

Event Risk Assessment



| Version Control | Policy approval | Policy review date |
|------------------------|------------------------|---------------------------|
| Version | | |
| V1 | 22.9.2021 | 22.9.2022 |
| V2 | 12.7.2022 | 1.9.2023 |
| V3 | 19.9.2023 | 1.9.2024 |
| V4 | 1.9.24 | 1.9.25 |
| V5 | 1.9.25 | 1.9.26 |

NAS Media Ltd Events

| Likelihood | | Severity | |
|--------------------|---|--------------------|---|
| Extremely Unlikely | 1 | Minor issue | 1 |
| Unlikely | 2 | Moderate issue | 2 |
| Likely | 3 | Serious issue | 3 |
| Extremely Likely | 4 | Major issue | 4 |
| Almost Certain | 5 | Catastrophic issue | 5 |

| Risk Matrix | | Severity | | | | |
|-------------|---|----------|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | 1 | 1 | 2 | 3 | 4 | 5 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 5 | 5 | 10 | 15 | 20 | 25 |

| Hazard | Risk | Risk Rating | Control measures/precautions |
|-----------------------------------|---|-------------|---|
| Electrical equipment and supplies | Electrocutation Short-circuiting Fire Burns and explosion Death | 12 | <p>Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so correctly.</p> <p>If there is any doubt that an item is safe, the main electrical contractor will be requested to check it. Should be deemed unserviceable it will be removed from the Halls.</p> <p>It remains the Contractors or Exhibitors responsibility to ensure that all of their equipment is in good order and PAT tested.</p> <p>All stands will be 'signed off' by a qualified electrical engineer prior to being energised.</p> |
| Noise | NIHL, tinnitus and other hearing problems Failing to hear important tannoys Poor Audibility | 4 | <p>The tannoy system is to be tested to ensure good communication on the site.</p> <p>Announcements will be in a clear format, so far as is reasonably practicable.</p> <p>If any evacuation announcements cannot be heard over the ambient noise then Security, FM's and Health & Safety physically go into the Halls to evacuate people should the need arise.</p> <p>Any faults with the tannoy system are to be reported without delay.</p> |

| | | | |
|--------------------|---|----|--|
| Weather | Rain can cause slippery floors and puddles Overheating and dehydration | 12 | The venue staff will ensure appropriate action is taken to keep the venue safe. |
| Visitor Management | Overcrowding Fights Fatigue Crushing and claustrophobia | 8 | There will be security present throughout the event. Time slots have been carefully planned to have a maximum number of students visiting into each slot. There will be refreshments available throughout the event. Fire exits are clearly visible in case of an emergency and security will be managing crowd flow. |
| Stands | Knocked boards can fall Trips | 3 | Exhibitors will be required to complete their own risk assessment form to ensure the running of their stand complies with health and safety. Do not lean against the stands. Exhibitors will ensure items are tucked away properly to avoid trips. |

| | | | |
|---------------------|---|----|--|
| Refreshment Area | Spills Contamination/germs Burns | 4 | There will be a bar selling refreshments and snacks on the ground floor, the staff work for the venue and will be complying with the venues health and safety procedures. There will ensure any spills are cleaned up quickly and everything is hygienic. |
| Car Park | Injury Death | 5 | The walk from the coach drop off point to the show entrance is all on the safety of the path. There are stewards to ensure students stick to the pathway. |
| Illness & Accidents | Visitor or Exhibitor illness Visitor or Exhibitor accidents | 4 | First Aid is onsite at all times. Contact via any of the Organisers around the event or at the Help Desk, via any of the stewards and/or security team, or directly via the First Aid Room (where applicable). |
| Safeguarding | Inappropriate contact from an adult either working at or visiting the event | 10 | Exhibitor Code of Conduct, Visitor Code of Behaviour & Employee Code of Conduct NAS Media Ltd Safeguarding Policy Onsite Help Desk Taking and use of images guidance Security staff in place Relevant documents are made available on the portal for exhibitors and in advance to group leaders |

