

# EVENT RISK ASSESSMENT

**Event:** Heathrow Jobs & Careers Fair  
**Your Name:** Claire Stepney  
**Email Address:** claire.stepney@prospects.co.uk  
**Company Name:** Prospects Events  
**Persons Responsible on Site:** Claire Stepney  
**Contact Number:** 01823 362800  
**Venue:** Sofitel Hotel Terminal 5, Heathrow  
**Event Dates:** 29 and 30 January 2018

THOSE AT RISK	KEY
Own Staff	OWN
Venue Staff	VEN
Exhibitors	EXH
Visitors / Public	VS
Contractors	CON
All persons onsite	AOS

RISK MATRIX - EVALUATION OF RISKS							
L I K E L I H O O D	CONSEQUENCE or SEVERITY						
	X	1	2	3	4	5	
	Almost Certain	5	5	10	15	20	25
	Highly Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	Unlikely	2	2	4	6	8	10
	Extremely Improbable	1	1	2	3	4	5
		Minimal	Minor Injury	3 Day + Injury	Serious or Major Injury	Severe	

HAZARD	APPLICABLE	WHO MIGHT BE HARMED	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL
<b>BUILD UP AND BREAK DOWN</b>					
Manual handling of equipment	✓	OWN, VEN, EXH, CON	3	<ul style="list-style-type: none"> <li>• Porters employed to assist organisers and exhibitors to unload/load</li> <li>• Porters fully briefed and given manual handling</li> <li>• Instructions and trolleys for their use</li> <li>• Organisers given manual handling instructions</li> </ul>	2
Housekeeping	✓	OWN, VEN, EXH, CON	6	<ul style="list-style-type: none"> <li>• Events team patrolling exhibition floor at all times and will monitor aisles and gangways</li> <li>• Any exhibitors/contractors obstructing will be advised to move equipment</li> <li>• Cleaners on site to keep event free from rubbish</li> <li>• Exhibitors advised to remain within stand boundary</li> <li>• Layout of stands to ensure good flow of movement</li> </ul>	4
Vehicle movement	✓	OWN, VEN, EXH, CON	9	<ul style="list-style-type: none"> <li>• Traffic marshals in place to manage traffic</li> <li>• Vehicular displays supervised upon entry to hall and subject to venue regulations</li> <li>• Clear build up and breakdown access procedures given to all exhibitors, once unloaded/loaded vehicles moved to avoid overcrowding</li> <li>• Separate times allocated for contractor and exhibitor build up</li> </ul>	3
Slips, trips and falls	✓	OWN, VEN, EXH, CON	6	<ul style="list-style-type: none"> <li>• Events team will be advised to monitor slip hazards and eliminate whilst walking around the event</li> <li>• Carpet in good condition and permanently in venue</li> <li>• Cleaners on site throughout event</li> <li>• Large loading doors &amp; lift used for access</li> <li>• Professional contractors used for stand and electric build up and breakdown, risk assessments, insurance and health and safety info obtained</li> </ul>	4

Equipment E.g. electric shock, cutting, crushing, entanglement etc.	✓	OWN, VEN, EXH, CON	6	<ul style="list-style-type: none"> <li>All events team to be trained on how to use any office equipment</li> <li>All exhibition kit PAT tested</li> <li>Professional contractors used for stand and electrics build up and breakdown, risk assessments, insurance and health and safety info obtained</li> </ul>	3
Welfare requirements	✓	OWN, VEN, EXH, CON	6	<ul style="list-style-type: none"> <li>Venue to ensure first aid trained personnel are on site</li> <li>Venue to ensure access to toilet facilities and adequate heat and light provisions</li> <li>Organisers to have outside communication in case of Emergency</li> </ul>	3
Threat of Terror Attack	✓	AOS	15	<ul style="list-style-type: none"> <li>Increased number of security members</li> <li>All exhibitors and contractors to be checked in at doors and given a wristband</li> <li>All events staff to be briefed on emergency procedures</li> <li>Work in conjunction with venue specific procedures to ensure there are no conflicting messages and plans of action</li> <li>Emergency procedure plans to be visible and accessible within the building as a point of advice but not to alarm visitors or exhibitors</li> </ul>	12
<b>OPEN DAYS</b>					
Manual handling of equipment	✓	AOS	3	<ul style="list-style-type: none"> <li>Storage room used within event</li> <li>Restricted movement of goods during open hours</li> <li>Dedicated porters available for moving of equipment right up until open period</li> </ul>	2
Stress	✓	OWN, EXH. VS	2	<ul style="list-style-type: none"> <li>All event and temporary staff briefed on all logistical elements of the event</li> <li>Rota in place with regular breaks</li> <li>Security personnel on site to deal with any incidents</li> <li>Security personnel to monitor crowd control</li> <li>Food and drink arrangements in place for the event</li> <li>Exhibitors advised on all catering arrangements</li> </ul>	1

Slips, trips and falls	✓	AOS	4	<ul style="list-style-type: none"> <li>• Cables taped down</li> <li>• No contractor work during open hours</li> <li>• Storage room for use by exhibitors available</li> <li>• Efficient layout and plan of stands to ensure good visitor flow</li> <li>• Security/stewards in place in key areas of the event</li> <li>• First aid personnel on duty throughout open period</li> <li>• Dedicated cleaning monitoring all areas of the event during open period</li> <li>• Standby contractors in place</li> </ul>	2
In and out, access and egress	✓	AOS	6	<ul style="list-style-type: none"> <li>• Dedicated reception staff to monitor entrance and exit</li> <li>• Group visits to sign in and out to monitor numbers in hall</li> <li>• Exhibitors to wear badges for identification</li> </ul>	3
Fire / Electricity	✓	AOS	8	<ul style="list-style-type: none"> <li>• Advise exhibitors not to overload power sockets</li> <li>• Advise exhibitors that their equipment should be PAT tested</li> <li>• All event and temporary staff briefed on evacuation procedures, including layout of the event and assembly points</li> <li>• Exhibitors given evacuation and emergency procedures within their welcome pack</li> <li>• Standby electrician available during open hours</li> <li>• Any vehicles displayed to be empty of fuel</li> <li>• All event team in radio contact in case of emergency and PA to communicate important information</li> </ul>	4
Materials / Substances	✓	AOS	6	<ul style="list-style-type: none"> <li>• Ensure all substances, if applicable are locked in a secure area</li> </ul>	3
Exhibitor activity including demonstrations and activities	✓	AOS	3	<ul style="list-style-type: none"> <li>• Own build stands to submit drawings/stand plans for approval</li> <li>• Individual liaison with own build contractors via The organisers</li> <li>• Individual risk assessments undertaken by exhibitors for any activity/demo</li> <li>• Detailed exhibitor manual circulated to all exhibitors</li> </ul>	1

Group visits involving multiple groups of young people that may result in crushing/panic/injury	✓	AOS	6	<ul style="list-style-type: none"> <li>• Group visits scheduled on a timetable throughout the open days</li> <li>• Security/stewards employed and all staff briefed to monitor behaviour &amp; capacity</li> <li>• Group leaders issued clear guidelines and health and safety and evacuation procedures</li> <li>• Teachers identified by badges and requested to supervise at all times</li> <li>• Help desk staffed at all times</li> </ul>	4
Disabled persons Site lines, crushed, immobile in crowd, lifting and movement.	✓	AOS	6	<ul style="list-style-type: none"> <li>• Venue is fully accessible to any persons with physical or learning disabilities</li> <li>• Persons to be monitored any difficulties to be reported and dealt with.</li> <li>• Staff to be full briefed on facilities available</li> </ul>	4
Current Terror Threat to UK	✓	AOS	15	<ul style="list-style-type: none"> <li>• Increased number of security members</li> <li>• Compulsory Bag Searches</li> <li>• Security to bring 'wands' onsite to assist with pat downs</li> <li>• Schools reminded not to bring backpacks into venue where possible.</li> <li>• All events staff to be briefed on emergency procedures</li> <li>• Work in conjunction with venue specific procedures to ensure there are no conflicting messages and plans of action</li> <li>• Emergency procedure plans to be visible and accessible within the building as a point of advice but not to alarm visitors or exhibitors</li> </ul>	12

Signed:



Print Name:

Claire Stepney

Date:

22/08/2017