

# EVENT RISK ASSESSMENT

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| <b>Event:</b> VEX Robotics UK National Championships 2026         | <b>Tenancy dates:</b> 26 February 2026 - 02 March 2026<br><br><b>Build up:</b> 26 February 2025: 08.00-22.00<br><br><b>Open:</b> 27th February – 2nd March 2026: 07.00-20.00 each day<br><br><b>Breakdown:</b> 17.30-22.00: 02 March 2026 | <b>Venue:</b><br>The International Centre  |
|   |   | <b>Halls in use:</b><br>Hall 1   |
|   |   | <b>Rooms in use:</b><br>Ludlow 1<br>Ludlow 2<br>Hall 1 Office<br>Atcham Suite  |
| <b>Risk assessment undertaken by: Paul McKnight</b>               |   | <b>Distribution:</b> <ul style="list-style-type: none"> <li>• <i>Show Management Team</i></li> <li>• <i>Venue</i></li> </ul> |
| <b>Signed: Melissa Butterworth</b><br><br><b>Date: 27/01/2026</b> | <b>Signed: Paul McKnight</b><br><br><b>Date: 27/01/2026</b>   |  |

| Hazards | Consequences | Who is at Risk | P | xS | =R | Controls | PxS=R | Action Level |
|---------|--------------|----------------|---|----|----|----------|-------|--------------|
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### Scope of Risk Assessment:

This assessment covers from 08.00 on 26th February 2026 until 22.00 on 2nd March 2026

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

| Hazards   | Consequences           | Who is at Risk  | P | xS | =R      | Controls   | PxS=R |   |   | Action Level |
|---|------------------------|---|---|----|---------|--|-------|---|---|--------------|
| Fire  | Burns, smoke injuries  | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>Contractors | 2 | 5  | 10      | Emergency evacuation procedure<br>Event fire risk assessment<br>Competent and trained fire stewards / security<br>Regular monitoring<br>Venue nominated person to investigate any pre alarm                            | 1     | 4 | 4 | 4            |
| Delegates not knowing which way to escape                     | Death<br>Burns<br>Fire | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>Contractors | 3 | 4  | 12<br>H | Illuminated fire exit signs.<br>Additional fire exits installed where necessary.<br>Competent fire stewards<br>Emergency fire evacuation procedure<br>Organisers to be given emergency evacuation procedure / briefing | 1     | 3 | 3 | Low          |
| Fire alarms not being heard during show due to sound systems. | Death<br>Burns<br>Fire | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>Contractors | 4 | 5  | 20<br>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.<br>Competent fire stewards / security       | 1     | 3 | 3 | Low          |
| Food contamination / food poisoning                           | Illness<br>Death       | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>Contractors | 1 | 5  | 5       | COSSH assessment<br>Regular inspections of catering areas<br>Competent catering staff<br>Monitoring by F&B manager   | 1     | 3 | 3 | Low          |

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

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

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

| Hazards   | Consequences                                      | Who is at Risk  | P | xS | =R      | Controls   | PxS=R      | Action Level |
|---|---|---|---|----|---------|--|------------|--------------|
| Excessive drinking                              | Slips, falls<br>Serious injury and illness        | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>Contractors | 4 | 3  | 12<br>H | Competent bar staff with adequate training to deal with drunk customers and empowered to refuse service to any person deemed to be "drunk"<br><br>Competent bar manager present at all times.<br><br>Fully trained and licensed security present in bar area at all times to monitor visitors.<br><br>Challenge 25 policy  | 3 1 3<br>L | Low          |
| Abuse from visitors who have drunk excessively  | Abuse both verbal and physical,<br>Serious injury | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>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"<br><br>Competent bar manager present at all times.<br><br>Fully trained and licensed security present in bar area at all times to monitor visitors.<br><br>Harassment policy in place<br><br>Zero tolerance for abuse on any staff. | 2 1 2<br>L | Low          |
| Alcohol, drugs, individuals under the influence | Slips, trips, falls, violence, collapse           | Visitors / Public<br>Venue Staff<br>Exhibitors<br>Organisers Staff<br>Contractors | 2 | 2  | 4       | Competent and experienced stewards<br><br>Trained security<br><br>First aiders<br><br>Regular toilet checks<br><br>Regular monitoring of all areas<br><br>Challenge 25 policy  | 1 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.<br><br>All lost children to be taken to reception or reported to member of security.<br><br>If lost child found following an evacuation then child to be escorted the assembly point A.  | 2 1 2<br>L | Low          |

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

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