

Norfolk Skills and Careers Festival
9th and 10th March 2022
Event Safety Risk Control



Event Safety Risk Control					
<u>Hazard</u>	<u>Risk</u>	<u>Persons Affected</u>	<u>Risk Control Measures</u>	<u>Risk Likelihood Rating</u>	<u>Additional control measures required</u>
Traffic Collision	Vehicle v Vehicle Vehicle v Pedestrian	All	<ul style="list-style-type: none"> • Security company employed to manage traffic inside the Showground including parking areas, • Signs at entrance to the Showground advise drivers to drive carefully, • Pedestrian egress and loading back onto coaches will be supervised by Security company, • Vehicles required to park North of the Arena • Staff in parking areas will wear hi vis jacket/tabard. • Exhibitor vehicle movement on site is not allowed when the exhibition is open to the public • Sterile area has been created around the outside exhibits. These are segregated from the parking area and coach route and stewarded. • Site speed limit displayed • Traffic direction flow adequately signed 	E - Rare	Emergency vehicles on display (Fire Appliance) may need to leave the Showground in an emergency. Position these vehicles in a location they can easily leave in. Exit back towards the car park rather than through the sterile area. Emergency vehicles will be driven by emergency services staff (fire, police, ambulance) and therefore experience drivers.
Provision of poor equipment	Structural collapse Supplier fails to show up Failure of equipment provided	Event Organisers Exhibitors	<ul style="list-style-type: none"> • Only reputable contractors who have existing relationships with the venue are being used, • All arrangements will be confirmed in writing, • Sign off certificates for all structures and electrical work will be provided by suppliers before the event opens, • Permanent venue infrastructure and equipment is checked on a regular basis, 	E - Rare	
Food Hygiene	Food poisoning	All	<ul style="list-style-type: none"> • Catering provided by an reputable contractor, • All catering staff are trained and supervised, • Hand washing facilities available, 	D- Unlikely	
Electricity	Failure of equipment	All	<ul style="list-style-type: none"> • All electrical works to be conducted by a reputable contractor who knows the venue well, • Electrical contractor is NICEIC approved and staff qualified, • Sign off certificate for all electrical work will be provided by suppliers before the event opens, 	D- Unlikely	Event management team and electrician on site to keep an eye out for any unsafe equipment bought on site by exhibitors –

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	Poor quality or fitting of equipment Fire Trip over exposed cable Electric Shock		<ul style="list-style-type: none"> • All electrical items bought on site by exhibitors must be PAT tested, • All venue owned electrical infrastructure is checked prior to install and inspected regularly, • Multiway leads are not permitted to be used – exhibitors are advised at time of booking. • No cables to be run on open ground, in particular across aisles – all cables to be covered with cable matting or taped to the floor. • Electric drops come into each stand rather than having to be pulled across aisles • First Aid team on site 		visual checks for any loose wires or fittings etc.
Electricity	Power outage	All	<ul style="list-style-type: none"> • Event takes place during daylight hours, • Circuit breakers in place at the venue, • Electrician on standby during event hours. Venue staff on site during event hours. 	E - Rare	
Fire	Fire in the venue	All	<ul style="list-style-type: none"> • Venue fitted with fire extinguishers, • No gas permitted inside the venue, • No smoking inside buildings, • All electrical works conducted by a reputable contractor, • Fire alarm tested prior to the event. • Security team briefed in evacuation procedure, • No flammable or combustible material permitted in the venue, • Any vehicles in the venue must have battery disconnected and minimal fuel, • Cleaning contractors to empty waste bins regularly and dispose of waste out of public access, • Buildings meet the relevant regulations • Evacuation procedure in place – see Event Management Plan. • Fire exits illuminated and/or adequately signed or both • Fire action notices displayed 	E - Rare	
Cleanliness	Poor cleanliness of toilets and venue Disposal of waste	All	<ul style="list-style-type: none"> • Cleaning contractor booked to attend to the venue and toilets throughout the event, • Cleaning contractors to empty waste bins regularly and dispose of waste • Cleanliness inspected as part of the pre opening checks, 	C - Possible	

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Weather	Hot weather Cold weather Wet weather High winds Ice/Snow	All	<ul style="list-style-type: none"> • Event cancellation plan in place – see Event Management Plan, • Drinking water available, • First aid staff on site, • Event staff to be provided with hot and cold drinks, • Staff advised to dress appropriately, • Estates Team to be consulted to grit and clear roadways and pathways, • Venue has gas heating – gas already held on site securely and not reliant on the mains, 	C - Possible	<p>Event team to monitor the weather forecast prior to the event and act accordingly – contact schools and exhibitors to advise them of any actions required.</p> <p>Decide if tractors need to be on standby to pull vehicles if car parks are likely to be wet.</p> <p>Utilise hardstanding for coach parking.</p> <p>Make arrangements to set heating in the venue</p>
Overcrowding	Capacity of venue exceeded	All	<ul style="list-style-type: none"> • Capacity of venue is capped at 1500 which has been calculated based on 2 people per square meter of available floorspace. This allows for 1200 visitors and 300 exhibitors. • The capacity which has been designated is a reduced value than the calculated rate to take into account the visitors experience so that the venue allows for free movement. • Group leaders will be asked to check in and out in the reception. Reception team will be responsible for calculating how many people are in the venue at any one time using this check in procedure. • Groups must book in advance and pre bookings are capped at 1200 at any one time. • Should the capacity of the venue be exceeded, a one out/one in system will operate until the number of people in the venue reduces below the capacity. • Fire exits allow for prompt evacuation of the venue. • Security staff are present and will assist with controlling crowds if needed. 	D- Unlikely	Continue to monitor capacity on the day of the event and pre booked groups.
Manual Handling	Injury to person lifting	Exhibitors Event Staff	<ul style="list-style-type: none"> • Exhibitors must present their own Risk Assessment and Public Liability Insurance Certificate to cover activities taking place on their stand. 	D- Unlikely	Event Management Team to patrol the venue during the event and view the

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		Contractors	<ul style="list-style-type: none"> Estates staff have been trained in Manual Handling and will utilise forklifts and other lifting equipment where needed, Contractors are responsible for their own staff, Activities taking place on each exhibition stand will be registered prior to the event and any stand with an activity which may involve manual handling will be contacted to discuss the activity further. First aid team on site Lifting equipment must not be overloaded 		activities taking part on each stand to identify any which may be of risk to students.
Security of site	Theft Breaking and entering into the venue – gaining unlawful access Vandalism	Exhibitors Event	<ul style="list-style-type: none"> Overnight security provided for Tuesday and Wednesday evenings, Exhibitors advised not to leave any valuable items on their stand or unattended at any time, including overnight, No cash used for the event or kept on the premises, Venue will be locked at night and unlocked in the morning by either the security team or Event Manager Fire doors will be signed to indicate they are for emergency use only Key holders are minimal – venue staff and security team only hold a key to the venue, Showground perimeter gates are locked at the end of each day preventing access. 	E - Rare	Re-confirm to exhibitors that they must not leave any valuable items unattended.
Insufficient Medical Cover	Injury Illness	All	<ul style="list-style-type: none"> Medical cover arranged through a reputable contractor, Other staff present at the event are also first aid qualified – security team, event organisers, Venue is located only 4 miles away from the nearest Accident and Emergency Department. 	D - Unlikely	
Command and Control	Loss of control over the event Loss of communications	All	<ul style="list-style-type: none"> Security and event team briefed prior to event opening, Radio communications between event, medical and security team, Access to the Showground can be stopped at the main entry gate on the perimeter if needed. Mobile phones available as back up if required. Fire doors will be signed to indicate they are for emergency use only Landline telephones available in the Showground office Loud hailers available as back up 	D - Unlikely	
Inadequate lighting	Injury	All	<ul style="list-style-type: none"> Event primarily takes place in daylight hours 	D- Unlikely	Lighting tower available on Site if needed.

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			<ul style="list-style-type: none"> Event staff advised not to be on their own outside if it is dark – work in pairs All venues have outside lights fitted. Torches available in the RNAA office. 		Lights can also be placed at strategic points around the Showground if needed.
Chemical Storage	Exposure to chemicals	All	<ul style="list-style-type: none"> Cleaning chemicals are stored in a cupboard which is locked and out of public access, Cleaning chemicals are the responsibility of the cleaning contractor, No known chemicals will be bought by exhibitors, Café responsible for own cleaning chemicals. 	E- Rare	
Press/ Photographer	Photo taken of child without permission	Students	<ul style="list-style-type: none"> Signage at entrance to venue indicates photographs will be taken. Persons to advice at reception if they do not want their photo taken and they will be asked to wear a red sticker to identify this to the photographer. Schools pre advised of this in their pre event pack. All Press and Photographers must check in at the reception and to be met by a member of the event staff. 	C - Possible	
Lost Child/Vulnerable Person	Vulnerable person is separated from their group	Students	<ul style="list-style-type: none"> Lost person procedure in place All groups are attended by their school/college group leader All persons attending deemed to be old enough not to be vulnerable if lost, Reception open throughout for enquiries Security team present in the venue and stewards will be approachable to alert to any lost persons 	D - Unlikely	
Child Protection	Safety/wellbeing of a young person is compromised	All	<ul style="list-style-type: none"> Persons present are not in the position of having 1-1 contact with a young person at any time and will be advised against putting themselves in this position Security team in place Unable to run CRB checks on all Exhibitors and Staff present as this would restrict the number of persons who would be able to work at the event and therefore the success of the event Group leaders to take responsibility for their students Contact details collated for group leaders Private area available on the Showground if a student requires a 'welfare' area where they can sit quietly (with supervision). 	E- Rare	Remain alert
Water	Interruption in water supply	All	<ul style="list-style-type: none"> Venue and Estates Team present on site to deal with any issues which may arise, 	E - Rare	

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	Burst pipe		<ul style="list-style-type: none"> Regular maintenance works take place across the venue Event cancellation procedure in place Mains water supply can be stopped in various places across the site if needed. Contact details for school groups and exhibitors held on file. No exhibitors are known to require water for their exhibit. 		
Structural failure	Struck by falling object Collapse	All	<ul style="list-style-type: none"> Only reputable contractors who have existing relationships with the venue are being used, All arrangements will be confirmed in writing, Sign off certificates for all structures will be provided by suppliers before the event opens, Permanent venue infrastructure and equipment is checked on a regular basis, Walk through of the event site will take place before the event opens. 	E – Rare	Stewards and security staff to report any maintenance issues to the event team.
Financial	Event runs at a loss Exhibitors do not pay	Event	<ul style="list-style-type: none"> Exhibitors must pay for their stand in full before they attend Full budget in place and costs will not be exceeded unless absolutely necessary Sponsorship sought to cover costs Administering company has good cash flow to pay contractors Budget managed by competent person Event is not reliant upon ticket sales on the day – all income should be receipted before the event opens 	D – Unlikely	Continue to manage income and expenditure
Fall from height	Fall from access platform	Contractors	<ul style="list-style-type: none"> Contractors are responsible for own staff Staff must wear a harness when using high access equipment Venue staff act as first aiders during set up period Access platforms only used during set up and break down – no public on site No activities known which take place at height for students to take part in. Erectors and users of scaffolding towers or elevated work platforms must be duly trained and certificated Any ladders used must be of industrial strength and inspected and registered 	D – Unlikely	
Slip or Trip	Exposed cables	All	<ul style="list-style-type: none"> Walk through takes place before event opens to public 	C – Possible	

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	Spillage not cleared away Unsafe terrain Ice/Snow		<ul style="list-style-type: none"> • Electrical contractor to secure all cables at floor level using cable matting or tape • Pathways and roadways to be gritted and cleared if snow or ice • Cleaning staff on site to clear spillages • Wet floor signs available • Walkways are all based on hardstanding – flat terrain • Fire doors and walkways must be kept free of obstruction at all times • Fire doors will be signed to indicate they are for emergency use only • Only the appropriate loading doors are to be used for loading and unloading. 		
Bomb Threat / Suspicious Package	Suspicious package	All	<ul style="list-style-type: none"> • Staff trained in HOT principle – see Event Management Plan • Evacuation Procedure in place • First Aid and Security team on site • Bomb Threat procedure in place – See Event Management Plan 	E - Rare	
Traffic	Traffic incident in the local area affects travel to and from the event site	All	<ul style="list-style-type: none"> • All staff and contractors to be in place at least 30 minutes prior to event opening • All exhibitors to be in place at least 30 minutes prior to event opening • Contact details held for School Groups and Exhibitors 	D - Unlikely	In the event of a traffic incident, listen to news updates for further information
	All above	Exhibitors	Exhibitors sent arrival instructions and copy of the Exhibitor Manual prior to the event and asked to confirm they have read the contents of these documents		
Coronavirus			<ul style="list-style-type: none"> • Current UK risk level at moderate. • No government guidance in place to prevent the event from taking place. • Masks optional in indoor spaces but recommended in crowds 		Continue to monitor updates from Public Health England and follow guidance.

Likelihood of occurrence	Category
Almost Certain	A

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Likely	B
Possible	C
Unlikely	D
Rare	E