



# **The Big Bang**

**UK Young Scientists & Engineers Fair**

**14th - 17th March 2018**

## **Visiting School Groups Risk Assessment**

**Halls 17 - 20  
National Exhibition Centre  
Birmingham  
B40 1NT**

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## Introduction

Welcome to The Big Bang Fair Visiting Schools' Risk Assessment. As you will know, you have obligations when planning any school activity to ensure the Health and Safety and well-being of your pupils and likewise, the school has an obligation to make sure that any activity you undertake as their employee is also safe for you.

The following document is to assist you in your obligations on this front.

There is a myriad of rules and regulations in relation the Management of Health and Safety (Workplace) Regulations 1999, which is surrounded by many codes of practices. With our experts, we have taken note of all of these rules and identified the risks and hazards that might be present at The Big Bang Fair and we have put in place rigorous controls and operational plans to reduce all of these to create a safe, exciting and informed educational experience for all attending the event.

The Event Organisers have undertaken this risk assessment and carried out the following:

- **GATHER INFORMATION/IDENTIFY RISKS**
- **IMPLEMENT CONTROL MEASURES APPROPRIATE TO THE IDENTIFIED RISKS**
- **EVALUATE RESIDUAL RISK ONCE ALL RISK MANAGEMENT IS IN PLACE**

To quantify the level of risk we have used a matrix to score the level of the risk, its severity and the likelihood and consequences. Once the risk management has been put in place we revisited the matrix and re-scored the hazards and the final score identifies the final assessed severity, likelihood and consequences.

We would ask you to convey all of this information to other supervising adults whom will be traveling with you to The Big Bang Fair.

The NEC is a large exhibition complex and can be very daunting at the best of time. Please be aware we are not the sole users of the venue and there will be other exhibitions and activities taking place at the time of the Big Bang Fair, with additional attractions such as shops, food outlets and coffee shops on the Concourses that are open and might attract the attention of the young adults in your care. The same facilities are available within the exhibition so there should be no need for people to leave the halls. We will have security and event staff within halls 17-20 to ensure the safety of all visitors to the exhibition, however The Big Bang Education CIC will not prevent visitors from leaving the halls should they wish to and we do not have responsibility to manage the security outside of Halls 17-20.

The event has taken note of its duty of care to all involved in the event and those attending and we have used all reasonable and practical measures to control the identified risks.

During the event period, there is a process of continuous assessment and reassessment that will be undertaken by the Event Safety Advisors, to ensure appropriate risk controls are put in place should situations develop, which are not covered by this assessment. As it is a dynamic situation, the Event Safety Advisors will respond accordingly.

The Event Safety Advisors are independent to the event and provide operational support, guidance, assistance and advice on all aspects of Health and Safety. They check all aspects of the risks and Health and Safety of all contractors and subcontractors and the safety of all staff and the public in attendance at the event, whilst working closely with the NEC teams. They are present on site during the build and break down of the event and on site the whole time the public are in attendance and operational at all times to ensure compliance at all times and a safe delivery of the event.

This document relies on the support of the Event Team, contractors, subcontractors, exhibitors, event staff including The Big Bang Education CIC team, volunteers and any other contributors to the event.

The Event Team includes the fresh Group, their contractors and sub-contractors who co-ordinate all aspects of the event from pre-planning to the delivery of the event, working closely with the Big Bang Education CIC.

Alongside this Risk Assessment, there is a full event safety file holding all the risk data from exhibitors and sub-contractors.

With the current threat to safety in the UK and higher state of alert we are currently at we ask you to take a look at the following link.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/595437/RHT\\_A5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/595437/RHT_A5.pdf)

## References

- CLEAPSS Model Health & Safety Codes of Practice in Science for Local authorities (L22) <http://www.cleapss.org.uk>
- CLEAPSS – Laboratory Handbook <http://www.cleapss.org.uk>
- Association for Science education –Topics in Safety & Be Safe 4<sup>th</sup> edition [www.ase.org.uk](http://www.ase.org.uk)
- [www.Thepurpleguide.co.uk](http://www.Thepurpleguide.co.uk)
- The guide to managing Health & Safety at Exhibitions and Events (The Red Guide)
- DfEE – Safety in Science Education, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)
- The Association for Science Education – ‘Be Safe ‘and Safeguards in the School Laboratory” [www.ase.org.uk](http://www.ase.org.uk)

LIKELIHOOD (L)	RISK RANKING MATRIX				
HIGH 5	5	10	15	20	25
SIGNIFICANT 4	4	8	12	16	20
MODERATE 3	3	6	9	12	15
LOW 2	2	4	6	8	10
NEGLIGIBLE 1	1	2	3	4	5
CONSEQUENCE (C)	NEGLIGIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHI C 5

LIKELIHOOD DEFINITIONS	
A high likelihood	<ul style="list-style-type: none"> <li>It is expected to occur in most circumstances</li> <li>There is a strong likelihood of the hazards reoccurring</li> <li>The incident has happened repeatedly before and is expected again</li> </ul>
A significant likelihood	<ul style="list-style-type: none"> <li>Similar hazards have been recorded on a regular basis</li> <li>Considered that it is likely that the hazard could occur</li> <li>The incident has occurred more than once before and is liable to occur again</li> </ul>
A moderate likelihood	<ul style="list-style-type: none"> <li>Incidents or hazards have occurred infrequently in the past</li> <li>The incident has been recorded before and could happen again</li> </ul>
A low likelihood	<ul style="list-style-type: none"> <li>Very few known incidents of occurrence</li> <li>Has not occurred yet, but it could occur sometime</li> <li>Incident not previously recorded but is conceivable</li> </ul>
A negligible likelihood	<ul style="list-style-type: none"> <li>No known or recorded incidents of occurrence</li> <li>Remote chance, may only occur in exceptional circumstance</li> </ul>

CONSEQUENCE DEFINITIONS	
Catastrophic	<ul style="list-style-type: none"> <li>Multiple of single death</li> <li>Costs to Event of up to £10,000,000</li> <li>International and National media outrage</li> </ul>
Major	<ul style="list-style-type: none"> <li>Serious health impacts on multiple or single persons or permanent disability.</li> <li>Costs to Event between £2-£5,000,000</li> <li>National media outrage</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>Accident resulting in an injury reportable under RIDDOR</li> <li>More than 10 days rehabilitation required for injured persons</li> <li>Costs to Event between £500,000-£2,000,000</li> <li>Local media and community concern</li> </ul>
Low	<ul style="list-style-type: none"> <li>Accident resulting in minimal personal injury</li> <li>Injury to person resulting in lost time and claims</li> <li>Costs to Event between £500,000 - £1,000,000</li> <li>Minor isolated concerns raised by stakeholders, customers</li> </ul>
Negligible	<ul style="list-style-type: none"> <li>Accident resulting in minimal personal injury</li> <li>Costs to Event up £500,000</li> <li>Minimum impact to reputation</li> </ul>

## How to control hazards

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

Using the hierarchy of control systems to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by the health and safety executive.

This hierarchy was used to decide the controls that need to be put in place to manage the hazards once the risk has been assessed.

HEIRACHY OF CONTROLS	
<b>ELIMINATION</b> Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
<b>SUBSTITUTION</b> Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
<b>ENGINEERING</b> Change the equipment	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then: isolate.</i>
<b>ISOLATION</b>	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
<b>ADMINISTRATIVE</b>	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

The Big Bang Fair 2018																																																
Visiting School Groups Risk Assessment		EVENT RISK ASSESSMENT		Event Team: The fresh Group																																												
14th - 17th March 2018				Safety Advisors: Neil Marcus, Alan Hazlehurst																																												
Location of Event: <b>NEC, Birmingham B40 1NT</b>				Event Staff: All event contributors																																												
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<p><b>Visitor Participation:</b> <i>Members of the public</i></p> <p>Visitors participating in activities where a significant risk has been identified</p> <p>Potential injury from moving objects, slips trips and fall, exposure to chemicals</p>	<p><b>L 5</b> <b>X</b> <b>C 5</b> <b>= 25</b></p>	<p>The Big Bang Education CIC staff will ensure that the risks associated with any of the shows activities are fully explained to all persons involved in the activity, and if required specific instructions and method statements will be provided for any such activity.</p> <p>Event Team to assess the physical suitability of the participant.</p> <p>Only Visitors who knowingly volunteer will be allowed to participate in any activity.</p> <p>Specific signage will be on display explaining acceptance and liability of all involvement.</p>	<p><b>L 2</b> <b>X</b> <b>C 2</b> <b>= 4</b></p>	<p>There will be additional information about allergic reactions.</p> <p>Hand washing facilities if required will be available.</p>																																												

**Big Bang Education CIC – Visiting School Groups Risk Assessment: The Big Bang Fair 2018**

<p><b>Visitor movement and crowd management, poor security and stewarding deployment:</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Overcrowding can cause trauma and crush injuries</p>	<p><b>L 5</b> <b>X</b> <b>C 4</b> <b>= 20</b></p>	<p>The Big Bang Education CIC prior to the event has established the audience profile and expected behaviour of the public. In conjunction with this, there is a full crowd management plan that has been developed for this event under the guidance of NEC Security Team and other experts in this area.</p> <p>The Big Bang Education CIC will ensure that venue/room capacity has been identified and are not exceeded. Occupancy calculations have been carried out. The dynamic flow of the public has been assessed to enable a safe and free flow of the public around the whole exhibition.</p> <p>An assessment of the numbers of NEC Security and Stewarding personnel has been carried out. A full security deployment plan has been developed and will be in place at the exhibition to manage the public.</p> <p>Emergency evacuation routes have been identified and will be maintained at all times.</p> <p>If any stand or exhibit attracts overly large crowds of visitors then the stand/exhibit will be closed until such time as the crowd dissipates.</p> <p>Throughout the whole time the public is on site there will be constant monitoring of the crowds and people movement. The Event Safety Advisors, NEC Security and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.</p>	<p><b>L 4</b> <b>X</b> <b>C 2</b> <b>= 8</b></p>	<p>Show access is staggered to reduce the number of people in any one part of the venue at any one time.</p> <p>NEC Stewarding staff to employ 'Clickers' and control the crowd at localised control points to manage density at all times.</p> <p>A specific crowd management plan will be created for stands of high interest, with the introduction of other control measures identified. This will be carried out in conjunction with the Big Bang Education CIC, the Event Team and NEC Security Safety Advisors.</p>
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**Big Bang Education CIC – Visiting School Groups Risk Assessment: The Big Bang Fair 2018**

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls																																										
<p><b>Lost Persons</b></p> <p><i>Members of the public, children and vulnerable adults, event staff</i></p> <p>Young person being separated from group or leaders, leaving the main space and going in hazardous areas, being approached by persons unknown to them.</p> <p>Distress, mental and physical vulnerability</p>	<p>L 5 X C 4 = 20</p>	<p style="text-align: center;"> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">LIKELIHOOD (L)</th> <th colspan="5" style="text-align: center;">RISK RANKING MATRIX</th> </tr> </thead> <tbody> <tr> <td>HIGH 5</td> <td style="background-color: yellow;">5</td> <td style="background-color: orange;">10</td> <td style="background-color: red;">15</td> <td style="background-color: darkred;">20</td> <td style="background-color: black;">25</td> </tr> <tr> <td>SIGNIFICANT 4</td> <td style="background-color: lightgreen;">4</td> <td style="background-color: green;">8</td> <td style="background-color: darkgreen;">12</td> <td style="background-color: black;">16</td> <td style="background-color: black;">20</td> </tr> <tr> <td>MODERATE 3</td> <td style="background-color: yellowgreen;">3</td> <td style="background-color: green;">6</td> <td style="background-color: darkgreen;">9</td> <td style="background-color: black;">12</td> <td style="background-color: black;">15</td> </tr> <tr> <td>LOW 2</td> <td style="background-color: lightgreen;">2</td> <td style="background-color: green;">4</td> <td style="background-color: darkgreen;">6</td> <td style="background-color: black;">8</td> <td style="background-color: black;">10</td> </tr> <tr> <td>NEGLECTIBLE 1</td> <td style="background-color: yellowgreen;">1</td> <td style="background-color: green;">2</td> <td style="background-color: darkgreen;">3</td> <td style="background-color: black;">4</td> <td style="background-color: black;">5</td> </tr> <tr> <th style="text-align: left;">CONSEQUENCE (C)</th> <td>NEGLECTIBLE 1</td> <td>LOW 2</td> <td>MODERATE 3</td> <td>MAJOR 4</td> <td>CATASTROPHIC 5</td> </tr> </tbody> </table> </p> <p>There is a full event plan for dealing with lost children and vulnerable adults, all of the NEC security staff and all key Big Bang staff will know of this and how to implement it.</p> <p>If anyone is notified of a missing person directly by a member of the public or Guardians/Group Leaders, they must immediately notify Event Control. They will coordinate the whole process with the NEC security and the Event Team. The Big Bang management team will be informed of any missing persons. As soon as this is done the Lost person and Vulnerable adults procedure will come into full operation. Event Control will co-ordinate the operations until such time as repatriation of the missing person, all aspects of the situation will be logged and all responsible partners will be informed of the situation and as it unfolds and is resolved.</p> <p>There will be a record of the contact details of Guardians/Group Leaders attending the event that can be accessed should it be required</p> <p>At no times will lost children or vulnerable adults be left unaccompanied. They will always be accompanied by more than one member of the Event Team, with at least one being DBS Checked.</p> <p>The full Lost Person and Vulnerable Adults Management Plan is available to see on request</p>	LIKELIHOOD (L)	RISK RANKING MATRIX					HIGH 5	5	10	15	20	25	SIGNIFICANT 4	4	8	12	16	20	MODERATE 3	3	6	9	12	15	LOW 2	2	4	6	8	10	NEGLECTIBLE 1	1	2	3	4	5	CONSEQUENCE (C)	NEGLECTIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5	<p>L2 X C 5 = 10</p>	<p>Event Control will deal with this situation professionally and involve all the required partners deemed necessary from the medical or security team or if any potential harm could arise, the Police will be involved to ensure the welfare of all staff and public.</p>
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**Big Bang Education CIC – Visiting School Groups Risk Assessment: The Big Bang Fair 2018**

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Unruly Visitors:</b> <i>Members of the public, event staff and contractors</i></p> <p>Visitors behaving in an anti-social manner that could impact on the safety of other visitors.</p> <p>Potential conflicts, overcrowding, crushing and possible hostile situations and fighting</p>	<p>L 5 X C 5 = 25</p>	<p>All incidents will be reported to Event Control and directions as to manage this will be given by them. Immediate engagement by NEC Security will take place and all actions will be recorded.</p> <p>It is imperative that Guardians/Group Leaders explain to the visitors in their care that they behave in a social and polite manner at all times, as they are not only representing themselves but the schools and organisations they are attending.</p> <p>Event staff observing unruly visitors will advise the Operations Team or Room Manager, who in turn will contact the Guardian/Team Leader and request that the visitor is reprimanded and brought under control.</p> <p>Such matters will not be treated lightly and it's the Events responsibility to maintain the safety for all those attending.</p> <p>In extreme cases of anti-social behaviour, visitors will be removed from the venue – under these circumstances there would be no re-admission. Visitors removed from the venue will be dealt with accordingly; the police will be informed and action will be taken based on this contact and if required prosecute any consequences of anti-social behaviour.</p> <p>The Event Team, Event Control, NEC Security and Event Safety Advisors to monitor.</p>	<p>L 2 X C 5 = 10</p>	<p>Any removal of person due to anti-social behaviour, will be carried out by SIA qualified staff, and in situations where a law has been broken the individual/s will be taken to a controlled area and the police will be informed and advise of the due process.</p> <p>Event Control will have access to all radio communications and will be directed to this point with key representatives from all the responsible partners involved in the event.</p>
<p><b>Exhibitors:</b> <i>Members of the public, event staff and contractors</i></p> <p>Unsafe exhibits or demonstrations</p> <p>Slips trips and falls plus injuries caused by exhibition and stands</p>	<p>L 5 X C 4 = 20</p>	<p>All Exhibitors are required to submit detailed Risk Assessments, Method Statements, certification and public liability insurances to the Big Bang Education CIC.</p> <p>All of these documents are audited in advance of the event to ensure no unsafe exhibits or demonstrations are permitted in the event.</p> <p>During the pre-event phase and build phase all aspects of the exhibitor's installations are monitored and assessed along-side that of the activity taking place using the references mentioned earlier in this risk assessment.</p> <p>The Event Safety Advisor, prior to the event opening, visually inspects each and every aspect of all Exhibitors and their stand and demonstrations and only then will they be signed off enabling them to operate at the show.</p> <p>Throughout the whole time the public are on site there will be constant monitoring of the exhibitions and the Event Safety Advisors and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.</p>	<p>L 2 X C 2 = 4</p>	<p>All Exhibitors are provided an Exhibitor Manual, which explains what activities, and substances are prohibited within the event.</p> <p>Each stand will have a stand check sheet that will be completed by the Event Safety Advisors prior to the public being on site and this database will be held in the event office.</p>

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Big Bang Education CIC – Visiting School Groups Risk Assessment: The Big Bang Fair 2018

What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Food Sampling:</b>  <i>Members of the public, event staff and contractors</i></p> <p>Allergies / Contamination / Reaction</p>	<p><b>L 5</b> <b>X</b> <b>C 5</b> <b>= 25</b></p>	<p>All Exhibitors are required to submit detailed description of any food sampling they wish to undertake. During the pre-event phase, the Exhibitors information will be checked using references mentioned earlier in this risk assessment.</p> <p>All Exhibitors will comply with legislation and guidance for food sampling, allergies and intolerance as laid by The Food Standards Agency (EU/FIC) and the Food Information Regulations 2014.</p> <p>Clear warning signage to be displayed detailing the contents of any sampling foodstuffs.</p> <p>The Event Safety Advisor, prior to the event opening, will watch and assess these demonstrations and check the exhibitor is fully compliant with all the regulations and only then will they be signed off enabling them to operate at the show.</p> <p>Throughout the whole time the public are on site there will be constant monitoring of all the demonstrations and food sampling; and all issues will be investigated and assessed by the Event Safety Advisors</p>	<p><b>L 2</b> <b>X</b> <b>C 2</b> <b>= 4</b></p>	<p>Samples only to be given with the consent of Guardians/Group Leaders or Parent in the case of young adults.</p> <p>Clear signage as to allergies and a food safety check list will be completed in relation to each exhibitor doing any food sampling.</p>

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Big Bang Education CIC – Visiting School Groups Risk Assessment: The Big Bang Fair 2018

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<p><b>Medical Provisions – Insufficient / Delays:</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Prolonged or additional personal injury following an initial incident</p>	<p>L 5 X C 5 = 25</p>	<p style="text-align: center;"><b>RISK RANKING MATRIX</b></p> <table border="1" style="margin: 0 auto;"> <thead> <tr> <th>LIKELIHOOD (L)</th> <th colspan="5">RISK RANKING MATRIX</th> </tr> <tr> <td>HIGH 5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>SIGNIFICANT 4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>MODERATE 3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>LOW 2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>NEGLECTIBLE 1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>CONSEQUENCE (C)</th> <th>NEGLECTIBLE 1</th> <th>LOW 2</th> <th>MODERATE 3</th> <th>MAJOR 4</th> <th>CATASTROPHIC 5</th> </tr> </thead> </table> <p>As with any event of this scale, a full Medical Risk Assessment has been carried out and the medical provision for The Big Bang Fair has been based on this, utilising a professional and qualified First Aid/ Paramedic Team personnel who's whose sole responsibility is managing all medical situations at the Big Bang Fair. This is supported by the NEC medical provision and own standard operational plan.</p> <p>The medical team will be based in a First Aid Room as indicated on the site maps located near the exhibition hall in direct contact with Event Control. This will be staffed throughout the open periods. It is fully equipped, and able to deal with the majority of the medical situations as detailed in the medical Risk Assessment, beyond this any person/s requiring more complex medical treatment will be taken to the local hospital for a continuation of care and treatment.</p> <p>The Event Medical Team will have mobile response teams that operate in the exhibition areas and are able to deal with medical situations as and when they occur.</p> <p>All medical incidents will be reported to Event Control and the incident will be logged and managed by them.</p> <p>Guardian/Group Leaders responsible for any individual involved in a medical incident will be fully informed and briefed as to the nature of the situation and the treatment being given; the detail of such information is at the discretion of the Senior Medical Supervisor.</p> <p>All medical incidents will be recorded on an Event Accidents Form and the information will be passed to all the responsible partners and dealt with in accordance with HSE and RIDDOR guideline.</p> <p>As part of the planning for this, the Event Safety Advisor will make an assessment of the staffing levels required based on: the expected attendance number, the medical Risk Assessment and discussions with the NEC Senior Medical Officer.</p>	LIKELIHOOD (L)	RISK RANKING MATRIX					HIGH 5	5	10	15	20	25	SIGNIFICANT 4	4	8	12	16	20	MODERATE 3	3	6	9	12	15	LOW 2	2	4	6	8	10	NEGLECTIBLE 1	1	2	3	4	5	CONSEQUENCE (C)	NEGLECTIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5	<p>L 2 X C 4 = 8</p>	<p>Throughout the time the event is open to the public, there will be continued assessments of the needs and application of the medical provision due to the dynamic nature of the project</p> <p>The Safety Advisors and Senior Medical Team will advise the Big Bang Education CIC on any alterations to the medical plan if required.</p>
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<p><b>Slips, trips &amp; falls:</b>  <i>Members of the public, event staff and contractors</i></p> <p>Trailing cables and redundant equipment, loose carpet or other obstruction that might cause injuries, cuts and/or abrasions</p>	<p>L 5 X C 3 = 15</p>	<p>As part of the pre-planning for the event, all exhibitors and contractors will need to provide details of the exhibition stand/display installation. All cables will be either flown or taped securely down. Cables will not be permitted to cross the gangways. These will be checked prior to the venue being open to the public and all will be installed correctly.</p> <p>All redundant equipment will be removed from the exhibition floor prior to the event opening to the visitors.</p> <p>The Event Safety Advisor and Production Manager will conduct a thorough inspection of the show floor prior to the event opening to ensure there are no additional obstructions that might cause trips.</p> <p>The Big Bang Event Team will be in direct contact with NEC contracted cleaners who will be on hand to clear up any spills within the exhibition halls. Spills involving chemicals on any exhibition stands will have their own methodology of cleaning them up safely and this will be carried out by competent persons and disposed of in accordance with COSHH regulation.</p> <p>As the event is of a temporary nature, the exhibition hall will be constantly checked to ensure that if anything occurs that could pose a trip hazard or obstacle, it is reported via Event Control and either removed, repaired or corrected.</p> <p>Throughout the whole time the public are on site there will be constant monitoring of the exhibitions and the Event Safety Advisors and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.</p>	<p>L 2 X C 2 = 4</p>	<p>Event Safety Team to monitor onsite.</p>

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<p><b>Theatre Shows / Live experiments and demonstrations with a seated audience:</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Personal injury through show related risks, loud bangs and explosions</p> <p>Exposure to loud noise, spills, contamination, falling objects, slips trips and falls, overcrowding, crushing</p>	<p>L 5 X C 5 = 25</p>	<p style="text-align: center;">Control / Actions</p> <div style="text-align: center; border: 1px solid black; margin-bottom: 10px;"> <table border="1"> <tr> <th rowspan="2">LIKELIHOOD (L)</th> <th colspan="5">RISK RANKING MATRIX</th> </tr> <tr> <th>5</th> <th>10</th> <th>15</th> <th>20</th> <th>25</th> </tr> <tr> <th>HIGH 5</th> <td style="background-color: yellow;">5</td> <td style="background-color: orange;">10</td> <td style="background-color: red;">15</td> <td style="background-color: red;">20</td> <td style="background-color: red;">25</td> </tr> <tr> <th>SIGNIFICANT 4</th> <td style="background-color: yellow;">4</td> <td style="background-color: orange;">8</td> <td style="background-color: red;">12</td> <td style="background-color: red;">16</td> <td style="background-color: red;">20</td> </tr> <tr> <th>MODERATE 3</th> <td style="background-color: yellow;">3</td> <td style="background-color: orange;">6</td> <td style="background-color: red;">9</td> <td style="background-color: red;">12</td> <td style="background-color: red;">15</td> </tr> <tr> <th>LOW 2</th> <td style="background-color: yellow;">2</td> <td style="background-color: orange;">4</td> <td style="background-color: red;">6</td> <td style="background-color: red;">8</td> <td style="background-color: red;">10</td> </tr> <tr> <th>NEGLECTIBLE 1</th> <td style="background-color: yellow;">1</td> <td style="background-color: orange;">2</td> <td style="background-color: red;">3</td> <td style="background-color: red;">4</td> <td style="background-color: red;">5</td> </tr> <tr> <th>CONSEQUENCE (C)</th> <td>NEGLECTIBLE 1</td> <td>LOW 2</td> <td>MODERATE 3</td> <td>MAJOR 4</td> <td>CATASTROPHIC 5</td> </tr> </table> </div> <p>A very experienced team who have delivered them for a number of years are carrying out the management of the theatre shows.</p> <p>Show performers have produced a comprehensive risk assessment of all of the on-stage activities (these are available on request). If you have any doubt we advise that Guardians/Group Leaders speak to the theatre staff prior to entering the theatre.</p> <p>There is a rolling program of shows throughout the day. Before and during the changeovers, each area is checked to ensure its fully operational and fit for purpose.</p> <p>All Guardians/Group Leaders <b>MUST BE AWARE</b> that in the theatre areas they and their party will be exposed to loud bangs, explosions and flashing lights and ought to consider the situation for any persons in their party of a nervous disposition or with complex medical conditions that could be affected by such effects and should respond accordingly by either removing themselves from the space or advising the theatre staff.</p> <p>Everybody in the theatre area will be allocated his or her own seat. Theatre Room Managers will direct you to your seats and manage this aspect of the event.</p> <p>In an emergency, you will be directed from the area by the theatre staff and the NEC Security Team. Guardians/Group Leaders are requested to listen to and assist in the guidance of their party at this time.</p> <p>Specific Risk Assessments have been produced for the shows and these have been checked and signed off by the Event Safety Advisors.</p> <p>The Event Safety Advisor has checked all of the shows documentation, watched rehearsals and if required put in any additional control measures to ensure all activities are safe. A team will then be in attendance during the first stage performance and onsite the whole time that the public are in the NEC.</p> <p>The Event Medical Team will be on standby to deal with any medical situation should it occur.</p> <p>Throughout the whole-time events are running in the area, constant monitoring will take place and any issues raised by the theatre team will be assessed by the Event Safety Advisors and Event Control who will log any issue, control and manage the situation until resolved and then assess the issue.</p>	LIKELIHOOD (L)	RISK RANKING MATRIX					5	10	15	20	25	HIGH 5	5	10	15	20	25	SIGNIFICANT 4	4	8	12	16	20	MODERATE 3	3	6	9	12	15	LOW 2	2	4	6	8	10	NEGLECTIBLE 1	1	2	3	4	5	CONSEQUENCE (C)	NEGLECTIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5	<p>L 2 X C 2 = 4</p>	<p>All aspects will be rehearsed and continuous monitoring will take place.</p> <p>The Event Safety Advisors and Production team will advise the Big Bang Education CIC of any alterations to the show or risk assessment that might need to be made.</p>
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Who might be harmed & hazards	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Substances Hazardous to Health (COSHH)</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Sickness, ill health etc.</p> <p>Contaminations and spills</p>	<p>L 4</p> <p>X</p> <p>C 4</p> <p>= 16</p>	<p>Prior to any Exhibitor arriving onsite, all information relating to Hazardous Substances will have been collected, as they must inform the event of what they are bringing and the methods that are being used to manage them, along with their own risk assessments. All items used in the event will have been identified, listed and COSHH data sheets obtained. In addition to this an assessment will be made of each substance to be established as essential to the task or function for which it is used.</p> <p>On arrival to the NEC, all hazardous substances will be stored in accordance with the COSHH data sheets and under the guidance of the NEC safety team and the Event Safety Advisors. All necessary safety precautions will be in place to establish the safe storage of each hazardous substance including the provision of any necessary water or ventilation systems.</p> <p>All necessary hazard warning signs to be in place local to the substances in use or being stored.</p> <p>All used/ waste hazardous substances, including all vessels, bags, wrappings etc. that contain the hazardous substance when empty will be disposed of in accordance with the NEC event waste management plan for hazardous substances.</p> <p>All of the necessary antidotes or neutralising agents must be available in close proximity to the hazardous substance, in the event of spillages only competent people will clear up any spillages and all waste will be cleared in accordance with the data sheets for the products and NEC event waste management plan for hazardous substances.</p> <p>The event medical team will be on standby to deal with any medical situation should it occur.</p> <p>Throughout the time that the Exhibition is running and hazardous substances are being used, constant monitoring will take place and any issues raised with these products will be assessed by the Event Safety Advisors and Event Control will log any issue, control and manage the situation until resolved and then assess the issue.</p>	<p>L 2</p> <p>X</p> <p>C 2</p> <p>= 4</p>	<p>Onsite monitoring by the Event Safety Team.</p>

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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Traffic management:</b></p> <p><i>Members of the public, event staff, traffic marshals and contractors</i></p> <p>Vehicle / pedestrian conflicts, such as road accidents, poor weather conditions etc – resulting in injury</p>	<p>L 5 X C4 = 20</p>	<p style="text-align: center;"><b>Control / Actions</b></p> <p>As with any event of this nature, there is a complex and robust traffic management plan in place, The NEC is used to dealing with high volumes of traffic and is highly experienced in this area.</p> <p>The Big Bang Education CIC will be using the NEC's approved traffic management strategies to manage this process.</p> <p>The Event Team will produce a detailed plan as to how this process will work and the NEC traffic management team will control all external aspects of this.</p> <p>All schools' groups will be sent information on this and the parking arrangements for your visit.</p> <p>We recommend on the day of your visit you check if there are any issues on your route to the NEC to identify if there are any traffic issues that might impact on your Journey or arrival time <a href="http://www.highways.gov.uk/traffic-information">http://www.highways.gov.uk/traffic-information</a>.</p> <p>Throughout the time that the Exhibition is running the traffic management will be monitored and the NEC security and traffic team, the Event Safety Advisors and Event Control who will log any issue, control and manage the situation until resolved and then assess the issue.</p>	<p>L 3 X C 3 = 9</p>	<p>Traffic issues beyond the boundary of the NEC will be monitored using information provided via local and national traffic reports and the Highways Agency and any aspects of this will be assessed and worked into the dynamic traffic plan on any given day.</p>

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<p><b>Traffic Congestion:</b></p> <p><i>Members of the public, event staff, traffic marshals and contractors</i></p> <p>Long delays within a confined space, injury as a result of walking through a congested area, injury as a result of a traffic collision</p> <p>Slips, trips and falls causing injuries</p>	<p>L 5 X C 5 = 25</p>	<p>Within the NEC complex it has large coach parks capable of accommodating the high volumes of coaches and other transportation expected for this event.</p> <p>Please allow more than enough time to travel from your destination to the NEC. You will be issued with a coach sign, please display this clearly in the front window. Parties with Disabled person coaches will be directed to an inner access point closer to the NEC buildings, there will be a direct coach sign for this. Guardians/Group Leaders will be sent an email explaining the process and reminding them to take the coach drivers contact details so they can call them when they require pick up.</p> <p>You will be allocated a pass that must be clearly displayed in your vehicle, this pass will be issued by the Event Team.</p> <p>On arrival to the NEC your Vehicles (coaches) will be directed to its allocated parking area, on arrival please listen to the instructions given to you and your party before disembarking</p> <p>Guardians/Group Leaders please be aware there are large numbers of vehicles (coaches) arriving and please ensure you and your party use all the pedestrian walkways as directed to by the NEC staff. The road systems around the NEC are busy, please do not be distracted.</p>	<p>L 3 X C 3 = 9</p>	<p>A separate holding area has been identified for coaches arriving without the correct accreditation. If for whatever reason you do not have your pass or you never had one, you will be directed to this area and your arrival will be managed from this point</p>

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<p><b>Visitors accessing Coach Park:</b>  <i>Members of the public, event staff, traffic marshals and contractors</i>                      Vehicle / pedestrian conflicts resulting in injury                      Slips, trips and falls causing injuries</p>	<p>L 5                      X                      C5                      = 25</p>	<p>You will have been sent a vehicle pass that must be displayed in the window of the coach or mini bus prior to arriving at the NEC complex.</p> <p>Once your accreditation has been checked guardians/group leaders and visitors will be directed to the queuing area and entry points for the exhibition.</p> <p>From this point event staff will dispatch staff, either traffic managers or event staff to escort the visitor group into the venue. Please follow any given instructions at all times.</p>	<p>L 3                      x                      C 3                      = 9</p>	<p>Guardians/group leaders should return to the car park in which you left your coach or vehicle as it will be waiting for you in the same location.</p> <p>If you have a pick up by a coach or mini bus, please return to North 1 Car Park where you will be directed by the NEC traffic team.</p> <p>Please make sure you and your traveling party take everything they need from the coach before disembarking.</p>
<p><b>Visitors egressing Coach Park:</b>  <i>Members of the public, event staff, traffic marshals and contractors</i>                      Vehicle / pedestrian conflicts resulting in injury                      Slips, trips and falls causing injuries</p>	<p>L 4                      X                      C 5                      = 20</p>	<p>Guardians/group leaders and visitors should not access the coach park until their designated coach has arrived and is ready to pick up.</p> <p>When you leave the exhibition, you will need to walk back to the point that your coach dropped you off, unless you have mobility impaired people as part of your group and you will be managed accordingly onsite and directed to specific areas for parking.</p>	<p>L 3                      X                      C 3                      =9</p>	<p>Any visitors whose coaches have not used the required procedures and dropped off elsewhere in the area will be directed to the place that they were dropped off for pick-ups.</p>

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<p><b>Fire Hazard – Theatres</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Death, major injury and damage to property.</p>	<p>L 4 X C 5 = 20</p>	<p style="text-align: center;"> <table border="1" data-bbox="891 347 1379 475"> <thead> <tr> <th>LIKELIHOOD (L)</th> <th colspan="5">RISK RANKING MATRIX</th> </tr> </thead> <tbody> <tr> <td>HIGH 5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>SIGNIFICANT 4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>MODERATE 3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>LOW 2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>NEGLIGIBLE 1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>CONSEQUENCE (C)</td> <td>NEGLIGIBLE 1</td> <td>LOW 2</td> <td>MODERATE 3</td> <td>MAJOR 4</td> <td>CATASTROPHIC 5</td> </tr> </tbody> </table> </p> <p>Control / Actions</p> <p>All structures in the theatres to be of flame retardant substances or class products, documentation on this and any other fire certification for materials used will be held in the event safety file.</p> <p>Prior to the arrival and construction of the theatre areas all required documentation will be in place.</p> <p>The NEC has an existing evacuation strategy in place and The Big Bang Fair will adopt this.</p> <p>Throughout the time the public are on site Fire Marshalls are on duty within the NEC complex.</p> <p>Theatres to be inspected by Event Safety Advisor, NEC Safety Team and the Event Team.</p> <p>The theatre area will be assessed as to the required needs of firefighting equipment and it will be deployed in accordance with this. Theatres to be equipped with CO<sub>2</sub>, powder and water extinguishers and fire blankets as assessed.</p> <p>In an evacuation situation, the NEC security team will manage this along with The Event theatre teams.</p>	LIKELIHOOD (L)	RISK RANKING MATRIX					HIGH 5	5	10	15	20	25	SIGNIFICANT 4	4	8	12	16	20	MODERATE 3	3	6	9	12	15	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	<p>L 3 X C 2 = 6</p>	<p>There will be a full event fire risk assessment carried out for the event and all required FFE will be checked as part of the venue check and stand sign off on a daily-basis</p>
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<p><b>Fire Hazard – Workshops/Side Meetings</b>  <i>Members of the public, event staff and contractors</i>                      Death, major injury and damage to property</p>	<p>L 5 X C 4 = 20</p>	<p>The Event Team to continually check for ignition sources.                      Daily inspection carried out by the Event Safety Advisor and the Event Team.                      Fire points placed in secure locations – all Event Team made aware of their positions prior to the event opening. Fire Marshals will be on site the whole time the public are in the NEC.                      There will be in each zone selected venue stewards trained in firefighting procedures to monitor and respond as required.                      The NEC has a detailed evacuation strategy in place and The Big Bang Fair will adopt this.                      Should there need to be an evacuation, Guardians/Group Leaders please listen to and follow the instructions given to you and the people you are responsible for.                      You will be taken to muster points and held there until it is safe to leave.                      Once the all clear is given you will either be guided back into the NEC or to the coach parks, again Guardians/Group Leaders please listen to the information being provided and we request that you and your colleagues work with the NEC security and stewarding team to manage the situation.</p>	<p>L 2 x C 4 = 8</p>	<p>Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005.                      Once the final event design has been confirmed a full occupancy calculation will be carried out in accordance with the above order ensuring the aisle widths and exit routes are more than able to support any variant of the evacuation procedure.</p>

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Big Bang Education CIC – Visiting School Groups Risk Assessment: The Big Bang Fair 2018

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<p><b>Fire Hazard – Exhibition area</b>  <i>Members of the public, event staff and contractors</i>                      Death, major injury and damage to property</p>	<p>L 5 X C 5 = 25</p>	<p>The Event Safety Officer, the NEC's Fire Officer and the Event Team will inspect the Exhibition area prior to opening each day and the exhibition halls will be signed off as fit for use.</p> <p>The following areas will be inspected:</p> <ul style="list-style-type: none"> <li>○ Fire Exits – Suitable and enough, properly signed, free of obstruction and easily opened</li> <li>○ Occupancy capacities</li> <li>○ Fire Fighting Equipment in place and within service date</li> <li>○ Flame Retardancy Certificates held in the safety file</li> <li>○ Staff numbers required covering all operational aspects of the event</li> <li>○ Emergency Procedures check and alarms tested</li> <li>○ Combustible materials cleared and safely stored</li> <li>○ Storage of Waste away from public areas and managed</li> </ul> <p>The name and contact details of the all key personnel and Room Managers will be obtained and held in Event Control.</p>	<p>L 3 X C 3 = 9</p>	<p>Throughout the time that the Exhibition is running there will be constant patrols of the event halls to ensure constant monitoring takes place and any fire related issues are identified.</p> <p>These issues will be assessed by the Event Safety Advisors, the NEC Fire Safety Officer and Event Control who will log the situation, control and manage the issues until resolved.</p>

LIKELIHOOD (L)	RISK RANKING MATRIX				
	5	10	15	20	25
HIGH 5	5	10	15	20	25
SIGNIFICANT 4	4	8	12	16	20
MODERATE 3	3	6	9	12	15
LOW 2	2	4	6	8	10
NEGLECTIBLE 1	1	2	3	4	5
CONSEQUENCE (C)	NEGLECTIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5

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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	RISK RANKING MATRIX					Residual Risk Rating	Further Action /Controls	
			LIKELIHOOD (L)	5	10	15	20			25
			HIGH 5	5	10	15	20	25		
			SIGNIFICANT 4	4	8	12	16	20		
			MODERATE 3	3	6	9	12	15		
			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		
<p><b>Fire Hazard – Exhibition Stands &amp; Demonstrations</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Death, major injury, burns and damage to property</p>	<p><b>L 4</b></p> <p><b>X</b></p> <p><b>C 5</b></p> <p><b>= 20</b></p>	<p>All Exhibitors are required to submit detailed Risk Assessments and Method Statements to the Big Bang Education CIC prior to the show. Each will be inspected and checked that they cover all their operational practices whilst at The Big Bang Fair.</p> <p>All of these documents are audited in advance of the event to ensure no flammable exhibits or demonstrations that could cause burns or injuries are permitted in the event.</p> <p>The full event safety file can be seen on request.</p> <p>The Event Safety Advisor, prior to the event opening, visually inspects all Exhibitors and their stand.</p> <p>Each stand and demonstration will be signed off by the Event Safety Advisors and the NEC safety team.</p>	<p><b>L 2</b></p> <p><b>X</b></p> <p><b>C 5</b></p> <p><b>= 10</b></p>	<p>Throughout the time that the Exhibition is running there will be constant patrols of the event halls to ensure regular monitoring take place and any fire related issues identified. These issues will be assessed by the Event Safety Advisors, the Fire Safety Officer and Event Control who will log the situation then control and manage the issues until resolved.</p>						

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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Emergency Vehicle Routes (EVR's) Red Routes becoming blocked or obstructed:</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>A delay in emergency vehicles being granted access to manage the incident safely</p> <p>Slips, trips and falls causing injuries</p>	<p>L 4 X C 5 = 20</p>	<p>The NEC Event Team and Event Safety Advisors have identified the Emergency Vehicle Routes (EVRs) Red routes, these are clearly detailed on the event site plan.</p> <p>The EVRs will be stewarded at all times that the event site is open to visitors to make sure they are clear of any obstructions.</p> <p>All security personnel and stewards policing EVRs will have operational radios and will be in direct contact with Event Control, all issues will be passed to Event Control to be managed from this location.</p> <p>Event Safety Advisor and the NEC Senior Security Manager to monitor this at all times.</p> <p>The NEC will deal with any requests for emergency services, they will ensure that, if required, they get to the relevant areas as quickly as possible.</p> <p style="color: red; text-align: center;"><b>All emergency routes will be kept clear at all times</b></p>	<p>L 3 X C 3 = 9</p>	<p>Event Safety Team and NEC Security and Traffic Management will make sure all EVR/ Red routes are clear at all times</p>
<p><b>LPG:</b></p> <p><i>Members of the public, event team and contractors</i></p> <p>Fire and explosion.</p> <p>Death, major injury, burns and damage to property</p>	<p>L 4 X C 5 = 20</p>	<p>Minimum amounts of LPG and Butane are allowed in the NEC for demonstration/ display proposes. LPG is not permitted within the main hall spaces at the NEC.</p> <p>The Event Safety Officer/NEC Fire Safety Officer to make sure none is in the Venue.</p> <p>If required, it will be stored externally. The NEC will have a designated LPG/ Butane Store and a specific risk assessment will be created if any of these products are used at the Big Bang Fair.</p> <p>The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed. All such legislation will be followed at all times and in full compliance with Gas Safe regulations.</p>	<p>L 4 X C 2 = 8</p>	<p>All aspects of LPG /Butane will be managed and monitored by the Event Safety Advisors and NEC safety team.</p> <p>Once installed all of the installation will be checked and signed off by a competent gas engineer.</p>

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MODERATE 3	3	6	9	12	15
LOW 2	2	4	6	8	10
NEGLECTIBLE 1	1	2	3	4	5
CONSEQUENCE (C)	NEGLECTIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5

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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Waste Storage:</b>  <i>Members of the public, event staff and contractors</i></p> <p>Burns and associated injuries</p>	<p>L 4 X C 5 = 20</p>	<p style="text-align: center;"><b>Control / Actions</b></p> <p>A full waste management plan will be in place and the NEC waste management team will implement it. There will be mobile cleansing teams who can clear any build-up of waste should it occur.</p> <p>All exhibitors are requested to remove waste from public areas to avoid any build up and if they require assistance to contact Event Control who will deal with the request and task the NEC waste management team to assist as required.</p> <p>Waste storage close to event infrastructure to be provided in metal skips, in secure locations, away from main public areas.</p> <p>Suitable and sufficient firefighting equipment to be in place.</p> <p>Event Safety Advisor and Event Team to inspect.</p>	<p>L 2 X C 2 = 4</p>	<p>All aspects will be monitored by the Event Safety Advisors, and NEC Fire Safety team.</p> <p>Fire related issues identified will be assessed by the Event Safety Advisors, the Fire Safety Officer and Event Control who will log the situation then control and manage the issues until resolved.</p>

LIKELIHOOD (L)	RISK RANKING MATRIX				
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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Arson</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Damage by fire or smoke to persons and/or property as a result of a wilful act.</p>	<p>L 5 X C 5 = 25</p>	<p>A full waste management plan will be in place and the NEC Waste Management team will implement this. There will be mobile cleansing teams who can clear any build-up of waste should it occur.</p> <p>Smoking including E cigarettes and Vapes are not permitted in the NEC; there are dedicated smoking areas in many points around the NEC.</p> <p>Keep combustibles to minimum. No storage of combustible or explosive material permitted in the NEC.</p> <p>Provide suitable and sufficient fire extinguishers and at exit doors. All event staff to be aware of location of extinguishers.</p> <p>All fabric of drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Materials that have been chemically treated to achieve their fire retardancy may require recertification at intervals – Event Safety Advisor to check for certification.</p> <p>Access to combustibles to be restricted to working personnel by Event Team.</p>	<p>L 2 X C 2 = 4</p>	<p>There is a full surveillance operation in place, ranging from visual detection to a range of electronic fire detections systems that will be operational throughout the event and managed by the NEC.</p>
<p><b>Emergencies: That might cause the need for a full evacuation</b></p> <p><i>Members of the public, event staff and contractors</i></p> <ul style="list-style-type: none"> <li>• Fire in the Exhibition Halls</li> <li>• Collapse of structure</li> <li>• Bomb threat</li> <li>• Power failure</li> </ul> <p>Death, major injury, burns and damage to property</p>	<p>L 5 X C 5 = 25</p>	<p>In the current climate in addition to emergency procedures we all need to have a heightened state of awareness to potential threats. Visitors should report anything suspicious to a member of the Big Bang Event Team or NEC security.</p> <p>The NEC has an Evacuation Plan that has been agreed with the local emergency services and responsible partners, that cover the requirements of a fire evacuation and the management plan for an act of terrorism.</p> <p>Should there be a need for an Evacuation, Emergency announcements will be made over the NEC PA system (back-up power necessary) to give instructions to the Visitors. We ask Guardians/Group Leaders to listen to these and act as directed and support the work of the NEC security team and emergency services.</p> <p>All access routes to be controlled by the venue.</p> <p>All Event Team and Event Safety Advisor to be familiar with any event specific evacuation strategy and alarm system.</p>	<p>L 3 X C 3 = 9</p>	<p>All aspects will be monitored by the Event Safety Advisors and NEC's event teams. Any amendments in procedures or operational practice will be added to evacuation plans and operational processes.</p>

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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Portable Electrical Equipment:</b> <i>Members of the public, event staff and contractors</i></p> <p>Sources of ignition and heat</p> <p>Electrocution</p> <p>Death, major injury, burns and damage to property</p>	<p>L 5 X C 5 = 25</p>	<p>Reputable suppliers used.</p> <p>The NEC house mains supply to be used for all of the exhibits and the appointed contractor will manage the mains distribution and protection.</p> <p>Evidence of PAT available upon request.</p> <p>Visual inspection as installed on site any damaged equipment to either be repaired by a competent person and then PAT tested or to be removed from site.</p> <p>All equipment to be powered down at the end of the work activity.</p> <p>All electrical installations by exhibitors to be signed off as fully compliant with all IET Wiring Regulations BS 7671 and take particular note of Regulation 421.1.201 (Protection against fire caused by electrical equipment).</p> <p>Event Safety Advisor to check and collate the electrical sign off documentation.</p>	<p>L 2 X C 2 = 4</p>	<p>Throughout the exhibition there will be constant monitoring of all electrical installations by stand owners and the Event Safety Advisors.</p> <p>Any issues identified will be rectified and if needed, the NEC electrical team will be involved.</p>
<p><b>Blocked vents on portable equipment with internal fans:</b> <i>Members of the public, event staff and contractors</i></p> <p>Sources of ignition and heat</p> <p>Fire and explosion</p> <p>Burns and associated injuries</p>	<p>L 4 X C 5 = 20</p>	<p>Event layout designed to allow adequate space for equipment storage.</p> <p>Production Managers to check before each session that vents have not become blocked.</p> <p>All equipment to be powered down at the end of the work activity.</p> <p>Move all heat generating items away from possible sources of ignition.</p> <p>Ensure that all heat generating items are clear from any obstruction and have a good free flow of air and are well ventilated.</p> <p>Event Safety Advisor to monitor.</p>	<p>L 2 X C 2 = 4</p>	<p>As part of the pre-show checks and routine patrols, portable equipment with vents will be inspected for any issues.</p>

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What is the hazard, who might be harmed and how	Initial Risk Rating	Control / Actions	RISK RANKING MATRIX					Residual Risk Rating	Further Action /Controls	
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			CONSEQUENCE (C)	NEGLECTIBLE 1	LOW 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5		
<b>House supply socket. No RCD on outlet:</b>  <i>Members of the public, event staff and contractors</i>  Sources of ignition and heat Death, major injury, burns and damage to property	<b>L 5</b> <b>X</b> <b>C 5</b> <b>= 25</b>	Event Team (specifically Production Managers) and Event Safety Officer to undertake basic checks on site. RCD provided by official contractor to be located as near as possible to mains outlet to reduce length of unprotected cable. Routing of all cable to be considered and managed. Approved type connector to be used only.	<b>L 2</b> <b>X</b> <b>C2</b> <b>= 4</b>	Event Safety Team to monitor onsite.						
<b>Set materials (Felt, Timber):</b>  <i>Members of the public, event staff and contractors</i>  Sources of fuel Contamination Fires Death, major injury, burns and damage to property	<b>L 4</b> <b>X</b> <b>C 5</b> <b>= 20</b>	Stock products from a reputable supplier. All contractors to supply full details of the stands materials and to provide all necessary information as required by the event team as part of their own Big Bang risk assessment. All fabrics to be inherently flame retardant with proof of fire certification. Use Class 1/A timber or thicker than 10mm. Fire certificates held in the event safety file. A test sample of materials if no cert available that can be tested. Event Safety Advisor to inspect on all aspects of the products used in building the stand and other scenic items used during The Big Bang Fair.	<b>L 3</b> <b>X</b> <b>C3</b> <b>= 9</b>	None required						
<b>Fire Escape Routes:</b>  <i>Members of the public, event staff and contractors</i>  Becoming blocked or obstructed Lack of security and stewards Burns and overcrowding/crushing	<b>L 5</b> <b>X</b> <b>C 5</b> <b>= 25</b>	Where possible all cables laid flat, matted with heavy rubber matting and taped in place. White tape used to mark trip hazard. Consider alternative route with less traffic over the duration of the Fair. Check at regular intervals throughout each day and before each session. Escalate to venue if there is no sensible provision for cabling across the doorways, a requirement at the NEC. Production Managers/Event Safety Advisor to monitor and advise as needed.	<b>L 2</b> <b>X</b> <b>C 5</b> <b>= 10</b>	Event Safety Team and security to monitor onsite and manage any issues.						

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Who might be harmed & hazards	Initial Risk Rating	Control / Actions	Residual Risk Rating	Further Action /Controls
<p><b>Generic Risks:</b></p> <p><i>Members of the public, event staff and contractors</i></p> <p>Personal injury and property damage</p> <p>Injury due to falling and unsafe objects, cuts and grazing, burns and contamination from burning material</p>	<p>L 5 x C 5 = 25</p>	<p>Limit sources of ignition.</p> <p>Limit sources of fuel – all construction materials in set / staging / dressing to be treated with a fire retardant.</p> <p>Separate RA to be undertaken when oxidising agents and or oxygen gas cylinders brought onsite.</p> <p>Staff will not interfere with any fire detection equipment installed by the venue.</p> <p>Event Safety Advisor to conduct a separate RA where egress routes, signage or fire fighting equipment is obstructed.</p> <p>All event staff to be briefed on proper procedures to be undertaken when discovering a fire.</p> <p>All personnel to be briefed on evacuation procedure including escape routes.</p> <p>Event Safety Advisor and Fire Marshalls will monitor the exhibition halls at all times in relation to fire related issues, identified issues will be assessed by the Event Safety Advisors, the Fire Safety Officer and Event Control who will log any issue, control and manage the situation until resolved and then assess the issue.</p>	<p>L 3 x C 3 = 9</p>	<p>Event Safety Team and Security to monitor onsite and manage any issues.</p>

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