

The NEC Group, Birmingham - RISK ASSESSMENT

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - WORKPLACE RISK ASSESSMENT	
Premises: NEC / RWA / ICC / AB / VOX *delete as appropriate	
LOCATION: NEC, ICC, Resorts World Arena, Arena Birmingham, VOX	WORK ACTIVITIES: Visitors and student parties to NEC Group sites.
DEPARTMENT: Safety Team	Completed DATE: October 2018
	Review DATE: October 2019

Please Note: Educational Establishments are responsible for providing adequate supervision for student parties whilst at NEC Group Venues.

IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE) <i>Insert N/A if no additional controls required</i>	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
			See drop down menu choices				Display the 1st risk rating below	See drop down menu choices			
<i>EXAMPLE</i> Slips on wet flooring	Employee's Visitors	Clean the area Wet floor warning signs until dry	5	10	1	High	Eliminate the source of water causing the wet areas where possible	5	1	1	Acceptable
Visitor or member of group requires medical attention.	Visitors to site, young persons	The security staff at all of the venues are first trained alongside Event Managers and respond to all accidents and medical emergencies. Security staff are visible at all shows and coordinate emergency response should the situation be serious enough to warrant it. Each event at any venue should be assessed by the organiser and additional medical resources can be arranged should they be required.	5	1	1	Acceptable					

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Visitor or member of group becomes separated from rest of the group.	Visitors to site, young persons	There are stewards situated around the show and in the public areas. All staff are easily identifiable via their uniform and NEC Staff passes. All security staff are Disclosure Barring Service (DBS) checked. Any children or venerable adults that are found are either accompanied to a designated area or kept in location until such time as they are reunited with their group, carer or parent. Security stewards are able to communicate with each other through radios or internal telephones and to all parts of the venues. They are also in contact with the organisers of the events and can coordinate searches throughout all areas of all of the venues.	1	5	1	Acceptable					
Need to contact member of staff urgently for either medical or other reasons.	Visitors to site, young persons	There are stewards situated around the show and in the public areas. All staff are easily identifiable via their uniform and NEC Staff passes. All security staff are DBS checked. Staff will be able to gain assistance or are able to contact the security control room and medical teams. The security teams are able to contact the relevant persons through radio or internal phones.	1	5	1	Acceptable					

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Loss of personal belongings.	Visitors to site, young persons	Any property that is found by our staff or that is given in will be held at the Security office via a security member of staff. There is CCTV throughout all of the venues and there is a security presence when any of the venues are open to the public. NEC are unable to take responsibility for any loss of items whilst on site.	1	5	1	Acceptable					
Slips, trips and falls	Visitors to site, young persons	All public areas should be clear of potential hazards and are checked regularly. Any hazards identified should be reported to a member of staff so the appropriate action can be taken. Additionally Security members of staff and Event Managers are first aid trained.	2	5	1	Acceptable					
Vehicle/Pedestrian segregation	Visitors to site, young persons	Safe access/egress routes are ensured by each venue. Crossing points in situ should be utilised via visitors and visitors should follow visitor management plans that are in place at the time of event. There is signage in place at all venues directing visitors around the sites. If there is need there is additional signage in place for specific shows.	5	5	1	Medium					

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Welfare facilities	Visitors to site, young persons	These are toilets and baby changing facilities available on sites. Eating and resting areas are also provided. There is signage and plans clearly marking the locations of all of these areas throughout all venues.	1	1	1	Acceptable					
Disabled visitors	Visitors to site, young persons	Measures have been taken by NEC Group to accommodate all levels of disability in line with the Equality Act. For further information please refer to www.necgroup.co.uk	2	5	1	Acceptable					
Emergency Evacuation procedures in case of fire or emergency situation.	Visitors to site, young persons	Situation or incident would be managed by NEC Group staff in line with the NEC Group Emergency Procedures and Incident and Emergency Plan.	1	5	3	Low					
Access to areas of open water on NEC Site.	Visitors to site, young persons	Fencing/ physical barriers are present in areas of high footfall. Signage is present prohibiting swimming. Static life buoys are present around Pendigo Lake. NEC fire crew are trained to respond to emergency situations should anyone enter the water and require assistance.	10	1	1	Acceptable					

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Disorder, Violence & Aggression amongst visiting groups.	NEC group staff, contractors, exhibitors, organisers and members of the public / young people	Educational establishments are primarily responsible for adequately supervising their students. All events are evaluated in advance. Our venues have a 24/7 security presence, CCTV coverage with 24/7 monitoring & recording and a Police presence where appropriate.	5	5	1	Medium					
Alcohol purchase / consumption by under 18's	Young People	All venue managed outlets operate a challenge 25 policy.	2	1	1	Acceptable					
Access to unauthorised areas of site.	Visitors to site, young persons	High risk locations are secured by signage and lockable doors. Door access control is in operation across our venues . Site monitoring is constantly in place and staff are trained to monitor & report any suspected unauthorised access. All works activity has access restricted based on the activity risk assessment.	10	1	1	Acceptable					

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NAME OF ASSESSOR 1: Dan Baldwin

NAME OF ASSESSOR 2:

	SEVERITY 1, 2, 5 or 10		LIKELIHOOD 1, 5, 10 or 20		POPULATION 1, 2 or 3		RISK RATING	ACTION DATE
1	no treatment needed		1	unlikely	1	single individual	<10 acceptable	consider action
2	first aid treatment, hospital visit or possible absence	x	5	possible	x	2 small group of 2-10 people	= <19 low	within 3 months
5	Specified injury as defined by RIDDOR		10	likely		3 large group of more than 10 people	<49 medium	within 1 month
10	permanent disability or fatality		20	certain			<99 high	within 1 week
							100+ unacceptable	stop the job