



Health and safety for teachers

This document gives information about Health and Safety arrangements at The Big Bang UK Young Scientists & Engineers Fair to help you write a risk assessment for your visit.

Supervision and behaviour

- The Big Bang Fair is a public event held at the NEC Birmingham. We recommend that adult group leaders remain with their students at all times to supervise their behaviour, ensure their Health and Safety, and accompany them in the event of an evacuation.
- We recommend that groups have a suitable adult-to-student ratio - we recommend 1 adult for every 10-15 students for primary school groups and 1 adult for every 15-20 students in secondary school groups.
- The NEC is a large exhibition complex. Please be aware that 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 Fair so there should be no need for people to leave the halls. We have security and event staff within halls 17-20 to ensure the safety of all visitors to The Fair, however 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 Big Bang Fair has a Lost Persons procedure in place. If you believe a member of your group to be missing, please report to the lost persons office located in the Organiser Offices in Hall 18.
- We also recommend that all members of each visiting party are issued with the full name and contact number of the group leaders so if they become separated are lost persons team can repatriate people quickly
- If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, or causes damage to exhibits or equipment, this person may be asked to leave. Please brief your students about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.

Health and safety

- The Big Bang Fair has carried out a full visitor's risk assessment. The full version is available on our [website](#).
- The Big Bang Fair has written Health and Safety policy statements.
- Exhibits and activities are designed with full consideration of risk control measures. All activities have been fully risk assessed including both the construction of the exhibit and the activity which visitors can take part in.
- The Big Bang Fair appoints an independent Event Safety Advisor to advise, implement, monitor and review all aspects of health and safety at The Fair. The Event Safety Advisors, in conjunction with the NEC Teams ensure the health and safety for all contractors, subcontractors, staff and the public in attendance at the event. They are present on site during the build and break down of the event and the whole time the public are in attendance to ensure compliance at all times.
- Daily safety checks are carried out before The Fair opens and during operation. Hazards are isolated or rectified immediately.
- All incidents are recorded.



First aid

- The Big Bang Fair has carried out a full medical risk assessment. A copy of this is available upon request.
- The Big Bang Fair has trained and dedicated Paramedics and Technicians onsite to provide first-aid treatment. In addition to this all NEC security and stewarding staff are first aid trained.
- The First Aid room for the Big Bang Fair is in Hall 18 Organiser Offices and the mobile team can access a casualty at any point on the show floor within minutes of an incident being reported and accurate location being communicated.
- All first-aid incidents are recorded.
- The nearest accident and emergency department is the Queen Elizabeth Hospital, Mindelsohn Way, Birmingham B15 2TH. Tel :0121 472 1311

Insurance cover

- The Big Bang Education CIC has in place and maintains insurance cover in respect of public and product liability. A copy of the Insurance Cover Note is available on request.

Fire and evacuation

- The NEC has a robust Evacuation Policy with well-rehearsed procedures that ensure visitors can safely and quickly exit the premises.
- Announcements over the public-address system will alert you to an evacuation.
- In the event of an evacuation please follow the instructions of the NEC security team and stewards.
- Lead your group out of the NEC as quickly as possible – please do not stop to take the register until you reach the assembly point. Fire exits are clearly signposted and doors should unlock automatically during an evacuation.
- Once arrived at your nearest assembly point you should take the register and report any missing persons to NEC staff wearing high-visibility jackets.

The Big Bang Fair Staff

- The Big Bang Fair is delivered by EngineeringUK. All Engineering UK staff have undergone a Disclosure and Barring Service (DBS) check.
- All Engineering UK Staff and volunteers delivering educational activities and competitions have relevant experience and training.
- All Engineering UK staff take part in mandatory Health and Safety e-learning courses.
- The Big Bang Fair is supported by various contractors including but not limited to fresh, The Ticket Factory and the NEC. All contractor staff have relevant training and experience for the role they are undertaking.

Advice

We are happy to advise group leaders who are planning or booking a visit. Please email info@thebigbangfair.co.uk with your query and we will respond to you within 48 hours. The usual working hours of the team are 09.00 – 17.00 on weekdays.

Up to date information on what you can see and do at The Fair can be found on our website: www.thebigbangfair.co.uk.