
Open period									
No build or alteration to take place during the open hours of the show.	Visitors Exhibitors EIA Team Venue Staff & contractors	2 2 2 2	3 3 3 3	6 6 6 6	• Continued vigilance regarding any likely changes made to stand-fitting by exhibitors or their contractors.	1 1 1 1	3 3 3 3	3 3 3 3	Low Low Low Low
Construction Phase (Packing & De-construction periods)									
De-mounting of structures in a careless or inappropriate manner. 'Rush-to-leave' likely to increase dangers of incorrect de-mounting.	Stand contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 2 2 2 2	3 3 3 3 3	9 6 6 6 6	• Shell scheme stands will not be demounted until exhibitors have vacated the hall. • Increased vigilance by event team, who will use their experience to identify those structures most likely to cause issues, SFAIRP*.	2 1 2 1 1	3 3 3 3 3	6 3 6 3 3	Monitor Low Monitor Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Transport & Vehicle Movement					Monitored by: Event Team & Venue				
Construction Phase (Build & Dressing periods)									
Aggravating Factors: Limited space, mix of people of vehicles.									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Striking, crushing, shearing and other injuries associated with moving vehicles: - Personal injury - minor to severe. - Likely serious injury, with, in the event of multiple vehicles colliding - Mixing vehicles and people in the same space - Loading bay area is quite narrow with limited space can lead to overcrowding & collisions	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	2 2 1 1 2 1	4 4 4 4 4 4	8 8 4 4 8 4	• All traffic movement on site is to be monitored by the venue, to avoid overcrowding in the area. • The vehicles have to drive and park elsewhere after unloading time to avoid congestion and obstruction. • Loading bays are located at the side of the venue with very limited pedestrian access apart from contractors unloading.	1 1 1 1 1 1	4 4 4 4 4 4	4 4 4 4 4 4	Low Low Low Low Low Low
Open period									
No transport to access the loading bay or registration queueing area on open days. Parking is located underground, visitors to use zebra crossing already in place near venue site entrance	Visitors Exhibitors EIA Team Venue Staff & contractors	1 1 1 1	4 4 4 4	4 4 4 4	• Security to ensure that traffic to the queueing area is prohibited, and no vehicles to be parked in the entrance area.	1 1 1 1	4 4 4 4	4 4 4 4	Low Low Low Low
Construction Phase (Packing & De-construction periods)									
Same as construction Build Phase but with more likelihood due to time constraints and people trying to get out quickly.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors Visitors to site	3 3 1 1 2 1	4 4 4 4 4 4	12 12 4 4 8 4	• Same control measures as Build phase with all traffic movement on site is to be monitored by the venue, to avoid overcrowding in the area.	1 1 1 1 1 1	4 4 4 4 4 4	4 4 4 4 4 4	Low Low Low Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					Acronyms used:
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	So far as is reasonably practical: SFAIRP*
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	Floor Manager: FM (if retained)
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Health & Safety Officer: HSO (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Rigging					Monitored by: Event Team				
Construction Phase (Build & Dressing periods)									
Aggravating Factors: Complicated/ disparate nature of the site in general. Limited access for MEWPs									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Hazards: Striking, crushing, shearing and other injuries associated with falling objects or the equipment containing/ rigging them: - Injury from minor to severe, likely serious.	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors	2 2 2 1 2	4 4 4 4 4	8 8 8 4 8	• All rigging/ suspension to be completed by competent, venue-approved contractor, to HSE Approved Codes of Practice and eGuide standards (where adopted by venue). • Where rigging takes place the 'fall area' around the site is to be marked clearly out of bounds (via high-visibility tape etc.). A spotter is to have sight of the entire perimeter always. Where this is not physically practical, additional spotters will be used to ensure the area is secured. • Riggers to ensure that all daily and pre-use checks are duly recorded and that the conduct of all rigging works is in line with UK legislation and EIA's standards.	1 1 1 1 1	4 4 4 4 4	4 4 4 4 4	Low Low Low Low Low
Open period									
Hazards as for Build-Up, however: No rigging to take place during the open period of the event.	Visitors Exhibitors EIA Team Venue Staff & contractors	1 1 1 1	4 4 4 4	4 4 4 4	• No additional controls as no rigging activity	1 1 1 1	4 4 4 4	4 4 4 4	Low Low Low Low
Construction Phase (Packing & De-construction periods)									
Hazards as for Build-Up	Stand contractors Official contractors Exhibitors EIA team Venue Staff & contractors	2 2 2 1 2	4 4 4 4 4	8 8 8 4 8	**Control Measures as For Build-Up, plus:** • Where de-rigging is unavoidable during the Construction Phase (Packing & De-construction periods) period, additional vigilance will be undertaken. All de-rigging will be isolated.	1 1 1 1 1	4 4 4 4 4	4 4 4 4 4	Low Low Low Low Low

4

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)
1: Remote	1: Minor / First Aid						

Key: *SFAIRP – 'so far as is reasonably practical'

Event Risk Assessment: ALL SECURE EXPO 2020

Vulnerable Persons					**Monitored by:** Event Team, Venue & Security staff (where retained)				
Aggravating Factors: Nature of event and impracticability of pre-identifying vulnerable persons mean that some control measure must be adhoc.									
Construction Phase (Build & Dressing periods)									
Hazards	**Those Likely Affected:**	**P**	**S**	**R**	**Control Measures in place:**	**P**	**S**	**R**	**Action Level**
Hazards: - Multiple – increased vulnerability to hazards overall. - Those less physically able or aware due to physical or other disability may be subject to increased risk of hazards within the event. - Young persons are less aware of the hazards likely to be present.	**From all groups:** Young persons Elderly or infirm Those with disabilities Visitors to site * Young persons are excluded from the event areas – rated as 1 on the basis that someone did make it through checks - as defined to the right.	1 2 2 2	5 4 4 4	5 8 8 8	EIA is committed to equality and diversity under the terms of The Equality Act 2010. Young persons under the age of 16 are not allowed in the event space at any time. Venue's intrinsic layout dictated access for disabled persons. Event team will work with venue to facility access for disabled persons SFAIRP, under the guidance of The Equality Act (2010). Persons with reduced physical ability will be aided as appropriate; however the nature of hazards in the hall will be made clear to them prior to entry, so that they are aware of the increased risk. EIA and their contractors acknowledge their responsibilities towards diversity and equality and will aim to consider these at all stages of planning and implementation. Exhibitors are required to make allowance for those suffering physical disabilities within their stand designs, to overcome physical barriers to entry (e.g. ramps on to platforms) or other measure to ensure that they may share an equal experience to those more physically able. Other vulnerable groups (e.g. pregnant women) will be subject to separate risk assessments where their presence is known.	1 1 1 1	5 4 4 **4**	5 4 4 4	Low Low Low Low
Open period									
Hazards as for Build-Up, however: Greater likelihood of the presence of disabled and/ or elderly persons in the visitor base.	Young persons Elderly or infirm Those with disabilities	1 2 2	5 4 4	5 4 8	As for build period. Step-access issues are dealt with in such a way that SFAIRP* a person with reduced physical ability may experience the event overall and in the same way as a person with more physical ability.	1 1 1	5 4 4	5 4 4	Low Low Low
Construction Phase (Packing & De-construction periods)									
Hazards as for Build-Up, however: No additional controls.	Young persons Elderly or infirm Those with physical disabilities	1 2 2	5 4 4	5 8 8	As for build period.	1 1 1	5 4 4	5 4 4	Low Low Low

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote	5: Multiple fatality/ injury 4: Fatality/ Life-changing injury 3: RIDDOR major injury 2: Significant injury 1: Minor / First Aid	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
		6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
		12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
		19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'