

VISITING SCHOOLS		RISK ASSESSMENT - ORGANISER	
Show:	<i>BBC Gardeners' World Live 2019</i>	Show period:	<i>OPEN 13th – 16th June 2019</i>
Venue:	<i>National Exhibition Centre</i>	Risk Assessment Undertaken by:	<i>Lara Peasnell</i>
Hall(s):	<i>17, 18, 19, 20,</i>	Signed:	
Organiser:	<i>River Street Events</i>	Date:	

Specific action which has been taken to control and minimise the identified risks to health and safety at the BBC Good Food Show include:

- 1) The Exhibitor Handbook containing Rules and Regulations for the event and guidance relating to health and safety matters and DDA guidance at the NEC has been produced and is available to all exhibitors and contractors.
- 2) The Rules and Regulations are produced by River Street Events, the National Exhibition Centre and Solihull Metropolitan Borough Council which is available by request from the Operations Department.
- 3) All exhibitors are required to confirm that they have undertaken a risk assessment for the event and to submit their risk assessment and a work method statement if they consider there to be any potential hazards associated with their presence at the event.
- 4) All space only exhibitors are required to submit a stand plan, including structural detail.
- 5) Organisers' contractors are required to submit a risk assessment and work method statement for their areas of responsibility.
- 6) Experienced Health and Safety Officers have been appointed who will be on site throughout all open days.
- 7) NEC Food safety officers have been appointed to consult the organisers pre-show and to be onsite to help exhibitors during the show period.
- 8) Safety Bulletin to be distributed on site during the build and on a daily basis should any situations change.
- 9) Staff Handbook containing guidance relating to health and safety matters has been produced and distributed to on site staff.

Table of results for probability vs. severity

Probability (P)	Severity (S)	Calculation of Risk (R)					Action level	
5 – Almost inevitable 4 – Very Likely 3 – Likely 2 – Unlikely 1 – Very Unlikely	5 – Multi death / injury	5	5.med	10.high	15.high	20.high	25.high	LOW – No action required MED – Justify / review for each event day HIGH – Immediate action / further controls needed.
	4 – Single Death / very serious injury	4	4.low	8. high	12.high	16.high	20.high	
	3 – RIDDOR major injury	3	3.low	6.med	9.high	12.high	15.high	
	2 – RIDDOR 3 day	2	2.low	4.low	6.med	8.high	10.high	
	1 – Minor / First Aid	1	1.low	2.low	3.low	4.low	5.med	
	(RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)	1	2	3	4	5		

Task/Event	Hazard(s)	Who Is At Risk	Risk level			Precautions And Control Measures Required (State existing measures if adequate)	Risk Level			Further Action/Controls
			P	S	R		P	S	R	
Alcohol on site	Dulling of reactions and perceptions. Violence from intoxicated person. Trips and falls Illness	Contractors Exhibitors Organisers Venue staff Visitors	3	1	3 low	<ol style="list-style-type: none"> 1. Teachers informed in advance that alcohol will be available and they must control under 18s in their charge. 2. Floor Managers to monitor on site and take appropriate action; 3. Exhibitors to control visitor consumption on their stands during the open period; 4. Minimal stands will be sampling alcohol 5. First Aid available during show to assist any ill persons. 6. Exhibitors made aware that under 18s will be in attendance. 	2	1	2 low	Info in safety bulletin Monitor on site Fully brief floormanager
Children and school groups on site	Loss of contact with parents / teacher	All persons on site, especially children	3	1	3 low	<ol style="list-style-type: none"> 1. Mobile telephone number of teacher / head of group taken so that they can be contacted if a child is lost or separated; 2. Children only to be handed over to a clearly recognised parent / guardian; 3. All student groups have to pre-book and full details of college and tutor are taken; 4. Staff are briefed on procedure for caring for lost children; 5. Teacher / head of group to report to organisers Office (hall 19) any lost children 6. Organisers Office to radio security to locate child 				

Clearing visitors from show	Exits blocked Trips, slips and falls to level surface Damage to property	Exhibitors Visitors Security Organisers Venue Staff Stewards	3	2	6 med	<ol style="list-style-type: none"> 1. Repeated announcements are made on the tannoy asking visitors to leave the show 2. During the open period of the show CEVA and exhibitors are advised that restocking of stands starts 15 minutes after the close of the show to allow visitors to leave before this activity begins; 3. Although breakdown commences at close of show, vehicle entrance doors are not opened until the halls are clear of visitors; 4. Security to move through show to encourage visitors to leave: 5. Floor manager to monitor all exits and aisles are kept clear: 6. Litter pickers employed to be constantly clearing aisles and exits: 	2	2	4 low	
Crowd Control	Crushing Panic Trapping Trips and falls on a level surface	Exhibitors Visitors Venue staff	3	1	3 low	<ol style="list-style-type: none"> 1. Regular distribution of advanced ticket sales reports provided to Organiser to help anticipate and plan for numbers; 2. Wide aisles to allow for crowding and the floorplan has been designed to maximise aisle widths; 3. Suitable space around the stands monitored by Floor Managers; 4. Particular attention paid to the Theatres where crowds could gather; 5. NEC Security Staff deployed throughout show monitoring visitor numbers and flow; 6. Additional trained staff, from P&P Security, employed where crowding is anticipated and to escort celebrities when moving about the show during open hours. 	2	1	2 low	If areas become over crowded, activity to be stopped and crowd dispersed by security and Organisers staff.

Deliveries during show open period	Obstruction to exits Trolleys used on the show floor causing trips and injury	Visitors Exhibitors Venue staff	3	2	6 med	<ol style="list-style-type: none"> 1. Deliveries only allowed outside show open times; 2. Times of delivery regulated by Organiser and controlled by NEC Traffic and Security Departments; 3. No vehicles allowed to stop around perimeter of the building. Any deliveries to be directed to designated area. 4. NEC Traffic Management control vehicle movement. 5. NEC Security control all points of access to Show. 	2	2	4 low	
Disabled access	Trips, falls, injuries	Disabled Visitors Visitors	3	2	6 med	<ol style="list-style-type: none"> 1. Designated parking for Disabled Visitors close to halls and specially designed busses to help visitors to the venue; 2. NEC Security/Stewards instructed in procedures; 3. All areas at the NEC are suitable for wheelchair access and each hall has one or more accessible toilets; 4. Wheelchair 'pushers' are admitted free; 5. Exhibitors are advised that their stands must comply with the Equality Act 2010 in the Exhibitor Handbook and follow the RSE DDA Policy. 	2	2	4 low	Floor manager / H&S monitor to keep record on site of any issues with access and any recurring problems.

Electricity supplies on stands	Electrocution, short circuiting	All persons on site	3	3	9 high	<ol style="list-style-type: none"> 1. All installations to be inspected by NEC appointed Electrical Safety Inspector before being energized; 2. All installations will be carried out by the Official Electrical contractor for the show, GES; 3. Stands supply – exhibitors must comply with NEC regulations as per organisers’ instructions to exhibitors and contractors in Exhibitor Handbook. 	1	3	3low	
Exit from the halls in an emergency	<p>Extended exit time from halls; crushing in panic; blocking by rubbish.</p> <p>Trips and falls</p>	All persons on site	3	2	6 med	<ol style="list-style-type: none"> 1. The current number of exits from the Halls are adequate for in hall capacity totals, and Emergency gangways designated; 2. NEC Security manning doors trained in evacuating the halls in an emergency; 3. The NEC Fire Officer will monitor the exits being padlocked overnight for security and unlocked each morning; 4. NEC cleaning contractor will remove rubbish from gangways and exits on an ongoing basis; 5. The organisers employ further cleaners to litter pick and ensure aisles and gangways are clear of debris. 6. Organisers and Floor managers to co-operate with and check that NEC security have unlocked exits each morning; and to respond accordingly to deal with any obstructed exits. 7. NEC emergency evacuation plans to be implemented by NEC security staff. 8. NEC emergency evacuation plans communicated to exhibitors and organisers staff via Exhibitor Handbook and Staff Manual. 	2	2	4 low	Show will not open until the NEC Operations & Planning Officers in consultation with the FSO, and Organisers are happy and venue is safe.

Provision of Emergency gangways	Delayed access for the emergency services	All persons on site	3	3	9 high	<ol style="list-style-type: none"> 1. Hatch markings at the rear of the halls to delineate restricted areas 2. Compulsory gangways to be kept clear at all times, marked on the floorplans and distributed to all contractors and exhibitors; 3. Floor managers and H&S officer will monitor. Communicated to all parties and policed by floor managers. 	2	3	6 med	To be agreed before the show and put in Safety Bulletin.
Emergency Procedures: Communication of Responsibility	Not knowing what to do in an emergency situation.	All persons on site	4	2	8 high	<ol style="list-style-type: none"> 1. NEC provide Emergency procedures and major incident plan which is communicated via Exhibitor Handbook and Staff Handbook; 2. Staff Briefing Meeting held prior to event. Staff to sign for receipt of Staff Handbook which includes the Emergency Procedures. 3. NEC tannoy a daily message of emergency procedures for exhibitors and temporary staff working on site 	2	2	4 low	To be implemented by start of tenancy
Food Hygiene & Safety	Food Poisoning, Contamination	Exhibitors, Organisers, Visitors, Security and Staff	3	2	6 med	<ol style="list-style-type: none"> 1. NEC has sole rights for the sale or distribution of any food or drink. Any exhibitors wishing to sell or distribute food or drink have to apply for permission to the NEC via the exhibitor manual; 2. Environmental Health and Trading Standards and Advice on Food Safety communicated via Exhibitor Handbook; 3. All exhibitor catering areas checked by NEC and Organisers; 4. NEC Food Safety Officer employed by the organiser to be on site during build and open days of show, to monitor exhibitor activities and advise. 5. NEC Food Safety Officer to consult organisers pre-show 	2	2	4 low	

Low level lights	Burns to children and visitors in general	Visitors	4	2	8 high	<ol style="list-style-type: none"> 1. All Exhibitors are required to submit stand plans; 2. All Exhibitors are required to submit a Risk Assessment detailing the control of potential risks; 3. Stand Designers and Exhibitors are warned against using this type of lighting in the exhibitor handbook. 4. Section in exhibitor manual warning of the dangers of the use of this type of lighting and discouraging it. 	2	2	4 low	Put information about these lights in the Safety bulletin.
LPG on Stands	Fire Explosion Manual handling	Exhibitors, Organisers, Visitors, Security and Staff	2	5	10 high	<ol style="list-style-type: none"> 1. NOT permitted in Hall unless equipment is checked by Gas Safe registered Engineers and certificate for equipment obtained by Event Management; 2. Manual handling of LPG cylinders not permitted without specific consent of hall manager with conditions informed. 3. Spare canisters to be kept outside in cages 	1	5	5 med	<p>Floormanager / H&S monitor to check on site that there is no use of LPG for cooking.</p> <p>Check stands using it are working within guidelines.</p>
Noise	NIHL, tinnitus and other hearing problems; failing to hear emergency messages.	Operatives, Visitors	2	3	6 med	<ol style="list-style-type: none"> 1. All speakers are to face into the stands 2. Organiser to monitor the amount of noise in the halls and on stands with the aid of a noise meter. Exhibitors will be notified of acceptable machinery/exhibit noise levels. 	1	3	3 low	All reminded of the noise limit in Safety Bulletin (85dBa). Monitored from day one of build up. Exhibitors repeatedly exceeding 85dBa will have their power switched off.

Noise: Tannoy system	Audibility and not hearing Health & Safety Announcements	All persons on site, visitors	3	2	6 med	<ol style="list-style-type: none"> 1. NEC to ensure regular safety announcements as required; 2. NEC to provide suitable PA system and check that it is audible throughout the halls. 	1	2	2 low	
Packaging and general waste	Trips and falls Fire hazard	Contractors, Exhibitors, Organisers, Staff and security, visitors	2	3	6 med	<ol style="list-style-type: none"> 1. Collected by cleaning contractor on regular basis and taken for compaction and subsequent removal 2. Organiser and exhibitors to liaise with NEC Event Planner to control excessive waste 3. Specially employed team of litter pickers to target potential hot spots 4. Sustainability form added to manual with questionnaire for exhibitors. Questions ask for information on re-cycling, re-using items from stand. 	1	3	3 low	
Periods of heavy rain	Trips, slips, falls,	Contractors, Venue Staff, Organisers, Exhibitors	3	2	6 med	<ol style="list-style-type: none"> 1. Carpet taped in place and covered at V.E. doors if rain is hard; 2. Doors closed for periods if rain is entering halls; 3. Sufficient non slip mats provided at main doors to take up excess water 	2	2	4 low	

Protesters	Panic, crushing, trips	Exhibitors, stand staff, NEC staff, Organisers, Visitors				<ol style="list-style-type: none"> 1. Protesters gaining access to the halls and creating a danger to themselves and others will be monitored and controlled in conjunction with the Police, Organisers, Hall Management and Security; 2. Violence to staff – procedures discussed in H&S briefing; 3. Specialist security company employed. 				To be monitored day to day.
Pools, Ponds and Jacuzzis	Slips, electric mains fusing, legionnaires' disease	All on site	4	5	20 high	<ol style="list-style-type: none"> 1. Rules and regulations communicated via Exhibitor Handbook; 2. If over 250 litres of water a drain must be fitted by the NEC; 3. Detailed plans must be submitted to the organiser; 4. No access to pools, ponds or Jacuzzis for public; 5. A 24 hour contact number must be left with the Organisers in case of leakages. 6. A written risk assessment including Legionella controls required from all exhibitors using water in equipment or display. 7. H&S officer on site to monitor controls 	2	5	10 high	<p>Small pump to be on site.</p> <p>Aqua vac to be on site.</p> <p>H&S officer to monitor each stand to check temperature log 3 times a day.</p>

Refreshment and rest areas.	Fainting, slips, trips and falls, burns from hot drinks or food	All on site	3	1	3 low	<ol style="list-style-type: none"> 1. The refreshment and rest areas that already exist within the halls have been supplemented with additional seating and catering; 2. All seating areas serving food are contained and do not have any aisles through them where people can walk through with hot food or beverages. 3. The larger seating areas are on the perimeter of the halls near to manned VE doors. Security can contact control for any assistance be it medical or otherwise. 	2	1	2 low	
Rubbish	Trips, falls, blocking of gangways and exits, Fire Hazard	All on site	3	3	9 high	<ol style="list-style-type: none"> 1. NEC Cleaning Staff to clean exhibition stands, features, gangways, Hall foyers and Organisers' office suites the day before and during the exhibition; 2. Litter picking team employed during open days; 3. Catering Areas to be monitored by NEC catering staff; 4. Encourage exhibitors to minimise waste – Sustainability form in manual 5. Halls are promoted as Non smoking unless stated in a catering / bar area 	2	3	6 med	<p>Floormanager / H&S officer, all staff to monitor the halls and report any rubbish build up to the organisers office.</p> <p>All staff are briefed to pick up rubbish, if it is safe to do so, and remove to the skips / bins at the VE doors.</p>

Security	Theft, injury, unauthorised site access.	All persons on site	3	2	6 med	<ol style="list-style-type: none"> 1. Organisers to ensure that where possible all of the security staff have radios during the show; 2. The NEC are providing the security for the show and all arrangements currently in place are adequate. 3. All persons on site during the build and breakdown are issued passes to identify authorised access. 4. Visitors cannot access the halls unless they pass a member of security. 	1	2	2 low	Sample passes are given to Security.
Stand/Exhibit material	Fire	Exhibitors, Organisers, Visitors, Security and Staff	3	2	6med	<ol style="list-style-type: none"> 1. Portable fire appliances static around all exhibition halls and additional appropriate extinguishers are placed on exhibition stands as necessary by FSO; 2. All materials used to be to BS476 standard as stipulated in Exhibitor Handbook. 	2	2	4 low	
Storage of Flammable packaging etc.	Fire	Exhibitors, Organisers, Visitors, including disabled, Security and Staff.	3	3	9 high	<ol style="list-style-type: none"> 1. Organisers, Health & Safety Officers, Floor managers and Patrolling FSO check behind stands and staircases fire exit points for the accumulation of boxes & rubbish removed; 2. Storage service can be ordered from CEVA through Exhibitor Handbook. 3. NEC and additional appointed cleaners on the floor at all times removing rubbish 	2	3	6 med	Constant checks on site by H&S, Floor managers and organisers staff.
Temporary Electrical Installations	Electrocution, short circuiting	Contractors, Exhibitors, Organisers, Staff & Security	3	2	6med	<ol style="list-style-type: none"> 1. All electrical mains distribution boards are switched and locked off when not in use; 2. All electrical installations are carried out by an approved competent electrical contractor, tested and certified by the NEC before the power is switched on; 3. All installations to comply with NEC Regulations and visual inspections carried out by NEC appointed Electrical Safety Inspector. 	2	2	4 low	

Temporary Gas Installations	Fumes	Contractors, Exhibitors, Organisers, Staff & Security	3	3	9 high	<ol style="list-style-type: none"> 1. All gas installations are turned off by gas cocks and plugged off when not in use; 2. All installations are carried out by a Gas Safe registered contractor and are tested and certified before the gas is switched on. 	2	3	6med	
Vehicle Movements	Hitting pedestrians, access problems, Vehicle fumes	All on Site	4	4	16 high	<ol style="list-style-type: none"> 1. All movements of vehicles to be controlled by the NEC Traffic Department, and NEC Security; 2. Defined routes for exhibitors and visitors pre-planned by NEC Traffic Department, NEC Security and Organisers; 3. Speed restrictions apply on site at all times; 4. Procedures regarding traffic communicated via Exhibitor Handbook; 5. Breakdown notices to be distributed prior to the close of the show. 6. No vehicle access to the halls 	2	4	8 high	Traffic updates from the NEC daily at security meetings.

Visitor Orientation (Location Devices)	Disorientation	Visitors	3	1	3 low	<ol style="list-style-type: none"> 1. Visitors can locate themselves by the use of the "You Are Here" boards; 2. You are here boards supplied inside the show 3. Organisers to enforce stand height limits to enable clear view of signs and banners; 4. Exhibition Showguide contains a floor plan 5. Directional signage specific to the event installed prior to open days. 6. All relevant information will be put on the "You are Here" boards including the position of the First Aid Post, refreshment and rest areas, security post, etc. 7. Information centre to be placed around the show and manned. 	2	1	2 low	
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Risk Assessment Explanation & Guidelines

What is Risk Assessment?

Identifying a potential hazard and eliminating the hazard or reducing the risk of that hazard by implementing control measures.

What is a Hazard?

A hazard is defined as anything that has the potential to cause harm

There are 6 main ingredients to Risk Assessment

- Hazard Identification
- Decide who might be harmed and how
- Risk evaluation (the likelihood of that hazard causing harm and to what extent) □ Record findings
- Suggest Control measures
- Review assessment and revise if necessary.

Completing a Risk Assessment

1. Each assessment should be completed by a manager or competent person
2. Record the location or activity covered by the assessment, the reason for the assessment along with all the individuals taking part in the process.
3. Identify any potential hazard relating to the environment, activities or equipment used.
4. Identify any persons at risk. You must identify everyone at risk individually, to write 'all persons' is not acceptable.
5. Risk evaluation. This will determine the action that needs taking.
 - Low Risk – Unlikely to cause first aid injury or damage
 - Medium Risk – Possible to cause injury
 - High Risk – Probable to cause serious injury and possible death
6. Determine whether existing controls are adequate or if further action needs to be implemented.
7. Review recommended action to be taken and record that the action taken was appropriate.
8. Communicate all findings to employees, identify any training needs and review assessment as necessary.

Risk Assessment Please refer to 'Completing Risk Assessment' in the explanation and guidelines. All numbers correspond to numbered below.		Show Name		
1. Name and signature of person completing Assessment		Name		Signature
2. Location, stand number, activity covered by this assessment				
Date of assessment			Date of activity	

3. Hazard identified	4. Who might be harmed	5. Risk evaluation / level	6. Precautions & Control measures required	7. Further action required