

## The NEC Group, Birmingham - RISK ASSESSMENT

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - Regulation 3: WORKPLACE RISK ASSESSMENT											
Premises: The VOX conference centre					WORK ACTIVITIES: <b>General Workplace Activities and Overarching Activity for Event Related Construction and Design Management Regulations 2015.</b>						
LOCATION: Resorts World, Birmingham B40 1PU (managed by the NEC Group Ltd)					<p style="color: red; font-size: small;">NOTE: This risk assessment identifies the common hazards and controls necessary to safeguard individuals within general site activities and work within areas under CDM control. This is further supported by individual venue departmental risk assessments and venue safety management systems which can be made available on request.</p>						
DEPARTMENT: <b>Event Management</b>					DATE: 21.10.2015						
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Provide a description of the item or work activity that is likely to cause harm below.	Provide a description of who could be exposed to the hazard(s).	Provide information regarding the existing measures in place to prevent the harm being realised below.	See drop down menu choices			Display the 1st risk rating below	Explain additional control measures which should be implemented to REDUCE the risk to as low as is practicable below.	See drop down menu choices			Display the 2nd risk rating calculation reflecting the extra controls
<i>EXAMPLE</i> <i>Slips on wet flooring</i>	<i>Employee's Visitors</i>	<i>Clean the area</i> <i>Wet floor warning signs until dry</i>	5	10	1	High	<i>Eliminate the source of water causing the wet areas where possible</i>	5	1	1	Acceptable
<b>Slips Trips and Falls in INTERNAL areas.</b>											
Trips and falls arising from objects, articles obstructions and debris in access/egress routes and pedestrian areas (for example trailing cables, litter and other items).	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>All areas kept clear of slip, trip or other similar hazards Clean as you go policy implemented at departmental levels, routine inspection regimes in place. EMERGENCY ROUTES kept clear at all times</p> <p>All departments shall review this assessment and any areas that are not adequately covered by this assessment or found to have higher potential risk rating will be subject to a specific risk assessment. Access to non public areas is restricted with visitors/contractors being accompanied and/or inducted as required.</p> <p>Employees and Contractors are required to report unsafe practices/ objects/ obstructions, accidents and near misses via SHE Assure the online NEC accident reporting system or Security Control Room via the appropriate contact number or by informing a member of security staff. Visitors are also encouraged to report such occurrences and Visitors / contractors must report it via a member of NEC staff.</p> <p>Area supervisors monitor and review their respective areas and dynamically amend controls where required. Event Safety Rep/ Event Planners ensure pre event checklists are completed for each event.</p>	2	1	1	Acceptable	Vox is part of a tenanted building within the main Resorts World complex. If there are issues within the main Resorts World site, we will notify control accordingly for them to dispatch housekeeping. Additionally, any trip hazards would also be called through. Internally in the Vox, it is a fully carpeted area and when cleaning is taking place, the necessary warning signs are in situ.				

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Trips and falls arising from uneven or damaged floor surfaces	NEC group staff, contractors, exhibitors, organisers and members of the public	Any uneven or damaged surfaces shall be appropriately highlighted, usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced. Where necessary, access to the area will be restricted.  Damaged floor surfaces will be reported through the Helpdesk facility for appropriate action.  Work to services and/or floor maintenance and repairs will be subject to a specific risk assessment.  A maintenance and inspection programme is in place via our service partners and defects are reported via the helpline or, in the case of contractors/visitors, by reporting to a member of staff who will take the appropriate action including reporting to the helpline for action	2	1	1	Acceptable	Any hazards within the Vox would be addressed immediately via engineering if carpet tiles needed replacing. If a defect due to the venue being new, it would be raised with Overbury.				
Trips and falls arising from stumbling due to poor lighting levels	NEC group staff, contractors, exhibitors, organisers and members of the public	Sufficient lighting levels will be maintained at all times including pre and post events as well as emergency situations so as to allow for safe working or passage.  Lighting levels to be monitored by the responsible person for the area. Support available from the Safety dept as required.  A maintenance and inspection programme is in place via our service partners and any defects must be reported via the 'Helpdesk'	2	1	1	Acceptable	The Vox benefits from natural daylight in the foyers. Maintained emergency lighting in all other areas of access and egress. Emergency lighting is also present throughout the Vox and all emergency cores. Additionally high levels of lighting are present throughout the entire conference centre.				
Slips arising from spillages of substances on floor,	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk via appropriate contact number. Clean up performed as soon as possible. Warning Signs as required to limit access & raise awareness.	2	1	1	Acceptable	Vox is fully carpeted and cleaning teams are in situ to deal with such issues. Additionally as Vox staff are managing the areas, they will also be actioning patrols of the cores and will pick up on such instances and call them through to Resorts World.				

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Slips due to contamination brought into premises due to adverse weather conditions or from services.	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk. Clean up performed as soon as possible. Warning Signs as required to limit access/ raise awareness.  Appropriate matting to be placed at entry points as required. Matting should be suitable for the current/anticipated weather conditions and not create any further hazards.  ESR/Event Manager/ Security to monitor weather conditions and initiate proactive control measures as appropriate.	2	1	1	Acceptable	Barrier mats are present at the front of Resorts World entrances, additionally if bad weather had occurred, we would place barrier mats at the front doors of the Vox conference centre. Adverse weather unlikely. Any build up of water on floors would be called through to Vox / Resort World housekeeping as appropriate.				
Cuts and Lacerations to persons from items on floor	NEC group staff, contractors, exhibitors, organisers and members of the public	Regular cleaning to take place by Service Partners All security staff to wear appropriate footwear. Pre show checklist completed by ESR/Event Manager prior to each event.  Access to areas where dangerous materials are present to be restricted such materials to be removed before reinstating for general access.  Access to areas that have a higher risk factor, e.g. A hall or stage in build up, shall have restricted access. These areas shall require a specific risk assessment to reflect those work activities. PPE may also be required as identified in the risk assessment.	2	1	1	Acceptable	Resorts World housekeeping / cleaning teams will ensure the core routes into the Vox are clear. Again if Vox staff identified an issue, it would be called through to control for them to address accordingly.				
Slips, Trips and Falls in EXTERNAL areas											

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Trips and falls arising from obstructions in access/egress routes and circulation areas (for example trailing cables, litter).	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>All areas kept clear of slip, trip or other similar hazards Clean as you go policy implemented at departmental levels, routine inspection regimes in place.</p> <p>EMERGENCY ROUTES kept clear at all times</p> <p>All departments shall review this assessment and any areas that are not adequately covered by this assessment or found to have higher potential risk rating will be subject to a specific risk assessment.</p> <p>Access to non public areas is restricted with visitors/contractors being accompanied and/or inducted as required.</p> <p>Employees and Contractors are required to report unsafe practices/ objects/ obstructions, accidents and near misses to the Helpdesk or Security Control Room via the appropriate contact number or by informing a member of security staff. Visitors are also encouraged to report such occurrences.</p> <p>Area supervisors monitor and review their respective areas and dynamically amend controls where required.</p> <p>Event Safety Rep/ Event Planners ensure pre event checklists are completed for each event.</p>	2	1	1	Acceptable	Vox is part of a tenanted building within the main Resorts World complex. If there are issues within the main Resorts World site, we will notify control accordingly for them to dispatch housekeeping. Additionally, any trip hazards would also be called through.				
Trips and falls arising from uneven/holed flooring	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced. Where necessary, access to the area should be restricted.</p> <p>Damaged floor surfaces are to be reported through the Helpdesk facility for appropriate action.</p> <p>Work to services and/or floor maintenance and repairs must be subject to a specific risk assessment.</p> <p>A maintenance and inspection programme is in place via our service partners</p>	2	1	1	Acceptable	Vox is part of a tenanted building within the main Resorts World complex. If there are issues within the main Resorts World site, we will notify control accordingly for them to dispatch their maintenance teams. 3 way comms will be taking place between necessary parties and will all be on the 1 channel				

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Trips and falls arising from stumbling due to poor lighting levels	NEC group staff, contractors, exhibitors, organisers and members of the public	Sufficient lighting levels at all times including pre and post events as well as emergency situations.  Lighting levels to be monitored by the responsible person for the area. Support available from the Safety dept as required.  A maintenance and inspection programme is in place via our service partners and defects are reported via the helpline or, in the case of contractors/visitors, by reporting to a member of staff who will take the appropriate action including reporting to the helpline for action	2	1	1	Acceptable	The Vox benefits from natural daylight in the foyer. Maintained emergency lighting in all other areas of access and egress. Emergency lighting has been handed over with a certificate stating a 3 hr duration is achieved on power failure, in the event of a failure, staff present in these areas and key personnel in the Vox will be equipped with torches. Suitable & sufficient lux levels are also in place within the Resorts World common areas & the immediate outside areas. Adequate lighting is in place on the Pendigo Way as this is already in situ for the Genting Arena and surface car parks.				
Slips arising from spillages of substances on floor,	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk via appropriate contact number. Clean up performed as soon as possible. Warning Signs as required to limit access & raise awareness.	2	1	1	Acceptable	Vox is part of a tenanted building within the main Resorts World complex. If there are issues within the main Resorts World site, we will notify control accordingly for them to dispatch housekeeping. Additionally, any trip hazards would also be called through. Internally in the Vox, it is a fully carpeted area and when cleaning is taking place, the necessary warning signs are in situ.				
Slips and trips due to due to adverse weather conditions or from services.	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk. Clean up performed as soon as possible. Warning Signs as required to limit access/ raise awareness.  ESR/Event Manager/ Security to monitor weather conditions and initiate proactive control measures as appropriate e.g. gritting in icy weather	2	1	1	Acceptable	Vox is part of a tenanted building within the main Resorts World complex. If there are issues within the main Resorts World site, we will notify control accordingly for them to dispatch housekeeping and suggest additional barrier matting. Additionally, any trip hazards would also be called through. Internally in the Vox, it is a fully carpeted area and when cleaning is taking place, the necessary warning signs are in situ.				

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Cuts and Lacerations to persons from items on floor	NEC group staff, contractors, exhibitors, organisers and members of the public	Regular cleaning to take place via service partner. All security staff to wear appropriate footwear. Pre show checklist completed by ESR/Event Manager prior to each event.  Access to areas where dangerous materials are present to be restricted such materials to be removed before reinstating for general access.  Access to areas that have a higher risk factor, e.g. back of house / service areas etc, shall have restricted access. These areas shall require a specific risk assessment to reflect those work activities. PPE may also be required as identified in that risk assessment.	2	1	1	Acceptable	Vox is part of a tenanted building within the main Resorts World complex. If there are issues within the main Resorts World site, we will notify control accordingly for them to dispatch their maintenance teams to address the issue.				
<b>Manual Handling</b>											
Musculoskeletal injury sustained from handling items	NEC group employees	Refer to the appropriate Group Safety Operational policy.  Manual handling where practicable should be avoided. All Employees to be trained in Manual Handling (MH) which is provided at induction. Further training is available at the request of the employee or as deemed necessary by their line manager.  Specific MH Risk assessment to be carried out for all identified manual handling activities that present a significant risk.  Lifting and mechanical aids to be supplied where the need is identified. Additional training provided as required as per specific equipment.	5	1	1	Acceptable	ICC technicians at the Vox have completed manual handling training as too have OCS porters who move furniture within the venue. Should clients / delegates be lifting heavy items, we ask to see their RAMs in advance of the task.				
Musculoskeletal injury sustained from incorrect use of lifting/mechanical aids	NEC group employee	Only to be used by trained persons  All equipment to be operated and maintained in accordance with manufactures instructions All defects must be reported to the appropriate person e.g. supervisor/manager.  All equipment to be issued/used inline with the controls identified in the MH Risk Assessment (See above)  A maintenance and inspection programme for work equipment is provided via our service partner.	5	1	1	Acceptable	No ICC staff to operate other departments telehandlers. Amadeus to provide SSOWs for staff operation of telehandlers				
<b>Work at Height</b>											

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

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Objects falling from height onto persons or items below.	NEC group staff, contractors, exhibitors, organisers and members of the public	Where such work is undertaken it shall be subject to a specific risk assessment. Controls shall include, as a minimum, the following.  Access to the work area shall be restricted to authorised persons only.  Only essential items to be taken up to height and so far as is reasonably practicable, secured in a manner so as to prevent falling  Where practicable items will be secured to the structure. Other methods of fall prevention to be considered e.g. toe boards.  All equipment shall be fit for purpose, inspected, maintained and used in accordance with manufacturers instructions and any other statutory duties.  Where work at height activities are being undertaken, the immediate area below shall have access restricted and be designated as a hard hat area.	10	1	1	Acceptable	ICC technicians and Graphics team working at the Vox have completed MEWP training and use of ladders and understand the importance on cordoning off the area to prevent injury to people within the area. Where possible, items are lowered to the ground, such as trusses to eliminate working at height.				
Head injury or other injury sustained from contact with suspended items or building structure whilst working at height	NEC group staff, contractors, exhibitors, organisers and members of the public	All items designed to be suspended shall be fixed in such a manner as to prevent it becoming displaced or falling and provide a safe clearance between the suspended item and any persons or equipment that will need to pass under such items.  During build up and breakdown as with other work at height activities outlined above, the area below shall have restricted access and be designated a hard hat area whilst work is in progress	10	1	1	Acceptable	ICC technicians and Graphics team working at the Vox issued with hard hats. Operatives to assess their work area before commencement of tasks. Where possible, items are lowered to the ground, such as trusses to eliminate working at height.				
<b>Medical Provision</b>											
Inadequate first aid cover to treat injured persons in the event of an accident	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy. Access to external emergency services via the venue security team or by personal instigation.  All departments are required to complete a specific risk assessment to establish the appropriate level of cover for their work areas.	10	1	3	Medium	GH,AI, hosts and OCS staff are trained first aiders. Heartlands Hospital nearest A&E, 15mins journey. First aid boxes are located throughout the Vox demise in the FOH office, staff canteen area on the mezzanine level, kitchen areas and at least 1 person in these areas is trained.				
<b>Noise</b>											



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Risk of hearing damage or loss (permanent or temporary)	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Refer to the appropriate Group Safety Operational policy.</p> <p>For areas where noise is considered to be hazard, a specific risk assessment must be completed to identify the necessary controls. Dept Managers to monitor areas of potential exposure and carry out specific noise risk assessments and monitoring for areas where it is suspected/identified that there is a noise problem. The safety team are available to offer support where required.</p> <p>The issue of HPE is the responsibility of the department manager or their nominated report. All HPE must be fit for purpose, and will be reviewed periodically. Inspections will be completed to ensure that employees are complying with the policy.</p> <p>Planning Managers to liaise with organisers to ensure compliance with statutory duties.</p>	2	1	2	Acceptable	No heavy construction works taking place in the vicinity of Vox. Disposable earplugs to be available to staff and customers. Production Companies to be responsible for their PA systems they provide for event related matters and their RAMs are sought in advance.				
Display Screen Equipment											
Adverse health effects including Work related upper limb disorders sustained from use of Display Screen Equipment (DSE)	NEC group staff, contractors.	<p>Refer to the appropriate Group Safety Operational policy.</p> <p>Online DSE assessment to be completed by each individual in accordance with group policy.</p> <p>DSE mentors nominated for each department to assist individuals to complete the DSE awareness programme and monitor any DSE related issues.</p> <p>Occupational health advisor available to carry out more specific assessments where the aforementioned process identifies additional requirements.</p>	5	1	1	Acceptable	No WRULD issues expected				
Hazardous Substances											

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Burns, skin, eye and respiratory irritation from use of/misuse of or accidental escape or exposure to a hazardous substance.	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Refer to the appropriate Group Safety Operational policy.</p> <p>All hazardous substances to be subject to a specific risk assessment in line with the group safety operational policy. The specific risk assessment shall also detail any requirements for Personal Protective Equipment (PPE)</p> <p>Only personnel who have received the necessary information instruction and training are to use, store or transport hazardous substances.</p> <p>All spills and escapes to be reported to the responsible person for action and/or reported to the helpline. Where a person is suitably trained and has access to the necessary equipment they shall contained/ clean up the spillage immediately.</p> <p>Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.</p> <p>There should be no un-authorised public access or exposure to hazardous substances.</p>	10	1	1	Acceptable	Staff issued with protective eyewear. Event Managers to carry out pre event checks areas. Clients to identify specific risk hazards under eGuide requirements in advance of any event.				
Fire, risk of explosion, cross contamination, accidental escape or release of a hazardous substance.	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>All hazardous substances to be subject to a specific risk assessment in line with the group safety operational policy. Where a fire risk exists due to the nature or storage of the substance, a fire risk assessment shall be required.</p> <p>Hazardous substances must be stored in designated areas and in accordance with the manufacturers instructions and safety data sheet information.</p> <p>All spills and escapes to be reported to the responsible person for action and/or reported to the helpline. Where a person is suitably trained and has access to the necessary equipment they shall contained/ clean up the spillage immediately.</p> <p>Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.</p>	10	1	3	Medium	No pyro use will be taking place. Pre event fire checks carried out by Event Managers and hosts.				

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - Regulation 3: WORKPLACE RISK ASSESSMENT											
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Explosion of LPG (butane and propane) cylinders	NEC group staff, contractors, exhibitors, organisers and members of the public	LPG cylinders must only be stored in designated areas as determined by a specific risk assessment.  Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	3	Low	No LPG on site				
Fire, explosion and personal injury from pressurised gas cylinders	NEC group staff, contractors, exhibitors, organisers and members of the public	Complete COSHH and Fire Risk Assessment as required.  Only to be used by authorised and competent staff.  Cylinders to be securely stored in chemical compound. No Smoking signs erected in area. Oxygen must be stored separately from flammable gases and combustible materials.  Organisers, traders, exhibitors, contractors and any sub-contractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	3	Medium	Clients to follow principles as advised in the AEV eGuide. Vox event Managers to be notified of intentional use in advance by clients. Amadeus require use of CO2 cylinders for drinks dispensing and provide RAMS.				
<b>Fire</b>											
Fire	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy.  Specific Fire Risk Assessments are required for all areas. These assessments shall identify any or all of the following (this list is not exhaustive). Fire safety hazards and controls, means of escape which must be kept free from obstruction, fire detection systems installed and are checked regularly. Fire detection systems installed at the NEC, Arenas, Vox and ICC are linked to a manned security control room. Fire prevention and fighting equipment. Emergency lighting, signage and instruction. Emergency arrangements.  All equipment to be operated, maintained, inspected and certificated as required. This is facilitated via our service provider.	10	1	3	Medium	FRA documents are available separately and have been produced in accordance with both the RW fire strategy and the Vox / Hoare Lee fire strategy. We will also dynamically assess the workplace - primary risk assessment will cover the building, the supplementary risk assessment covers activities within each of the spaces. Given we are occupying a new building, familiarisation training has occurred along with Fire Marshal training and a test evacuations complete with walks of escape routes. Reference literature also provided to nominated fire marshalls for additional support. Cause & effect training has been given				
<b>Services</b>											

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Electrical shock, electrocution or fire from fixed installations	NEC group staff, contractors and members of the public.	Fixed installations checked and certificated by a competent person in accordance with statutory duties and/or with regard to any specific requirements for the individual piece of equipment as identified through risk assessment and/or in accordance with manufacturers instructions.  Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	1	Acceptable	Snagging and electrical checks carried out by GT, Overbury and their contractors prior to operation of the Vox. Overbury ensured all approaches to the Vox were made safe and provide evidence of safe electrical systems. Event Manager and Host pre event checks to query and challenge any visible unsafe works. Regular maintenance schedules also in place				
Electrical shock, electrocution or fire from portable appliances/equipment	NEC group staff, contractors and members of the public.	Visual inspection prior to use, any defects immediately reported and item removed from use until repair carried out or item decommissioned and replaced.  Frequency of testing to be determined by venue/department risk assessment and/or any specific risk assessment pertaining to the item. Risk assessments shall take into consideration statutory duties, manufacturers instructions, frequency of use, nature of use, environment for that piece of work equipment and any other item specific requirements.  Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	1	Acceptable	VOX equipment is new therefore PAT testing does not occur in first year. Clients to provide evidence of PAT testing of equipment brought onsite and as advised in the eGuide. Evidence has been provided of safe electrical systems.				
Escape of or explosion from fixed gas appliance	NEC group staff, contractors and members of the public.	Fixed installations checked and certificated by a competent person in accordance with statutory duties and/or with regard to any specific requirements for the individual piece of equipment as identified through risk assessment and/or in accordance with manufacturers instructions.  Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	3	Medium	Only gas appliances are in the kitchens. Amadeus provide RAMS for these.				
<b>Workplace Transport</b>											

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People being struck by moving vehicles	NEC group staff, contractors and members of the public.	Refer to the appropriate Group or Venue Safety Operational policy.  All drivers to hold the appropriate licence, insurances, training and certification for the vehicle being used. Vehicles to be maintained in a serviceable condition. Pre use check completed as appropriate to the vehicle.  Site rules to be issued to all employees, contractors and exhibitors. Site speed limit to be enforced. Where required and/or identified in a specific risk assessment, PPE to be issued to relevant persons. Access to restricted areas to be enforced and monitored. Banksman to be used where appropriate.  Pedestrian routes highlighted and available throughout all sites and venues. Additional temporary restrictions as required due to increased volume of traffic e.g. during build/breakdown of an event.	10	1	1	Acceptable	All staff and delegates to wear hi-viz jackets when in the loading bay areas of Resorts World & also to issue to visiting clients as needed. Expectations are also set with clients as to what is expected within the loading area along with permitted routes to the Vox conference centre. For the safety of delegates, a car park attendant is booked onto the East 5 car park (provided by RW) along with a crossing officer to ensure the safe crossing of delegates upon arrival to the conference. Pedestrian routes are high lighted by Resorts World and people with appropriate training from a bay perspective are permitted to take in deliveries in this area.				
Vehicle collision with another vehicle or structure	NEC group staff, contractors and members of the public.	Refer to the appropriate Group or Venue Safety Operational policy.  All drivers to hold the appropriate licence, insurances, training and certification for the vehicle being used. Vehicles to be maintained in a serviceable condition. Pre use check completed as appropriate to the vehicle.  Site rules to be issued to all employees, contractors and exhibitors. Site speed limit to be enforced.  Restricted areas to be enforced and monitored. Banksman to be used where appropriate.  Restrictions in place and monitored for confined areas to limit the number of vehicles in that area at any one time.	10	1	1	Acceptable	Vox technicians to isolate working area when using MEWPs in the halls. Site rules will always be issued by CBRE as contractors within the Vox must always attend inductions. All staff and delegates to wear hi-viz jackets when in the loading bay areas of Resorts World & also to issue to visiting clients as needed. Expectations are also set with clients as to what is expected within the loading area along with permitted routes to the Vox conference centre. For the safety of delegates, a car park attendant is booked onto the East 5 car park (provided by RW) along with a crossing officer to ensure the safe crossing of delegates upon arrival to the conference. Pedestrian routes are high lighted by Resorts World and people with appropriate training from a bay perspective are permitted to take in deliveries in this area.				

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Personnel falling from vehicles	NEC group staff, contractors	Refer to the appropriate Group or Venue Safety Operational policy.  Persons may not travel on any vehicle that is not designed and fit for the purpose of carrying passengers.  Where safety restraints/seat belts are fitted these must be worn.	10	1	1	Acceptable	Vox technicians work in enclosed platforms on MEWP. For the safety of delegates, a car park attendant is booked onto the East 5 car park (provided by RW) along with a crossing officer to ensure the safe crossing of delegates upon arrival to the conference.				
Items falling from vehicles during loading and unloading	NEC group staff, contractors and members of the public.	Refer to the appropriate Group or Venue Safety Operational policy.  All loads on vehicles must be suitably secured. The vehicle must be suitable for the transportation of the load.  Loading and unloading to be restricted to designated areas banksmen to be used where appropriate.  Cab/drivers areas to be kept clean and free from hazards	10	1	1	Acceptable	No staff or delegates should be around vehicles in the inner bay area when being unloaded, near to where curtains may be back on HGV lorries. Any deliveries must have their load secure within the vehicle and make the necessary provisions to ensure nothing can fall off, this is also enhanced with bankspeople as appropriate. . All staff and delegates to wear hi-viz jackets when in the loading bay areas of Resorts World.				
<b>Work Equipment</b>											
Injury resulting from the use of work equipment	NEC group staff, contractors and members of the public.	Refer to the appropriate Group Safety Operational policy.  All work equipment to be used/operated and maintained in accordance with manufacturers instructions.  Work equipment that presents a significant hazard shall be subject to specific risk assessments as required.  Access to work areas to be restricted as applicable, to authorised persons	5	1	1	Acceptable	Vox technicians trained by suppliers in use of technical event systems. Amadeus trained by suppliers in use of kitchen and ancillary systems. Separate RA's for specific tasks are also available by department.				
<b>Stress</b>											
Employees exposed to excessive stress	NEC Group Employees	Refer to the group Safety Operational Policy.  Carry out specific assessments for areas where stress issues have been identified.	5	1	1	Acceptable	Potential stress issues associated with deadlines. All staff to be briefed to highlight concerns, issues to relevant manager. Managers to ensure staff that no processes to be curtailed				
<b>Physical / Verbal Abuse</b>											

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Employees exposed to physical and/or verbal abuse.	NEC Group Employees, contractors, exhibitors and visitors	Refer to the group Safety Operational Policy.  Carry out specific assessments for tasks where the potential for realisation of the risk exists.	5	1	1	Acceptable	Event security in place at all times				
<b>Young Persons</b>											
Insufficient controls to safeguard young or vulnerable persons	NEC Group Employees, work experience, visitors	Refer to the group Safety Operational Policy.  Carry out specific assessments where young or vulnerable persons are working in the respective areas.	10	1	1	Low	Clients to notify Event Managers of young persons in attendance. Child welfare policy to then be applied. None expected				
<b>Expectant Mothers</b>											
Insufficient controls to safeguard expectant mothers.	NEC Group Employees visitors	Refer to the group Safety Operational Policy.  Carry out specific assessments where an expectant mother is known to be working in the workplace.	5	1	1	Acceptable	Clients to notify Event managers of ExMo attendance at events. Clients to contact ExMo and ascertain needs. Client and Event Manager to manage these needs and also advise RW in case centre went into evac.				
<b>Lone Working</b>											
Insufficient controls to safeguard lone workers	NEC group employees, contractors,	Refer to the group Safety Operational Policy.  Carry out specific assessments where lone working activities are in operation.	5	1	1	Acceptable	All staff to ensure they have notified their manager of movement and work requirements and agree suitable action plan.				
<b>Disabled</b>											
Insufficient controls to safeguard disabled persons	NEC group staff, contractors and members of the public.	Refer to the group Safety Operational Policy.  Carry out specific assessments where required.	5	1	1	Acceptable	Access/egress: refuge areas incorporated in RW stairwells. Evacuation chairs installed in the venue plus an EVC system. Additionally RW hosts & Vox hosts will have received evac chair training and radio comms will be in place in the event of the refuge call points failing. Event manager will also advise RW in case centre went				
<b>Extremes of weather</b>											
Heat Stress, sun stroke and sunburn during hot weather	NEC group staff, contractors, exhibitors, organisers and members of the public	Staff shall be provided with suitable clothing in accordance with uniform requirements as identified within a department risk assessment or operational instruction.  Where applicable additional PPE shall be made available along with such items as sun screen available.  Staff can access cold drinks, shelter and are rotated to minimise exposure.	2	1	1	Acceptable	All Vox operations are internal. RW to manage security and delivery bay staff through their RAMS regarding suitable PPE				

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Stress, discomfort and other conditions associated with cold weather	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Staff shall be provided with suitable clothing in accordance with uniform requirements as identified within a department risk assessment or operational instruction.</p> <p>Where applicable additional PPE shall be made available for example waterproof clothing.</p> <p>Staff can access hot drinks, and a suitable area to warm up during breaks. Staff will be rotated to minimise exposure.</p>	2	1	1	Acceptable	All operations are internal/heated venue. RW to provide RAMS for delivery bay/ security staff operations employed directly by them.				
<b>Manual Handling</b>											
Musculoskeletal injury sustained from handling items	NEC group employees	<p>Refer to the appropriate Group Safety Operational policy.</p> <p>Manual handling where practicable should be avoided. All Employees to be trained in Manual Handling (MH) which is provided at induction. Further training is available at the request of the employee or as deemed necessary by their line manager.</p> <p>Specific MH Risk assessment to be carried out for all identified manual handling activities that present a significant risk.</p> <p>Lifting and mechanical aids to be supplied where the need is identified. Additional training provided as required as per specific equipment.</p>	5	1	1	Acceptable	All OCS staff engaged in deliveries & moving of objects have received manual handling training and are capable of carrying out dynamic risk assessments before commencing activities.				



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Ill health or injury incurred as a result of alcohol, drug or substance misuse	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Refer to the group Safety Operational Policy.</p> <p>All departments shall review this assessment and carry out a more detailed risk assessment if it is found that, due to the nature of the work activities, persons are exposed to a greater level of risk.</p> <p>Random testing is in place for activities identified on the high hazard list. "For cause" testing facility in place and activated, as appropriate, by line managers and/or as a result of an accident through a third party. Employees notified of their entry onto the High Hazard list.</p> <p>Managers are provided with training to enable correct application of policy requirements.</p> <p>Support structures are in place for employees and an awareness programme has been run for all employees on the policy, provision of Occupational Health and employee assistance programs.</p> <p>Service partners must operate an equivalent policy whilst operating on site.</p> <p>Active random bag searches and sniffer dog activity for security purposes to detect the presence of prohibited substances.</p>	5	1	2	Acceptable	NEC Group has a drugs and alcohol abuse policy in place for all staff. All staff to be vigilant of delegates affected by drugs /alcohol and report this to the Event Manager or Catering manager.				
<b>MONITOR &amp; REVIEW</b>											
Failure of a system or control due to ineffective monitoring or infrequent reviews.	NEC group staff, contractors, exhibitors, organisers and members of the public	<p>Department managers with support from the safety team, as required, will monitor and periodically review work activities, risk assessments, systems and controls to ensure they remain suitable and sufficient. Accident and near miss data is also be monitored to identify possible unsafe conditions and/or developing trends.</p> <p>Periodic reviews will be undertaken, in line with the group document and review policy, on all risk assessments and associated control measures. The review period shall be sooner if it becomes apparent that there is a need due to; changes in legislation, existing controls proving insufficient, changes in working practise, installation of new equipment, incident occurring or if any element is not working as documented or proves to be insufficient.</p>	10	1	1	Acceptable					

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<b>Event CDM Sites</b>																																									
Unauthorised access and staff unaware of hazards within areas under CDM control.	NEC group staff, contractors, exhibitors, organisers and members of the public	All NEC Group and service partner employees who require hall access will be identified and will receive an induction outlining specific event construction site safety information. Access will not be permitted to those who have not completed this induction. Venue site rules are communicated to employees and site signage is present.	10	1	3	Medium	Vox Event Managers advise clients of their role and responsibility to apply and confirm to CDM regs under current HSE guidelines via the Vox CDM pack																																		
No access to Welfare facilities	NEC group staff, contractors, exhibitors, organisers and members of the public	Access will be via staff welfare provision on site.	1	1	3	Acceptable	CDM induction pack includes details of welfare supplies onsite at both RW and NEC site.																																		
NAME OF ASSESSOR 1: <b>Gemma Heyward</b>			<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">SEVERITY</th> <th style="width: 10%;">LIKELIHOOD</th> <th style="width: 10%;">POPULATION</th> <th style="width: 10%;">RISK RATING</th> <th style="width: 10%;">ACTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td style="background-color: #90EE90;">ACCEPTABLE</td> <td>Monitor and Review</td> </tr> <tr> <td>2</td> <td>5</td> <td>1</td> <td style="background-color: #90EE90;">LOW</td> <td>Within 3 months</td> </tr> <tr> <td>5</td> <td>10</td> <td>2</td> <td style="background-color: #FFD700;">MEDIUM</td> <td>Within 1 month</td> </tr> <tr> <td>10</td> <td>20</td> <td>3</td> <td style="background-color: #FFA500;">HIGH</td> <td>Within 1 week</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="background-color: #FF0000;">UNACCEPTABLE</td> <td>Immediately</td> </tr> </tbody> </table>									SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ACTION	1	1	1	ACCEPTABLE	Monitor and Review	2	5	1	LOW	Within 3 months	5	10	2	MEDIUM	Within 1 month	10	20	3	HIGH	Within 1 week				UNACCEPTABLE	Immediately
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