

LCR Skills Show RISK ASSESSMENT 2019

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - WORKPLACE RISK ASSESSMENT											
Premises: The Heath Business & Technical Park											
LOCATION: Exhibition Hall				WORK ACTIVITIES: Visitors and student parties to Halton LCR Skills Show 2019.							
DEPARTMENT: Safety, Health and Environment Department				DATE: 20 th March 2019							
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE) Insert N/A if no additional controls required	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Provide a description of the item or work activity that is likely to cause harm below.	Provide a description of who could be exposed to the hazard(s).	Provide information regarding the existing measures in place to prevent the harm being realised below.	See drop down menu choices			Display the 1st risk rating below	Explain additional control measures that should be implemented to REDUCE the risk to as low as is practicable below.	See drop down menu choices			Display the 2nd risk rating calculation reflecting the extra controls
EXAMPLE Slips on wet flooring	Employee's Visitors	Clean the area Wet floor warning signs until dry	5	10	1	High	Eliminate the source of water causing the wet areas where possible	5	1	1	Acceptable
Visitor or member of group requires medical attention.	Visitors to site	Professional first aid cover provided by 'Manone Medical'. Plus, nominated & trained venue staff will be providing first aid services across the venue on the day. Event Managers will respond to all accidents and medical emergencies. Venue staff are visible at all locations across the venue and coordinate emergency response should the situation be serious enough to warrant it. The organiser will assess each activity/show/demo at all locations and additional medical resources can be arranged should they be	5	5	1	Medium					
Visitor or member of group becomes separated from rest of the group.	Visitors to site, young persons	All people in Event exhibition areas have registered & been issued with either lanyards (exhibitors) or stickers (visitors) for easy visual identification. Any person without one of these reported to event staff immediately. There are staff/volunteers/stewards situated around the event and in the public areas. All staff are easily identifiable via their uniform/t-shirts/badges, Staff passes. All paid event staff are enhanced DBS checked. Any children or vulnerable adults that are found are either accompanied to a designated area or kept in location until such time as they are reunited with their group, carer or parent. The event will remain in a 'lockdown' situation until any missing young people have been found & reunited with accompanying adult. Stewards/event/venue staff can communicate with each other through radios or internal telephones and to all parts of the venues. They are also in contact with the organisers of the event/venue staff and can coordinate searches throughout all areas of all of the venues on request of group supervisors. Group leaders' contact numbers taken at registration.	1	5	1	Acceptable					

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Need to contact member of staff urgently for either medical or other reasons.	Visitors to site	There are staff/volunteers/stewards situated around the event and in the public areas. All staff are easily identifiable via their uniform/t-shirts/badges & Staff passes. All paid event staff are enhanced DBS checked. Staff will be able to gain assistance or are able to contact the event office and medical support teams. Event teams can contact the relevant persons through radio or internal phones.	1	5	1	Acceptable					
Loss of personal belongings.	Visitors to site	Any property that is found or that is given in will be held at the event office via a member of staff/volunteer. There is CCTV throughout all the venues and there is a staff/volunteer/steward presence when any of the venues are open to the public. All About STEM & Venue are unable to take responsibility for any loss or damage of personal items whilst on site.	1	5	1	Acceptable					
Slips, trips and falls	Visitors to site	All public areas should be clear of potential hazards and are checked regularly. Any hazards identified should be reported to a member of staff/volunteer/steward so the appropriate action can be taken. Additionally, Venue staff are first aid trained. Before event is open to visitors the Event Manager inspects & signs off the show floor as safe at time of inspection.	2	5	1	Acceptable		2	5	1	Acceptable
Vehicle/Pedestrian segregation	Visitors to site	Safe access/egress routes are ensured by the venue & organisers. Crossing points in situ should be utilised via visitors and visitors should follow visitor management plans that are in place at the time of event. Please follow any signage in place at the venue directing visitors around the sites. If there is need there is additional signage in place for specific shows.	5	5	1	Medium		5	1	1	Acceptable

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Welfare facilities	Visitors to site	There are toilets (inc. accessible) and baby changing facilities available on sites. Eating and resting areas are also provided. Directions to the locations of all these areas can be gained by asking volunteers/event staff, venue's signage & hand-outs.	1	1	1	Acceptable		1	1	1	Acceptable
Disabled visitors	Visitors to site	Measures have been taken by Venue & AllAboutSTEM to accommodate all levels of disability in line with the Equality Act.	2	5	1	Acceptable		2	5	1	Acceptable
Emergency Evacuation procedures in case of fire or emergency situation.	Visitors to site	Situations or incidents would be managed by Event staff in line with the Venue's Emergency Procedures and Incident and Emergency Plan. Groups should follow emergency exit signage & associated instructions & gather at identified muster points.	1	5	3	Low		1	5	3	Low
Hazards associated with exhibitors' displays, shows & interactive activities.	Visitors to site	All exhibitors & show/activity providers have been required to submit specific risk assessments & method statements. And provide in-date insurance documentation. Appropriate space/rooms/furniture/equipment has been allocated & provided. Where appropriate additional measures are in place.	2	1	2	Acceptable					

NAME OF ASSESSOR 1: Tim Wright

NAME OF ASSESSOR 2:

SEVERITY			LIKELIHOOD			POPULATION			RISK RATING	ACTION DATE
1, 2, 5 or 10			1, 5, 10 or 20			1, 2 or 3				
1	no treatment needed		1	unlikely		1	single individual	<10	acceptable	consider action
2	first aid treatment, hospital visit or possible absence	x	5	possible	x	2	small group of 2-10 people	<19	low	within 3 months
5	major injury as defined by RIDDOR		10	likely		3	large group of more than 10 people	<49	medium	within 1 month
10	permanent disability or fatality		20	certain				<99	high	within 1 week
								100+	unacceptable	stop the job