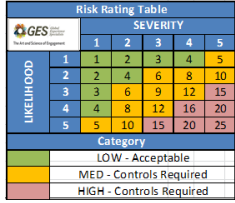
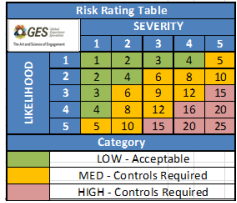
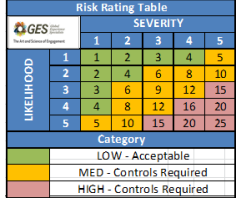
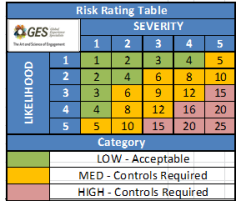


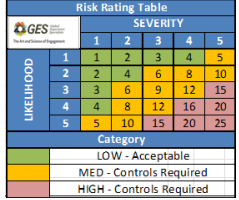
Faversham House – Sign & Digital UK 2022 (SDUK22)

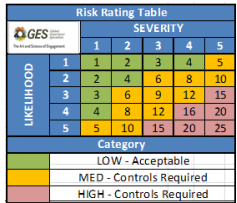
ASSESSMENT OF RISK SDUK22		Likelihood 1= Extremely unlikely 2= Unlikely 3= Possible 4= Likely 5= Almost inevitable	Severity 1= Minor injury/first aid 2= Lost Time Injury < 7 days 3= RIDDOR notifiable to HSE > 7 days 4= Death or very serious injury to one person 5= Death or serious injury to many persons	Date of Assessment: 19.03.22 Signed: Amanda Barnes Chief Executive	
Activity to be undertaken	Who might be harmed and how?	Initial risk rating	FH minimum standard controls required	Event specific controls	Residual risk
<p>Introduction</p> <p>Faversham House Ltd (FH) organise and run multiple events each year both in person and digitally. These range from round table discussions, exclusive dinners, major award ceremonies, small and large-scale conferences, to large-scale exhibitions. In creating these events we work with multiple partners and co-ordinate on site activities. Sometimes we will use external third-party contractors to project manage and deliver events for us. We welcome visitors, delegates, speakers, exhibitors and sponsors to our many events and always keep the health and safety of everyone, including our staff, suppliers and contractors, front of mind.</p> <p>We follow recognised industry standards such as the AEO All Secure Standard for exhibition organising as well as complying with all the necessary regulations, legislation and Government guidance. In creating our events we identify significant risks and endeavour to eliminate or minimise them. We work closely with our suppliers, service partners and contractors towards this aim.</p> <p>The following Risk Assessment highlights the typical risks and control measures encountered on most events. This Risk Assessment does not attempt to cover the specific risks faced by our venues and contractor partners. All service partners will be expected to complete their own risk assessments and method statements to cover their activities, and to communicate these to all affected parties as required. Where appropriate we have linked to these risk assessments.</p>					
<p>Project Description</p> <p>SDUK22 is a large-scale B2B trade exhibition with approx. 11,500 gross m2 in Hall 2 at the NEC, Birmingham. We will have around 100 exhibiting companies on site for the duration of the show predominantly using AMP walled stands with some self-build either on 8 island-only sites or within existing stands. There will be heavy machinery operating at the show on some stands.</p> <p>We expect c. 5,000 visitors over three days with hall capacity set at 5,133 in the hall at any one time.</p> <p>The show will include working machinery. There is no admittance to people under the age of 16.</p>					
Exhibition dates:	Build up: 19-21 March 2022	Open dates: 22-24 March 2022	Breakdown: 24-25 March 2022		
Risk assessment by: Amanda Barnes		Risk assessment date: 19 March 2022			

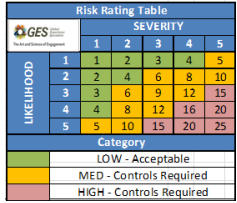
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First Aid arrangements on site	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors to the event <p>Risk of delayed response to injury could result in fatality</p>	L5 x S5 25 HIGH	<p>We will have contracted to have a first aid team, including a paramedic, on site provided by TEEM Ltd. This will be supplemented by the venue first aid team and our main contractors, GES. A first aid kit will be located within the organiser's office. All accidents, incidents MUST be reported to the organiser's office.</p> <p>First Aid arrangements and emergency procedures will be communicated to FH staff and service partners during the exhibition induction. Exhibitors/visitors information is displayed at emergency points throughout the venue.</p> <p>FH and GES H&S Manager to be notified immediately of any major accident/incident via the organiser's office.</p>	The nearest A&E location: University Hospital, Clifford Bridge Rd, Coventry · 024 7696 4000	L1 x S5 5 MEDIUM
Major Incident Terrorist attack	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors to the event <p>Exposure to:</p> <ul style="list-style-type: none"> • Terrorist Incidents • Fire, explosion or bomb threat • Violence/ theft/ mugging <p>Requirement for emergency response when injured/ ill/ at high risk</p>	L4 x S5 20 HIGH	<p>No unauthorised access to the build-up is permitted without first completing an induction or receiving site information.</p> <p>All contractors/exhibitors onsite during build-up or break-down will be issued with a coloured wristband for easy identification. Exhibitors and visitors will have a QR code on their mobiles during the show to prove registration. FH staff will wear identification badges and organiser polo shirts/fleeces</p> <p>NEC will lead on all matters relating to a major incident or terrorist attack. FH and GES will liaise with the venue and provide support if required.</p>		L2 x S5 10 MEDIUM
Event induction	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners 	L4 x S4	All exhibitors, event staff and service partners are to receive an event induction that covers as a minimum:	Information will be provided in a pre-event briefing pack and in	L1 x S4

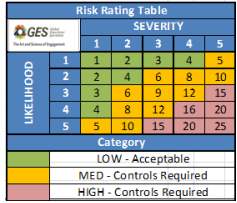
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	<ul style="list-style-type: none"> Exhibitors <p>Lack of information on the safety arrangements and/or safe systems of work may lead to injuries or dangerous occurrences</p>	16 HIGH	<ol style="list-style-type: none"> Fire and evacuation procedures Accident reporting and first aid arrangements Show welfare facilities Show rules including signs & PPE requirements Waste and housekeeping requirements Safe access and egress routes Awareness of moving vehicles and other hazardous activities Awareness of surroundings and presence of contractors 	person briefing to FH staff. GES will deal with their staff as per their own Risk Assessment. Information for exhibitors will be included in the online exhibitor manual provided pre-show and in their onsite welcome pack	4 LOW
Welfare	<ul style="list-style-type: none"> FH staff FH service partners Contractors Exhibitors Visitors <p>Lack of suitable welfare facilities may lead to ill health</p>	L3 x S2 6 MEDIUM	<p>FH staff will use the organiser's offices in Hall 2 where there are rest facilities, toilets and a kitchen. Snack food will be available and FH staff will expense meals as required.</p> <p>Welfare arrangements will be communicated to FH staff and service partners during the show induction and included in the exhibitor stand packs.</p> <p>GES will attend to the needs of their staff and service providers under their risk assessment. Contractors and exhibitors have access to general venue facilities including catering points open on build-up and break-down</p>		L1 x S2 2 LOW
Show build	<ul style="list-style-type: none"> FH staff FH service partners Contractors Exhibitors <p>Lack of service partner competence and communication between service partners can lead to higher levels of work</p>	L4 x S4 16 HIGH	<p>All FH staff present for build-up and break-down should wear suitable footwear and their branded organiser fleeces for easy identification. Hi-vis jackets should be worn in high-risk areas. FH staff must follow any instructions given to them by the onsite Health & Safety team or GES personnel during build-up in relation to health and safety matters.</p> <p>As our build contractor, GES will deal with Construction, Design and Management (CDM) Regulation's adherence under their risk assessment.</p>	See GES and Event Pro risk assessments	L1 x S4 4 LOW

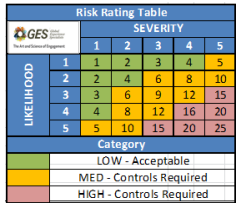
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	error, injuries, property damage, fire, electrical shock etc.		<p>GES staff will ensure all their service partners have completed suitable and sufficient risk assessments and method statements. They will be responsible for effective communication with and between their service partners. They will communicate site rules are complied during the GES site induction and be responsible for ensuring they are complied with on site.</p> <p>Our AV contractor Event Pro will be responsible for their own staff on site under their risk assessment policy</p> <p>Exhibitors and their contractors have been issued with guidance in the online exhibitor manual and will work under their own risk assessments. Any complex stand builds are required to submit their stand plans for sign off by Campbell Reith.</p>		
AMP walling Stand Collapse	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors <p>Risk of injury and fatality from unstable walling</p>	L2 x S4 8 MEDIUM	Stability is key and GES will use floor base plates of appropriate sizes at intervals of 4 m. These will be placed over carpets.	GES H&S will be onsite for the initial installation	L2 x S4 8 MEDIUM
Access and egress arrangements	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors ▪ Neighbouring contractors/organisers 	L5 x S4 20 HIGH	<p>Good housekeeping to be reiterated in exhibition induction. Staff and service partners are encouraged to be proactive in identifying and removing potential hazards. GES will brief their staff separately on health & safety and good housekeeping.</p> <p>FH staff will wear their identification badges at all times. No laptops, mobiles or chargers to be left unattended at any time. There will be a lockable cupboard for staff personal and company items in the staff rest room.</p>		L2 x S4 8 MEDIUM

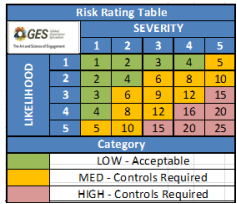
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	Blocked exit routes could cause trip hazard or hinder emergency evacuations Unauthorised access could lead to theft/damage to property/abuse		Gangways should be kept as clear as practical- packing/unpacking should be done as soon as practical. FH has employed TEEM Ltd as site managers. They will complete regular walk rounds to ensure access routes are kept clear from obstructions. Emergency exits and meet-up location to be communicated in show induction. Employees to report suspicious behaviour/ unauthorised access to the organiser's office immediately. During the show, areas behind the stand will be kept tidy to prevent tripping.		
Show breakdown	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Contractors Risk of serious injury from multiple hazards during breakdown	L4 x S4 16 HIGH	All FH staff present for build-up and break-down should wear suitable footwear and their branded organiser fleeces for easy identification. Hi-vis jackets should be worn in high-risk areas. FH staff must follow any instructions given to them by the onsite Health & Safety team or GES personnel during build-up in relation to health and safety matters.		L1 x S4 4 LOW
Slip, trip and fall hazards	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors ▪ Neighbouring contractors/organisers 	L5 x S4 20 HIGH	Good housekeeping to be reiterated in show induction. Staff and service partners are encouraged to be proactive in identifying and removing potential hazards. Care to be taken when moving around halls, allowing plenty of time to travel safely. Any spillages/wet floors to be cleaned up and marked with 'Caution, Wet Floor' signs immediately.		L2 x S4 8 MEDIUM

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	Trips and falls as a result of trailing cables and blocked walkways Slipping on wet floors		Site management complete regular walk rounds to ensure access routes are kept clear from obstructions. Safety footwear to be worn at all times during build-up and break-down. During the show, areas behind the stands will be kept tidy to prevent tripping.		
Heavy machinery operating	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors Risk of injury to self/others from misuse of machinery	L5 x S4 20 HIGH	All machinery to be operated in accordance with user guides only trained and exhibitor to use machinery		L2 x S3 6 MEDIUM
Operating of forklift trucks and possible craning of heavy objects	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors Risk of injury or fatalities from falling objects, use of forklifts in the hall	L5 x S4 20 HIGH	Use of hard hats in the area where any cranes or forklifts are operating. Phased access and use of a banksman. Cordoning off working areas. Only qualified operators working the machinery through GES Logistics.		L2 x S3 6 MEDIUM
Manual handling	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners Musculoskeletal injuries Risk of dropping object and injuring self/others	L4 x S3 12 MEDIUM	FH staff are required to follow the correct lifting techniques. Heavy loads should not be lifted manually by FH staff. We have logistic partners on site who have the correct equipment to lift heavy loads. Please contact the organiser's office to arrange on site. New and expectant mothers do not complete manual handling activities.		L2 x S3 6 MEDIUM
Use and storage of inks	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners 		All ink to be held within secure area on stands, no exposed inks to remain out on display or during the evening.		

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	<ul style="list-style-type: none"> Exhibitors Risk of inhalation causing difficulty breathing; risk of spillage causing injury through a slip hazard		Floor managers to monitor as part of their walk arounds.		
Use of inks in working machinery on the show floor during show opening; fumes, smoke and exhausts	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors Insufficient ventilation could give risk of inhalation causing difficulty breathing	L2 x S5 10 MEDIUM	COSHH assessment to be provide by exhibitor, Exhibitors to follow the COSHH assessment. Floor management to monitor the control measures. NEC fire Safety to be made aware in the event of an emergency of the potential ink held on stand Where possible environmental safe inks to be used		L2 x S5 10 MEDIUM
Traffic around an exhibition site	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors Neighbouring Contractors/organisers Fatality from collisions with vehicles, Fork Lift Truck's, pedestrians or other objects	L5 x S5 25 HIGH	Awareness of surroundings and safe access/egress routes to be communicated during show induction. Site traffic rules to be adhered to. Traffic routes and gangways to be kept free of obstructions. Parking only in permitted spaces. Hi-vis and safety boots to be worn at all times during build-up and break-down.		L2 x S5 10 MEDIUM
Working outdoors in high or low temperatures	<ul style="list-style-type: none"> FH staff FH service partners 	L3 x S4 12 MEDIUM	Appropriate protective clothing to be worn, e.g. waterproof, gloves. FH fleeces will be provided for use on build-up and break-down. Advise use of high factor sunscreen to be applied regularly.		L1 x S4 4 LOW

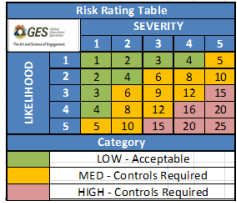
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	Risk of fatigue or ill health from extreme temperatures		Regular breaks taken to get hot/cold drinks and to warm up/cool down in heated/shaded areas. Organiser's offices are well ventilated, heated, and air-conditioned.		
Catering	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors Risk of food poisoning from bad hygiene		Please refer to Amadeus risk assessment and preventative measures		
Ergonomic hazards such as standing for long periods (typically during show days)	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors Musculoskeletal injuries	L4 x S1 4 LOW	Chair or sitting points are available throughout the show. Staff encouraged to take a break when tired. Staff rest room with seating available in organiser's office. Staff advised to wear sensible footwear during show days.		L2 x S1 2 LOW
Late working	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners Fatigue leading to higher risk levels of work error and accidents	L3 x S3 9 MEDIUM	FH ensure sensible working and rotation of staff. FH ensure provision for food and drinks is pre-planned and all personnel are provided with adequate breaks. GES to manage their staff in accordance with their own risk assessment.		L2 x S3 6 MEDIUM
Physical or verbal abuse	<ul style="list-style-type: none"> ▪ FH staff Exposure to abuse in the workplace	L4 x S2 8 MEDIUM	All staff, contractors, exhibitors and visitors have a right to be treated respectfully at our events. We have a clear code of conduct we expect everyone to adhere to. Abusive language or behaviour will not be tolerated and perpetrators will be asked to leave the show.	See FH Admission Policy posted on FH website and on the show website	L2 x S2 4 LOW

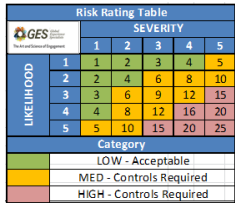
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Substance misuse	<ul style="list-style-type: none"> FH staff FH service partners Risk of accident/incident as a result of being under the influence	L5 x S3 15 HIGH	Alcohol and drugs policy in place and to be complied with. All staff should be mindful attending a show is a workplace event and behave accordingly. This applies whether at the show or staying at a hotel overnight as part of your attendance at the show. Excess alcohol consumption impairs performance and is not acceptable. This will be covered in the show induction. Employees must notify their line manager and the HR Department as soon as possible if they are prescribed medication that may cause side effects. All employees encouraged to report concerns about colleagues under the influence.	See FH internal alcohol and substance abuse policy	L2 x S3 6 MEDIUM
Stress	<ul style="list-style-type: none"> FH staff Exposed to stress in the work place due to tight deadlines, lack of labour resource etc.	L4 x S2 8 MEDIUM	All employees to ensure that they advise their line manager or HR if they feel they are being affected by stress. All employees given training and access to FH employee assistance programme. Extensive wellbeing advice and resources made available to all our people. Timelines considered to ensure labour resource is sufficient and additional resources employed to cope with peak times.		L3 x S2 6 MEDIUM
Young people on site	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors 		Only those over the age of 16 are allowed to attend the exhibition. No children are permitted to come on site. Registration team are briefed. No under 16s policy is stated on the show website	Plan your visit (signuk.com)	

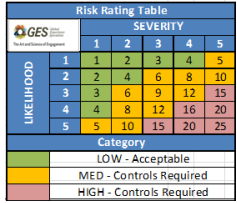
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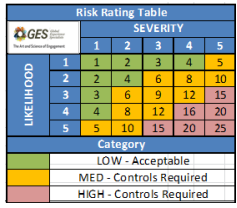
COVID-19 ADDITIONAL RISKS

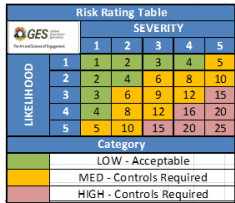
Covid 19 & infectious diseases	All attending the build-up, event and break-down	L4 x S2 6 MEDIUM	<p>Due to the ongoing situation relating to covid 19 FH will continue to follow the industry best practice risk assessed based All Secure Standard produced by the AEO. In addition, we and our contractors will follow the NEC controls for a safe visit to the NEC. We will also follow all Government regulations and guidance current at the time of the exhibition.</p> <p>Our guidance to exhibitors and visitors is available on our website, within the online manual and kept up to date by FH. This states for visitors:</p> <ul style="list-style-type: none"> ▪ We encourage you to take a lateral flow test in the morning before you come to the exhibition ▪ Please do not attend if you test positive, are feeling unwell, have a temperature or any cold/COVID symptoms, or have been in close contact with anyone who has had a positive test within the previous 5 days ▪ We ask you to make use of the additional anti-bac provisions and ensure you wash your hands regularly ▪ The space will be well ventilated and mask wearing is optional <p>All FH team members who are part of the exhibition show team attending the exhibition must:</p> <ul style="list-style-type: none"> • Be double vaccinated with a UK recognised vaccine • Take a lateral flow test on the morning of each day they are at the exhibition 	AEO All Secure Standard Organiser NEC Venue Protect Visitor Venue Protect (thenec.co.uk) nec-group-covid-19-risk-assessment-july-2021.pdf (thenec.co.uk) https://www.signuk.com/attend-with-confidence	L3 x S2 6 MEDIUM
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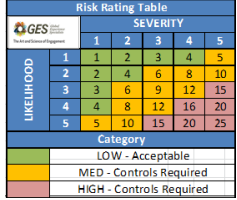
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			<ul style="list-style-type: none"> If they test positive or exhibit symptoms or are unwell, they must not attend the exhibition or meet any other team member or anyone from the event management team and will inform the Event Director immediately so we can be assured of their safety and arrange cover They will need to return home safely and alert the hotel on departure so their room can be deep cleaned If they have been in close contact with someone who has tested positive for COVID they should not attend the exhibition If they are unwell or displaying symptoms of COVID they must not attend the exhibition 		
Build-up	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Risk of ill health, infections, due to multiple people working on site	L4 x S2 6 MEDIUM	FH has chosen to reduce the number of contractors on site by appointing GES as principal contractor for organising services, stand build, registration (GES VISIT), logistics, furniture and graphics. We have also implemented and paid the additional costs for all stands to have AMP walling allowing exhibitors to choose not to employ additional stand build contractors. This will both reduce the number of contractors during build-up and ensure the majority are under GES control and H&S regime.		L3 x S2 6 MEDIUM
Registration	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors 	L4 x S2 6 MEDIUM	FH has implemented for a contactless badging system with digital scanning to increase the speed of admission into and out of the show. This will also enable us to track visitor numbers and ensure the show keeps within the NEC safe number guidelines. The VISIT contactless technology also allows visitors to scan QR codes to avoid handling brochures or handing over		L3 x S2 6 MEDIUM

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Activity to be undertaken	Who might be harmed and how?	Initial risk rating	FH minimum standard controls required	Event specific controls	Residual risk
	Risk of ill health, infections due to overcrowding and touching surfaces		business cards. This allows the exhibition to be a largely touchless event.		
Spacing	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors Risk of ill health, infections, due to overcrowding	L4 x S2 6 MEDIUM	Extra meeting and catering spaces have been added to the show floor to enable better spacing for visitors. Aisle widths have been increased around areas where demonstrations are taking place to ensure adequate spacing for visitors. NEC catering is following best practice in managing the in-show catering.		L3 x S2 6 MEDIUM
Emergency procedures	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors ▪ Visitors Risk of ill health, infections, due to presence of infected people	L4 x S2 6 MEDIUM	We request all attendees who test positive, are feeling unwell, have a temperature or any cold/COVID symptoms, or have been in close contact with anyone that has had a positive test within the previous 5 days do not attend the exhibition. We encourage all attendees to take a lateral flow test within 24 hours of arrival at the exhibition. All FH staff will take a lateral flow test prior to attending the exhibition and on each day at the exhibition. If anyone tests positive, they will not be able to attend the exhibition and will be encouraged to go home immediately following current Government guidelines. Any other attendee showing symptoms of COVID will be asked to take a lateral flow test and if positive to leave the exhibition. We have onsite First Aid provided by TEEM Ltd.		L3 x S2 6 MEDIUM
Hand hygiene and sanitising	<ul style="list-style-type: none"> ▪ FH staff ▪ FH service partners ▪ Exhibitors 	L4 x S2 6	FH advises all staff on appropriate levels of hygiene in the exhibition induction guide and pre-show briefing. Additional		L3 x S2 6

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Activity to be undertaken	Who might be harmed and how?	Initial risk rating	FH minimum standard controls required	Event specific controls	Residual risk
	<ul style="list-style-type: none"> Visitors Risk of ill health, infections, due to poor hygiene	MEDIUM	signage will be placed around the exhibition hall reminding everyone of good hygiene practices and using hand sanitising. Extra hand sanitising units placed around the hall. NEC has increased signage around the venue in line with their Venue Protect policy. Need for good hand hygiene and sanitising also included in guides for exhibitors and visitors.		MEDIUM
Enhanced cleaning regime	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors Risk of ill health, infections, due to poor cleanliness	L4 x S2 6 MEDIUM	NEC has implemented enhanced cleaning around the venue continually to clean high touch points and public spaces. Toilets will be cleaned regularly. Exhibitors will be encouraged to clean their stands regularly. Waste will be moved more frequently during events.		L3 x S2 6 MEDIUM
Ventilation	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors Risk of ill health, infections, respiratory issues due to poor ventilation	L4 x S2 6 MEDIUM	The NEC has overhauled its ventilation and controls to provide F7 Grade filtration and more frequent air turnover. TEEM is on site to assist in identifying and rectifying health and safety issues. Contractor or exhibitor activity involving fumes and dusts is covered under our service partners' risk assessments and reviewed by GES as necessary. If anyone is aware of neighbouring activities involving fumes and dusts speak with the organiser's office who will ask the NEC to have ventilation improved.	Organiser NEC Venue Protect	L1 x S5 5 MEDIUM
Face coverings	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors 	L4 x S2 6	Latest Government guidance only advises wearing a face covering in crowded indoor environments. As Hall 2 is a large, well-ventilated space we have specified masks are optional.		L1 x S5 5

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	<ul style="list-style-type: none"> Visitors Risk of ill health, infections, respiratory issues due to increased risk of transmission	MEDIUM			MEDIUM
Communication	<ul style="list-style-type: none"> FH staff FH service partners Exhibitors Visitors Risk of ill health, infections, due to poor communication	L4 x S2 6 MEDIUM	FH is committed to promoting a healthy and safe exhibition for all our stakeholders. We have undertaken an extensive communication campaign pre-show to ensure our exhibitors, their contractors and our visitors all understand the safety measures we are taking in relation to COVID and the part they play in keeping everyone safe. Communication has been via the exhibition website, exhibitor manual, email and by telephone.		L1 x S5 5 MEDIUM
Packing up prior to close of show	Exhibitors Visitors Organisers Venue Staff Others	3x2=6 MEDIUM	Exhibitors leaving boxes and equipment in gangways or wheeling them out of show can lead to slips, trips and collisions. Organisers to monitor and stop exhibitors from packing up until show close. Floor managers monitor to ensure all gangways are clear until show close. Security to prevent egress from hall with trolleys/ materials prior to show close.		1x3=3 LOW
Lifting operations	Exhibitors Visitors Organisers Venue Staff Others		All lifting operations will be conducted by a component operator. Banks person(s) will be used during the lifting operation Safety helmet are to be worn during the lifting operation		

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Rigging/ complex rigging	Organiser Venue staff Security Falling objects Falling Personnel Snagging on moving vehicles causing injury from snapping high tension wire Collision Eye injury Head Injury	3x4=12	Attaching points to the venue is restricted to official venue contractors who work to venue regulations and are competent and registered Riggers to wear appropriate PPE Rigging equipment to comply with all current, relevant legislation and be of sound material and construction, free from defects and fit for purpose All rigging work will be carried out in accordance with the NAAG for Rigging Majority of rigging to be completed prior to the start of tenancy or at the beginning of tenancy when the halls are less populated No working below: enforced and controlled by rigging contactor See also e-guide for rigging installation guidelines Wires should not be left hanging below head height, if they are they need to be marked with hazard tape		1x2=2
Unguarded machinery (both for stand build, and testing machinery exhibits) Mechanical hazards - Cuts, nips, entanglement, noise, crushing,	Exhibitor Contractor Organiser Venue staff		Onsite monitoring of working practices by floor manager Machinery only operated by trained operators Unguarded machinery to be removed from site or a guard installed Prohibition notice served if necessary For machinery exhibits suitable risk assessment and other necessary documents provided to Operations from exhibitor RA information provided to H&S Manager to check onsite that control methods are in place and suitable		

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Activity to be undertaken	Who might be harmed and how?	Initial risk rating	FH minimum standard controls required	Event specific controls	Residual risk
ejected materials etc					
Fire	Exhibitors Visitors Organisers Venue Staff Others Electrical fault, demonstrations on stands, catering, smoking, to cause fire which could lead to minor to fatal injuries. Smoke inhalation, burns, heat exhaustion.	3x5=15 HIGH	No smoking allowed in halls and monitored by venue staff. Venue to have their own catering risk assessments and ensure staff are trained. Electrics signed off by venue. Venue main supplier and official electrical contractor on standby. Cleaning staff to minimise waste. Venue to have suitable fire detection and prevention system. Exhibitors to submit sufficient Risk Assessments for stand demos. PLEASE refer to Fire Risk Assessment		1x5=5 MEDIUM