

The NEC Group, Birmingham - RISK ASSESSMENT

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - Regulation 3: WORKPLACE RISK ASSESSMENT										
Premises: NEC / Resorts World Arena / ICC / Arena Birmingham / VOX *delete as appropriate					WORK ACTIVITIES: General Workplace Activities and Overarching Activity for Event Related Construction and Design Management Regulations 2015.					
LOCATION: All NEC Group venues					NOTE: This risk assessment identifies the common hazards and controls necessary to safeguard individuals within general site activities and work within areas under CDM control. This is further supported by individual venue departmental risk assessments and venue safety management systems which can be made available on request.					
DEPARTMENT: All					Completed DATE: January 2018					
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IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)			RESIDUAL RISK RATING
							SEVERITY	LIKELIHOOD	POPULATION	
Provide a description of the item or work activity that is likely to cause harm below.	Provide a description of who could be exposed to the hazard(s).	Provide information regarding the existing measures in place to prevent the harm being realised below.	See drop down menu choices			Display the 1st risk rating below	Explain additional control measures which should be implemented to REDUCE the risk to as low as is practicable below.			Display the 2nd risk rating calculation reflecting the extra controls
<b>EXAMPLE</b> 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			Acceptable
<b>Slips Trips and Falls in INTERNAL areas.</b>										
Trips and falls arising from objects, articles obstructions and debris in access/egress routes and pedestrian areas (for example trailing cables, litter and other items).	NEC group staff, contractors, exhibitors, organisers and members of the public	All areas kept clear of slip, trip or other similar hazards Clean as you go policy implemented at departmental levels, routine inspection regimes in place. EMERGENCY ROUTES kept clear at all times  All departments shall review this assessment and any areas that are not adequately covered by this assessment or found to have higher potential risk rating will be subject to a specific risk assessment. Access to non public areas is restricted with visitors/contractors being accompanied and/or inducted as required.  Employees and Contractors are required to report unsafe practices/ objects/ obstructions, accidents and hazards via SHE Assure the online NEC accident reporting system or Security Control Room via the appropriate contact number or by informing a member of security staff. Visitors are also encouraged to report such occurrences.  NEC Employees can also access a Hazard Spotting App to report hazards.  Area supervisors monitor and review their respective areas and dynamically amend controls where required. Event Safety Rep/ Event Planners ensure pre event checklists are completed for each event.	2	1	1	Acceptable				

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Trips and falls arising from uneven or damaged floor surfaces	NEC group staff, contractors, exhibitors, organisers and members of the public	Any uneven or damaged surfaces shall be appropriately highlighted, usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced. Where necessary, access to the area will be restricted.  Damaged floor surfaces will be reported through the Helpdesk facility for appropriate action.  Work to services and/or floor maintenance and repairs will be subject to a specific risk assessment.  A maintenance and inspection programme is in place via our service partners and defects are reported via the helpline or, in the case of contractors/visitors, by reporting to a member of staff who will take the appropriate action including reporting to the helpline for action	2	1	1	Acceptable					
Trips and falls arising from stumbling due to poor lighting levels	NEC group staff, contractors, exhibitors, organisers and members of the public	Sufficient lighting levels will be maintained at all times including pre and post events as well as emergency situations so as to allow for safe working or passage.  Lighting levels to be monitored by the responsible person for the area. Support available from the Safety dept as required.  A maintenance and inspection programme is in place via our service partners and any defects must be reported via the 'Helpdesk'	2	1	1	Acceptable					
Slips arising from spillages of substances on floor,	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk via appropriate contact number. Clean up performed as soon as possible. Warning Signs as required to limit access & raise awareness.	2	1	1	Acceptable					

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Slips due to contamination brought into premises due to adverse weather conditions or from services.	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk. Clean up performed as soon as possible. Warning Signs as required to limit access/ raise awareness.  Appropriate matting to be placed at entry points as required. Matting should be suitable for the current/anticipated weather conditions and not create any further hazards.  ESR/Event Manager/ Security to monitor weather conditions and initiate proactive control measures as appropriate.	2	1	1	Acceptable					
Cuts and Lacerations to persons from items on floor	NEC group staff, contractors, exhibitors, organisers and members of the public	Regular cleaning to take place by Service Partners All security staff to wear appropriate footwear. Pre show checklist completed by ESR/Event Manager prior to each event.  Access to areas where dangerous materials are present to be restricted such materials to be removed before reinstating for general access.  Access to areas that have a higher risk factor, e.g. A hall or stage in build up, shall have restricted access. These areas shall require a specific risk assessment to reflect those work activities. PPE may also be required as identified in the risk assessment.	2	1	1	Acceptable					
Slips, Trips and Falls in EXTERNAL areas											

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Trips and falls arising from obstructions in access/egress routes and circulation areas (for example trailing cables, litter).	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>All areas kept clear of slip, trip or other similar hazards Clean as you go policy implemented at departmental levels, routine inspection regimes in place.</p> <p>EMERGENCY ROUTES kept clear at all times</p> <p>All departments shall review this assessment and any areas that are not adequately covered by this assessment or found to have higher potential risk rating will be subject to a specific risk assessment.</p> <p>Access to non public areas is restricted with visitors/contractors being accompanied and/or inducted as required.</p> <p>Employees and Contractors are required to report unsafe practices/ objects/ obstructions, accidents and near misses to the Helpdesk or Security Control Room via the appropriate contact number or by informing a member of security staff. Visitors are also encouraged to report such occurrences.</p> <p>Area supervisors monitor and review their respective areas and dynamically amend controls where required.</p> <p>Event Safety Rep/ Event Planners ensure pre event checklists are completed for each event.</p>	2	1	1	Acceptable					

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Trips and falls arising from uneven/holed flooring	NEC group staff, contractors, exhibitors, organisers and members of the public	Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced. Where necessary, access to the area should be restricted.  Damaged floor surfaces are to be reported through the Helpdesk facility for appropriate action.  Work to services and/or floor maintenance and repairs must be subject to a specific risk assessment.  A maintenance and inspection programme is in place via our service partners	2	1	1	Acceptable					
Trips and falls arising from stumbling due to poor lighting levels	NEC group staff, contractors, exhibitors, organisers and members of the public	Sufficient lighting levels at all times including pre and post events as well as emergency situations.  Lighting levels to be monitored by the responsible person for the area. Support available from the Safety dept as required.  A maintenance and inspection programme is in place via our service partners and defects are reported via the helpline or, in the case of contractors/visitors, by reporting to a member of staff who will take the appropriate action including reporting to the helpline for action	2	1	1	Acceptable					
Slips arising from spillages of substances on floor,	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk via appropriate contact number. Clean up performed as soon as possible. Warning Signs as required to limit access & raise awareness.	2	1	1	Acceptable					
Slips and trips due to adverse weather conditions or from services.	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk. Clean up performed as soon as possible. Warning Signs as required to limit access/ raise awareness.  ESR/Event Manager/ Security to monitor weather conditions and initiate proactive control measures as appropriate e.g. gritting in icy weather	2	1	1	Acceptable					

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Cuts and Lacerations to persons from items on floor	NEC group staff, contractors, exhibitors, organisers and members of the public	Regular cleaning to take place via service partner. All security staff to wear appropriate footwear. Pre show checklist completed by ESR/Event Manager prior to each event.  Access to areas where dangerous materials are present to be restricted such materials to be removed before reinstating for general access.  Access to areas that have a higher risk factor, e.g. back of house / service areas etc, shall have restricted access. These areas shall require a specific risk assessment to reflect those work activities. PPE may also be required as identified in that risk assessment.	2	1	1	Acceptable					
Access to areas of open water on NEC Site.	NEC group staff, contractors, exhibitors, organisers and members of the public	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					
Manual Handling											

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Musculoskeletal injury sustained from handling items	NEC group employees	Refer to the appropriate Group Safety Operational policy.  Manual handling where practicable should be avoided. All Employees to be trained in Manual Handling (MH) which is provided at induction. Further training is available at the request of the employee or as deemed necessary by their line manager.  Specific MH Risk assessment to be carried out for all identified manual handling activities that present a significant risk.  Lifting and mechanical aids to be supplied where the need is identified. Additional training provided as required as per specific equipment.	5	1	1	Acceptable					
Musculoskeletal injury sustained from incorrect use of lifting/mechanical aids	NEC group employee	Only to be used by trained persons  All equipment to be operated and maintained in accordance with manufactures instructions All defects must be reported to the appropriate person e.g. supervisor/manager.  All equipment to be issued/used inline with the controls identified in the MH Risk Assessment (See above)  A maintenance and inspection programme for work equipment is provided via our service partner.	5	1	1	Acceptable					
Work at Height											

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Fall from height Fixed structure	NEC group employees, contractors,	Refer to the appropriate Group Safety Operational policy.  As far as is reasonably practicable all work will be completed at ground level. Where work has to be done at height it shall be subject to a specific risk assessment and work undertaken by trained and authorised persons only.  Access to areas where work at height activities are being undertaken shall be restricted.  All equipment shall be fit for purpose, inspected, maintained and operated in accordance with manufacturers instructions and any other statutory duties.	10	1	1	Acceptable					
Fall from height from work equipment (e.g. ladders, step ladders, MEWP's , scaffolding etc)	NEC group employees, contractors,	Refer to the appropriate Group Safety Operational policy.  As far as reasonably practicable all work will be completed at ground level. Where work has to be undertaken done at height it shall be subject to a specific risk assessment and work completed by trained and authorised persons only.  Access shall be restricted to authorised persons.  All equipment shall be fit for purpose, inspected, maintained and used in accordance with manufacturers instructions and any other statutory duties. All work equipment /access equipment shall be subject to a hazard analysis and additional risk assessment as required.  All defects or other safety concerns to be reported to the appropriate person e.g. supervisor/manager.	10	1	1	Acceptable					

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Objects falling from height onto persons or items below.	NEC group staff, contractors, exhibitors, organisers and members of the public	Where such work is undertaken it shall be subject to a specific risk assessment. Controls shall include, as a minimum, the following.  Access to the work area shall be restricted to authorised persons only.  Only essential items to be taken up to height and so far as is reasonably practicable, secured in a manner so as to prevent falling  Where practicable items will be secured to the structure. Other methods of fall prevention to be considered e.g. toe boards.  All equipment shall be fit for purpose, inspected, maintained and used in accordance with manufacturers instructions and any other statutory duties.  Where work at height activities are being undertaken, the immediate area below shall have access restricted and be designated as a hard hat area.	10	1	1	Acceptable					
Head injury or other injury sustained from contact with suspended items or building structure whilst working at height	NEC group staff, contractors, exhibitors, organisers and members of the public	All items designed to be suspended shall be fixed in such a manner as to prevent it becoming displaced or falling and provide a safe clearance between the suspended item and any persons or equipment that will need to pass under such items.  During build up and breakdown as with other work at height activities outlined above, the area below shall have restricted access and be designated a hard hat area whilst work is in progress	10	1	1	Acceptable					
<b>Medical Provision</b>											

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Inadequate first aid cover to treat injured persons in the event of an accident	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy. Access to external emergency services via the venue security team or by personal instigation.  All departments are required to complete a specific risk assessment to establish the appropriate level of cover for their work areas.	10	1	3	Medium					
<b>Noise</b>											
Risk of hearing damage or loss (permanent or temporary)	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy.  For areas where noise is considered to be hazard, a specific risk assessment must be completed to identify the necessary controls. Dept Managers to monitor areas of potential exposure and carry out specific noise risk assessments and monitoring for areas where it is suspected/identified that there is a noise problem. The safety team are available to offer support where required.  The issue of HPE is the responsibility of the department manager or their nominated report. All HPE must be fit for purpose, and will be reviewed periodically. Inspections will be completed to ensure that employees are complying with the policy.  Planning Managers to liaise with organisers to ensure compliance with statutory duties.	2	1	2	Acceptable					
Display Screen Equipment											

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Adverse health effects including Work related upper limb disorders sustained from use of Display Screen Equipment (DSE)	NEC group staff	Refer to the appropriate Group Safety Operational policy.  Online DSE assessment to be completed by each individual in accordance with group policy.  DSE mentors nominated for each department to assist individuals to complete the DSE awareness programme and monitor any DSE related issues.  Occupational health advisor available to carry out more specific assessments where the aforementioned process identifies additional requirements.	5	1	1	Acceptable					
<b>Hazardous Substances</b>											
Burns, skin, eye and respiratory irritation from use of/misuse of or accidental escape or exposure to a hazardous substance.	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy.  All hazardous substances to be subject to a specific risk assessment in line with the group safety operational policy. The specific risk assessment shall also detail any requirements for Personal Protective Equipment (PPE)  Only personnel who have received the necessary information instruction and training are to use, store or transport hazardous substances.  All spills and escapes to be reported to the responsible person for action and/or reported to the helpline. Where a person is suitably trained and has access to the necessary equipment they shall contained/ clean up the spillage immediately.  Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.  There should be no un-authorized public access or exposure to hazardous substances.	10	1	1	Acceptable					

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Fire, risk of explosion, cross contamination, accidental escape or release of a hazardous substance.	NEC group staff, contractors, exhibitors, organisers and members of the public	All hazardous substances to be subject to a specific risk assessment in line with the group safety operational policy. Where a fire risk exists due to the nature or storage of the substance, a fire risk assessment shall be required.  Hazardous substances must be stored in designated areas and in accordance with the manufacturers instructions and safety data sheet information.  All spills and escapes to be reported to the responsible person for action and/or reported to the helpline. Where a person is suitably trained and has access to the necessary equipment they shall contained/ clean up the spillage immediately.  Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	3	Medium					
Explosion of LPG (butane and propane) cylinders	NEC group staff, contractors, exhibitors, organisers and members of the public	LPG cylinders must only be stored in designated areas as determined by a specific risk assessment.  Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	3	Medium					
Fire, explosion and personal injury from pressurised gas cylinders	NEC group staff, contractors, exhibitors, organisers and members of the public	Complete COSHH and Fire Risk Assessment as required.  Only to be used by authorised and competent staff.  Cylinders to be securely stored in chemical compound. No Smoking signs erected in area. Oxygen must be stored separately from flammable gases and combustible materials.  Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	3	Medium					
Fire											

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Fire	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy.  Specific Fire Risk Assessments are required for all areas. These assessments shall identify any or all of the following (this list is not exhaustive). Fire safety hazards and controls, means of escape which must be kept free from obstruction, fire detection systems installed and are checked regularly. Fire detection systems installed at the NEC, Arenas and ICC are linked to a manned security control room. Fire prevention and fighting equipment. Emergency lighting, signage and instruction. Emergency arrangements.  All equipment to be operated, maintained, inspected and certificated as required. This is facilitated via our service provider.	10	1	3	Medium					
<b>Services</b>											
Electrical shock, electrocution or fire from fixed installations	NEC group staff, contractors and members of the public.	Fixed installations checked and certificated by a competent person in accordance with statutory duties and/or with regard to any specific requirements for the individual piece of equipment as identified through risk assessment and/or in accordance with manufacturers instructions.  Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	1	Acceptable					

The NEC Group, Birmingham - RISK ASSESSMENT

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - Regulation 3: WORKPLACE RISK ASSESSMENT										
Premises: NEC / Resorts World Arena / ICC / Arena Birmingham / VOX *delete as appropriate					WORK ACTIVITIES: General Workplace Activities and Overarching Activity for Event Related Construction and Design Management Regulations 2015.					
LOCATION: All NEC Group venues					NOTE: This risk assessment identifies the common hazards and controls necessary to safeguard individuals within general site activities and work within areas under CDM control. This is further supported by individual venue departmental risk assessments and venue safety management systems which can be made available on request.					
DEPARTMENT: All					Completed DATE: January 2018					
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IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)			RESIDUAL RISK RATING
							SEVERITY	LIKELIHOOD	POPULATION	
Electrical shock, electrocution or fire from portable appliances/equipment	NEC group staff, contractors and members of the public.	Visual inspection prior to use, any defects immediately reported and item removed from use until repair carried out or item decommissioned and replaced.  Frequency of testing to be determined by venue/department risk assessment and/or any specific risk assessment pertaining to the item. Risk assessments shall take into consideration statutory duties, manufacturers instructions, frequency of use, nature of use, environment for that piece of work equipment and any other item specific requirements.  Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	1	Acceptable				
Escape of or explosion from fixed gas appliance	NEC group staff, contractors and members of the public.	Fixed installations checked and certificated by a competent person in accordance with statutory duties and/or with regard to any specific requirements for the individual piece of equipment as identified through risk assessment and/or in accordance with manufacturers instructions.  Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	3	Medium				
<b>Workplace Transport</b>										

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People being struck by moving vehicles	NEC group staff, contractors and members of the public.	<p>Refer to the appropriate Group or Venue Safety Operational policy.</p> <p>All drivers to hold the appropriate licence, insurances, training and certification for the vehicle being used. Vehicles to be maintained in a serviceable condition. Pre use check completed as appropriate to the vehicle.</p> <p>Site rules to be issued to all employees, contractors and exhibitors. Site speed limit to be enforced. Where required and/or identified in a specific risk assessment, PPE to be issued to relevant persons. Access to restricted areas to be enforced and monitored. Banksman to be used where appropriate.</p> <p>Pedestrian routes highlighted and available throughout all sites and venues. Additional temporary restrictions as required due to increased volume of traffic e.g. during build/breakdown of an event. 'Blue Routes' are present to indicate a route for employees around NEC site.</p>	10	1	1	Acceptable					
Vehicle collision with another vehicle or structure	NEC group staff, contractors and members of the public.	<p>Refer to the appropriate Group or Venue Safety Operational policy.</p> <p>All drivers to hold the appropriate licence, insurances, training and certification for the vehicle being used. Vehicles to be maintained in a serviceable condition. Pre use check completed as appropriate to the vehicle.</p> <p>Site rules to be issued to all employees, contractors and exhibitors. Site speed limit to be enforced.</p> <p>Restricted areas to be enforced and monitored. Banksman to be used where appropriate.</p> <p>Restrictions in place and monitored for confined areas to limit the number of vehicles in that area at any one time.</p>	10	1	1	Acceptable					

The NEC Group, Birmingham - RISK ASSESSMENT

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Personnel falling from vehicles	NEC group staff, contractors	Refer to the appropriate Group or Venue Safety Operational policy.  Persons may not travel on any vehicle that is not designed and fit for the purpose of carrying passengers.  Where safety restraints/seat belts are fitted these must be worn.	10	1	1	Acceptable					
Items falling from vehicles during loading and unloading	NEC group staff, contractors and members of the public.	Refer to the appropriate Group or Venue Safety Operational policy.  All loads on vehicles must be suitably secured. The vehicle must be suitable for the transportation of the load.  Loading and unloading to be restricted to designated areas banksmen to be used where appropriate.  Cab/drivers areas to be kept clean and free from hazards	10	1	1	Acceptable					
Incorrect routes taken by divers	NEC group staff, contractors and members of the public.	Directional and restriction signage is in place across site as appropriate for vehicle routes. Site speed restrictions in place to reduce speed of vehicle movement. Traffic teams monitor and to take action as appropriate including issue of notices based on the Road Traffic Act 1988. Lighting at junctions to be in place and meet minimum levels.									
Work Equipment											

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Injury resulting from the use of work equipment	NEC group staff, contractors and members of the public.	Refer to the appropriate Group Safety Operational policy.  All work equipment to be used/operated and maintained in accordance with manufacturers instructions.  Work equipment that presents a significant hazard shall be subject to specific risk assessments as required.  Access to work areas to be restricted as applicable, to authorised persons	5	1	1	Acceptable					
<b>Stress</b>											
Employees exposed to excessive stress	NEC Group Employees	Refer to the group Safety Operational Policy.  Carry out specific assessments for areas where stress issues have been identified.	5	1	1	Acceptable					
<b>Physical / Verbal Abuse</b>											
Employees exposed to physical and/or verbal abuse.	NEC Group Employees, contractors, exhibitors and visitors	Refer to the group Safety Operational Policy.  Carry out specific assessments for tasks where the potential for realisation of the risk exists.	5	1	1	Acceptable					
<b>Young Persons</b>											
Insufficient controls to safeguard young or vulnerable persons	NEC Group Employees, work experience, visitors	Refer to the group Safety Operational Policy.  Carry out specific assessments where young or vulnerable persons are working in the respective areas.	10	1	1	Acceptable					
<b>Expectant Mothers</b>											
Insufficient controls to safeguard expectant mothers.	NEC Group Employees visitors	Refer to the group Safety Operational Policy.  Carry out specific assessments where an expectant mother is known to be working in the workplace.	5	1	1	Acceptable					
<b>Lone Working</b>											

The NEC Group, Birmingham - RISK ASSESSMENT

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Insufficient controls to safeguard lone workers	NEC group employees, contractors,	Refer to the group Safety Operational Policy.  Carry out specific assessments where lone working activities are in operation.	5	1	1	Acceptable					
<b>Disabled</b>											
Insufficient controls to safeguard disabled persons	NEC group staff, contractors and members of the public.	Refer to the group Safety Operational Policy.  Carry out specific assessments where required.	5	1	1	Acceptable					
<b>Extremes of weather</b>											
Heat Stress, sun stroke and sunburn during hot weather	NEC group staff, contractors, exhibitors, organisers and members of the public	Staff shall be provided with suitable clothing in accordance with uniform requirements as identified within a department risk assessment or operational instruction.  Where applicable additional PPE shall be made available along with such items as sun screen available.  Staff can access cold drinks, shelter and are rotated to minimise exposure.	2	1	1	Acceptable					
Stress, discomfort and other conditions associated with cold weather	NEC group staff, contractors, exhibitors, organisers and members of the public	Staff shall be provided with suitable clothing in accordance with uniform requirements as identified within a department risk assessment or operational instruction.  Where applicable additional PPE shall be made available for example waterproof clothing.  Staff can access hot drinks, and a suitable area to warm up during breaks. Staff will be rotated to minimise exposure.	2	1	1	Acceptable					
<b>Substance Misuse</b>											

The NEC Group, Birmingham - RISK ASSESSMENT

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Ill health or injury incurred as a result of alcohol, drug or substance misuse	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Refer to the group Safety Operational Policy.</p> <p>All departments shall review this assessment and carry out a more detailed risk assessment if it is found that, due to the nature of the work activities, persons are exposed to a greater level of risk.</p> <p>Random testing is in place for activities identified on the high hazard list. "For cause" testing facility in place and activated, as appropriate, by line managers and/or as a result of an accident through a third party. Employees notified of their entry onto the High Hazard list.</p> <p>Managers are provided with training to enable correct application of policy requirements.</p> <p>Support structures are in place for employees and an awareness programme has been run for all employees on the policy, provision of Occupational Health and employee assistance programs.</p> <p>Service partners must operate an equivalent policy whilst operating on site.</p> <p>Active random bag searches and sniffer dog activity for security purposes to detect the presence of prohibited substances.</p>	5	1	2	Acceptable					
<b>MONITOR &amp; REVIEW</b>											

The NEC Group, Birmingham - RISK ASSESSMENT

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Failure of a system or control due to ineffective monitoring or infrequent reviews.	NEC group staff, contractors, exhibitors, organisers and members of the public	Department managers with support from the safety team, as required, will monitor and periodically review work activities, risk assessments, systems and controls to ensure they remain suitable and sufficient. Accident and near miss data is also monitored to identify possible unsafe conditions and/or developing trends.  Periodic reviews will be undertaken, in line with the group document and review policy, on all risk assessments and associated control measures. The review period shall be sooner if it becomes apparent that there is a need due to; changes in legislation, existing controls proving insufficient, changes in working practise, installation of new equipment, incident occurring or if any element is not working as documented or proves to be insufficient.	10	1	1	Acceptable					
<b>Event CDM Sites</b>											
Unauthorised access and staff unaware of hazards within areas under CDM control.	NEC group staff, contractors, exhibitors, organisers and members of the public	All NEC Group and service partner employees who require hall access will be identified and will receive an induction outlining specific event construction site safety information. Access will not be permitted to those who have not completed this induction. Venue site rules are communicated to employees and site signage is present.	10	1	2	Medium					
No access to Welfare facilities	NEC group staff, contractors, exhibitors, organisers and members of the public	Access will be via staff welfare provision on site.	1	1	3	Acceptable					
Hazards associated to construction activity within build & breakdown.	NEC Group Staff, NEC Service partners.	Venue CDM inductions completed by all venue staff and service partners prior to accessing event CDM sites. Venue specific site rules to be in place. Departmental Risk Assessment to be in place covering work activity within the tenanted space. Show risk assessment and construction phase plan produced by organisers or production client to be received by venue prior to tenancy.	10	1	2	Medium					

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LOCATION: <b>All NEC Group venues</b>					<b>NOTE:</b> This risk assessment identifies the common hazards and controls necessary to safeguard individuals within general site activities and work within areas under CDM control. This is further supported by individual venue departmental risk assessments and venue safety management systems which can be made available on request.						
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<p>NAME OF ASSESSOR 1: Dan Baldwin</p> <p>NAME OF ASSESSOR 2:</p>											