

Fire Risk Assessment: All Secure Expo 2020

Event Details				INSERT EVENT TYPE			
Event Name:	All Secure Expo 2020			Revision history:			
Venue Details:	Business Design Centre 52 Upper Street, London, N1 0QH						
	<ul style="list-style-type: none"> Mezzanine/ Exhibition and Auditorium 						
Venue Description:	The venue is a purpose-built exhibition centre and event space located in Angel, London. Emergency egress & evacuation procedures are controlled by venue management.						
Time Zone (+/- GMT)	GMT			Undertaken by:	Catherine Beck	Signed:	C.Beck
Venue Director:	Name	Mobile	Email	Position:	Senior Operations Manager	Date:	25.08.20
Venue Manager:	Jack Williams	07946 162726	jackw@bdc.london	Overseen by:	[NAME]	Signed:	XXX
				Position:	XXX	Date:	XXX
Build-up:	Dates		Time (24hr clock)		CDM:	This Risk Assessment is designed to stand alongside the venue's Risk Assessment and proofs of competency (e.g. insurances).	
	01/09/2020		08:00 – 22:00		Distribution:	This risk assessment & updates are public documents and should be made available to anyone with reasonable cause to request it. As part of Company Policy, it should be actively distributed to all official or other retained contractors, venues & other key staff and suppliers, e.g. office managers. A hard copy should be available in the Organisers Office and the 'Accident Reporting Procedure' on page 3 displayed prominently for all staff.	
	01/09/2020		11:00 – 14:00				
	01/09/2020		16:00 – 19:00				
01/09/2020		16:00 – 19:00					

Hazards	Consequences	Who is at Risk	PxS=R	Fire prevention Controls	Action Level
Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
Identify sources of ignition e.g. <ul style="list-style-type: none"> Smoking Hot works Electrical fault Identify sources of fuel e.g. <ul style="list-style-type: none"> Waste Flammable fumes Stand dressings 	Consider the likely effects of fire such as explosion, fire, smoke inhalation, panic, and fire damage which could lead to any of the following: First aid injury Serious injury – Usually an injury from which full recovery is likely. RIDDOR Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely. Death or very serious injury to more than one person	<ul style="list-style-type: none"> Organiser's staff (EIA Team) Venue staff Exhibitors Contractors Young/new inexperienced staff Disabled Children New and expectant mothers Trespassers Pedestrians and drivers around the venue Local inhabitants Visitors Public All (all above listed parties) 	P = Probability S = Severity R = Risk level P x S = R	Consider hierarchy of controls <ul style="list-style-type: none"> Eliminate Substitute Reduce Isolate Control PPE Do the controls: Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable?	Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required See table in footer

Probability (P)	Severity (S)	Calculation of Risk (R): P X S				
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history
1: Remote	1: Minor / First Aid					Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Fire Risk Assessment: All Secure Expo 2020

SOURCES OF IGNITION				Monitored by: Organiser & Organiser appointed competent electricians, Venue						
Hazards	Who is at Risk	P	S	R	Fire Prevention Controls:	P	S	R	Action level	
Arson – especially at night or outside area of tenancy which may be undetected until it is established	All	2	5	10	<ul style="list-style-type: none"> Security to prevent unauthorised access. Security team in direct contact with BDC security suite. Fire safety patrols of outside areas Venue fire detection and alarm systems in place 24 hrs a day Security on 24 hour patrols of all areas to look out for any signs of interference once internal construction commences. No history of such problems with this show or at the venue 	1	4	4	Low	
Catering facilities (mobile & static) - Fire caused by machinery, especially with high temperature cooking	All	2	3	6	<ul style="list-style-type: none"> Electrical contractor on stand-by in case of temporary power supply issues. Cooking oil storage to be segregated from cookers /fat fryers. Health & Safety Officer to monitor for excessive build-up of waste oil containers. All catering outlets to be supplied with fire extinguisher and fire blanket and catering staff to be trained in immediate response to fire. Venue caterers regularly inspected by venue staff Temporary caterers are required to produce a fire risk assessment specifically with regard to use of fat fryers. Safety cut out to prevent overheating Any stand which includes demonstrations involving heat e.g. such as cooking is required to produce a fire risk assessment Cleaning regime to prevent build-up of residue fats in ducts and covers 	1	3	3	Low	
Demonstrations on stands – Fire caused by naked flames used in displays	All	3	2	6	<ul style="list-style-type: none"> Use of naked flames prohibited by the venue. Exhibitor must complete RA to identify fire hazards of any displays Regular monitoring during show to ensure compliance with agreed controls – floor management in place to monitor exhibitor activities 	1	2	2	Low	
Electrical - fault condition leading to shorting and sparks	All	3	2	6	<ul style="list-style-type: none"> Approved and experienced electrical contractor appointed (Freeman). Installations are inspected and approved prior to energizing. Freeman to liaise with venue to check power capacities. Safe working practices to be followed. All external power installations are to be waterproofed. Qualified standby cover remains on site for duration of show to handle any situations that may arise. Floor Managers to monitor during show. 	2	2	4	Low	
Naked flame	All	3	2	6	<ul style="list-style-type: none"> Use of naked flames prohibited by the venue. Floor Management in place to monitor exhibitor activities. 	1	1	1	Low	
Hot Works	All	3	3	9	<ul style="list-style-type: none"> Hot works prohibited onsite 	1	1	1	Low	
Smoking and vaping	<ul style="list-style-type: none"> Organiser's staff (EIA Team) Venue staff Exhibitors Contractors 	4	3	12	<ul style="list-style-type: none"> Smoking and vaping not allowed inside public areas by law and venue prohibits smoking on the lorry way. Venue no smoking signage in place Designated areas for smoking/vaping that contain arrangements for safe holding and disposal of cigarette ends Floor Managers / Safety Officers / Security / EIA staff to continuously monitor. Tannoy announcements to reiterate smoking/vaping is prohibited 	2	3	6	Med	

Probability (P)	Severity (S)	Calculation of Risk (R): P X S				
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history
1: Remote	1: Minor / First Aid					Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'

Fire Risk Assessment: All Secure Expo 2020

SOURCES OF FUEL					Monitored by: The Official Organiser & Exhibitor Services Contractor's competent electricians, Venue					
Hazards	Who is at Risk	P	S	R	Fire Prevention Controls:	P	S	R	Action level	
Compressed gases including LPG Unconfined vapour cloud explosion/boiling liquid expanding vapour explosion, very serious injury from fire, burns, damage to property Projectiles from exploding gas containers causing injury and damage	All	2	4	8	<ul style="list-style-type: none"> LPG not permitted in venue without prior written consent. Floor managers briefed to monitor usage of compressed gases and enforce safe storage. Floor managers / organisers to monitor to ensure compliance. Sites to be marked on floor plan held in organiser's office. Use must be included in exhibitor/contractor risk assessments. Only one gas container permitted on any one stand at any one time. Spares must be kept off site in designated cage All installations to be carried out by GasSafe registered contractor and are tested and certified before the gas is switched on. Certificate of safety to be attached to each installation by a registered gas safe fitter immediately after installation. Connections to or disconnection of LPG is not permitted whilst the exhibition is open to visitors. Gas barbeques at catering outlets are responsibility of venues. Organisers will monitor so far as is reasonably practicable. 	1	4	4	Low	
Fuel for vehicles	All	3	5	15	<ul style="list-style-type: none"> No refuelling allowed in the halls – floor managers / organisers to monitor. LPG for fork lifts and other vehicles must be changed away from the exhibition floor outside the venue in the designated areas. Display vehicles contain minimum fuel where applicable, filter caps are locked / sealed, batteries removed or disconnected and drip trays used – all exhibitors aware of regulations and provide a risk assessment. Floor managers / organisers to monitor 	1	3	3	Low	
Storage of Flammable packaging etc.	All	4	3	12	<ul style="list-style-type: none"> Organisers, Floor managers and Health & Safety Manager check behind stands and staircases fire exit points. Accumulation of boxes & rubbish removed to skips. Contractors are required to arrange for their waste packaging to be removed from site on a daily basis. They are required to draft a waste management plan. BDC Freight services on site to offer safe storage off site for packing cases. 	1	3	3	Low	
Stand building materials	<ul style="list-style-type: none"> Organiser's staff (EIA Team) Venue staff Exhibitors Contractors 	4	4	16	<ul style="list-style-type: none"> Stand building material to be fireproofed as per venue regulations. Details of stand build materials examined during plan submission with appointed stand plan approval company. Floor managers to monitor to ensure compliance. 	1	3	3	Low	
Waste – build up and break down	<ul style="list-style-type: none"> Organiser's staff (EIA Team) Venue staff Exhibitors Contractors Young/new inexperienced staff Trespassers 	4	4	16	<ul style="list-style-type: none"> Emergency aisles designated and marked on plans. Emergency aisles marked via tape on exhibition floor. Regularly monitored for waste by Floor Managers. Exhibitors and contractors advised not to dump waste in emergency aisles – tannoy announcements will be made if waste starts to build up. Floor management to monitor aisles and fire exits for waste. Gangway Monitors to monitor aisles for build of waste. Communication with Exhibitors to ensure they dispose of waste appropriately and in timely fashion. Organiser required that all custom build stands draft a waste management plan. 	1	2	2	Low	

Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)
1: Remote	1: Minor / First Aid						

Key: *SFAIRP – 'so far as is reasonably practical'

Fire Risk Assessment: All Secure Expo 2020

					<ul style="list-style-type: none"> Work with venue to promote waste bins and ensure contractors remove their excess waste. Venue waste team to actively engage with contractors and exhibitors. Organiser Staff, Floor Managers and Gangway Monitors to monitor and report waste build-up, obstruction of fire escape routes, cleaning of spillages and use of floor signage. Caterers responsible for cleaning their catering areas – health & hygiene policy in place Electrical equipment used for cleaning to have 'in-use inspection' and Portable Appliance Test. Skip hire company providing and clearing of skips. Venue Cleaning team to monitor skips. 				
Waste – in show	All	2	5	10	<ul style="list-style-type: none"> Cleaning contractor in place to clear waste. Cleaning regime to clear waste including Bins placed out for litter. Appointed cleaners responsible for gangways, shell stands, features and disposal of waste material Floor management and organiser staff to monitor aisles and fire exits. Regular cleaning throughout show opening Sufficient power supply provided for vacuum cleaners. Vacuuming will only take place outside show open hours Skip hire company providing and clearing of skips. Venue Cleaning team to monitor skips. Electrical equipment used for cleaning to have 'in-use inspection' and Portable Appliance Test. Cigarette ash cans not to be emptied into bulk waste containers unless they have been damped / wetted down. 	1	2	2	Low

MANAGEMENT ISSUES					Monitored by: The Official Organiser & Exhibitor Services Contractor's competent electricians, Venue				
Hazards	Who is at Risk	P	S	R	Fire Prevention Controls:	P	S	R	Action level
Absence of fire briefings / early occupation of structures Poor / slow response in evacuating premises leading to entrapment, injuries and death	All	2	5	10	<ul style="list-style-type: none"> All exhibitors / contractors receive venue emergency procedures. To include: Location of nearest fire extinguishers, fire exit and escape routes, assembly point. How to summon assistance / sound the fire alarm. Appointed contractors brief on emergency procedures by Organisers. Follow up email. Prior to occupation all fire extinguishers to be in position, fire alarm points and fire signage to be prominently displayed. Venue is a modern venue with a responsible team who practise their evacuation procedures. 	1	4	4	Low
Venue access - ability of Fire Service to access Venues due to obstructed vehicle routes	All	2	4	10	<ul style="list-style-type: none"> All vehicle access routes to remain free of parked vehicles Traffic Marshals to direct vehicles to designated parking areas Traffic / Security / Health & Safety staff to monitor for 'illegally' parked vehicles. In the event of fire Emergency Fire Service to be met at access point to Venue and directed to point of fire by knowledgeable venue team. 	1	4	4	Low

FIRE RESPONSE CONTROL							
Probability (P)	Severity (S)	Calculation of Risk (R): P X S					
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline	Acronyms used:
4: Probable	4: Fatality/ Life-changing injury	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control	Floor Manager: FM (if retained)
2: Possible	2: Significant injury	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history	Health & Safety Officer: HSO (if retained)
1: Remote	1: Minor / First Aid						

Key: *SFAIRP – 'so far as is reasonably practical'

Fire Risk Assessment: All Secure Expo 2020

Organiser

Arrangements to deal with and emergency fire situation:

- Emergency procedures.
- All staff briefed on emergency procedures.
- Emergency aisles on plans.
- Cleaning to keep emergency aisles and exits clear.
- Floor management to keep emergency aisles and exits clear.
- Traffic Marshalls to keep vehicle access free for emergency response.
- Security to receive additional briefing on fire response and evacuation issued by the Venue.

Venue

Venue's fire response arrangements:

- Automatic fire protections systems (alarms and sprinklers etc)
- First aid firefighting equipment (hoses and extinguishers)
- Halls fire and smoke separation
- Control room and CCTV
- Staff trained and rehearse fire response
- Patrols by trained fire safety staff

CONTROL REGIME

Monitored by: The Official Organiser & Exhibitor Services Contractor's competent electricians, Venue

Build Up and Breakdown

Hazard	Monitored By	Frequency
Arson	Security	Regularly
Demonstrations	Operations team	Regularly
Build-up of debris/waste	Cleaners, Operations team, venue staff	Regularly
Fuel Stores	Venue staff, Operations team	Regularly
Electrical connections on stands	Electrical contractor	Regularly
Naked flames	Operations team	Regularly
Hot works	Venue staff, organiser staff	Regularly
Entry / exits blocked	Operations team, venue staff	Regularly
Fuel for Vehicles	Operations team	Regularly
Smoking	Operations team, venue staff	Regularly
Stand build materials suitable	Floor Managers	Regularly

Open Period

Hazard	Monitored By	Frequency
Arson	Security	Regularly
Build-up of debris/waste	Cleaners, Operations team, venue staff	Regularly
Entry / exits blocked	Operations team, venue staff	Regularly
Fuel for Vehicles	Operations team	Regularly
Storage of flammable packaging	Operations team, venue staff, appointed freight handler	Regularly
Naked flames	Operations team	Regularly

Probability (P)	Severity (S)	Calculation of Risk (R): P X S				Acronyms used:
5: Certain	5: Multiple fatality/ injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures/ Verbal Discipline
4: Probable	4: Fatality/ Life-changing injury	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement immediate changes & further Controls	0.50	Engineered solutions /Procedural control
2: Possible	2: Significant injury	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history
1: Remote	1: Minor / First Aid					Health & Safety Officer: HSO (if retained)

Key: *SFAIRP – 'so far as is reasonably practical'