

Risk Assessment & Method Statement

Client	Project #	Project Name
Highways England	P5827	NAIDEX Show 2021
Site Address	NEC Birmingham	
Precise Location on site	Hall 5 – Stand no: E130	

Written by/ Position	Date	Revision
Nola Harmer – Junior Production Manager	28/07/2021	001

Key Contact (s)	Mobile	Email Address
Nola Harmer	07368 178930	Nola.harmer@identitygroup.co.uk

EMERGENCY CONTACT INFORMATION

Organisation	Telephone	Address
Identity	Mon-Fri 0800 – 1700 +44(0)1323 469111 <u>Out of Hours</u> +44 (0)7813 027 672 +44 (0)7810 716 519 +44 (0) 7782 379 893	Identity House Westham Business Park, Eastbourne Rd, Westham, East Sussex BN24 5NP United Kingdom
Highways England -	Tel: 0300 470 4598 / Mob: 07740 513 156	Bridge House Walnut Tree Close Guildford GU1 4LZ

TASK PROGRAM

Build Start Date	Build Finish Date
13/09/21	14/09/21 by 21.00

Event Start Date	Event Finish Date
15/09/21	16/09/2021 17.00

De-Rig Start Date	De-Rig Finish Date
16/09/2021 after 17.30	17/09/2021 by 16.00

Any other Information:

Flooring to be laid direct to venue floor
 Clockwork to arrive to erect walling
 PressRed to arrive to install tech kit
 Concept Furniture to deliver furniture



CONTRACTORS DETAILS

<p>The following contractors have been engaged by Identity to deliver aspects of the event, and have been selected from our approved suppliers list. Identity shall ensure that each contractor have sufficient Public Liability Insurance for work to be carried out and that each activity has supporting Risk Assessments and Method Statements.</p>	
Task	Company Name
Stand - Construction, Installation & De-rig	Clockwork Exhibitions / Identity
Furniture Hire	Concept Furniture Hire
Audio Visual	Press Red
Exhibition & Event Carpet Co	Flooring
<p>Identity and its contractors shall ensure that unauthorised persons do not gain access to the premises whilst items are being moved into and out of the sites.</p> <p>Identity and its contractors will prevent other occupants of the area from gaining access to the working site.</p> <p>Identity and its contractors will take all reasonable steps to ensure the health and safety of other occupants of the area whilst items are being installed & dismantled.</p> <p>Identity and its contractors operate in accordance with the risk assessment outline in the below procedures</p>	

BRIEF DESCRIPTION OF THE WORKS, TASK OR PROCESS:

<p>Unloading and installation Carpet laid straight to venue floor install by exhibition event carpet co erect walling and graphics, erect lighting and furniture.</p>

SEQUENCE OF OPERATIONS:**Loading**

1. The loading crew are to undergo an activity briefing to ensure that they are made aware of all relevant hazards either existing or resulting from the work activities.
2. Safely remove items from storage areas and collate items for project in designated area in such a manner as to not cause any type of trip hazard. – Any items on the racking or over 25KG must be lifted by specialist lifting equipment such as forklift and pump truck. Items under 25KG must be lifted using the correct manual handling techniques.
3. The Lorry Arrives to Store; The vehicle is parked in a safe place as to not cause an obstruction and report to the Store Manager.
4. The large project items will be packaged and loaded onto a curtain sided lorry via forklift truck. The smaller items will be loaded using correct manual handling techniques. Once loaded ensure that the lorry is packed and tied off safely before starting the journey.

Build

1. Arrive on site; park the vehicle in a safe place as to not cause an obstruction and report to the Venue Arena Security.
2. Installation crew are to undergo an activity briefing to ensure that they are made aware of all relevant hazards either existing or resulting from the work activities.
3. Off load the stand and place within the works area in such a manner as to not cause any type of trip hazard.
4. Lay underfloor cables and supports then install platform followed by floor covering
5. Build walls - At all stages during construction temporary strutting and bracing will be kept in place in order to carry out the installation in a safe manner before the walls are ready to support themselves.
6. Installation back wall unit and lighting.
7. Position of product units and furniture.
8. All remaining tools and building equipment to be taken away. Ensuring the lorry is packed and tied off safely before starting the journey.

Breakdown

1. Arrive on site; park the vehicle in a safe place as to not cause an obstruction and report to the Venue Security.
2. Dismantle crew are to undergo an activity briefing to ensure that they are made aware of all relevant hazards either existing or resulting from the work activities.
3. Remove off stand space the client products on units
4. Remove off stand space product units and furniture.
5. Remove back wall unit and lighting
6. Dismantle the walls - At all stages during construction temporary strutting and bracing will be kept in place in order to carry out the dismantle in a safe manner.
7. Remove floor covering, platform and underfloor cables.
8. Load into vehicle all the stand elements, tools and building equipment to be taken away. Ensuring the lorry is packed and tied off safely before starting the journey.

Unloading

1. The unloading crew are to undergo an activity briefing to ensure that they are made aware of all relevant hazards either existing or resulting from the work activities.
2. Lorry Arrives to Store; The vehicle is parked in a safe place as to not cause an obstruction and driver(s) reports to the Store Manager.
3. Safely remove items from the Lorry and collate items for project in designated area – Using correct manual handling techniques and specialist lifting equipment such as forklift and pump truck
4. Put items safely back into designated areas in such a manner as to not cause any type of trip hazard. – Any items that go on the racking or are over 25KG must be lifted by specialist lifting equipment such as forklift and pump truck. Items under 25KG must be lifted using the correct manual handling techniques



EQUIPMENT AND PROCEDURES:

Plant/Tools needed	Steps Ladders Hand tools	Specific Training needed – give details	Work at Height Manual Handling
PPE required	Hard hat Gloves Safety boots Eye safety Dust mask Ear defenders Hi Vis	COSHH Assessments Carried Out Noise Dust Fumes Vibration
Materials to be used (what you need for the installation)	Timber Metal Graphics Adhesives Cleaning liquids, gels etc	Material Handling (how you will get the materials to their location)	Hand trollies Manual Handling
Traffic Management	Na – pedestrian area Area secured by Client/PC	Mobile Phone use – any Restricted Areas (details from client)	
Is WAH involved	Yes Step Ladders	Fall Prevention Measures	WAH training
Protection measures of other people	Restricted access	Is Electricity needed	Yes
Permits to Work needed	No	Electricity supplied by	Venue
Welfare supplied by	Principal Contractor Venue	First Aid Cover supplied by	Principal Contractor Venue

IDENTITY

Risk Assessments used	<ol style="list-style-type: none">1. Loading/ Unloading tools and materials/ Removal of waste /General House Keeping/ Working near a HIAB2. General manual handling3. Using hand held power tools either battery or mains4. Using mobile towers, platform ladders etc5. All works at height including using powered access machinery – Cherry Pickers etc6. Exposure to substances or materials that may cause harm – COSHH
Additional Supporting Documents	<ol style="list-style-type: none">1. Public Liability Insurance <delete if not applicable>2. Certificates <delete if not applicable>3. Others <delete if not applicable>
Identity Holdings Ltd's appointed Health & Safety Consultant	Jon Matthey DipNCRQ, GradIOSH, MIIRSM Health and Safety Advisor jon.matthey@eventsafetyplan.com 07703 621 480

Severity (S) x Probability (P) = Risk (R)

Probability - (1= Unlikely, 2= Possible, 3= Quite Possible, 4= Likely, 5=Very likely)

Severity - (1=Negligible, 2=Slight, 3=Moderate, 4= Life changing, 5 =Fatal)

0-8= **Low Risk** No Action Required

9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Risk Assessment No	1	Operation /Activity Assessed	Loading/ Unloading tools and materials/ Removal of waste /General House Keeping/ Working near a HIAB
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Persons Exposed	All operatives/all people in vicinity	Frequency of Exposure			Eg Hour/hours/all day			
Hazard	How	S	P	R	Controls	S	P	R
Manual handling	Workers may strain their backs or pull other muscles	4	3	12	Ensure all operatives use correct MH techniques, and do not lift more than they are capable of	4	3	12
Slips trips and falls	Operatives may trip over debris on the ground	3	3	9	Ensure the work area is kept clear	3	3	9
Falling materials/ objects	Anyone in the area may be injured if struck by falling objects	5	3	15	Site supervisor to ensure works are is cordoned off. Operatives wear safety footwear at all times / hats where directed	5	2	10
Collision with moving vehicles	Operatives may be struck by moving vehicles	5	4	20	Operatives to wear Hi Vis vest/jacket when in vicinity of moving plant. No vehicles are to be reversed without a banksman	5	2	10
Cuts and abrasions	Operatives may suffer small cuts whilst unloading/moving materials or disposing of waste	3	3	9	All operatives are to wear gloves wherever practical	3	3	9
Contact with overhead cables while operating boom	Electric shock/flash may cause serious injury result if overhead cables are touched	5	4	20	Ensure machine only operated by ticketed operatives. Vehicle route to be agreed with PC site manager	5	2	10
Machine overturning	Operator and anyone in vicinity may be injured if machine overturns	5	2	10	Ensure machine only operated by certificated operator	5	1	5
Crush/pinch injuries		4	3	12		4	2	8



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Falling objects/debris	<p>Operatives or others may suffer crush injuries if they put their hands into lifting gears, or get their hands or fingers under loads</p> <p>Operatives and others may be injured if materials fall whilst being moved/hoisted</p>	4	3	12	<p>No-one to be in vicinity of lifting gear during raising/lowering. Area around to be barriered off using marshals if necessary</p> <p>No-one to be underneath machine whilst it is used. Area around to be barriered off using marshals if necessary Ensure operators/banksmen are competent persons with current certification. Ensure work area kept clear of non-essential personnel Ensure all operatives wear PPE as directed</p>	4	2	8
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Risk Assessment No	2	Operation /Activity Assessed	General manual handling
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Persons Exposed	All operatives	Frequency of Exposure			Eg Hour/hours/all day			
Hazard	How	S	P	R	Controls	S	P	R
Risk of manual handling injuries/WRULDS	Workers may strain their backs or pull other muscles while moving or handling tools or materials	4	3	12	Ensure all operatives use correct MH techniques, and do not lift more than they are capable of.	4	2	8
Slips trips and falls while carrying	Operatives may trip over tools, materials or debris on the ground	4	3	12	Ensure the work area is kept clear	4	2	8
Falling materials/ objects	Operatives may be injured if struck by falling or dropping objects	5	2	10	Site supervisor to ensure no works take place under works area. All operatives to wear safety footwear at all times and hats where directed	5	1	5
Collision with moving vehicles	Operatives may be struck by moving vehicles	5	4	20	No-one to be working in vicinity of moving plant. Operatives to wear Hi Vis vest/jacket when in vicinity of moving plant No vehicles are to be reversed without a banksman	5	1	5
Cuts and abrasions	Operatives may suffer small cuts whilst unloading/moving materials or disposing of waste	3	3	9	All operatives are to wear gloves wherever practical	3	3	9



Severity (S) x Probability (P) = Risk (R)

Probability – (1= Unlikely, 2= Possible, 3= Quite Possible, 4= Likely, 5=Very likely)

Severity – (1=Negligible, 2=Slight, 3=Moderate, 4= Life changing, 5 =Fatal)

0-8= **Low Risk** No Action Required

9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Risk Assessment No	3	Operation /Activity Assessed	Using hand held power tools either battery or mains
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Persons Exposed	All operatives/all people in vicinity	Frequency of Exposure			Eg Hour/hours/all day			
Hazard	How	S	P	R	Controls	S	P	R
Risk of manual handling injuries/ WRULDS while holding tools	Workers may strain their backs or pull other muscles	4	3	12	Ensure all operatives use correct MH techniques, and do not lift more than they are capable of.	4	2	8
Flying debris	Anyone in vicinity may be injured if struck by waste material flying off	4	3	12	Supervisor to ensure all operatives wear eye protection. Ensure other people kept away from area	4	2	8
Fire/smoke/fumes	Operatives and others may be caught in fire, or may suffer from smoke inhalation	5	3	15	Operative to ensure all flammables kept away from work area Ensure fire extinguisher available Ensure well ventilated area	5	2	10
Cuts and abrasions, crush or pinch injuries	Operatives may suffer cuts to their hands or fingers whilst using tools, or may become entangled in moving parts	4	4	16	All operatives to be competent to use their tools, to only use them for the designed purpose and to wear the appropriate PPE as directed. Operatives and supervisors to ensure that correct guarding is fitted	4	2	8
Noise from drills, etc	Operatives and others' hearing may be affected by noisy tools or tasks	3	3	9	Ensure operators and all operatives in area wear ear protection during cutting /drilling operations. Restrict access to non-essential personnel.	3	2	6
Electric shock	Operatives may suffer electric shock if exposed to live circuits/cables	5	3	15	Supervisor to ensure all equipment is tested. 110v or battery tools used on site. PTW and lock out system to be used if needed for connection to mains supply. Only qualified electricians to carry out electrical works	5	1	5
Slips trips and falls	Operatives may trip over debris on the ground Operatives and others may suffer breathing difficulties if exposed to dust	4	3	12	Supervisors to ensure good housekeeping, all operatives told keep the use of trailing leads to minimum, and never across stairs. Ensure adequate supply of dust masks available to all operatives. Keep non-essential personnel away.	4	2	8

Severity (S) x Probability (P) = Risk (R)

Probability – (1= Unlikely, 2= Possible, 3= Quite Possible, 4= Likely, 5=Very likely)

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0-8= **Low Risk** No Action Required

9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Dust created from drilling/fixing	Personnel may be overcome by fumes while in the vicinity of fuels, or using pressurised liquids/gases	4	3	12	Works to be carried out in well ventilated areas only	4	2	8
Exposure to respiratory irritants possibly used in aerosols, or fuels for generators	Spillages of some materials will cause environmental contamination especially if it gets into waterways	4	4	16	Fuel only to be stored in approved containers and stored in designated locations with appropriate signage. Spill kits to be kept at all locations	4	2	8
Environmental contamination from spilt materials or discarded containers		5	4	20	Used containers to be discarded as per manufacturer's instructions	5	2	10



Severity (S) x Probability (P) = Risk (R)

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Severity - (1=Negligible, 2=Slight, 3=Moderate, 4= Life changing, 5 =Fatal)

0-8= **Low Risk** No Action Required

9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Risk Assessment No	4	Operation /Activity Assessed	Using mobile towers, platform ladders etc
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Persons Exposed	All operatives/all people in vicinity	Frequency of Exposure			Eg Hour/hours/all day			
Hazard	How	S	P	R	Controls	S	P	R
Manual handling while carrying equipment to works area, or while assembling	Workers may strain their backs or pull other muscles	4	3	12	Ensure all operatives use correct MH techniques, and do not lift more than they are capable of. Supervisor to ensure team handling if needed and the use of mechanical aids if possible	4	2	8
Slips trips and falls	Operatives may trip over debris on the ground, tower may overbalance	4	3	12	Ensure the work area is kept clear. Operatives to ensure equipment is set in level footing	4	2	8
Falling materials/ objects	Operatives or others may be injured if struck by falling objects	4	3	12	Site supervisor to ensure works area is cordoned off. Operatives wear safety footwear at all times / hats where directed	4	2	8
Collision with moving vehicles	Operatives will be knocked off tower/platform etc if struck by moving vehicles	5	4	20	No vehicles are to be permitted in works area	5	1	5
Cuts and abrasions/ pinch injuries	Operatives may suffer cuts or pinch injuries whilst assembling/dismantling equipment	3	3	9	All operatives are to wear gloves wherever practical	3	3	9
Falls from height	Operatives may be injured if they fall from a tower or platform	5	4	20	All operatives to undergo basic training on ladder safety. Ladders only used if no other access suitable. Ladders/steps only to be used for access. All ladders/steps to be checked prior to use, any damaged items will not be used. Ladders/steps/ towers to be used on stable ground. Towers to be erected by competent persons	5	2	10
	Operatives will be injured if the equipment collapses	5	2	10	All equipment is checked regularly. Any damaged equipment is removed for repair or disposal. All operatives are given instruction on how to use equipment.	5	1	5



IDENTITY

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0-8= **Low Risk** No Action Required

9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Collapse of equipment during use					Only certificated personnel are to erect/alter towers			
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0-8= **Low Risk** No Action Required

9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Risk Assessment No	5	Operation /Activity Assessed	All works at height including using powered access machinery – cherry pickers/ scissor lifts etc
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Persons Exposed	All operatives/all people in vicinity	Frequency of Exposure			Eg Hour/hours/all day			
Hazard	How	S	P	R	Controls	S	P	R
Falls from height, possibly while erecting or dismantling signs or display stands	Operatives will be injured if they fall from any height.	5	4	20	Work At Height hierarchy to be used. Before starting work, site supervisor will ensure edge protection or fall arrest system is in place.	5	2	10
Falling objects, items dropped from work platforms, ladders etc	Those underneath may be injured if objects – tools or materials strike them	5	3	15	No-one to be permitted to work underneath another. If working near public, area to be cordoned off. No lifting works to take place in high/gusty winds. Ensure operators/banksmen are competent persons with current certification. Ensure work area kept clear of non-essential personnel Ensure all operatives wear PPE as directed	5	1	5
Crush or pinch injuries	Personnel could suffer serious injury to arms or hands if they are caught in lifting gears	4	4	16	Supervisor to ensure that no-one is near machinery during lowering operations. Guards/covers to be in place	4	2	8
Loss of pneumatic power while in use	Personnel may fall while trying to escape if they are trapped at height Personnel could be thrown from the cradle if the machine wobbles or falls in high winds	4	3	12	Supplying company to ensure that machines always 'fail to safety'. Machines to be operated by trained personnel at all times	4	1	4
Machine or load made unstable by wind	Personnel could be thrown from the cradle if the machine wobbles or falls in high winds	5	3	15	Supervisor/trained person to take account of weather conditions and refer to IPAF training and MEWP maximum wind speed	5	1	5
Contact with overhead cables while driving	Operatives may suffer electric shock if they touch overhead cables if machine is driven into area without consent	5	4	20	Ensure machine only operated by ticketed operatives. Vehicle route to be agreed with PC site manager	5	1	5



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9-15= **Medium Risk** Adequate controls already in use

16-25= **High Risk** Stop operation, implement control measures

Machine overturning during manoeuvring	Operatives may be thrown from cradle and crushed or suffer other injuries	5	3	15	<p>Ensure machine only operated by ticketed operatives.</p> <p>All users to wear harness while inside cradle. Vehicles only to be used in agreed areas. No machine to be used on a gradient without Supervisor checking it is within operating parameters</p> <p>Supervisor to ensure tyre pressures are checked before use.</p> <p>Supervisor to check that SWL is not exceeded</p>	5	1	5
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16-25= **High Risk** Stop operation, implement control measures

Risk Assessment No	6	Operation /Activity Assessed	Exposure to substances or materials that may cause harm - COSHH
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Persons Exposed	All operatives/all people in vicinity	Frequency of Exposure			Eg Hour/hours/all day			
Hazard	How	S	P	R	Controls	S	P	R
Exposure to toxic fumes	Exposure to the fumes of sealants etc can cause respiratory ailments, may be exacerbated by working in rooms with limited ventilation	4	3	12	Supervisor to check MSDS prior to specification /use to ensure no harmful fumes occur Supervisor/operatives to ensure work areas have adequate ventilation before application.	3	2	10
Contact with hazardous materials/ Occupational dermatitis	Contact with exposed skin may cause rashes, or burns etc	3	4	12	Supervisor to check MSDS prior to specification /use to ensure minimal harmful effects. All operatives are to wear gloves wherever practical	3	3	9
Dust created from drilling/fixing	Operatives and others may suffer breathing difficulties if exposed to dust	4	3	12	Operatives to ensure that area is as well ventilated as possible Ensure adequate supply of dust masks available to all operatives. Keep non-essential personnel away.	4	2	8
Exposure to respiratory irritants possibly used in aerosols, or fuels for generators	Personnel may be overcome by fumes while in the vicinity of fuels, or using pressurised liquids/gases	4	4	16	Works to be carried out in well ventilated areas only	4	2	8
Environmental contamination from spilt materials or discarded containers	Spillages of some materials will cause environmental contamination especially if it gets into waterways	5	4	20	Fuel only to be stored in approved containers and stored in designated locations with appropriate signage. Spill kits to be kept at all locations Used containers to be discarded as per manufacturer's instructions Operatives to wear dust masks if required	5	2	10



Risk Assessment & Method Statement

