Risk Assessment for Schools

Staffordshire University, Stoke

Tuesday 18th June 2019

LIKELIHOOD (L)	RISK RANKING MATRIX				
HIGH 5	5	10	15	20	25
SIGNIFICANT 4	4	8	12	16	20
MODERATE 3	3	6	9	12	15
LOW 2	2	4	6	8	10
NEGLIGIBLE 1	1	2	3	4	5
CONSEQUENCE (C)	NEGLIGIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5

LIKELIHOOD DEFINITIONS	
A **high** likelihood	• It is expected to occur in most circumstances • There is a strong likelihood of the hazards reoccurring • The incident has happened repeatedly before and is expected again
A **significant** likelihood	• Similar hazards have been recorded on a regular basis • Considered that it is likely that the hazard could occur • The incident has occurred more than once before and is liable to occur again
A **moderate** likelihood	• Incidents or hazards have occurred infrequently in the past • The incident has been recorded before and could happen again
A **low** likelihood	• Very few known incidents of occurrence • Has not occurred yet, but it could occur sometime • Incident not previously recorded but is conceivable
A **negligible** likelihood	• No known or recorded incidents of occurrence • Remote chance, may only occur in exceptional circumstance

CONSEQUENCE DEFINITIONS	
Catastrophic	• Multiple of single death • Costs to Event of up to £10,000,000 • International and National media outrage
Major	• Serious health impacts on multiple or single persons or permanent disability. • Costs to Event between £2-£5,000,000 • National media outrage
Moderate	• Accident resulting in an injury reportable under RIDDOR • More than 10 days rehabilitation required for injured persons • Costs to Event between £500,000-£2,000,000 • Local media and community concern
Low	• Accident resulting in minimal personal injury • Injury to person resulting in lost time and claims • Costs to Event between £500,000 - £1,000,000 • Minor isolated concerns raised by stakeholders, customers
Negligible	• Accident resulting in minimal personal injury • Costs to Event up £500,000 • Minimum impact to reputation

How to control hazards

By determining the consequences and likelihood of risks occurring, and to aim to eliminate, minimise and control the hazards.

Using the hierarchy of control systems to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by the health and safety executive.

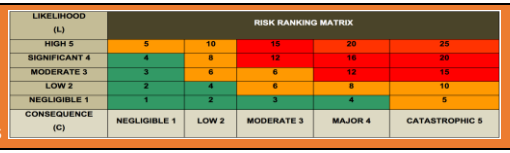
This hierarchy was used to decide the controls that need to be put in place to manage the hazards once the risk has been assessed.

HEIRACHY OF CONTROLS	
ELIMINATION **Eliminate the hazard**	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. *If this is not practical, then substitute.*
SUBSTITUTION **Substitute the process**	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. *If this is not practical, then engineer.*
ENGINEERING **Change the equipment**	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. *If this is not practical, then: isolate.*
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. *If this is not practical, then administer*
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. *If this is not practical, then PPE*
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

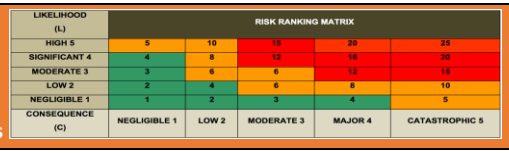
The Big Bang Fair 2019

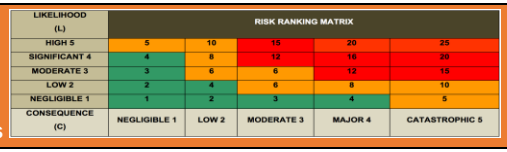
Visiting School Groups Risk Assessment	**EVENT RISK ASSESSMENT**	Event Team: Learn By Design
18th June 2019		Event Managers: Helen Peden & Michelle Lewis
Location of Event: **Staffordshire University, Stoke**		Event Staff: All event contributors

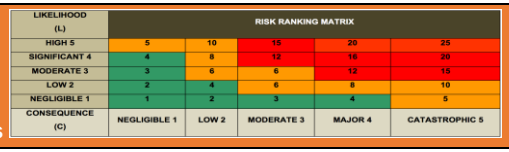
What is the hazard, who might be harmed & how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
Visitor Participation: *Members of the public* Visitors participating in activities where a significant risk has been identified Potential injury from moving objects, slips trips and fall, exposure to chemicals	**L 5** **X** **C 5** **= 25**	Learn By Design staff will ensure that the risks associated with any of the shows activities are fully explained to all persons involved in the activity, and if required specific instructions and method statements will be provided for any such activity. Event Team to assess the physical suitability of the participant. Only Visitors who knowingly volunteer will be allowed to participate in any activity.	**L 2** **X** **C 2** **= 4**	There will be additional information about allergic reactions. Hand washing facilities if required will be available.



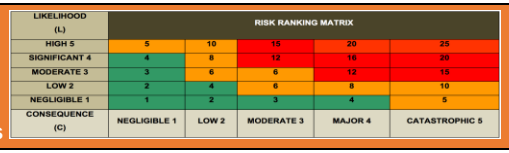
Visitor movement and crowd management, poor **security and stewarding deployment:** *Members of the public, event staff and contractors* Overcrowding can cause trauma and crush injuries	**L 5** **X** **C 4** **= 20**	Learn By Design prior to the event has established the audience profile and expected behaviour of the public. In conjunction with this, there is a full crowd management plan that has been developed for this event under the guidance of Staffordshire University's Security Team and other experts in this area. Learn By Design will ensure that venue/room capacity has been identified and are not exceeded. Occupancy calculations have been carried out. The dynamic flow of the public has been assessed to enable a safe and free flow of the public around the whole exhibition. An assessment of the numbers of Staffordshire University's Security and Stewarding personnel has been carried out. A full security deployment plan has been developed and will be in place at the exhibition to manage the public. Emergency evacuation routes have been identified and will be maintained at all times. If any stand or exhibit attracts overly large crowds of visitors then the stand/exhibit will be closed until such time as the crowd dissipates. Throughout the whole time the public is on site there will be constant monitoring of the crowds and people movement. The Event Managers, Staffordshire University's Security and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.	**L 4** **X** **C 2** **= 8**	Show access is staggered to reduce the number of people in any one part of the venue at any one time. A specific crowd management plan will be created for stands of high interest, with the introduction of other control measures identified. This will be carried out in conjunction with the Learn By Design, the Event Team and Staffordshire University's Security Safety Advisors.

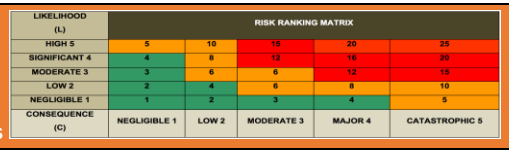
What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Lost Persons *Members of the public, children and vulnerable adults, event staff* Young person being separated from group or leaders, leaving the main space and going in hazardous areas, being approached by persons unknown to them. Distress, mental and physical vulnerability	**L 5** **X** **C 4** **= 20**	If anyone is notified of a missing person directly by a member of the public or Guardians/Group Leaders, they must immediately notify Event Control. They will coordinate the whole process with Staffordshire University's security and the Event Team. The Big Bang management team will be informed of any missing persons. As soon as this is done the Lost person and Vulnerable adults procedure will come into full operation. Event Control will co-ordinate the operations until such time as repatriation of the missing person, all aspects of the situation will be logged and all responsible partners will be informed of the situation and as it unfolds and is resolved. There will be a record of the contact details of Guardians/Group Leaders attending the event that can be accessed should it be required At no times will lost children or vulnerable adults be left unaccompanied. They will always be accompanied by more than one member of the Event Team, with at least one being DBS Checked. The full Lost Person and Vulnerable Adults Management Plan is available to see on request	**L2** **X** **C 5** **= 10**	Event Control will deal with this situation professionally and involve all the required partners deemed necessary from the first aid or security team or if any potential harm could arise, the Police will be involved to ensure the welfare of all staff and public.

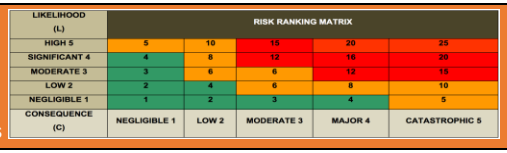
What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Unruly Visitors: *Members of the public, event staff and contractors* Visitors behaving in an anti-social manner that could impact on the safety of other visitors. Potential conflicts, overcrowding, crushing and possible hostile situations and fighting	**L 5** **X** **C 5** **= 25**	All incidents will be reported to Event Control and directions as to manage this will be given by them. Immediate engagement by Staffordshire University's Security will take place and all actions will be recorded. It is imperative that Guardians/Group Leaders explain to the visitors in their care that they behave in a social and polite manner at all times, as they are not only representing themselves but the schools and organisations they are attending. Event staff observing unruly visitors will advise the Event Managers, who in turn will contact the Guardian/Team Leader and request that the visitor is reprimanded and brought under control. Such matters will not be treated lightly and it's the Events responsibility to maintain the safety for all those attending. In extreme cases of anti-social behaviour, visitors will be removed from the venue – under these circumstances there would be no re-admission. Visitors removed from the venue will be dealt with accordingly; the police will be informed and action will be taken based on this contact and if required prosecute any consequences of anti-social behaviour. The Event Team, Event Control and Staffordshire University's Security to monitor.	**L 2** **X** **C 5** **= 10**	Any removal of person due to anti-social behaviour, will be carried out by SIA qualified staff, and in situations where a law has been broken the individual/s will be taken to a controlled area and the police will be informed and advise of the due process. Event Control will have access to all radio communications and will be directed to this point with key representatives from all the responsible partners involved in the event.
Exhibitors: *Members of the public, event staff and contractors* Unsafe exhibits or demonstrations Slips trips and falls plus injuries caused by exhibition and stands	**L 5** **X** **C 4** **= 20**	All Exhibitors are required to submit detailed Risk Assessments, Method Statements, certification and public liability insurances to Learn By Design. All of these documents are audited in advance of the event to ensure no unsafe exhibits or demonstrations are permitted in the event. During the pre-event phase and build phase all aspects of the exhibitor's installations are monitored and assessed along-side that of the activity taking place using the references mentioned earlier in this risk assessment. The Event Managers, prior to the event opening, visually inspects each and every aspect of all Exhibitors and their stand and demonstrations and only then will they be signed off enabling them to operate at the show. Throughout the whole time the public are on site there will be constant monitoring of the exhibitions and the Event Managers and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.	**L 2** **X** **C 2** **= 4**	All Exhibitors are provided an Exhibitor Manual, which explains what activities, and substances are prohibited within the event. Each stand will have a stand check sheet that will be completed by the Event Managers prior to the public being on site and this database will be held in the event office.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Food Sampling: *Members of the public, event staff and contractors* Allergies / Contamination / Reaction	**L 5** **X** **C 5** **= 25**	All Exhibitors are required to submit detailed description of any food sampling they wish to undertake. During the pre-event phase, the Exhibitors information will be checked using references mentioned earlier in this risk assessment. All Exhibitors will comply with legislation and guidance for food sampling, allergies and intolerance as laid by The Food Standards Agency (EU/FIC) and the Food Information Regulations 2014. Clear warning signage to be displayed detailing the contents of any sampling foodstuffs. The Event Managers, prior to the event opening, will watch and assess these demonstrations and check the exhibitor is fully compliant with all the regulations and only then will they be signed off enabling them to operate at the show. Throughout the whole time the public are on site there will be constant monitoring of all the demonstrations and food sampling; and all issues will be investigated and assessed by the Event Managers	**L 2** **X** **C 2** **= 4**	Samples only to be given with the consent of Guardians/Group Leaders or Parent in the case of young adults. Clear signage as to allergies and a food safety check list will be completed in relation to each exhibitor doing any food sampling.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
Slips, trips & falls: *Members of the public, event staff and contractors* Trailing cables and redundant equipment, loose carpet or other obstruction that might cause injuries, cuts and/or abrasions	**L 5** **X** **C 3** **= 15**	As part of the pre-planning for the event, all exhibitors and contractors will need to provide details of the exhibition stand/display installation. All cables will be either flown or taped securely down. Cables will not be permitted to cross the gangways. These will be checked prior to the venue being open to the public and all will be installed correctly. All redundant equipment will be removed from the exhibition floor prior to the event opening to the visitors. The Event Managers and Venue Duty Manager will conduct a thorough inspection of the show floor prior to the event opening to ensure there are no additional obstructions that might cause trips. The Big Bang Event Team will be in direct contact with Staffordshire University's contracted cleaners who will be on hand to clear up any spills within the exhibition areas. As the event is of a temporary nature, the exhibition areas will be constantly checked to ensure that if anything occurs that could pose a trip hazard or obstacle, it is reported via Event Control and either removed, repaired or corrected. Throughout the whole time the public are on site there will be constant monitoring of the exhibitions and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.	**L 2** **X** **C 2** **= 4**	Event Managers to monitor onsite.

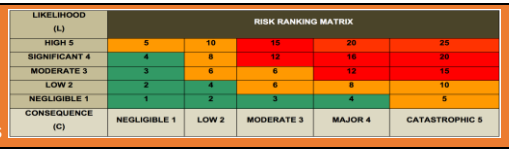
What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Theatre Shows / Live experiments and demonstrations with a seated audience: *Members of the public, event staff and contractors* Personal injury through show related risks, loud bangs and explosions Exposure to loud noise, spills, contamination, falling objects, slips trips and falls, overcrowding, crushing	**L 5** **X** **C 5** **= 25**	A very experienced team who have delivered them for a number of years are carrying out the management of the theatre shows. Show performers have produced a comprehensive risk assessment of all of the on-stage activities (these are available on request). If you have any doubt we advise that Guardians/Group Leaders speak to the theatre staff prior to entering the theatre. There is a rolling program of shows throughout the day. Before and during the changeovers, each area is checked to ensure its fully operational and fit for purpose. All Guardians/Group Leaders **MUST BE AWARE** that in the theatre areas they and their party will be exposed to loud bangs, explosions and flashing lights and ought to consider the situation for any persons in their party of a nervous disposition or with complex medical conditions that could be affected by such effects and should respond accordingly by either removing themselves from the space or advising the theatre staff. Everybody in the theatre area will be allocated his or her own seat. Ambassadors will direct you to your seats and manage this aspect of the event. In an emergency, you will be directed from the area by the theatre staff and Staffordshire University's Security Team. Guardians/Group Leaders are requested to listen to and assist in the guidance of their party at this time. Specific Risk Assessments have been produced for the shows and these have been checked and signed off by the Event Managers. The Event Safety Advisor has checked all of the shows documentation, watched rehearsals and if required put in any additional control measures to ensure all activities are safe. A team will then be in attendance during the first stage performance and onsite the whole time that the public are at onsite. The Event first aiders will be on standby to deal with any medical situation should it occur. Throughout the whole-time events are running in the area, constant monitoring will take place and any issues raised by the theatre team will be assessed by the Event Managers and Event Control who will log any issue, control and manage the situation until resolved and then assess the issue.	**L 2** **X** **C 2** **= 4**	All aspects will be rehearsed and continuous monitoring will take place.

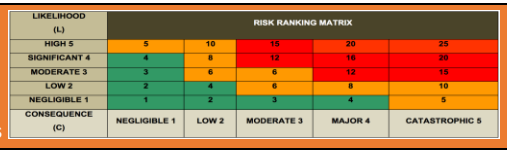
Who might be harmed & hazards	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Substances Hazardous to Health (COSHH) *Members of the public, event staff and contractors* Sickness, ill health etc. Contaminations and spills	**L 4** **X** **C 4** **= 16**	Prior to any Exhibitor arriving onsite, all information relating to Hazardous Substances will have been collected, as they must inform the event of what they are bringing and the methods that are being used to manage them, along with their own risk assessments. All items used in the event will have been identified, listed and COSHH data sheets obtained. In addition to this an assessment will be made of each substance to be established as essential to the task or function for which it is used. On arrival to Staffordshire University, all hazardous substances will be stored in accordance with the COSHH data sheets and under the guidance of Staffordshire University's safety team and the Event Managers. All necessary safety precautions will be in place to establish the safe storage of each hazardous substance including the provision of any necessary water or ventilation systems. All necessary hazard warning signs to be in place local to the substances in use or being stored. All used/ waste hazardous substances, including all vessels, bags, wrappings etc. that contain the hazardous substance when empty will be disposed of in accordance with Staffordshire University's event waste management plan for hazardous substances. All of necessary antidotes or neutralising agents must be available in close proximity to the hazardous substance, in the event of spillages only competent people will clear up any spillages and all waste will be cleared in accordance with the data sheets for the products and Staffordshire University's event waste management plan for hazardous substances. The event first aiders will be on standby to deal with any medical situation should it occur. Throughout the time that the Exhibition is running and hazardous substances are being used, constant monitoring will take place and any issues raised with these products will be assessed by the Event Managers and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.	**L 2** **X** **C 2** **= 4**	Onsite monitoring by the Event Managers.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Traffic management: *Members of the public, event staff, traffic marshals and contractors* Vehicle / pedestrian conflicts, such as road accidents, poor weather conditions etc – resulting in injury	**L 5** **X** **C4** **= 20**	As with any event of this nature, there is a complex and robust traffic management plan in place. Learn By Design will be using Staffordshire University's approved traffic management strategies to manage this process. Staffordshire University's traffic management team will control all external aspects of this. All schools' groups will be sent information on this and the parking arrangements for your visit. We recommend on the day of your visit you check if there are any issues on your route to Staffordshire University to identify if there are any traffic issues that might impact on your Journey or arrival time http://www.highways.gov.uk/traffic-information. Throughout the time that the Exhibition is running the traffic management will be monitored by the Staffordshire University's security and traffic team, who will log any issue, control and manage the situation until resolved and then assess the issue.	**L 3** **X** **C 3** **= 9**	Traffic issues beyond the boundary of Staffordshire University will be monitored using information provided via local and national traffic reports and the Highways Agency and any aspects of this will be assessed and worked into the dynamic traffic plan on any given day.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
Traffic Congestion: *Members of the public, event staff, traffic marshals and contractors* Long delays within a confined space, injury as a result of walking through a congested area, injury as a result of a traffic collision Slips, trips and falls causing injuries	**L 5** **X** **C 5** **= 25**	Within Staffordshire University's complex it has large coach parks capable of accommodating the high volumes of coaches and other transportation expected for this event. Please allow more than enough time to travel from your destination to Staffordshire University. You will be issued with a coach sign, please display this clearly in the front window. Parties with Disabled person coaches will be directed to an inner access point closer to Staffordshire University's entrance, there will be a direct coach sign for this. Guardians/Group Leaders will be sent an email explaining the process and reminding them to take the coach drivers contact details so they can call them when they require pick up. On arrival to Staffordshire University your Vehicles (coaches) will be directed to its allocated parking area, on arrival please listen to the instructions given to you and your party before disembarking Guardians/Group Leaders please be aware there are large numbers of vehicles (coaches) arriving and please ensure you and your party use all the pedestrian walkways as directed to by Staffordshire University staff. The road systems around Staffordshire University are busy, please do not be distracted.	**L 3** **X** **C 3** **= 9**	A holding area has been identified for coaches arriving without the correct accreditation.

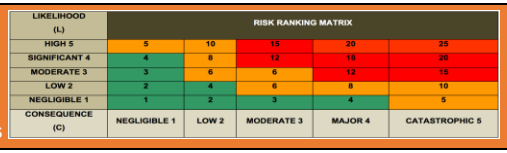
What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
Visitors accessing Coach Park: *Members of the public, event staff, traffic marshals and contractors* Vehicle / pedestrian conflicts resulting in injury Slips, trips and falls causing injuries	**L 5** **X** **C5** **= 25**	Once your accreditation has been checked guardians/group leaders and visitors will be directed to the queuing area and entry points for the exhibition. From this point event staff will dispatch staff, either traffic managers or event staff to escort the visitor group into the venue. Please follow any given instructions at all times.	**L 3** **x** **C 3** **= 9**	Guardians/group leaders should return to the car park in which you left your coach or vehicle as it will be waiting for you in the same location. Please make sure you and your traveling party take everything they need from the coach before disembarking.
Visitors egressing Coach Park: *Members of the public, event staff, traffic marshals and contractors* Vehicle / pedestrian conflicts resulting in injury Slips, trips and falls causing injuries	**L 4** **X** **C 5** **= 20**	Guardians/group leaders and visitors should not access the coach park until their designated coach has arrived and is ready to pick up. When you leave the exhibition, you will need to walk back to the point that your coach dropped you off, unless you have mobility impaired people as part of your group and you will be managed accordingly onsite and directed to specific areas for parking.	**L 3** **X** **C 3** **=9**	Any visitors whose coaches have not used the required procedures and dropped off elsewhere in the area will be directed to the place that they were dropped off for pick-ups.

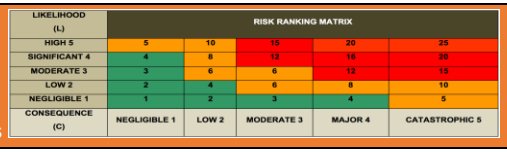
What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Fire Hazard – event areas *Members of the public, event staff and contractors* Death, major injury and damage to property	**L 5** **X** **C 5** **= 25**	The Event Managers, Staffordshire University's Event Team and if necessary, Staffordshire University's Fire Officer will inspect the event areas prior to opening and will be signed off as fit for use. The following areas will be inspected: ○ Fire Exits – Suitable and enough, properly signed, free of obstruction and easily opened ○ Occupancy capacities ○ Fire Fighting Equipment in place and within service date ○ Flame Retardancy Certificates held in the safety file ○ Staff numbers required covering all operational aspects of the event ○ Emergency Procedures check and alarms tested ○ Combustible materials cleared and safely stored ○ Storage of Waste away from public areas and managed The name and contact details of the all key personnel will be obtained and held in Event Control.	**L 3** **X** **C 3** **= 9**	Throughout the time that the event is running there will be constant patrols of the event areas to ensure constant monitoring takes place and any fire related issues are identified. These issues will be assessed by the Staffordshire University Fire Safety Officer and Event Control who will log the situation, control and manage the issues until resolved.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Waste Storage: *Members of the public, event staff and contractors* Burns and associated injuries	**L 4** **X** **C 5** **= 20**	A full waste management plan will be in place and Staffordshire University's waste management team will implement it. There will be mobile cleansing teams who can clear any build-up of waste should it occur. All exhibitors are requested to remove waste from public areas to avoid any build up and if they require assistance to contact Event Control who will deal with the request and task Staffordshire University's waste management team to assist as required. Waste storage close to event infrastructure to be provided in metal skips, in secure locations, away from main public areas. Suitable and sufficient firefighting equipment to be in place. Event Managers and Event Team to inspect.	**L 2** **X** **C 2** **= 4**	All aspects will be monitored by the Event Managers, and Staffordshire University's Fire Safety team. Fire related issues identified will be assessed by the Fire Safety Officer and Event Control who will log the situation then control and manage the issues until resolved.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
Arson *Members of the public, event staff and contractors* Damage by fire or smoke to persons and/or property as a result of a wilful act.	**L 5** **X** **C 5** **= 25**	A full waste management plan will be in place and Staffordshire University's Waste Management team will implement this. There will be mobile cleansing teams who can clear any build-up of waste should it occur. Smoking including E cigarettes and Vapes are not permitted in Staffordshire University; there are dedicated smoking areas in many points around Staffordshire University. Keep combustibles to minimum. No storage of combustible or explosive material permitted in Staffordshire University. Provide suitable and sufficient fire extinguishers and at exit doors. All event staff to be aware of location of extinguishers. All fabric of drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection. Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification. Access to combustibles to be restricted to working personnel by Event Team.	**L 2** **X** **C 2** **= 4**	There is a full surveillance operation in place, ranging from visual detection to a range of electronic fire detections systems that will be operational throughout the event and managed by Staffordshire University.
Emergencies: That might cause the need for a full evacuation *Members of the public, event staff and contractors* • Fire in the Exhibition Areas • Collapse of structure • Bomb threat • Power failure Death, major injury, burns and damage to property	**L 5** **X** **C 5** **= 25**	In the current climate in addition to emergency procedures we all need to have a heightened state of awareness to potential threats. Visitors should report anything suspicious to a member of the Big Bang Event Team or Staffordshire University's security. Staffordshire University has an Evacuation Plan that has been agreed with the local emergency services and responsible partners, that cover the requirements of a fire evacuation and the management plan for an act of terrorism. Should there be a need for an Evacuation, Emergency announcements will be made over Staffordshire University PA system (back-up power necessary) to give instructions to the Visitors. We ask Guardians/Group Leaders to listen to these and act as directed and support the work of Staffordshire University's security team and emergency services. All access routes to be controlled by the venue. All Event Team and Event Safety Advisor to be familiar with any event specific evacuation strategy and alarm system.	**L 3** **X** **C 3** **= 9**	All aspects will be monitored by the Event Managers and Staffordshire University's event teams. Any amendments in procedures or operational practice will be added to evacuation plans and operational processes.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
Portable Electrical Equipment: *Members of the public, event staff and contractors* Sources of ignition and heat Electrocution Death, major injury, burns and damage to property	**L 5** **X** **C 5** **= 25**	Reputable suppliers used. Staffordshire University's house mains supply to be used for all of the exhibits and the appointed contractor will manage the mains distribution and protection. Evidence of PAT available upon request. Visual inspection as installed on site any damaged equipment to either be repaired by a competent person and then PAT tested or to be removed from site. All equipment to be powered down at the end of the work activity. All electrical installations by exhibitors to be signed off as fully compliant with all IET Wiring Regulations BS 7671 and take particular note of Regulation 421.1.201 (Protection against fire caused by electrical equipment).	**L 2** **X** **C 2** **= 4**	Throughout the exhibition there will be constant monitoring of all electrical installations by stand owners and Event Managers. Any issues identified will be rectified and if needed, Staffordshire University's electrical team will be involved.
Blocked vents on portable equipment with internal fans: *Members of the public, event staff and contractors* Sources of ignition and heat Fire and explosion Burns and associated injuries	**L 4** **X** **C 5** **= 20**	Event layout designed to allow adequate space for equipment storage. All equipment to be powered down at the end of the work activity. Move all heat generating items away from possible sources of ignition. Ensure that all heat generating items are clear from any obstruction and have a good free flow of air and are well ventilated.	**L 2** **X** **C 2** **= 4**	As part of the pre-show checks and routine patrols, portable equipment with vents will be inspected for any issues.

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
House supply socket. No RCD on outlet: *Members of the public, event staff and contractors* Sources of ignition and heat Death, major injury, burns and damage to property	**L 5** **X** **C 5** **= 25**	Event Team to undertake basic checks on site. RCD provided by official contractor to be located as near as possible to mains outlet to reduce length of unprotected cable. Routing of all cable to be considered and managed. Approved type connector to be used only.	**L 2** **X** **C2** **= 4**	Event Managers to monitor onsite.
Fire Escape Routes: *Members of the public, event staff and contractors* Becoming blocked or obstructed Lack of security and stewards Burns and overcrowding/crushing	**L 5** **X** **C 5** **= 25**	Where possible all cables laid flat, matted with heavy rubber matting and taped in place. White tape used to mark trip hazard. Consider alternative route with less traffic over the duration of the Event. Check at regular intervals throughout each day and before each session. Escalate to venue if there is no sensible provision for cabling across the doorways, a requirement at Staffordshire University. Event Managers to monitor and advise as needed.	**L 2** **X** **C 5** **= 10**	Event Managers and security to monitor onsite and manage any issues.

Who might be harmed & hazards	Initial Risk Rating	Control / Actions 	Residual Risk Rating	Further Action /Controls
Generic Risks: *Members of the public, event staff and contractors* Personal injury and property damage Injury due to falling and unsafe objects, cuts and grazing, burns and contamination from burning material	**L 5** **X** **C 5** **= 25**	Limit sources of ignition. Limit sources of fuel – all construction materials in set / staging / dressing to be treated with a fire retardant. Separate RA to be undertaken when oxidising agents and or oxygen gas cylinders brought onsite. Staff will not interfere with any fire detection equipment installed by the venue. All event staff to be briefed on proper procedures to be undertaken when discovering a fire. All personnel to be briefed on evacuation procedure including escape routes. Fire Marshalls will monitor the exhibition halls at all times in relation to fire related issues, identified issues will be assessed by the Fire Safety Officer and Event Control who will log any issue, control and manage the situation until resolved and then assess the issue.	**L 3** **x** **C 3** **= 9**	Event Team and Security to monitor onsite and manage any issues.