EVENT RISK ASSESSMENT

<table>
<tr><td rowspan="2">Event: VEX Robotics UK National Championships 2023</td><td rowspan="2">Tenancy dates: 02-06 March 2023

Build up: 02 March 2023: 08.00-22.00

Open: 03 March – 06 March 2023: 07.00-20.00 each day

Breakdown: 17.30-22.00: 06 March 2023</td><td>Venue:
The International Centre</td></tr>
<tr><td>Halls in use:
Hall 3

Rooms in use:
Beckbury Suite
Pattingham Suite
Hall 3 Office
Wenlock 1-3</td></tr>
<tr><td colspan="2">Risk assessment undertaken by: Paul McKnight</td><td rowspan="2">Distribution:
• Show Management Team
• Venue</td></tr>
<tr><td>Signed: Paul McKnight

Date: 30/01/2023</td><td>Signed:

Date:</td></tr>
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Hazards	Consequences	Who is at Risk	P	xS	=R	Controls	PxS=R	Action Level

Scope of Risk Assessment:

This assessment covers from 08.00 on 02 March 2023 until 22.00 on 06 March 2023

- Items of Additional Risk:

Visitor Profile:

- Age range: All ages – majority 11-19
- Alcohol consumption: N/A
- Likelihood of some drug use: N/A
- Number of children: High number expected
- Disabled: Small number anticipated
- New and expectant mothers: Low
- Busy period: 08.30-17.30 each day

  Expected attendance: Approx. 600 each day

Show Profile:

- Profile: Mainly Key Stage 2 & 3 children & teachers – some parents/siblings expected at the weekend
- Visitor capacity at any one time: 600
- Details of after show events: n/a
- Extent to which the show is likely to be vulnerable to terrorist attack or protest?: Low

Hazards	Consequences	Who is at Risk	P	xS	=R	Controls	PxS=R			Action Level
Crowd control – general	Falls, crushing, fainting	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	2	4	Competent and experienced stewarding – number of stewards subject to projected number of visitors/delegates and final floor plan Radio communication Trained first aiders Regular monitoring	1	2	2	2 Low
Crowd control on exit	Impact injuries with moving vehicles on site	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	3	6	Competent and experienced traffic stewards PPE – high visibility vests / coats – stewards Marked dedicated walkways Controlled exit of delegates via main venue entrances only	1	3	3	3 Low
Emergencies – bomb threat	Panic, falls and crushing, explosion	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	1	5	5	Venue bomb procedure in place Venue trained staff in bomb/terrorism threats	0	3	3	Low
Spillages	Slips and falls	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	3	6	Dedicated cleaning staff on call / radio contact to clear up. Signage, cordon and control. Regular monitoring of all areas.	1	2	2	Low
Evacuation	Panic, falls, crushing	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	5	10	A managed emergency evacuation procedure Competent and experienced security / stewards Regular radio communication	1	5	5	5 Med

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Fire	Burns, smoke injuries	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	5	10	Emergency evacuation procedure Event fire risk assessment Competent and trained fire stewards / security Regular monitoring Venue nominated person to investigate any pre alarm	1	4	4	4
Delegates not knowing which way to escape	Death Burns Fire	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	4	12 H	Illuminated fire exit signs. Additional fire exits installed where necessary. Competent fire stewards Emergency fire evacuation procedure Organisers to be given emergency evacuation procedure / briefing	1	3	3	Low
Fire alarms not being heard during show due to sound systems.	Death Burns Fire	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	4	5	20 H	Fire stewards and security to be situated at or near to production desk/disco to instruct the sound engineer to kill the sound in the event of an activation of the alarm. Competent fire stewards / security	1	3	3	Low
Food contamination / food poisoning	Illness Death	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	1	5	5	COSSH assessment Regular inspections of catering areas Competent catering staff Monitoring by F&B manager	1	3	3	3 Low

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Rigging in halls	Death Serious injury Crushes	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	3	9H	No unauthorised access at any times during rigging and de-rigging. Access for official crew only Full high vis jacket and safety shoe area in halls throughout build-up and breakdown Regular monitoring Compliance with Construction Design and Management Regulations	1	1	2	Low
Dropping of items when working at height	Death Serious injury	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	5	15	Where possible isolate work area below Correct and adequate PPE Only carry required equipment on machine Safety harnesses used Competent trained operator Compliance with Construction Design and Management Regulations	2	2	4	Low
Electrocution	Death Burns	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	4	12	Competent electricians RCD protection Power to be turned on and off according to set schedule	1	4	4	Low
Steel deck / staging collapsing	Multi injuries	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	4	4	16	Competent and experienced workforce / contractor Competent supervisor	1	3	3	Low

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Overcrowding	Crushing	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	4	5	20	Organiser supplying delegates numbers and updating where necessary Competent and experienced security / stewards Radio communication Regular monitoring by stewards and event manager	1	3	3	Low
Moving vehicles Loading / unloading	Death Major injury	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	4	8	Competent experienced traffic stewards Car park stewarding plan Vehicle movement policy & procedures Full high vis jacket and safety shoe area in halls throughout build-up and breakdown Compliance with Construction Design and Management Regulations	1	3	3	Low
Vehicles unloaded in halls	Fire Collision Serious injury Crushes	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	3	9H	Competent experienced traffic stewards Competent banksman to monitor vehicle movement Vehicle movement restricted in halls High visual jackets for all personnel involved Vehicle movement policy & procedures	1	2	2	Low
Vehicles movement during break down	Death Major injury	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	4	8	Competent experienced traffic stewards Car park stewarding plan Vehicle movement policy & procedures	1	3	3	Low

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Blocking of fire exits	Fire Death Crushing	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	5	15	Regular monitoring of aisles and fire exits Competent fire stewards to ensure all aisles and fire exits kept clear Competent fire stewards, security team & event manager Suitable floor plan Good housekeeping	1	4	4	Low
Trailing cables	Trip hazards Falls	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	3	9	All cables to be tied and tidied away. Use cable management and floor ducts where possible Competent contractors Regular monitoring	1	3	3	Low
Heavy lifting	Serious injury Crushes Falling from height	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	4	4	Competent and trained staff / contractors. All areas to be clear of non-essential personnel / public during procedure Use of lifting equipment as required Compliance with Construction Design and Management Regulations where required	1	2	2	Low
Noise	Damage to ears	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	3	9	Noise management plan Regular breaks / rotating of staff Ear plugs available if requested No unauthorised staff in area during sound checks	1	3	3	Low

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Excessive drinking	Slips, falls Serious injury and illness	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	4	3	12 H	Competent bar staff with adequate training to deal with drunk customers and empowered to refuse service to any person deemed to be “drunk” Competent bar manager present at all times. Fully trained and licensed security present in bar area at all times to monitor visitors. Challenge 25 policy	3	1	3 L	Low
Abuse from visitors who have drunk excessively	Abuse both verbal and physical, Serious injury	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	3	9H	Competent bar staff with adequate training to deal with drunk customers and empowered to refuse service to any person deemed to be “drunk” Competent bar manager present at all times. Fully trained and licensed security present in bar area at all times to monitor visitors. Harassment policy in place Zero tolerance for abuse on any staff.	2	1	2 L	Low
Alcohol, drugs, individuals under the influence	Slips, trips, falls, violence, collapse	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	2	4	Competent and experienced stewards Trained security First aiders Regular toilet checks Regular monitoring of all areas Challenge 25 policy	1	2	2	2 Low
Children on site during build up / breakdown	Injury	Visitors / Public	2	4	8	No children on site during build up and breakdown. Policy.	1	1	1	Low
Children onsite	Lost children	Visitors / Public	2	2	4L	All stewards briefed on lost child procedure. All lost children to be taken to reception or reported to member of security. If lost child found following an evacuation then child to be escorted the assembly point A.	2	1	2 L	Low

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HR becoming trapped in their office	Death in event of a fire Injury from tripping over in a dark hall	Venue staff – HR department	3	3	6	Event manager to inform HR of exit routes and any hazards they may encounter	1	2	2	Low
Lasers Na	Damage to eyes Serious injury	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	2	3	6M	Competent contractors used for all laser displays at show. Suitable and sufficient risk assessment from competent contractor No unauthorised access to laser controls Suitable and sufficient show documentation and method statement from competent contractor Operating procedure to be clearly communicated to all relevant personnel (see contractors method statement) Visible signage and audible warning that lasers are being used during event	2	2	4	Low
Pyrotechnics NA	Fire Serious injury Explosion	Visitors / Public Venue Staff Exhibitors Organisers Staff Contractors	3	3	9H	Competent contractors used for all pyrotechnics during show. Suitable and sufficient risk assessment & method statement from competent contractor No unauthorised access to pyro's controls Suitable and sufficient show documentation and method statement from competent contractor All equipment to be stored offsite with final installation at latest possible time. Firing method and procedure to be clearly communicated to all relevant personnel.	1	2	2	Low

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Other special considerations Event Manager to complete For example Event involving children Vehicle events Animal events Heavy lifting Use of drones High risk sports – BCA/Archery Etc.										