

Learning Technologies & HR Technologies 2024 - FIRE RISK ASSESSMENT



Event: Learning Technologies & HR Technologies 2024	Venue: ExCeL London, Hall Modules S3 - S12	Event Director: Mark Penton
Date RA Undertaken: 24 January 2024	RA undertaken by: Alex Slater	Key Distribution: <ul style="list-style-type: none"> • CloserStill Media • Official Contractors • Stand Contractors • Exhibitors <p>This risk assessment & updates are public documents and should be made available to anyone with reasonable cause to request it. It will also be distributed to all official or other retained contractors, venues & other key staff, and suppliers.</p>
Organiser: CloserStill Media Ltd	Dates: <u>Build:</u> <ul style="list-style-type: none"> • Monday 15th April • Tuesday 16th April <u>Open:</u> <ul style="list-style-type: none"> • Wednesday 17th April • Thursday 18th April <u>Breakdown:</u> <ul style="list-style-type: none"> • Thursday 18th April • Friday 19th April 	

EVENT DESCRIPTION

- Learning Technologies & HR Technologies 2024 is business-to-business trade exhibition, attracting exhibitors and visitors from the education and technology sectors in the UK and overseas.
- Proof of trade is required for registration and entry.
- Attendance over the 2 open days is traditionally 16,000 visitors (including exhibitor personnel), which is well within the safe floor limit of the venues.
- The build profile is normal, with approximately 120 stands designated as 'Space Only' and 130 as 'Shell Scheme'. Double-deck or 'complex' stands are permitted only where pre-agreed and subject to inspections by a competent structural engineer at the design and build stages.
- The event has a safe history regarding Health and Safety (H&S) and has not needed to report a RIDDOR incident in the tenure of the current team and contractors.
- For general hazards, please see separate Risk Assessment. For the avoidance of doubt, any remedial work conducted during the open days of the event (outside published open hours), will be categorised as taking place during the Construction Phase of the event.
- Children under the age of 18 are not permitted into the halls during build and breakdown.
- The venue has a comprehensive detection and alarm system, which is detailed in the venue risk assessment. The venue is responsible for placing fire extinguishers around the show and supplying a layout plan to the Organisers, which will be available for the duration of the tenancy.
- Emergency procedures are distributed to all exhibitors and contractors pre-show, and copies are also available onsite in the Organiser's office.
- All onsite CSM staff will also receive a copy of the emergency procedures pre-show and briefed on what to do in the event of threat and/or evacuation.
- All exhibitors are required to complete a Fire Risk assessment covering activities / onsite demonstrations which could lead to a fire on their stand. All approved activities will be subject to daily checks onsite by the health & safety floor manager.

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This Fire Risk Assessment is designed to stand alongside the event's Risk Assessment and Construction Phase Assessment plan.

This Fire Risk Assessment covers the build-up, open period, and breakdown for Learning Technologies & HR Technologies 2024. It also covers early and late access (should it be required), and post show hospitality.

The Exhibitor Manual contains exhibitor responsibilities for the event relating to Health & Safety and Risk Assessments. All exhibitors are required to confirm that they have undertaken a Risk Assessment for the event, and to submit it to the Organiser should any potential hazards arise that are associated with their presence at the event. All Space Only exhibitors are also required to submit Stand Plans and supporting documents (including a detailed Risk Assessment covering both build-up and breakdown) via their Stand Contractors for approval, prior to arriving onsite.

The Official Suppliers to the show are also required to submit a Risk Assessment for their areas of responsibility. CloserStill Media (CSM) staff will arrange for a Floor Manager (FM) to be onsite to support the safe delivery of the event.

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CALCULATION OF RISK

Probability (P)	Severity (S)	Calculations of Risk (P x S)	Action Level
5: Certain	5: Death	1 - 5	Low (L): Acceptable Risk, but monitor regularly
4: Likely	4: Life Changing Injury	6 - 11	Medium (M): Acceptable Risk, but monitor frequently
3: Possible	3: RIDDOR / Major Injury	12 - 18	High (H): Implement immediate changes / further controls
2: Unlikely	2: Non-RIDDOR / Significant injury	19 - 25	UNACCEPTABLE (U): Cease action immediately
1: Rare	1: Minor injury		

IMPORTANT NOTE

This Fire Risk Assessment is to be treated as a live working document. CSM reserves the right to alter, update, or amend the details contained herein in response to any new information or procedures that arise.

HAZARDS IDENTIFIED

ARSON	3	HOT WORKS (inc. welding and naked flames)	6
CATERING FACILITIES.....	3	Use of defective MACHINERY / POWER TOOLS	6
Use of COMPRESSED GASES	4	Combustible STAND MATERIALS.....	7
DUST from wood saws or construction work.....	4	Build-up of WASTE	8
FUEL in Vehicles.....	5		

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HAZARD	WHO CAN BE HARMED?	HOW?	RISK (P x S)			CONTROL MEASURES	REVISED RISK (P x S)		
			P	S	R		P	S	R
<u>ARSON</u>	All onsite	Burns Electrocution Exploding gas containers Loss of consciousness Respiratory difficulties	2	4	8M	<ul style="list-style-type: none"> - Naked flames prohibited. - Access into the hall prohibited without a pre-registered badge, scanned upon entry. - Venue to provide a competent Fire Safety Officer throughout tenancy and follow Safe Systems of Work (SSoW). - Competent Security staff to use SSoW. - Security on 24-hour patrols of all areas to look out for any signs of interference. - Security positioned at all entrances/exits and on patrol, 24hrs a day, to monitor the event space and look for signs of interference. - Venue fire detection and alarm systems in place 24hrs a day. - Fire extinguishers distributed throughout the event space. - PPE worn/used where directed by a Risk Assessment. 	1	3	3L
<u>CATERING FACILITIES</u>	All onsite	Burns Electrocution Exploding gas containers Loss of consciousness Respiratory difficulties	3	3	9M	<ul style="list-style-type: none"> - Catering from external providers prohibited, unless otherwise agreed with the venue, and sufficient documentation on food safety controls submitted. - Competent venue staff to work on catering areas and follow SSoW. - Suitable and sufficient Risk and Fire Risk Assessments written by those providing catering services. - Cooking oil storage to be segregated from cooking units. Health & Safety Officer to monitor for excessive build-up of waste oil containers. - All catering outlets to be supplied with fire extinguisher and fire blankets, and catering staff to be trained in immediate response to fire. - Venue caterers regularly inspected by venue staff. - Cleaning regime to prevent build-up of waste and build-up of residue fats in ducts and covers. 	1	4	4L

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<u>Use of COMPRESSED GASES</u>	CSM Staff	Burns	2	3	6M	<ul style="list-style-type: none"> - Use of compressed gases prohibited unless an essential part of exhibit, and prior written arrangement received from the venue. - Details of usage on a stand must be submitted to the venue a minimum of 35 days prior to the first day of tenancy. - Suitable and sufficient Risk and Fire Risk Assessments written by those needing use compressed gases. - Competent staff to perform all tasks and follow SSoW. - Where permitted, a maximum of one gas container is allowed on any one stand at a time, and a Certificate of Safety to be immediately attached by a registered GAS SAFE fitter. - Sites must be marked on floorplan held in Organiser's office. - Storage must be in line with Venue requirements. - PPE used where directed by a Risk Assessment. 	1	2	2L
	Exhibitors	Eye injury and vision damage							
	Official Suppliers	Fire							
	Pregnant persons	Loss of consciousness							
	Stand Contractors	Respiratory difficulties							
	Venue Staff	Vapour explosion							
	Visitors								
<u>DUST from wood saws or construction work</u>	CSM Staff	Chemical exposure illnesses	4	2	8M	<ul style="list-style-type: none"> - Cutting MDF is prohibited within the halls. - Any woodwork that creates dust must be performed outside of the venue, preferably before arriving onsite. - Woodwork only permitted within the halls during the Construction stage of the Construction Design Management (CDM) plan where extraction systems are in place to extract and bag all dust at source. - Competent staff to perform all woodwork tasks and follow SSoW. - Suitable and sufficient Risk and Fire Risk Assessments written by those needing staff to work Late and/or early. - Hall to be adequately ventilated. - Floor managers to monitor and stop work if the buildup of dust is considered excessive. - PPE worn/used where directed by a Risk Assessment. 	2	1	2L
	Exhibitors	Cuts, lacerations, or abrasions							
	Official Suppliers	Eye injury and vision damage							
	Stand Contractors	Respiratory difficulties							
	Venue Staff								

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FUEL in Vehicles	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff Visitors	Burns Eye injury and vision damage Loss of consciousness Respiratory difficulties Vapour explosion	2	4	8M	<ul style="list-style-type: none"> - Refueling prohibited on site. - LPG for forklifts and other vehicles must be changed away from the event hall, and in the venue's designated area. - Vehicle movements within the hall are prohibited, unless undertaken by the Venue and/or Official Freight and Logistics Supplier, or with the permission of the Organiser and Venue. - Vehicle movements within the hall are prohibited during show open times. - Vehicle displays prohibited, unless essential to the stand offering. - Suitable and sufficient Risk and Fire Risk Assessments written. - Competent staff to operate vehicles and follow SSoW. - Clear and effective separation between vehicle and pedestrian movement. - During show open, engines must not be turned on once in position, until it needs to exit. - Contractors/Exhibitors issued instructions regarding battery disconnection and fuel levels for vehicles inside in the hall. - Fuel tanks of vehicles manufactured before 1984, must contain only enough fuel to remove the vehicle from the hall, and sealed where possible with a lockable cap. - Display vehicles contain minimum fuel where applicable, filter caps are locked / sealed, batteries removed or disconnected, and drip trays used. - Floor managers / organisers to monitor - Engines must not be turned on once in position, until it needs to exit. - PPE to be worn/used where directed by a Risk Assessment. - Above regulations emailed to exhibitors with vehicles prior to show. - Keys to be left in the Organiser's Office. 	1	3	3L

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<u>HOT WORKS (inc. welding and naked flames)</u>	Exhibitors CSM Staff Official Suppliers Lone workers Stand Contractors Venue Staff	Burns Cuts, lacerations, or abrasions Eye injury and vision damage Fire	2	4	8M	<ul style="list-style-type: none"> - Naked flames prohibited. - Hot Works prohibited outside of the Construction phase of the CDM plan. - Hot works permitted for welding, cutting, and grinding only where it is not practical to do offsite, and where a permit has been issued by the venue. - Competent staff to perform all Hot Work tasks and follow SSoW. - Suitable and sufficient Risk and Fire Risk Assessments written by those needing staff to use Hot Works. - Welding must be shielded. - Appropriate fire extinguisher(s) sourced, suitable guards put in place, and the area isolated and cleared of flammables. - Floor Manager will attend the scene to ensure that adequate controls are in place prior to the commencement. - Fire extinguishers to be located near to all stands using naked flames. - PPE worn/used where directed by a Risk Assessment. 	1	3	3L
<u>Use of defective MACHINERY / POWER TOOLS</u>	Official Suppliers Stand Contractors Venue Staff	Broken bones or fractures Burns Cuts, lacerations, or abrasions Electric Shock	4	3	12H	<ul style="list-style-type: none"> - Use of Power Tools prohibited during show open. - Competent staff to operate machinery/power tools and follow SSoW. - Suitable and sufficient Risk and Fire Risk Assessments written. - Floor Manager to monitor use of machinery/power tools in use, and assist in identifying and stopping both improper use, and defective equipment in use. - Portable electrical equipment to be subject to onsite inspection and testing. - PPE worn/used where directed by a Risk Assessment. - Where repeated failures to use PPE correctly, or use SSoW followed, worker to be ejected from the hall. 	2	2	4L

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<u>Combustible STAND MATERIALS</u>	All onsite	Burns Fire Loss of consciousness Respiratory difficulties Vapour explosion	5	3	15H	<ul style="list-style-type: none"> - Flammable materials and fabrics are prohibited. - All Timber, carpet and textile fabrics: should all be rendered flameproof, and timber branded with a recognised mark. - Suitable and sufficient Risk and Fire Risk Assessments written. - Competent staff to design and build stands, and follow SSoW. - Treated fabric may be permitted as a ceiling on single storey stands where not exposed to the risk of fire from lit articles above. - All materials to be listed on stand plans and checked by floor managers on site. - Curtains on exit routes must hang lower than 75mm clear of the floor, and parted in the centre. - Upholstered seats must pass local safety requirements. 	2	2	4L

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<u>Build-up of WASTE</u>	All onsite	Broken bones or fractures Burns Cuts, lacerations, or abrasions Infection from vermin Fire Loss of consciousness Musculoskeletal injury Respiratory difficulties	5	3	15H	<ul style="list-style-type: none"> - Contractors and exhibitors to remove all their waste from site each day. - Modular builds encouraged. - Cleaners to monitor emergency gangways and exits to ensure they are clear. - Small items of rubbish can be placed tidily in the gangway, next to the appropriate stand for the cleaners to remove. Larger items should be removed offsite, or via a paid service through the cleaners. - Appropriate safety footwear worn during build-up and breakdown, to avoid sharp items (such as nails) going through shoes. - Regular cleaning of general waste scheduled throughout show opening, and overnight prior to the halls opening. - Venue waste team to actively engage with contractors and exhibitors and monitor skips to ensure safe storage of waste. - Checks onsite by Floor Managers to ensure that all waste materials are disposed of and disposed of into suitable containers. - Halls to be well ventilated to avoid risk of fire from the build-up of waste. - PPE to be worn/used where directed by a Risk Assessment. 	2	1	2L

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