

Event Risk Assessment

nas
MEDIA

LIMITED

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

Refreshment Area	Spills Contamination/germs Burns	4	<p>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.</p> <p>There will ensure any spills are cleaned up quickly and everything is hygienic.</p>
Car Park	Injury Death	5	<p>The walk from the coach drop off point to the show entrance is all on the safety of the path.</p> <p>There are stewards to ensure students stick to the pathway.</p>