

UCAS higher education exhibitions

## Visitor information pack

Venue address **De Montfort University, The Venue  
The Gateway  
Leicester  
LE1 9BH**

Event date **Thursday 7 and Friday 8 March  
09:30 – 15:00**

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## A

### Accidents and near misses

Should a visitor have an accident or near miss, they are required to inform event staff, who will take appropriate and immediate action for first aid assessment.

All accidents and near misses, however minor, must be recorded on the 'Accident Reporting Form' at the earliest opportunity following the incident on the day. UCAS/DMU staff will assist in the provision of this form. Please ask any member of staff in a red UCAS t-shirt.

### Arrivals

**Coach drop off point for all coaches is on Eastern Boulevard, LE2 7BA. There is no space to drop off students at The Venue itself.**

On arrival, staff will be available to meet, greet, accompany your group from the coach direct to the exhibition – this will be approximately a ten-minute walk.

The exhibition is being held across two adjacent venues, with around 75 exhibitors in each. Your group will all be directed to one of the halls initially, where you will register your arrival with UCAS staff. Once registered, your students will be able to move freely between the two rooms for their allocated time at the exhibition.

Your exhibition ticket is personal to you, and should not be passed on to other group members, as this would compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors stands. Anyone found to be in breach of this will be asked to leave the event and reregister to gain readmittance.

Any problems, please call the **Enquiry Team on 0116 2 50 60 70**. Lines will be open from 08:00 on Thursday 7 and Friday 8 March 2019.

## C

### Campus map

A map of the De Montfort University Campus can be found [on their website](#).

### Cars

Individuals or groups of attendees arriving by car can park at the **King Power Stadium, Filbert Way, Leicester, LE2 7FL**. A shuttle bus will be in place direct to the exhibition, from 08:30 on Thursday 7 and Friday 8 March.

## Cash machines

There is no cash machine facility at the venue.

## Catering

There is a wide range of catering options in the centre of the De Montfort University Campus.

The Vijay Patel Building includes 'The Food Village', offering a wide selection of hot and cold food, and the 'Riverside Café', with a focus on vegan and vegetarian cuisine.

Across the road, our Campus Centre Building offers a Starbucks, Subway, Spar, and Milly's Lane Diner.

For the duration of the event, there will also be a BBQ in the centre of campus, between the Vijay Patel Building and the Campus Centre.

The above catering options are on the way to and from the exhibition venue, to the coach pick up and drop off point.

## Coaches

**Coach drop off point for all coaches is on Eastern Boulevard, LE2 7BA. There is no space to drop off students at The Venue itself. Staff will be available to direct.**

On arrival, staff will be available to meet, greet, and accompany your group from the coach direct to the exhibition – this will be approximately a ten-minute walk.

Following drop off, coaches will be directed to the King Power Stadium while visitors are attending the exhibition.

## D

## Directions

By coach: Please head to the Eastern Boulevard for drop off and pick up only. Address: **Eastern Boulevard, LE2 7BA.**

By car: As there is no car park for visitors onsite, arrangements have been made for parking at the King Power Stadium. Address: **King Power Stadium, Filbert Way, Leicester, LE2 7FL.**

Directions for visitors arriving at the exhibition on foot is **The Venue, De Montfort University, Western Boulevard, LE2 7BU.**

If you require special access arrangements, please contact UCAS events prior to the event, at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## E

### Emergency procedures

No fire alarms are planned during the exhibition. If a fire alarm does sound, you will be guided by event staff to the fire assembly point.

### Event staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their red UCAS t-shirts.

## F

### First aid

Trained first aiders will be onsite at the event.

If help is needed, please attract the attention of event staff as your first port of call. If you wish to speak to someone, please go to the General Information desk to speak to the organiser, or ask anyone in a red UCAS t-shirt.

## I

### Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitor's property during an event, they are not responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

### Internet

All visitors will have access to WiFi at the event if required, with guest sign in details being provided on the day.

## L

### Lost property

If you lose something, or find something another visitor has lost, please go to the General Information desk.

## O

### Organisers

Please go to the General Information desk, as shown in the Exhibition Guide.

## P

### Parking

Coach parking may be available at the Eastern Boulevard, depending on the time of your arrival. This is not guaranteed, depending on the number of coaches arriving – you may need to seek alternative coach parking for the duration of your visit. Directions for coaches is to **Eastern Boulevard, LE2 7BA**.

Car parking is not available onsite for the event, however, arrangements have been made at the King Power Stadium, which is close to the venue. Directions for visitors travelling by car is to **King Power Stadium, Filbert Way, Leicester, LE2 7FL**.

If you require special access arrangements, please contact UCAS events prior to the event, at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## R

### Risk assessment

The organiser has completed a risk assessment for the event – a copy of this can be found at the back of this pack.

## S

## Security

De Montfort University Security Team is available 24/7 to ensure the safety and wellbeing of all students, staff, visitors, and partners during the event.

## Seminars

Seminars will be delivered during the event, and will take place in The Queens Building in the centre of campus. Seminar topics will cover 'Choosing your university and course', 'The UCAS application process', and 'Student Finance'.

Please follow signage for these seminars from the main exhibition halls. Event staff will be on hand to direct you to the seminar rooms.

### Thursday 7 March

#### Choosing your university

- Queens Building 1.10 11:00 – 11:25
- Queens Building 1.10 12:30 – 12:55

#### The UCAS application process

- Queens Building 1.10 11:30 – 11:55
- Queens Building 1.12 12:00 – 12:25

#### Student finance

- Queens Building 1.10 12:00 – 12:25
- Queens Building 1.12 12:30 – 12:55

### Friday 8 March

#### Choosing your university

- Queens Building 1.12 10:30 – 10:55
- Queens Building 1.12 12:15 – 12:40

#### The UCAS application process

- Queens Building 1.12 11:05 – 11:30
- Queens Building 1.12 12:50 – 13:15

#### Student finance

- Queens Building 1.12 11:40 – 12:05
- Queens Building 1.12 13:25 – 13:50

## Smoking

Smoking and the use of e-cigarettes are not allowed in any De Montfort University Building. There are designated areas outside the building where smoking is permitted. Please ask a member of staff if you are unsure where smoking is permitted.



To Whom It May Concern

Our ref: TB/IND

25 June, 2018

Zurich Municipal Customer: **De Montfort University**

This is to confirm that De Montfort University has in force with this Company until the policy expiry on 31 July 2019 Insurance incorporating the following essential features:

Zurich Municipal  
Zurich House  
1 Gladiator Way  
Farnborough  
Hampshire  
GU14 6GB

Telephone: 0800 335500  
E-mail:  
james.thornhill@uk.zurich.com

Zurich Municipal  
Zurich Municipal is a trading name  
Zurich Insurance plc  
A public limited company  
incorporated in Ireland  
Registration No. 13460

Registered Office: Zurich House,  
Ballsbridge Park, Dublin 4, Ireland.  
UK Branch registered in England  
and Wales Registration No.  
BR7985.

UK Branch Head Office: The  
Zurich Centre, 3000 Parkway,  
Whiteley, Fareham, Hampshire  
PO15 7JZ.

Zurich Insurance plc is authorised  
by the Central Bank of Ireland and  
authorised and subject to limited  
regulation by the Financial  
Conduct Authority. Details about  
the extent of our authorisation by  
the Financial Conduct Authority  
are available from us on request.  
Our FCA Firm Reference Number  
is 203093.

Policy Number:	<b>NHE-10CA03-0023</b>	
Limit of Indemnity:		
Public Liability:	£ 50,000,000	any one event
Products Liability:	£ 50,000,000	for all claims in the
Pollution:		aggregate during
		any one period of
		insurance
Employers' Liability:	£ 50,000,000	any one event
		inclusive of costs
Excess:		
Public Liability/Products Liability/Pollution:		Nil any one event
Employers' Liability:		Nil any one claim

**Indemnity to Principals:**  
Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

**Full Policy:**  
The policy documents should be referred to for details of full cover.

Yours faithfully



Underwriting Services  
Zurich Municipal

<b>RISK ASSESSMENT (RA) FORM</b>		Form Number: HSF003 Version: 1.0 Date: June 2015 Procedure: SP 3-2			
<b>Location:</b> The Venue, QE2, campus wide East Midlands UCAS Fair		<b>Date of Assessment:</b> 06/02/2019 <b>Assessor(s):</b> Sandra Henry <b>Reference:</b>			
<b>Activity:</b> <b>Dept.:</b> SIPS <b>Sect.:</b> Events Office		<b>Overall risk rating for this risk assessme...</b> Low: <input type="radio"/> Medium: <input checked="" type="radio"/> High: <input type="radio"/>			
<b>Who might be harmed?</b>		Employee: <input checked="" type="checkbox"/> Student: <input checked="" type="checkbox"/> Contractor: <input checked="" type="checkbox"/> Public: <input checked="" type="checkbox"/> Minor: <input checked="" type="checkbox"/>			
Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
Slips and trips	Items on display on the floor or on low racks/stands pose a trip hazard	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure that low items are arranged so that they will be obvious even when room is crowded. Supervision during the event to ensure that items are not moved to create a hazard.	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Slips and trips	Stands exhibits, erected en-route to or in front of fire exits - knocked over during emergency evacuation or whilst visitor pass through the area	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure that stands and plinths are arranged so that they are not on escape routes and are positioned to avoid them being knocked over and presenting a trip hazard. Floor plan to be followed.	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Slips and trips	Trailing leads and wires from portable equipment pose a trip hazard	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Event space/s to be designed to avoid trailing cables across aisles and traffic routes where possible. Cable covers/tape to always be used	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Slips and trips	On items left on the floor in aisles etc.	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Good housekeeping/area kept tidy. Use of waste bins. Regular checks by staff working in the area.	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Slips and trips	On fluid spills	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Notify campus cleaning services without delay to ensure spills are cleaned immediately. Warning signs/absorbents to be available. Staff to advise visitors of hazards. Cleaning staff will conduct regular checks of the spaces	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Slips and trips	Items poorly stored	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Provision of adequate storage in The Venue and QE2 Leisure Centre. Storage to be used behind stands. Good housekeeping to ensure no items are in the aisles. Checks by Events staff.	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Slips and trips	Tensa barriers/ropes and poles positioned so as to cause a trip hazard	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Tensa barriers/ropes and poles positioned to avoid them being in the path of an escape route/positioned so as to avoid a trip hazard	S    L <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Sharps		S    L		S    L	

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
	Contact with stands /items during erection/dismantling	<input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Supervision of set up and dismantling by competent staff. Training in manual handling attended by relevant staff. Positions of stands to be mapped out to allow sufficient surrounding space for set up. Layout of the space designed to minimise items protruding	<input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Sharps	Contact with items/stands protruding into aisles and impact with sharp edges	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Good housekeeping and supervision during preparation for event and during opening times to ensure that items are not moved. Layout of space designed to minimise items protruding	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Sharps	Contact with AO pavement stands that fall over in high winds	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure stands are weighted with water in the base to ensure they are secure. In extreme high winds the stands to be removed from the event.  A frames can not be weighted so should not be used in high winds.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	UCAS
Sharps	Contact with gazebo or marquee frames that move / become unstable in high winds	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Gazebos to be set up & weighted down with recommended weights. Position stand away from overexposed windy corners to more sheltered positions, when necessary.  Check on Met Office weather forecast on the week of the event. In the event of forecasted high winds the gazebo should not be used.  Any marquees in use by DMU to be fitted professionally by a reputable company.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	UCAS / Events Office
Sharps	Contact with flag banners on campus that move/become unstable in high winds	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Flag banners to be suitably weighted down. Banners to be erected by professional company who will provide their own risk assessment. Met Office weather forecast to be monitored during the week leading up to the event. In the event of forecasted high winds the banners are not to be erected. Discussions to take place with the company responsible for erecting them. In the case of un-forecasted high winds on the day once they have already been erected the company responsible for erecting them to be called to take them down. In the meantime, Events Office to make the items safe by removing the poles and flags from the	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Sharps	Contact with hanging mesh/vinyl banners in the QE2 that fall down	<input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Ensure banners are hung securely with the appropriate equipment by competent and genie trained staff.	<input type="radio"/> I <input checked="" type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Estates/Tech nicians
Lifting Equipment	Repetitive strain injuries from events tasks (holding lollipops, etc)	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Use self-pacing rather than machine pacing. Break repetitive work cycles. Limit use/monitor staff and adequate breaks	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Access/Egress		<input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L	Separate drop off point arranged for w/c users / students with difficulty walking at The Venue car park (minibuses) and on Duns Lane (coach), nearer to The Venue.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L	Events Office

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
	Wheelchair users/ visitors with walking difficulties have difficulty managing the distance from the coach drop off point to the Venue/QEII	<input type="radio"/> VH <input type="radio"/> C <b>Medium</b>		<input type="radio"/> VH <input type="radio"/> C <b>Low</b>	
Access/Egress	<p>Cross over with large groups arriving and departing at the same time</p> <p>Causes overcrowding in areas/ obstructions to passerbys</p>	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Event staff/ SAMS to be positioned at potential pinch points e.g the corner of Trinity Hospital and briefed to hold groups if there is a lot of oncoming passerbys. Event staff/SAMS to be briefed.	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Lighting	Poor lighting in exhibition areas resulting in risk of trips or delays in evacuation	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure sufficient light levels. Arrange/use supplementary lighting if necessary.	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	AV technicians
Access/Egress	Overcrowding - risk of crushing	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	<p>Ensure sufficient space at event to allow free and safe movement. Booking figures checked in lead up to event to monitor attendance levels. Visitors to be split between The Venue and QE2 on arrival so there is a spread of visitors across both spaces.</p> <p>With regards seminar talks - sufficient sized rooms arranged. Visitors notified of other talk times if the seminar is full when they arrive. All audience members to be seated in seminar rooms (no standing)</p>	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Access/Egress	Lack of space around tables, stands	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Provide adequate space to cater for expected numbers. Plan the layout of the area accordingly (site plans to be created)	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office / The Venue/ UCAS
Ambient Temperature	Extremely cold weather conditions effecting the wellbeing of staff/ SAMS based outside	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure staff are best equipped e.g have access to umbrellas, jackets, fleeces, water, hot drinks. If necessary staff/SAMS to be reminded via an email before the event about taking care in extreme weather conditions and about wearing appropriate clothing. Events Office arrange to keep a check on staff and staff to be moved around e.g inside, to a less exposed area, if necessary	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Ambient Temperature	Overheating/Too cold	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Heating/air con requests submitted to Estates to ensure spaces are the correct temperature for the volume of visitors in the area	<p><b>S L</b></p> <input type="radio"/> I <input checked="" type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Storage of materials	Impact with items left causing obstruction or trip hazards e.g. signage, way finding objects)	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Plan design of stands and movement of items and construction in advance. Ensure competent persons undertake the DMU stand build and that suitable fixing materials are at hand	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office/Recruitment
Electric Shock	Direct contact - poorly maintained portable equipment	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U		<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U	Events Office/AV technicians

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
		<input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Visual inspection before use. PAT testing (inspection and test). Supplier of equipment responsible for checking and ensuring equipment is PAT tested. Use of reputable/approved contractors/inhouse av technicians to be used. Faults reported and actioned. Equipment taken out of use if serious risk and taken to H&S/Estates for inspection	<input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	
Electric Shock	Shock as a result of faults to cable, plug wrongly wired - causing damage	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Users to visually check before use. Items to be withdrawn if they look unsafe. Any plug re-wiring to be carried out by a qualified electrician	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office/ AV technicians
Electric Shock	Laptops and projectors not PAT tested	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Exhibitors are informed that all electrical equipment must be PAT tested and clearly labelled. DMU are responsible for the onsite equipment and checking equipment is PAT tested. If necessary secure use of equipment from ITMS (for DMU use) to guarantee PAT tested equipment.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Electric Shock	Overload due to use of multiway adapters: shock/fire	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Multiway adaptors not to be connected to one another	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Electric Shock	Use of coiled extension leads whilst in use pose a fire risk	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Extension leads to be stretched out when in use and taped down and those wound up in a case should be unwound	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Lifting Equipment	Heavy equipment being moved during event set up and breakdown  Risk of injury if incorrectly lifted, items too heavy	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events staff and SAMS to use team lifting when necessary and to use trolleys/cages to help manoeuvre heavy items around. Use of Estates staff who are fully trained in manual handling where possible.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Fire	Inadequate storage of combustibles e.g wood, paper etc	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Good housekeeping. Collection of recycling during the day to be arranged. No smoking or sources of ignition near combustible items	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Fire	Lack of integrity of fire escape routes e.g fire doors wedged open, sticking open	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Informal checks of the area. Report faults, remove wedges. Ensure door closure. Employ door monitors to hold doors open if necessary.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Fire	Obstructed escape routes - aisles and fire doors obstructed	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Good housekeeping within work area. Informal checks of the escape routes.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
		<input type="radio"/> VH <input type="radio"/> C <b>Medium</b>		<input type="radio"/> VH <input type="radio"/> C <b>Low</b>	
Fire	Fire doors locked	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	All fire exits to be opened without the use of a key. Report of any fire doors requiring key use. Check fire doors are unlocked.	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office/ The Venue & QEII staff
Fire	Fire escape routes/alarms unsuitable for disabled	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Staff briefed on evacuation process and evacuation meeting point and to be aware of guests with special requirements if made known/obvious to event staff. Sufficient evac trained staff available. Security responsible for the building evacuation.	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Fire	Fire escape routes inadequate for the number of users -  Number of visitors exceed the capacity of the fire escape	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Maximum capacity to be given for each exhibition space and numbers monitored and restricted where necessary. Check floor plan and event details with DMU's Fire Safety Officer, Tim Moss	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	The Venue team, Tracey Glover, Jamie Bradford, Events Office
Fire	Fire signage obstructed resulting in possible delayed evacuation or failure to use shortest route	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Person responsible for each area to check prior to opening that all original signage can be seen from all parts of the room. Where stands obstruct original signage, additional signs to be displayed	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Fire	Unclear fire evacuation procedures	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Evacuation procedures communicated in role briefings to staff and SAMS.	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Fire	Fire and other emergency services access compromised by immovable structures in the Mill Lane pedestrianised zone	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure 4m clearance on Mill Lane and the Gateway to allow emergency services to access the space.	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Psychosocial	Inadequate rest breaks, failing to take breaks before on-set of tiredness	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Produce staff rota to allow for changes of activity/regular breaks. Monitor staff. Ensure breaks are taken away from where staff are working.	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Lost visitor	Other - Lost visitor on campus	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Staff to have a visible presence around campus: all staff and SAMS to wear easily identified uniforms and some to also carry lollipop signs.	<b>S L</b> <input type="radio"/> I <input checked="" type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
Staff	Ill-informed staff on the day	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Pre-event briefing notes. Provision of additional on the day staff briefing.	<p><b>S L</b></p> <p><input type="radio"/> I <input checked="" type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
Organisational	Ratio of staff to participants -  not enough staff to cope with the number of visitors	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Staffing numbers monitored to ensure staffing levels sufficient to run the event safely. Use average attendance numbers provided by UCAS as a guide to help decide staffing numbers.	<p><b>S L</b></p> <p><input type="radio"/> I <input checked="" type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
First Aid	No first aider/appointed person on duty	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input checked="" type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Medium</b></p>	Arrange first aiders in advance of the event and communicate details of who the first aiders are and how they can be contacted/where they are based. Security staff are also all full first aiders	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
Fist Aid	First aid box/kits not fully stocked / items out of date	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input checked="" type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Medium</b></p>	Ensure first aid boxes are checked and any out of date/missing items are re-stocked	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office/ QEII and The Venue staff
Theft	Laptops/ tablets in exhibition spaces stolen	<p><b>S L</b></p> <p><input checked="" type="radio"/> I <input type="radio"/> R</p> <p><input type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input checked="" type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Exhibitors informed to not leave valuables unattended/ in the space over night.	<p><b>S L</b></p> <p><input checked="" type="radio"/> I <input checked="" type="radio"/> R</p> <p><input type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
Food Hygiene	Food poisoning	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input checked="" type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Medium</b></p>	Use of eputable professional caterers who comply with Food Hygiene regulations - onsite caterers Chartwells to be used.	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
Allergies	Allergic reactions	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input type="radio"/> L <input type="radio"/> U</p> <p><input checked="" type="radio"/> M <input checked="" type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Medium</b></p>	Catering staff available to advise visitors what the food items are/contain if asked	<p><b>S L</b></p> <p><input type="radio"/> I <input checked="" type="radio"/> R</p> <p><input type="radio"/> L <input type="radio"/> U</p> <p><input checked="" type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
Nursing mothers	Nursing or pregnant mothers - Various hazards	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p> <p><input type="radio"/> M <input checked="" type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Medium</b></p>	Staff to be aware in case of emergency evacuation and /or unsuitable activities at event. Pregnant staff members would have already completed a risk assessment also	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p> <p><input type="radio"/> M <input type="radio"/> P</p> <p><input type="radio"/> H <input type="radio"/> L</p> <p><input type="radio"/> VH <input type="radio"/> C</p> <p><b>Low</b></p>	Events Office
Lone Working	Lack of awareness of emergency procedures e.g action in case of fire	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input type="radio"/> U</p>	Ensure all lone workers are trained/briefed in fire evacuation procedures	<p><b>S L</b></p> <p><input type="radio"/> I <input type="radio"/> R</p> <p><input checked="" type="radio"/> L <input checked="" type="radio"/> U</p>	Events Office

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
		<input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>		<input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	
Lone Working	Lone working while the event is open to the public - additional risk e.g acts of violence /  Working away from campus/ on campus peripheral - additional risk e.g acts of violence	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	All staff provided with contact numbers Brief lone workers on avoiding risk of violence e.g avoid confrontation. Security officers on duty during the event. Security telephone number provided to all staff along with a contact list	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Lone Working	Outside of hours working for staff and student	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Notify security via out of hours form - ensure others are present where possible. Ensure First Aid and Emergency covers/procedures	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Lone Working	Emergencies when off-campus e.g LCFC ground	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure provision for calling for help. Brief staff.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Ergonomic Hazards	Twisting - twisting neck or back during set up/break down of event	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Layout of space designed to avoid any awkward postures and supervision to ensure safe working practices	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office/ Recruitment
Violence and aggressi	Contact with visitors unwilling to follow instructions	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Brief security in advance. Ensure effective contact with Security during event (Security phone number to be provided to all staff). Avoid confrontation.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Violence and aggressi	Staff/student ambassadors on duty outside. Due to open campus possible risk of:  contact with public not interested in the event e.g. acts of violence or aggression	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Brief security in advance. Ensure effective contact with Security during event (Security phone number to be provided to all staff). . Avoid confrontation.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Vehicles	External bus company in operation not aware of campus layout	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Ensure schools are aware of arrangements for the coaches, regarding drop off/pick up points and waiting location so this can be communicated to their coach supplier. Campus map to be supplied if necessary	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Recruitment
Vehicles	Exhibitors bring their cars onto campus & unfamiliar with campus layout/car park location	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Location of car park for drop off communicated to exhibitors. Staff located near car park entrance to help direct.	<b>S L</b> <input type="radio"/> I <input type="radio"/> R <input checked="" type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Recruitment



Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom
		<input type="radio"/> VH <input type="radio"/> C <b>Medium</b>		<input type="radio"/> VH <input type="radio"/> C <b>Low</b>	
Vehicles	<p>Not enough space at the coach drop off point to accommodate all the coaches -</p> <p>causes congestion leading onto busy main roads e.g Western Boulevard, effecting non event related traffic</p>	<p><b>S L</b></p> <input checked="" type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input checked="" type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	<p>The drop off point to be mapped out to ensure sufficient space to accommodate the anticipated number of coaches.</p> <p>Staff allocated to manage the coach drop offs, to ensure coaches move down into the space. A 'traffic manager' to be assigned.</p> <p>Suspend all car park spaces on the drop off point for the event so no other cars can park in the space.</p> <p>There will still be a degree of congestion but the above factors should help to minimise/manage it</p>	<p><b>S L</b></p> <input checked="" type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Low</b>	Events Office
Vehicles	The coach drop off point - has two way traffic increasing congestion and accident risk	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	The drop off point to operate on a one way system and a Temporary Traffic Regulation order to be submitted to implement this	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Vehicles	Visitors depart coaches on the road side which increases the risk of contact with a vehicle	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>High</b>	Coaches to be positioned on the left hand side of Eastern boulevard first and those spaces filled first so passengers depart on the pavement side. Avoid use of the right side. In extreme circumstances if the right hand spaces had to be used Security or Event staff to manage the groups safe exit off the buses	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Vehicles	<p>Staff managing coaches at the coach drop off point not visible to traffic -</p> <p>increases risk of contact with a vehicle</p>	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Staff managing the coaches to wear hi vis jackets and briefed on the traffic arrangements and reminded to be extra vigilant with traffic	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Vehicles	Visitors unaware of non pedestrianised areas so not aware of traffic risks particularly on The Newarke.	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	<p>Event staff / Security positioned on The Newarke to help direct groups across the road.</p> <p>Event staff/ security to help with crossing</p> <p>Car parking spaces suspended on The Newarke and The Gateway to limit the amount of traffic in the space. The Comms team to communicate to all staff and students that car parking will be suspended in those areas to avoid cars travelling into the road looking for parking. Leicester City Council to put up additional signage letting people know car parking has been suspended.</p>	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Vehicles	<p>Visitors unaware of oncoming traffic when crossing the road at the bus drop off point -</p> <p>causes an accident</p>	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input checked="" type="radio"/> M <input checked="" type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Event staff on Eastern Boulevard to escort groups of the buses and to cross at the bottom of the road (so no crossing in between pulled in buses. Staff staff to be briefed on this.	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input checked="" type="radio"/> M <input type="radio"/> P <input type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Events Office
Violence and aggressi	Threat of terrorism	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input type="radio"/> U <input type="radio"/> M <input checked="" type="radio"/> P <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>High</b>	<p>In the event of the threat of terrorism/criminal threat we will take our lead from DMU Security.</p> <p>Where appropriate staff to be asked to remain vigilant</p>	<p><b>S L</b></p> <input type="radio"/> I <input type="radio"/> R <input type="radio"/> L <input checked="" type="radio"/> U <input type="radio"/> M <input type="radio"/> P <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> VH <input type="radio"/> C <b>Medium</b>	Security

Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom																								
Access/Egress	Queuing at registration points and at stands - cause a problem with blocking access points, fire exits or pathways -  which become problematic in an emergency	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input type="radio"/> U	<input checked="" type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	<p>Ensure sufficient staffing levels to help register students as quickly as possible and have staff available to help manage queues - checking that queues do not cause an obstruction on pathways or block fire exits.</p> <p>Have an 'Exhibition Hall Manager' in both spaces to monitor areas and check for any access restrictions caused by queues.</p> <p>Ensure there is a queue management system in place, using ropes/poles where necessary to help ensure visitors are moving where we want them to.</p>	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Events Office/ Recruitment team
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Access/Egress	Capacities exceeded and causes overcrowding	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input type="radio"/> U	<input checked="" type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	<p>Booking figures to be monitored in advance of the day and schools to be split between the two halls on arrival instead of being directed to the same one.</p> <p>Exhibition Hall Managers to monitor both spaces and flag any concerns to the front of house staff and to ask that visitors are directed to the other hall if there are concerns about the capacity in the space.</p>	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Events Office/ Recruitment team
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Access/ Egress - Layout	The layout of the stands doesnt allow for the free flow of visitors and causes bottlenecks and crowding in areas	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	A floor plan to be created to ensure the number of stands that can be safely accommodated in the hall. Adjustments also to be made to the location of some stands so exhibitors from the same areas are not next to one another	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Low</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	UCAS / Recruitment team
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Stand build	Accidents occur during stand build	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	<p>Ensure first aider on duty during this time.</p> <p>Ensure sufficient student ambassadors available to help stand holders if necessary .e.g helping with team lifting, instead of the stand holder trying to do it by themselves</p> <p>Floor plan designed in advance to ensure sufficient space for stands and set up.</p>	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Low</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Events Office
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Slips and trips - stand build	Items left in pathways during stand build causing people to trip over	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Staff allocated to monitor the halls during the stand build and ensure that items are not left in pathways and to keep a check of the area	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Low</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Events Office/ Recruitment team
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Stand build	Stands are built protruding onto pathways causing people to walk into them	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Medium</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	The stands will be marked out in each hall as per floor plan so exhibitors are aware of their boundaries. Staff allocated to monitor the halls during the set up to ask exhibitors to adjust their stand if it goes over the boundaries.	<table border="0"> <tr><td><b>S</b></td><td><b>L</b></td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> </table> <p><b>Low</b></p>	<b>S</b>	<b>L</b>	<input type="radio"/> I	<input type="radio"/> R	<input checked="" type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Events Office/ Recruitment team
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**Other risk assessment and other documentation**

Approved:  
 Yes  No

Approved by:  
**L Hailstone**

Date Approved:  
**08/02/2019**

Review/Re-submit Risk assessment:

E-mail all persons in the department:

**Risk evaluation tables and guidance**

Severity (S)		Risk (R)					
Description	Example	Severity	Likelihood				
Insignificant	No Physical Injury		Rare	Unlikely	Possible	High	Certain
Low	Minor first aid, some loss of time	Very High	Medium	High	High	Very High	Very High
Medium	A serious injury or over 7-day loss time accident	High	Low	Medium	High	Very High	Very High
	Major disabling injury or fatality	Medium	Low	Medium	Medium	High	High

<b>High</b>							
<b>Very High</b>	Fatality or multiple major injuries	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>
		<b>Insignificant</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>
<b>Likelihood (L)</b>		Estimates for severity and likelihood should be realistic and consider the reasonably foreseeable outcomes rather than extreme events or circumstances that while possible are considered exceptional.					
<b>Rare</b>	A rare event, an abnormal or unusual condition						
<b>Unlikely</b>	An infrequent event, an intermittent condition						
<b>Possible</b>	May/will occur at sometime						
<b>Likely</b>	A frequent event, a continuous operating condition						
<b>Certain</b>	Will occur; common or persistent issues						
	<b>Residual risk level</b>	<b>Actions required</b>					
	<b>Low</b>	No additional controls may be needed overall. Monitoring required ensuring controls are maintained. Review if an incident occurs or more cost-effective controls become available.					
	<b>Medium</b>	Efforts should be made to reduce the risk over a defined period of time. The activity should also be supervised					
	<b>High</b>	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.					
	<b>Very High</b>	Work must not start until control measures are in-place that will reduce the residual risk level.					



# FIRE ACTION



1. Raise the alarm via the break glass call point



2. Leave the building quickly and calmly via the nearest safest exit:

- ⊘ DO NOT attempt to tackle the fire unless you have been trained and it is safe to do so
- ⊘ DO NOT stop to collect personal belongings
- ⊘ DO NOT use the lifts
- ⊘ DO NOT take risks



3. Proceed to your designated fire assembly point (see below)

- ⊘ DO NOT leave your fire assembly point
- ⊘ DO NOT re-enter the building for any reason until told it is safe to do so



4. If you are unable to use the stairs, wait in the refuge or lobby with your designated buddy and await rescue

**YOUR DESIGNATED FIRE ASSEMBLY POINT IS:**

**Castle Gardens - Maypole**

**FOR ANY EMERGENCY CONTACT SECURITY ON 2222**