



Visiting Groups Risk Assessment

**Modules S16 – S22
ExCeL, London, E16 1XL**

Introduction

All groups, including school groups, have obligations when planning any activities to ensure the well-being and safety of all members of the group. The group also has a responsibility to you to ensure that all activities undertaken are safe for you as a group leader.

This document has been prepared to help you in preparing for your trip to New Scientist Live. As part of our own health & safety obligation we have identified risks and put in place our own operational plans and controls to create a safe environment for everyone attending the event.

To do this we have prepared a risk assessment which details the level of risk for each activity, the risk management strategy and controls put in place and then a resulting, re-evaluated residual risk score.

Please be aware that ExCeL, is a large exhibition centre and we will be sharing the facilities with a number of other events. In addition, there are a number of catering outlets on the boulevard operated by various partners of ExCeL. The overall complex is monitored by security staff and CCTV and there are event specific staff within the halls and on each entrance/exit point. In addition, security dogs patrol the building.

New Scientist will not prevent people leaving the halls or the building should they wish to do so. They also do not accept responsibility for any area outside of their tenancy space as these areas are in the control of other parties.

This risk assessment is dynamic and between now and the event and also during the event there is continuous assessment undertaken by New Scientist Staff and their appointed agents. This ensures that appropriate measures are put in place as situations arise and develop and allows a relevant response to all situations and activities.

New Scientist has also appointed qualified Health & safety personnel who are independent of the event to provide operational support, guidance and assistance with all aspects of Health & Safety relating to the event. These staff will be present throughout the tenancy period of the event and will work with the venue, exhibitors, contractors and staff to ensure the safe delivery of the event.

In addition to this risk assessment there is a full safety file holding additional documentation including that from our contractors and exhibitors. There is also a security plan and crisis management plan for the event in addition to the venue's own safety planning processes.

We would suggest that if you are bringing a school group or other group of persons onsite you check the relevant guidance including the following:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

This will assist in the preparation of your own Health & Safety documentation.

General Health & Safety Information for Teachers, Parents & Guardians

This document is in place to give information for about Health & Safety at New Scientist Live 2023 and to help in the preparation of your visit to the event

Health & Safety

New Scientist Live has carried out a full risk assessment for the event and also split this into a separate risk assessment for visitors.

Exhibitors, exhibits and activities are enroled with full consideration of risk control measures and all activities are fully risk assessed including the construction of the exhibits, the individual activities and visitor participation.

New Scientist Live employs independent Health & Safety and Floor Managers to monitor the site during the tenancy period and review all aspects of Health & Safety. There is a Health & Safety Manager onsite throughout all hours of the tenancy to monitor the activities of all contractors, subcontractors, staff and public and ensure compliance.

Daily safety checks are completed prior to show opening each day and any hazards identified are isolated or rectified immediately.

A formal incident report will be made for all reported incidents

Insurance

New Scientist Live has in place and maintains insurance cover in respect of public liability. A copy of the insurance cover note is available on request.

Fire & Evacuation

ExCeL has a tried and tested evacuation plan in place and procedures to ensure a quick and safe egress from the building for all persons.

Announcements will be made over the public address system to alert all persons of the need to leave the building. Please assemble your group and lead them out of the building as quickly as possible following the directions of stewards and security to the assembly points.

On reaching the assembly point please record your group and report to security any missing persons.

Follow the instructions of stewards and security staff at all times and do not attempt to re-enter the building until instructed to do so.

First Aid

ExCeL has trained and dedicated medical staff onsite throughout the tenancy and many of the security and venue staff are also first aid trained.

The First Aid Centre is located at the bottom of the stairs in the middle of the boulevard between entrances N4 and N5.

A first aid team can also be dispatched to any incident if the casualty is not mobile – please report to a member of the security staff or the Organisers Office giving the place, description of casualty (age, sex, etc), type/nature of injury and any other relevant information.

DO NOT CALL 999 or the emergency services as this needs to be done by the venue in order to ensure they attend the correct place and are expected onsite.

All first aid incidents are recorded.

In case of the need for hospital treatment the group leader will be informed of the hospital to which the patient has been dispatched.

New Scientist Live Staff

New Scientist Live is produced by New Scientist Ltd and their contractors and sub-contractors.

Staff onsite all have relevant experience and training for the role they are undertaking

Supervision & Behaviour

New Scientist Live is a public event held in a busy venue with other events taking place at the same time. As such, we recommend that adult group leaders remain with their party at all times to supervise their behaviour, to ensure their health & safety and to be available in the unlikely event of an evacuation.

We recommend that groups have suitable adult to student ratio:

1 adult for 10 pupils for primary school groups

1 adult for 15 pupils for secondary school groups

Please be aware that there are other activities and events taking place at ExCeL at the same time as New Scientist Live. This includes food outlets, coffee shops and other exhibitions – access to these is from the main boulevard and we cannot be responsible in any way for persons who have left the exhibition halls in tenancy for New Scientist Live.

There are staff onsite to ensure the safety of all persons in the hall but they will not prevent persons leaving the hall should they wish to do so. New Scientist Live does not have responsibility for security outside of their tenancy area.

New Scientist Live does have a lost child and vulnerable persons policy in place. If you believe a member of your group to be lost please report to a member of the security team or the Organisers Office.

We recommend that all members of each party are issued with the full name of and contact number for their group leader so we can reunite lost persons quickly.

If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, or causes damage to any exhibit or piece of equipment, the individual or whole group may be asked to leave the hall.

Please brief all group members regarding appropriate behaviour and make contingency plans in case a member of your party is excluded.

Advice:

We are happy to help Group Leaders with their participation in the event – please check the website for details – www.newscientistlive.com

Risk Rating Matrix:

Likelihood (L)					
High – 5	5	10	15	20	25
Significant – 4	4	8	12	16	20
Moderate – 3	3	6	9	16	20
Low – 2	2	4	6	8	10
Negligible – 1	1	2	3	4	5
Consequence (C)	Negligible – 1	Low - 2	Moderate - 3	Major - 4	Catastrophic - 5

Likelihood Definitions	
A high likelihood	It is expected to occur in most circumstances It is likely to recur It has happened before and will probably happen again
A significant likelihood	Similar incidents have occurred on a regular basis It is likely that a hazard could occur Incident has happened before and is liable to occur again
A moderate likelihood	Incidents or hazards have occurred periodically in the past The incident could happen again
A low likelihood	There are very few known incidents of occurrence Has not yet occurred but could do so Incident not previously recorded but conceivable
A negligible likelihood	No known or recorded incidents A remote chance of occurrence in exceptional circumstance

Consequence Definitions	
Catastrophic	Multiple of single death Extreme costs International/National media outrage
Major	Similar incidents have occurred on a regular basis Serious health Impacts to single or multiple persons including disability Major costs National media
Moderate	Accident resulting in an injury reportable under RIDDOR Significant costs incurred Local media concern
Low	Accident resulting in minimal injury and loss of time Some cost incurred Minor cases of concern by stakeholders
Negligible	Minimal personal injury Some cost Minimum impact

How to Control Hazards

By determining the consequences and likelihood of risks occurring you can aim to eliminate, minimise and control hazards.

Using a hierarchy of control systems to minimise exposure to hazards is a system generally recommended by government bodies including the HSE

The hierarchy helps to decide the controls that need to be put in place to manage the hazards once the risk has been assessed.

Hierarchy of Controls	
Elimination Eliminate the Hazard	Remove or stop the hazard if possible. Remove the cause or source of the hazard by eliminating the machine, task or process. <i>If this is not possible move to next step.</i>
Substitution Substitute the Process	Use a less hazardous process – e.g use a newer piece of equipment or an alternative piece. <i>If this is not possible move to next step.</i>
Engineering Change the Equipment	Introduce enclosures, barriers, improve maintenance, introduce training. <i>If this is not possible move to next step.</i>
Isolation	Separate or isolate the hazard from persons by relocating or changing times, etc. <i>If this is not possible move to next step.</i>
Administration	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not possible move to next step.</i>
Personal Protective Equipment (PPE)	Provide PPE appropriate to the risk. Provide training and information along with supervision to ensure PPE is fitted, used and maintained appropriately