



**20<sup>th</sup> – 21<sup>st</sup> May 2025**




## **RISK ASSESSMENTS**

Risk Assessments undertaken by Luke Powell Maelstrom Event Solutions for Utility Week Live 2025

This version updated: 15 May 2025

| 2025 Risk Assessments |   |  |
|-----------------------|---|--|
| SECTION               | CONTENTS  | To be read in conjunction with the separate documents:     |
| 1                     | <p><b>General Overall Show RA</b></p> <p>Complex Structures      Disabled Access</p> <p>Reversing Vehicles      Water Testing</p> <p>Working at Height      Machinery</p> <p>Crèche &amp; Lost Children      Electricity</p> <p>First Aid / RIDDOR      Security</p> <p>Cleaning      COSHH</p> <p>Lifting      Smoking</p> <p><b>** KNOWN CONTRAVENTIONS – at end of RA **</b></p> | <p>Exhibitor Manual</p> <p>Structural Engineers Report</p> |
| 2                     | <p><b>Fire RA</b></p> <p><b>CONTENTS:</b></p> <ol style="list-style-type: none"> <li>1. Fire Prevention: Items and Work that could start a fire;</li> <li>2. Fire Detection: How we will spot fires onsite;</li> <li>3. Fire Comms: Raising the Alarm;</li> <li>4. Firefighting: Our Resources;</li> <li>5. Fire Evac: Emergency Evacuation.</li> </ol>                             | <p>NEC Emergency Procedures</p>                            |

# **GENERAL RISK ASSESSMENT**

| <b>Event:</b> Utility Week Live 2025   |   | <b>All show periods:</b> B/up    Open    B/down  |   |   |  |
|--|---|--|---|---|--|
| <b>Location:</b> NEC   |   | This <b>RISK ASSESSMENT</b> completed by:<br><br><div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <br/> <b>A.</b> Amanda Barnes<br/>           (BLOCK CAPS: Organiser)         </div> <div style="text-align: center;"> <br/> <b>A.</b><br/>           (Signed: Organiser)         </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;"> <br/> <b>B</b><br/>           (BLOCK CAPS: H&amp;S Advisor)         </div> <div style="text-align: center;"> <b>B. Luke Powell</b><br/>           (Signed: H&amp;S Advisor)         </div> </div> |   |   |  |
| <b>Contact:</b> Luke Powell  |   |  |   |   |  |
| <b>Organisers:</b> Maelstrom Event Solutions, Global House, Shrewsbury Business Park, Sitka Drive, Shrewsbury, Shropshire, SY2 6LG |   |  |   |   |  |
| Activity:  | Hazard(s):                                      | Who's at risk:<br><small>Exhibitors, Contractors, Visitors, Organisers, General Public, Disabled, Children.</small>  | Residual Risk Level:<br><small>(with control measures in place)</small> | Precautions or Control Measures required:<br><small>(State existing measures if adequate, but please note that this RA is WORTHLESS unless the agreed control measures are backed up by Senior Management, <b>physically actioned</b> and monitored onsite)</small>   | Notes:   |
| Alcohol/drugs and other substances.  | Dulled reactions and perceptions, mood changes. | Contractors, Visitors  | Medium  | 1. Alcohol is prohibited onsite during B/up and B/down.<br><br>2. Stand Managers are responsible for checking their own stand staff. Anyone suspected of being under the influence must be escorted from site until the following working day, or when it is safe for them to return.<br><br>3. Only legally prescribed medication / drugs allowed on site, providing it does not interfere with individual's abilities.<br><br>4. Anyone known to be under the influence of alcohol and/or drugs will be prohibited access to the Halls. | H&S Advisor and Floor Manager to monitor.<br><br>Watch out for foreign contractors ignoring this rule! |
| Camera Crews   | Trailing cables causing trip hazard.            | Visitors   | Low   | 1. Cordon off cable areas on any large static camera positions;<br>2. OB units to bury cables where possible, tape or ramp them.<br>3. Specific 'Media Safety Sheet' produced for them and distributed by Organisers.   | None booked in. Risk assessment to be obtained if any booked for show last minute                      |

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| Catering outlets   | Hygiene/wash facilities/<br>food preparation areas,<br>refuse collection                      | Unit staff<br>contractors,<br>visitors | Low    | <p>1. No food prep on stands.</p> <p>2. Refuse collection to be made on regular basis, washing facilities available, fire equipment to be near to hand, fuel for cooking to kept to a minimum on the stand, with LPG held in secure lockable cages.</p> <p>3. Local Solihull Borough Council inspectors to inspect NEC's own catering points. NEC to liaise with them direct.</p> <p>4. Also see NEC's Em/Pro's – separate document.</p>  | No cooking on stands – only pre-prepared food and drink.  |
| Complex Structures | Structural collapse<br><br>Unstable constructions<br><br>Show or stands not permitted to open | Exhibitors<br><br>Contractors          | Medium | <p>1. Campbell Reith Ltd (CRH) are the show's officially appointed structural engineers. They inspect each complex stand design, Show Feature, stairs, platforms and other structural elements pre-show and contact the Exhibitor direct to sort out any queries.</p> <p>2. CRH will raise their pre-show Inspection Certificates and give to both the NEC and the Organisers.</p> <p>3. All exhibitors with COMPLEX structures must submit full structural calculations pre-show for checking by CRH.</p> <p>4. Risk Assessments and Method Statements must be submitted with all COMPLEX stand details.</p> <p>5. CRH then inspect the complex structures as they are built onsite, suggesting changes (if any) prior to the show opening to the General Public. On the day before opening, CRH issue the NEC (and the Orgs) with the final sign-off certificates for the whole show.</p> | <p>CRH to copy DR in with the sign-off.</p> <p>CRH to also inspect standard Space Only stands &amp; Org's Features.</p> |

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| Crowd Control | Crushing, panic | Visitors            | Low          | <p>1. The floorplan has been designed to maximise available space, and a general plan is contained within show guide.</p> <p>2. Crowd control barriers will be sparingly used, if at all. Currently no known areas require them.</p> <p>3. Show attracts an audience across the 2 days of approx. 2000 max on any one day over the Open Days, is expected.</p> <p>4. Show is well signed, and a 'Meeting Point' has been designated at the Main Entrance Hall 18 for any lost persons.</p> <p>5. Security personnel numbers are adequate, and there are no known overcrowding 'hotspots'.</p>  |  |
|               | Protesters      | All persons on site | Low - Medium | <p>1. Visitor list to be scanned for obvious groups such as Just Stop Oil and Extinction Rebellion and entry refused at registration</p> <p>2. Monitoring social media for advanced warning</p> <p>3. Close liaison with NEC Security</p> <p>4. If disruption is caused within the theatre (for instance a member of the audience gets up and starts shouting) then the theatre manager or hostess, if the manager is not present, radios the organiser office and says "Code Blue Disruption in Theatre XYZ. Urgent assistance required". The Organising office to alert NEC Hall Security Manager and direct them to the location. The Event Director and Ops Manager make their way to the location as quickly as possible. They ask the protestor to leave and security escort them from the hall</p> <p>5. If the disruption is more elevated (such as threatening physical behaviour e.g. throwing paint) the message should be "Code Red, Theatre XYZ. Urgent assistance and security required [with a short description of the disruption happening]". The organiser's office will call NEC Hall Security Manager, the NEC Head of Security. The Ops Manager, Event Director and Floor Manager will go to the Theatre to assess the situation. If physical damage has been done, then the Event Director or in their absence, the Ops Manager will dial 999 and ask for Police assistance. The theatre will be evacuated, the order given by either the Ops Manager or the Event Director, the hostess will escort the speakers to the Organisers Office away from the incident.</p> |  |

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| Disabled Access      | Access/egress;<br><br>Emergency egress<br><br>Compliance with the DDA. | All disabled persons onsite | Low    | <p>1. All stands are advised to fit 1:12 ramps for the disabled where space permits. Larger Exhibitors must be able to entertain the disabled within their own stand area. There are no stands with stairs.</p> <p>2. FOH Staff are instructed to especially help those in wheelchairs, or have other forms of disability, gain access quickly to the show.</p> <p>3. The Venue itself has very good access for the disabled. Disabled toilets are available.</p> <p>4. All organiser features are wheelchair accessible and a ramp included in features where applicable.</p> |  |
| Electricity          | Short circuit, burns, fire, electrocution, death                       | All onsite                  | Medium | <p>1. A Safety Bulletin has gone out to all Exhibitors via the manual recommending that they use battery or 110v power equipment only during BU and BD.</p> <p>2. The NEC has their own dedicated electrical contractors for mains power supplies. They also test individual stands prior to energising.</p> <p>3. Generators are not allowed onsite.</p>  |  |
| Emergency gangways   | Blocked escape routes  | Contractors                 | High   | <p>1. Walkways to be kept clear at all times, with the Floor Managers enlisting the help of the lifters to constantly control.</p>   |  |
| Emergency procedures | Unfamiliar with location<br><br>Fast egress                            | All onsite                  | Medium | <p>1. Assembly points have been nominated.</p> <p>2. Security to be fully conversant with the NEC EMERGENCY PROCEDURES to assist with any evacuation. The NEC distribute these procedures to all stands the day before Open.</p>   | Floor manager presence on show floor also to assist in emergencies as required |

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| First Aid facilities & RIDDOR | <p>Response to incidents and treating casualties in an emergency</p> <p>Adequate equipment available</p> <p>Communications</p> | All onsite                           | Low    | <p>1. An Ambulance is available via 999 call, 8 mins away.</p> <p>2. Show Medics on two-way radio.</p> <p>3. NEC to report all major accidents to the Safety Officer as they occur onsite SFAIRP in order for official post-show Report. Safety Officer to log all RIDDOR's as required.</p>   | <b>ACUTE medical based in 17.1 org office and on radio comms with Organiser Office</b>   |
| Hazardous substances (COSHH)  | Explosion/fire/dangerous fumes/contamination of skin/environment   | <p>Contractors</p> <p>Exhibitors</p> | Medium | <p>1. There are no known substances that require a COSHH assessment.</p> <p>2. There may be some general cleaning chemicals, but only small amounts that are to be stored securely in lockable cupboards onsite. The minimum amount to be accessible for use, all spillage to be reported to Organisers.</p> <p>3. If any have Safety Data Sheets these must be readily available and controls followed for each substance by Exhibitors.</p>  | Floor manager check onsite.  |
| Hot work                      | <p>Fire</p> <p>Personal injury, especially to eyes.</p>  | <p>Contractors</p> <p>Venue</p>      | Medium | <p>1. There are no known processes requiring a HOTWORK PERMIT onsite, although there is a system in place should it be required.</p> <p>2. NEC will issue a HOT WORK certificate in order to assess competence of operative prior to starting work, although none – or minimal hot work – will take place.</p> <p>3. All safety precautions to be in place as follows: a) fire equipment to be near to hand; b) fire screen to be in place; c) PPE to be worn as appropriate; d) clear area of rubbish and flammables; e) cordon off if possible; f) competent person only to do work.</p> | <p>Floor Managers to monitor and bring to the attention of H&amp;S if see on site</p> <p>Exhibitor manual states for any hot work requests to be submitted pre show.</p> |



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| LPG          | Explosion<br>Fire<br>Dangerous fumes  | Exhibitors<br>Visitors  | Low  | <p>1. No LPG to be allowed in Halls.</p> <p>2. Minimum amount to be accessible for use by some NEC catering franchises.</p> <p>3. No connecting/disconnecting during show open hours.</p>   | Floor manager to spot check stands onsite. Currently none known.               |
| Late working | Fatigue<br>Accidents<br>Sabotage  | Contractors and equipment   | High | <p>1. 10pm is the normal late working time, unless dispensation obtained from Orgs.</p> <p>2. If &gt;50 people are working, then Organisers will make an assessment as to what type of work is being undertaken and whether we need to put on Safety Cover ourselves. If &lt;50 then the Exhibitor must provide their own Safety Cover.</p>   | Organisers to check with NEC staffing levels if late working request comes in. |
| Lifting      | <p>Collapse of load</p> <p>Impact with pedestrians</p> <p>Failure of lifting equipment</p> <p>Slings and chains failing</p> <p>Inexperienced drivers</p> <p>Weather</p> <p>Machinery failure</p> <p>Crushing pedestrians</p> <p>Damage to plant</p> | <p>Exhibitors</p> <p>Contractors</p> <p>Venue staff</p> <p>Organisers</p> | High | <p>1. Only 4 forklift trucks will be onsite for the show. All will be operated by trained and licensed drivers. There are no cranes or other lifting equipment known.</p> <p>2. The official show lifters are GES. They have available all details of training, instruction, sling testing, drivers licenses and equipment inspection certificates. Their general RA and H&amp;S Policy is supplied to the Organisers prior to the show. They are an extremely experienced crew to control all major lifts onsite and fulfil the Organisers responsibilities under LOLER.</p> <p>3. The Show Safety Team will make visual checks onsite.</p> <p>4. PPE will be issued by the Lifting Company for their staff to use. Hi-vis, boots and hardhats as appropriate. <b>See their own, separate, RA.</b></p> <p>5. Banksman must be used for all abnormal loads or when loads carried at height.</p> <p>6. Cranes, forklifts, lorries and other vehicles are actively monitored by the Floor Managers to switch their engines off when not in use. H&amp;S dept to assist.</p> <p>7. NEC extraction system may be required to be switched on, or open/close VE Doors as required to keep fumes at bay.</p> | Operations Manager to ensure their RA is on file pre-show.                     |

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| Manual handling               | Dropped equipment,<br>physical injury                            | Contractors                       | Medium | 1. All lifting to be carried out by mechanical means where possible, but each contractor concerned must be trained and deemed competent to know how to lift correctly by their own firm.   | Follow HSE advice.                                      |
| Machinery                     | Cuts<br><br>Nips, traps<br><br>Entanglement<br><br>Loss of limbs | Visitors<br><br>Exhibit Operators | Medium | 1. Guards must not be removed for display purposes without the express written permission of the Safety Manger; suitable and strong transparent guards fitted and a full RA undertaken by the Exhibitor and agreed with H&S.<br><br>2. Each Exhibitor has been asked by the Orgs to supply details of any exhibits / machinery that has moving parts on their stand.<br><br>3. Inspect all stands and exhibits onsite. Put warning in safety Bulletin. |   |
| Noise                         | Damage to hearing/ un<br>able to hear public<br>address system   | All onsite                        | Low    | 1. Noise monitored onsite SFAIRP. No known machinery or working practices will produce excessive noise onsite.<br><br>2. Regular checks on all areas of site for audibility checks on the public address system.   |   |
| Personal Protective Equipment | Cuts, eye and head<br>injuries etc.                              | Contractors                       | Medium | 1. All contractors monitored on site with regards to the tasks undertaken, and suitable PPE to be worn when necessary.<br><br>2. Floor Managers are given instructions as to PPE they must wear. Hi-vis jackets and hardhats provided for them onsite.   | Monitor on site<br><br>Floor<br>Managers to<br>monitor. |
| Power tools                   | Electrocution  | Contractors                       | Medium | 1. Exhibitor advised via manual to ensure all power tools are PAT tested prior to arriving onsite by their owners.<br><br>2. 110v or battery tools preferred. See Safety Bulletin.<br><br>3. Bench saw guards must be used and properly fitted.  |   |
| Signage                       | Lost Visitors<br><br>Warning signage                             | Visitors<br><br>Contractors       | Medium | 1. Signage to be placed at strategic points to assist Contractors to comply with HASAWA74 during BU and BD.<br><br>2. YAH Boards required for Visitors to navigate around the show during the Open period.<br><br>3. NB: Floor carpet tape: Eurotec B7/38/50 is the only approved carpet tape.   |   |

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| Safety Monitoring          | Poor safety standards<br>Increased accidents<br>Delays in show opening<br>Court costs<br>Low morale | Contractors<br>Exhibitors<br>Visitors<br>Show staff | Medium | <p>1. Safety Officers will be onsite throughout the tenancy hours.</p> <p>2. A comprehensive safety management programme has been implemented, including regular updates from the Organisers, Risk Assessment given to (and agreed with) NEC in advance of the show. Safety advice via the telephone to Exhibitors and Contractors pre-show is available.</p> <p>3. Onsite, there will be pro-active safety monitoring, toolbox talks with Contractors, Safety Bulletins distributed and spot-checks made of some Exhibitors Risk Assessments.</p> <p>4. Local Authority may also make regular site visits.</p> | NEC also monitor and make spot-checks.                                |
| Security                   | Response to incidents, thefts, control of site knowledge of area                                    | All security staff                                  | Medium | <p>1. NEC employ their own Security team whos responsibility it is to ensure all are trained and competent and very experienced in Security for shows.</p> <p>2. All staff are briefed regarding the Emergency Procedures.</p> <p>3. Ensure suitable relief breaks are incorporated into their schedule.</p>  |   |
| Unsafe working practices   | Unsafe structures/inferior work standards   | Contractors/venue staff/visitors                    | Medium | <p>1. All Exhibitors are responsible to undertake suitable checks on contractors they employ, and relay that information to organisers via the HS1 (Health &amp; Safety Declaration) form online.</p> <p>2. Exhibitors have to submit their Risk Assessments (also a Method Statement if stand is 'Complex') pre-show and also to make them available onsite, as we will be making spot checks.</p> <p>3. The Organisers must recommend to all Exhibitors that they use a BECA registered contractor.</p>   | Exhibitor responsible for hiring competent labour.                    |
| Vehicle movements external | Blocked access to site, traffic congestion, irate drivers/public                                    | Contractors<br>Public                               | Low    | <p>1. Large, adequate holding area for general show traffic;</p> <p>2. Drivers responsible for their own Banksman, although NEC Traffic Dept will assist where possible.</p> <p>3. Roads still subject to the RTA.</p>  | Traffic Dept to monitor access to site, provide banksman if required. |

|  |                                    |                             |      |  |                           |
|--|------------------------------------|-----------------------------|------|--|---------------------------|
| Vehicle movements internal<br><br>Reversing vehicles | Contact with contractors/equipment | Contractors                 | High | <p>1. NEC Traffic to control access to the Halls.</p> <p>2. Maximum speed limit of 5mph inside the Halls.</p> <p>3. Drivers responsible for their own Banksman. Specific Safety Sheet created and distributed for drivers.</p> <p>4. Engines to be switched off when vehicle not in use – Floor Managers to be pro-active and monitor vehicles idling in the halls during BU and BD.</p> <p>5. No vehicles allowed into Halls during the Open period, except for some NEC cleaners karts.</p>  | Floor managers to monitor |
| Waterborne diseases                                  | Legionella                         | Visitors                    | Low  | <p>1. Water control measures outlined fully in the online Exhibitor Manual, and all Exhibitors who have water features on their stand are checked for compliance.</p> <p>2. No known water features yet. Monitor onsite, then if so undertake regular dip-tests for chlorine level.</p>  |                           |
| Working at Height & RIGGING                          | Falls<br><br>Head injuries         | Contractors<br><br>Visitors | High | <p>1. There are no known stands going to be built over 4m high, so work at height will be kept to the minimum.</p> <p>2. There is a specific 'Ladder Safety ' sheet produced for all Exhibitors.</p> <p>3. All rigging drop wires and fixings to the Hall roof is done by ONE in-house company, ie: NEC Rigging Dept. They are specifically trained and experienced.</p> <p>4. NEC Rigging to tag ALL drop wires if hanging at a low level on every stand prior to show tenancy. ALSO include at least ONE safety notice per stand.</p> <p>5. NEC to monitor their Riggers during lifting to ensure no exposure to CO from vehicles in the Halls, etc.</p> <p>6. Exhibitors who are planning to hoist and fix their own Lighting Rig to the drop wires must submit their own RA and struc-calcs to the Organisers.</p> |                           |

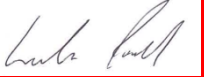
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|   |  |  |  |  |  |
| <b>KNOWN CONTRAVENTIONS:</b>  |  |  |  |  |  |
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| <p><b>IMPORTANT NOTE:</b> To whom it may concern..... The Organisers reserve the right to alter, update or amend the details contained herein at any time, in light of new information or new procedures being required. Whilst we, as a responsible employer, will adhere to all necessary control measures so far as is reasonably practicable, this Risk Assessment is a live document and the final physical safety arrangements onsite may therefore differ slightly from the written ones shown here.</p> |  |  |  |  |  |

# FIRE RISK ASSESSMENT

This version updated 3<sup>rd</sup> March 2025

## **CONTENTS:**

1. Fire Prevention: Items and Work that could start a fire;
2. Fire Detection: How we will spot fires onsite;
3. Fire Comms: Raising the Alarm;
4. Firefighting: Our Resources;
5. Fire Evac: Emergency Evacuation.

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|---|---|---|---|---|---|
| <b>Event:</b> Utility Week Live 2025  |   | <b>All show periods:</b> B/up    Open    B/down   |   |   |   |
| <b>Location:</b> NEC  |   | <b>FIRE RISK ASSESSMENT</b> completed by:   |   |   |   |
| <b>Contact:</b> Luke Powell   |   |   |   |   |   |
| <b>Organisers:</b> Maelstrom Event Solutions<br>Global House, Shrewsbury Business Park,<br>Sitka Drive, Shrewsbury, Shropshire, SY2 6LG |   |   |   |   |   |
|   |   | A. ....<br>(Signed: Organiser)  |   | A. ....<br>BLOCK CAPS: ORGANISER  |   |
|   |   | <br>B. ....<br>(Signed: H&S Advisor) |   | B. Luke Powell<br>BLOCK CAPS: H&S ADVISOR   |   |
| <b>Task:</b>  | <b>Hazard(s):</b>   | <b>Who's at risk:</b><br>Exhibitors, Contractors,<br>Visitors, Organisers,<br>General Public,<br>Disabled, Children.  | <b>Residual Risk Level:</b><br>(with control measures in place) | <b>Precautions or Control Measures required:</b><br>(State existing measures if adequate)   | <b>Notes / who to action?</b>                           |
| <b>FIRE PREVENTION</b><br><br><b>ITEMS AND WORK THAT COULD START A FIRE:</b>  | Sparks from Hot Work by Contractors.<br><br>Open flames from cookers on Catering Units.<br><br>Incorrect storage of flammables.<br><br>Dangerous exhibits.<br><br>Generators.<br><br>Cigarette ends causing damage to stands and equipment.<br><br>Vandals. | Contractors<br><br>Exhibitors<br><br>Visitors<br><br>Disabled<br><br>Children   | Low   | 1. There is no known Hot Work scheduled for onsite, but if any it can only be undertaken once a HOTWORK PERMIT has been issued by either the NEC or the Safety Manager onsite.<br><br>2. There are to be NO Catering units on stands, only in the official NEC Catering Outlets. Senior catering managers and sub-managers check their areas at regular times throughout the day. Catering staff are trained by their own companies in the correct method of operation of all cookers and heating units and fire extinguishers.<br><br>3. Deep fat fryers are banned from stands. There are no known cooking demos or kitchens preparing hot meals on the stands themselves.<br><br>4. Waste material will be regularly removed by NEC Cleaning Dept.<br><br>5. NO SMOKING allowed anywhere within the NEC, including all offices and stands. | Floor Managers to monitor<br><br>H&S to monitor onsite. |

|   |        |        |        |  |  |
|---|--------|--------|--------|--|--|
| <b>FIRE PREVENTION</b><br><br><b>ITEMS AND WORK THAT COULD START A FIRE: (Contd).</b> | Contd. | Contd. | Contd. | <p>6. LPG (if any) will be stored in known and approved locations on the named stands themselves. Currently none known. Excess LPG will be stored in a gas cage out of the hall, which must be kept locked and have warning signage affixed.</p> <p>7. A senior member of NEC Fire Dept will inspect the whole site pre-show (with the H&amp;S Officer) and notify us of their findings 19th May i.e. the day prior to opening. Any urgent changes undertaken immediately.</p> <p>8. All portable electrical appliances brought to site must be PAT tested. H&amp;S to Monitor.</p> <p>9. GENERATORS are not allowed to be used in the Halls.</p> <p>10. All Standfitting materials to BS476 Part 7, Class 1.</p> <p>11. COSHH checks made by the Organisers H&amp;S Officer onsite.</p> <p>12. Move all BIFFA BINS away from the sides of the Halls, if any, and exits as smokers may use them to discard cigarettes.</p> |  |
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|---|--------------------------------|-------------|-----|--|---|
| <b>FIRE<br/>DETECTION:</b><br><br><b>HOW WE WILL<br/>SPOT FIRES<br/>ONSITE:</b> | Fire detection system working? | Contractors | Low | 1. Fire detection is made by visually monitoring all areas at risk, by Exhibitors, Floor Managers and Security during the day. The alarm is then raised by phone to Security Control.<br>2. NEC Security are there 24/7.<br>3. Complex stands are advised to have linked smoke alarms under raised decks, stairs and in storerooms and offices.<br>4. Floor Managers and Security will clear route through to any fire onsite in preparation for the arrival of the Fire Brigade.<br>5. Suitable fire exits, emergency lighting, emergency signage and smoke alarms already in place at NEC.<br>6. Robust and simple 'Emergency Procedures' in place.<br>7. Security must have a large-scale EMERGENCY FLOORPLAN* showing the locations of fire-fighting equipment, extinguishers, hydrants, EMERGENCY EXITS, gangways and access routes, fire safety signs, fire assembly point, emergency numbers etc.<br>8. NEC Security are especially trained to assist the disabled in an emergency. | Ensure emergency floorplan is up in Orgs office and Security Control. |
|   | Fire starting after hall shut  | Exhibitors  |     |  |   |
|   | Low numbers of staff in Halls  | Visitors    |     |  |   |
|   |                                | Disabled    |     |  |   |
|   |                                | Children    |     |  |   |
|   |                                | Patrons     |     |  |   |

|  |  |             |     |  |  |
|--|--|-------------|-----|--|--|
| <b>FIRE COMMS:</b><br><br><b>RAISING THE ALARM</b> | Speedy response to fires and other emergencies             | Contractors | Low | <p>1. The NEC has an automatic fire detection system and fire call system in place, which automatically sounds the 'EVAC' message over the Tannoy system 3 minutes after detecting a fire. NB: NEC Fire Dept therefore have 3 minutes to investigate the cause of the fire before the full evac sounds.</p> <p>2. Security and the Organisers will be on their own Radio Channel which they can use to alert all other radio users onsite. All staff have mobile phones and the emergency numbers will be given to them to programme into the own phones.</p> <p>3. NB: There are a minimum 15 x 2-way radios and 1 x telephone lines in the onsite Organisers office*.</p> <p>4. NEC Security Control has separate outside Emergency Telephone line to summon assistance from the normal Emergency services.</p> <p>5. Public address system to be in place and audible throughout site. A test will be done each morning pre-open to ensure functioning properly</p> <p>6. Security staff will enter the Halls to ensure that all Visitors are safely escorted out in the event of an emergency evac having to take place.</p> <p>7. Every VE DOOR has an Emergency Notice on it with the emergency telephone numbers to call. Exhibitors and Visitors can then simply ring this number and go straight through to Security Control.</p> <p>8. There are no multi-level stands, so the larger stands are to simply raise the alarm on their own stand by speaking directly to their staff to start evacuating the stand and assisting Visitors out of the Halls.</p> |  |
|  | Poor Communication system                                  | Exhibitors  |     |  |  |
|  | No-one knowing the emergency procedures or numbers to call | Visitors    |     |  |  |
|  | Injury and panic   | Disabled    |     |  |  |
|  |  | Children    |     |  |  |

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| <b>FIRE FIGHTING:</b><br><br><b>OUR RESOURCES</b> | Speedy response to fires onsite                               | Contractors | Low | 1. All suitable FIRE EXTINGUISHERS to be in situ at start of tenancy especially near/in catering areas.<br>2. NEC Security have patrols 24/7 in the Halls.<br>3. Hydrants outside the Halls are clearly identified on the NEC Floorplan held at NEC Security Control. Hydrants kept clear at all times.<br>4. Robust Emergency Procedures in place and notified to all staff and Exhibitors via the manual pre show. A QR code with site rules on all entry doors as well.<br>5. Wide aisles and clearly identified emergency access gates and routes maintained for easy access by the Emergency Services.<br>6. No standby fire engine onsite due to proximity of local Fire Station. It is estimated that Fire Engines will take approximately 3 minutes to reach the site from receiving the callout at the local onsite Bickenhill Fire station.<br>7. All escape routes are AT LEAST 2m wide min and lead to the NEC VE Doors, which feature proper pedestrian fire-exit doors. These will be kept clear at all times. Estimated evac time from Venue: All 6114 persons within the hall at any one time: 2 ½ minutes (approx). number tbc by venue<br>8. Venue to place fire extinguishers around the hall and sign off with floor manager pre show open<br>9. There are clearly marked Fire call points and fire extinguisher points around the Halls. | Ensure Fire Inspection pre-show. |
|   | Ability to deal with fire until the Emergency Services arrive | Exhibitors  |     |   |                                  |
|   | Accessibility for emergency services due to poor Floorplan    | Visitors    |     |   |                                  |
|   | Sprinkler system working?                                     | Disabled    |     |   |                                  |
|   | Emergency Services knowledge of Venue                         | Children    |     |   |                                  |

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| <b>FIRE EVAC:<br/><br/>EMERGENCY<br/>EVACUATION</b> | Injury and panic to patrons when trying to evacuate; | Contractors | Low | 1. NEC have their own Emergency Procedures, distributed to all stands on the day before show opens. This contains notification of the emergency numbers, Fire Assembly Point and wording of the emergency Tannoy announcements. | Ensure Fire Inspection pre-show. |
|   |  | Exhibitors  |     | 2. Fire inspection scheduled onsite for 19 <sup>th</sup> May with FM and NEC's Fire Officers.   |                                  |
|   |  | Visitors    |     | 3. The Assembly Points have been designated near Pendigo Lake, although they are subject to change due to prevention of terrorism.  |                                  |
|   |  | Disabled    |     | 4. The NEC have clearly established Tannoy Announcements in the event of an emergency or evac situation.  |                                  |
|   |  | Children    |     | 5. All emergency exits will be checked to ensure they are UNLOCKED during show tenancy hours by the H&S Officer as well as NEC Security. All emergency exits are clearly signed.  |                                  |
|   | Patrons  |             |     | 6. It may be worth noting here that in a previous test, NEC Hall 5 was evacuated in just over 6 minutes with a large number of Contractors working in there, so the principles have already been put into practice and work.    |                                  |