

Learning Technologies & HR Technologies 2024 - 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 fire-related hazards, please see separate Fire 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 risk assessment covering activities / onsite demonstrations on their stand. All approved activities will be subject to daily checks onsite by the health & safety floor manager.

Learning Technologies & HR Technologies 2024 - RISK ASSESSMENT

RISK ASSESSMENT

This risk assessment is designed to stand alongside the event's fire risk assessment, construction phase plan, and crisis management plan.

The Technical 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 and breakdown) via their stand contractor 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 health & safety floor manager (FM) to be onsite to support the safe delivery of the event.

CALCULATION OF RISK

Probability (P)	Severity (S)	Calculations of Risk (P x S)	RISK: 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 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

ANIMALS onsite3	Incorrect use of MACHINERY / POWER TOOLS11	SLIPS, TRIPS, AND FALLS16
BLOCKED GANGWAYS4	MANUAL HANDLING11	VEHICLES ON DISPLAY16
DRUG ABUSE, including alcohol.....5	Use of MECHANICAL LIFTING EQUIPMENT (MLES) inc.	STRUCTURAL COLLAPSE of stand and/or stand-
ELECTRICAL WORK6	Forklift Trucks (FLT)12	fittings17
EVACUATION.....7	Unforeseen MEDICAL EMERGENCIES13	VEHICLE MOVEMENT18
FOOD CONTAMINATION / POISONING.....7	Excessive loud NOISE13	VULNERABLE PERSONS onsite.....19
Contact with HAZARDOUS SUBSTANCES8	OVERCROWDING14	Lack of WELFARE FACILITIES19
Spread and Outbreak of INFECTIOUS DISEASE9	TRESPASS and Unauthorised Access14	Poor WEATHER.....20
Use of LASERS10	RIGGING, and OBJECTS15	Unsafe WORKING PRACTICES.....20
LATE/EARLY WORKING.....10	FALLING FROM HEIGHT.....15	WORKING AT HEIGHT (WAH)21

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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
ANIMALS onsite	Exhibitors CSM Staff Venue Staff Visitors	Allergic reactions Cuts, lacerations, or abrasions Fatigue of animals Respiratory difficulties	3	2	6M	<ul style="list-style-type: none"> - Animals are prohibited, except for assistance animals for exhibitors/visitors and sniffer dogs, or with permission of the Organiser. - Should an exhibitor require an animal as part of an exhibit, exhibitor to notify the Organiser in advance, and submit a risk assessment that addresses the welfare arrangements (such as transport, handling, and rest periods). - Competent staff to manage animals and follow SSoW. - Suitable and sufficient Risk Assessments written by those needing have animals onsite. - The animal(s) should be confined to the stand area, except for pre-arranged exercise. - A vet is to be contactable for the time the animal(s) spend within the venue. - Registration pages to request disclosure of allergies to animals. - Onsite medics briefed about the presence of animals, in case of allergic reactions. - Waste facility arranged for animals to use. 	1	1	1L

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<u>BLOCKED GANGWAYS</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff	Broken bones or fractures Crush Cuts, lacerations, or abrasions Musculoskeletal injury Suffocation	5	3	15H	<ul style="list-style-type: none"> - Floor plan to be designed to maintain straight aisles throughout where possible. - Doglegged aisles to be avoided where possible. If required, doglegged aisles to be kept to a minimum and on horizontal non-emergency gangway aisles only. - No items placed in the Emergency Gangways or in front of/behind any doors. - All deliveries made onto the stand, and not into the aisles. Goods unloaded into gangways by Non-Official Suppliers will be moved and fines imposed. - Official suppliers, including Official Freight and Logistics supplier, briefed not to offload into emergency gangways. - FM to monitor any projections, and placement of stand-fittings/ materials into aisles. Where exhibitors fail to co-operate, staff are authorised to remove items. - Where the volume of materials on a stand is impractical to manage without using the aisles, Official Lifting Contractor to remove a sufficient quantity from the hall. - Emergency Gangways identified and approved by the venue in advance. - Official Suppliers consulted over any requirements for additional 3m aisles, other than the perimeter aisles, to avoid bottlenecks and blocked aisles. - Tannoy messages used during build and breakdown to promote messaging on keeping aisles clear. - Emergency Gangway Plan sent to contractors in advance for awareness. - Cloakrooms provided to store surplus items off the show floor. - Exhibitors to conduct business from within their stand, not in the aisles. - Event rules prohibit canvassing in aisles by exhibitors and others. - Contractors prohibited access into the hall during breakdown, until the hall is clear of visitors and most exhibitors (approx. 30-60 minutes after the event closes). 	2	3	6M

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<u>DRUG ABUSE, including alcohol.</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff Visitors	Back and spinal cord injuries Broken bones or fractures Cuts, lacerations, or abrasions Fatigue Musculoskeletal injury Respiratory difficulties	3	2	6M	<ul style="list-style-type: none"> - Smoking, drugs, and alcohol prohibited. - Alcohol permitted only during the networking reception. - Security informed of areas permitted to serve alcohol, and monitor. - Bar staff briefed to stop serving if inebriation is evident. - All to monitor for signs of drug or alcohol misuse, and take appropriate action where needed. - Anyone found to be drinking in excess will be given a warning to stop. - Security briefed to remove intoxicated persons, persons causing a disturbance or who could cause harm to themselves or others. - Suitable units positioned for the disposal of cigarettes in the designated smoking areas. - Smoking locations promoted in the Technical Manual. 	2	1	2L

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<u>ELECTRICAL WORK</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff	Electrocution Electric Shock Blast injuries (esp. eyes & skin). Burns	4	3	12H	<ul style="list-style-type: none"> - All electrics disconnected during build, unless otherwise arranged with the Official Electrical Supplier. - All electrics disconnected ½ hour after each open day and ½ hour into breakdown, unless otherwise arranged with the Official Electrical Supplier. - Only the Official Electrical Supplier to provide electrical services, and visually inspect installations before and after connection. - Electrical work prohibited during show open times, unless essential, agreed with the Organiser, and suitable control measures are in place. - Daisy chaining extension leads is prohibited. - Competent staff to perform all Electrical tasks and follow SSoW. - Suitable and sufficient Risk Assessments written by Contractor undertaking electrical work. - All electrical systems to be fitted and tested with approved Residual Current Devices (RCDs). - Distribution Boxes and Consumer Units positioned clear of combustible waste at ground level. - All cabled equipment used within the stand to be PAT tested. - Electric cables must not trail across any aisle. - Electrical items from countries where the electrical voltage is lower (e.g., Europe, & USA) must be fitted with integral failsafe systems, in case or connection to higher voltages / amperages. - Liquid spillages reported to the cleaning team for priority action. - Emergency numbers for Official Electrical Supplier held in Organiser’s Office in case of Emergency. - The Official Electrical Supplier to have electricians on ‘stand-by’ in the instance of electrical concerns or remedial action. - PPE worn/used where directed by a Risk Assessment. 	2	2	4L

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<u>EVACUATION</u>	All onsite	Broken bones or fractures Crush Cuts, lacerations, or abrasions Fatigue Respiratory difficulties Suffocation	2	3	6M	<ul style="list-style-type: none"> - Venue to investigate all alarms, before activating the evacuation protocols. - Competent staff to perform all Evacuation tasks and follow SSoW. - Suitable and sufficient Risk Assessments written by those responsible for overseeing Evacuation procedures. - Fire Exits kept clear and unobstructed. - Security to ensure that all exits are unlocked during operating hours. - Emergency gangways marked on floorplans and monitored onsite. - Floor Manager and Security to patrol the hall before and during halls being open, to ensure Access Routes and Fire Exits are clear. - Venue Emergency Procedures distributed to Contractors, Staff, and Exhibitors prior to going onsite. 	1	2	2L
<u>FOOD CONTAMINATION / POISONING</u>	Exhibitors CSM Staff Official Suppliers Stand Contractors Pregnant persons Venue Staff Visitors	Anaphylactic shock Loss of consciousness Vomiting	3	2	6M	<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. - All catering supplied by the venue's caterers. - Competent staff to work on catering areas and follow SSoW. - Suitable and sufficient Risk Assessments written by those providing catering services. - Appropriate labelling of foods which may cause a reaction. - Staff, Exhibitor, and Attendee catering requirements collected at point of registration and communicated to the catering team. - PPE worn/used where directed by their Risk Assessment. 	1	2	2L

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<u>Contact with HAZARDOUS SUBSTANCES</u>	CSM Staff	Burns	2	3	6M	<ul style="list-style-type: none"> - Hazardous substances prohibited unless an essential part of exhibit, and prior written arrangement received from the venue. - Use of solvent/thinner-based paints are prohibited. - Competent staff to perform all tasks and follow SSoW. - Suitable and sufficient Risk Assessments written by those needing to use hazardous substances. - Exhibitors required to submit a Health and Safety Declaration Form, which identifies if they will be using chemicals on their stand and submit a Risk and COSHH assessment where required. - Halls to be adequately ventilated. - Substances stored in suitable and marked containers, and safely disposed of according to manufacturers instructions. - Information on safe handling and disposal of hazardous substances to be issued too where appropriate. - Organiser and Floor Manager to monitor usage onsite. - PPE worn/used where directed by a Risk Assessment. 	2	1	2L
	Exhibitors	Chemical exposure							
	Official Suppliers	illnesses							
	Pregnant persons	Cuts, lacerations							
	Stand Contractors	Eye injury and vision damage							
	Venue Staff	Fatigue							
	Visitors	Respiratory difficulties							

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<u>Spread and Outbreak of INFECTIOUS DISEASE</u>	All onsite	Exposure to illness Flu like symptoms Blistering rash Symptoms that develop post-event	5	3	15H	<ul style="list-style-type: none"> - Running of event to operate in line with latest government guidance. - All requested to not attend if experiencing symptoms of infectious disease, including COVID-19 and Monkeypox. - Ensure the principles outlined in the All-Secure Standard are adhered to. - Pre-show registration encouraged to minimize onsite registrations. - Visitor and exhibitor badges posted or emailed pre-show to promote minimal touchpoints whilst onsite. - Disposable covers on headsets used in theatres. - Enhanced cleaning of AV equipment in theatres between session. - Individual water bottles provided for speakers. - Hand sanitizer dispensing unites stationed throughout the venue and the event show floor, with concentration in high touch point areas. - Enhanced cleaning in high traffic areas (e.g., catering areas, registration, and toilets) using chlorine-based cleaning fluid - COVID Guidelines detailed within the Exhibitor Technical manual, and on the event website. - Crowd density reviewed, and controlled entry implemented if necessary. - Cashless payment methods on all catering units. - Motion sensor activated water refill stations in position on the Boulevard - Accommodation offering by Event Express to be StaySafe™ classified and promoted to exhibitors. 	3	3	9M

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<u>Use of LASERS</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff Visitors	Burns Eye injury and vision damage Fire	3	2	6M	<ul style="list-style-type: none"> - Lasers prohibited unless an essential part of exhibit, and prior written arrangement received from the venue. - Competent staff to perform all tasks and follow SSoW. - Exhibitors required to submit a Health and Safety Declaration Form, which identifies if they will be using lasers on their stand. - Suitable and sufficient Risk Assessments written by those using lasers. - Exhibitor to advise who will operate laser, laser classification, and if there is a risk of the laser light escaping. - Laser to be checked on a daily basis by the exhibitor and Floor Manager. - Means of electrical isolation positioned by the laser machine. - Certificate of inspection to be provided for the machine where requested. 	1	2	2L
<u>LATE/EARLY WORKING</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Lone workers Venue Staff	Broken bones or fractures Cuts, lacerations, or abrasions Fatigue Loss of consciousness	5	2	10M	<ul style="list-style-type: none"> - Early and Late working prohibited without permission from the Organiser and Venue. - All staff capped to working a maximum of 12-hour shifts, and early/late working to be carried out by a separate team. - Competent staff to perform all tasks and follow SSoW. - Suitable and sufficient Risk Assessments written by those needing staff to work Late and/or early. - A separate risk assessment required if late working exceeds 10% of stands. - Staff briefed to ask for breaks if needed. - Sufficient Floor Manager and First Aid cover must be available for early/late work to be permitted. - Where early/late work is required, adequate lighting must be in place within the halls and loading bays. - Accommodation to be in place for those needing to work early/late. 	3	1	3L

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<u>Incorrect use of MACHINERY / POWER TOOLS</u>	Official Suppliers Stand Contractors Venue Staff	Broken bones or fractures Cuts, lacerations, or abrasions Electric Shock	4	3	12H	- Use of Power Tools prohibited during show open. - Competent staff to operate machinery/power tools and follow SSoW. - Suitable and sufficient 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
<u>MANUAL HANDLING</u>	CSM Staff Exhibitors Official Suppliers Lone workers Pregnant persons Stand Contractors	Fractures, cuts, lacerations, or abrasions Fatigue Musculoskeletal injury Repetitive Strain Injury	4	3	12H	- Only essential items brought onsite. - All heavy lifting undertaken by Official Freight and Logistics Supplier(s). - Competent staff to perform all Manual Handling tasks and follow SSoW. - Suitable and sufficient Risk Assessments written. - Organiser's staff briefed on manual handling. - Organiser's staff and Floor Managers to monitor the hall for unsafe practices. - Vehicle marshalling to ensure freight unloaded on stand, or as close to the stand as possible. - PPE worn/used where directed by a Risk Assessment.	2	2	4L

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<u>Use of MECHANICAL LIFTING EQUIPMENT (MLES) inc. Forklift Trucks (FLT)</u>	CSM Staff	Back and spinal cord injuries	2	4	8M	<ul style="list-style-type: none"> - Only the Official Freight & Logistics Supplier and Venue can provide lifting services. - Mobile Lifting Equipment prohibited outside of the Construction and Deconstruction stage of the CDM plan. - Competent staff to perform all LFT tasks and follow SSoW. - Suitable and sufficient Risk Assessments written. - Pallet trucks and manual handling used where possible. - Trolleys prohibited during open hours, apart from catering trolleys where necessary. - Drivers failing to follow SSOW will be excluded from the site. - Operators must abide by the speed limits. - Vehicles must be fit for use, licensed, inspected daily, and conforming number plates and vehicle tax disc displayed. - All reversing vehicles, and raised loads in transit, must use a banksman. - MLEs and FLT must be secured when not in use. - PPE directed by a Risk Assessment. 	2	2	4L
	Exhibitors	Brain and head injuries							
	Official Suppliers	Broken bones or fractures							
	Stand Contractors	Crush							
	Venue Staff	Cuts, lacerations, or abrasions							
		Loss of limbs							
	Musculoskeletal injury								

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<u>Unforeseen MEDICAL EMERGENCIES</u>	CSM Staff	Allergic reaction	1	3	3L	<ul style="list-style-type: none"> - All to refrain from coming onsite if feeling unwell. - Anyone becoming unwell onsite to seek medical advice in the First Aid center or go home. - Competent staff to perform all First Aid tasks and follow SSoW. - Suitable and sufficient Risk Assessments written by First Aid provider. - First Aid available throughout tenancy - Emergency procedures and contact numbers communicated in technical manual and pre-show information. - All CSM onsite staff fully briefed on emergency procedures - PPE worn/used where directed by a Risk Assessment. 	1	2	2L
	Exhibitors	Broken bones or fractures							
	Official Suppliers	Cuts, lacerations, or abrasions							
	Lone workers	Loss of consciousness							
	Stand Contractors	Musculoskeletal injury							
	Venue Staff	Respiratory difficulties							
	Visitors								
<u>Excessive loud NOISE</u>	CSM Staff	Fatigue	3	2	6M	<ul style="list-style-type: none"> - Noise levels prohibited above 80dB. - Floor Manager & Organiser to monitor sound levels. - Official Audio-Visual supplier to monitor sound in Theatre areas, and fully assess AV systems prior to event opening. - Where a dispute in noise levels arise, CSM will have the final say. - Where control levels are breached, action will be taken in consultation with the relevant parties. - Where no acceptable level can be reached, the source of the noise must be stopped or power to the area cut. - PPE worn/used where directed by a Risk Assessment. 	2	1	2L
	Exhibitors	Hearing loss							
	Official Suppliers	Perforated eardrum							
	Stand Contractors	Tinnitus							
	Venue Staff								
	Visitors								

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<u>OVERCROWDING</u>	CSM Staff Exhibitors Official Suppliers Pregnant persons Stand Contractors Venue Staff Visitors	Broken bones or fractures Crush Cuts, lacerations, or abrasions Fatigue Musculoskeletal injury Respiratory difficulties Suffocation	2	3	6M	<ul style="list-style-type: none"> - Maximum capacity confirmed by the venue in advance, and communicated internally, to ensure the number of registrations does not exceed capacity. - Access into the halls is prohibited without a pre-registered badge. Security briefed to ensure that only persons with an appropriate badge may enter. - Competent Floor Managers employed and briefed to monitor areas at risk of overcrowding. - Theatre Managers briefed to monitor attendance and queues and ensure all emergency gangways are maintained. - Venue to approve the floorplan to ensure enough adequately sized aisles are available. - Security, FM and CSM team to monitor crowding and disperse if practical and divert people away from any blocked gangways. - Where an activity causes overcrowding, where practical (and in consultation with the exhibitor), the activity is to cease until crowds have dispersed. - Queue management systems put in place in areas at risk of overcrowding. 	1	1	1L
<u>TRESPASS and Unauthorised Access</u>	All onsite	Broken bones, fractures, cuts, lacerations, or abrasions.	4	3	12H	<ul style="list-style-type: none"> - Access into the halls prohibited without a pre-registered badge. - Unauthorised persons found onsite to be immediately ejected, and details reported to the Organisers Office. - Copy of all Badge types shared with Security in advance. - Security positioned to monitor access and egress points. 	2	2	4L

Probability (P)	Severity (S)	Calculation of Risk (R): P X S	
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		

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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>RIGGING, and OBJECTS FALLING FROM HEIGHT</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff	Back and spinal cord injuries Brain and head injuries Broken bones Cuts, lacerations, or abrasions	4	4	16H	<ul style="list-style-type: none"> - No Rigging to take place outside of the Construction stage of the CDM plan, unless with permission from the Organiser. - Rigging prohibited during the event open period. - Where practicable, rigging activities to take place outside of tenancy, or when the hall is clear. - Only the Official Rigging contractor to provide rigging services, using competent licensed staff. - Competent staff to perform all Rigging tasks and follow SSoW. - Suitable and sufficient Risk Assessments written. - Tools at height kept on lanyards. - Toe boards used on all working platforms - Where rigging takes place, the 'fall area' around the site to be marked clearly as out of bounds (i.e., using high-visibility tape etc.). A spotter is to always have sight of the entire perimeter. Where this is not physically practical, additional spotters used to secure the area. - Riggers to ensure that all daily and pre-use checks are recorded, and any issues are immediately reported to the Organiser. - Rigging wires marked with tape and not left hanging below head height. - No-one to stand directly beneath trusses during the process of raising or lowering objects at height. - PPE to be worn/used where directed by a Risk Assessment, such as head protection in areas where overhead work is taking place. 	2	3	6M

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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>SLIPS, TRIPS, AND FALLS</u>	CSM Staff Exhibitors Official Suppliers Pregnant persons Stand Contractors Venue Staff Visitors	Back and head injuries Broken bones or fractures Cuts, lacerations, or abrasions Musculoskeletal injury	4	2	8M	<ul style="list-style-type: none"> - Cloakroom to be provided to remove items from the event hall. - Items to be stored away from gangways and off the floor. - Sufficient number of competent cleaners onsite throughout tenancy. - Rubbish cleared ahead of the halls opening each day. - Adequate number of waste bins placed around the hall, cleaners to monitor throughout tenancy to avoid waste overflowing. - CSM to monitor housekeeping and highlight issues to the cleaners. - CSM to work with suppliers, exhibitors, and contractors to ensure all materials are stored appropriately, and in a clearly defined area. - All electrical cabling to be laid outside high-traffic areas, and all interruptions to be signposted or delineated with visual aids (e.g., tape). - General lighting will be maintained to a safe working level, to ensure that individuals are easily able to identify slip, trip and fall hazards. - Carpet contractor onsite to repair tears/rucks. - Carpet laid flat by a competent team 	2	1	2L
<u>VEHICLES ON DISPLAY</u>	CSM Staff Exhibitors Visitors	Broken bones or fractures Chemical exposure illnesses Respiratory difficulties	2	3	6M	<ul style="list-style-type: none"> - Vehicle displays prohibited, unless essential to the stand offering. - Competent staff to operate vehicles and follow SSoW. - Suitable and sufficient Risk Assessments written. - 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. - Engines must not be turned on once in position, until it needs to exit. - Vehicles positioned to ensure the doors do not open into aisles. - Above regulations emailed to exhibitors with vehicles prior to show. - Keys to be left in the Organiser's Office. - PPE to be worn/used where directed by a Risk Assessment. 	1	2	2L

Probability (P)	Severity (S)	Calculation of Risk (R): P X S	
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
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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>STRUCTURAL COLLAPSE of stand and/or stand-fittings</u>	CSM Staff Exhibitors Official Suppliers Pregnant persons Stand Contractors Venue Staff	Back and spinal cord injuries Broken bones or fractures Cuts, lacerations, or abrasions Electrocution Loss of limbs	3	4	12H	<ul style="list-style-type: none"> - Structures above 6m in height are prohibited. - Access onsite prohibited if stand documentation is incomplete. - Structural Work on stands prohibited outside of the Construction stage of the CDM plan, unless essential, approved by the organizer, and suitable control measures are in place. - No under-18s permitted into the exhibition halls during build and breakdown. - No structural alterations to be made during show open hours. - Stand deconstruction to commence as per CDM guidelines, i.e., when the hall is clear of visitors, and PPE is used. - Competent staff to perform all build tasks and follow SSoW. - Suitable and sufficient Risk Assessments written. - All Space Only exhibitors to source competent contractors. - Official Stand Contractor to construct all Shell Scheme stands, using competent staff, and provide a suitable and sufficient Risk Assessment. - All 'space-only' plan documentation to be inspected and approved prior to the event, for structural integrity, and conformity to local planning laws. - Official Structural Engineers to approve all builds classed as 'complex' in advance and be onsite to issue a Certificates of Conformity once the structure has been built. - Stand fitting and H&S regulations published in the Technical Manual. - Floor Manager to monitor construction during build and breakdown to ensure that stands are constructed/deconstructed as per approved documentation, and safe working practices used. - Technical Manual and Stand Plan Approval confirmation to enforce that stands must be built within the published times. - Concerns regarding the structural integrity or use of materials to be raised with the Floor Manager. - Shell Scheme certification to be issued prior to open. - PPE to be worn/used where directed by a Risk Assessment. 	1	3	3L

Probability (P)	Severity (S)	Calculation of Risk (R): P X S	
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3: Possible	3: RIDDOR / Major Injury	12 - 18	HIGH (H): Implement immediate changes / further controls
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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>VEHICLE MOVEMENT</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff Visitors	Broken bones or fractures Chemical exposure illnesses Cuts, lacerations, or abrasions Respiratory difficulties	3	4	12H	<ul style="list-style-type: none"> - 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. - Loading bay doors closed 30minutes before show opens and remain closed during event open times. - Competent staff to operate vehicles and follow SSoW. - Suitable and sufficient Risk Assessments written. - All traffic movement onsite to be controlled by the venue's traffic management personnel, and all to abide by the safety advice they give. - Competent venue traffic marshals to ensure even flow of traffic and marshalling of routes. - Clear and effective separation between vehicle and pedestrian movement. - Vehicles not to exceed onsite speed restrictions. - All traffic marshals and CSM staff to wear high vis tabards. - All reversing vehicles in the hall to be controlled by a banksman. - During breakdown, lorries to be held away from the loading bay doors, until smaller vehicles have cleared the area. - Traffic schedule created to log unique movement requests (e.g., Official Suppliers and Vehicle Displays), and communicated to venue and Floor Managers. Schedule to include designated access door(s) and times for both entry and exit. - Contractors/Exhibitors issued instructions regarding battery disconnection and fuel levels for vehicles inside in the hall. - PPE to be worn/used where directed by a Risk Assessment. 	1	3	3L

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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>VULNERABLE PERSONS onsite</u>	Children Disabled Persons Inexperienced Staff Lone Workers Pregnant persons Young Persons	Broken bones or fractures Cuts, lacerations, or abrasions Fatigue, fainting Musculoskeletal injury Injury to fetus Pregnancy complications	4	3	12H	<ul style="list-style-type: none"> - Children under 18 are prohibited within hall during build and breakdown. - Babes in arms permitted during show open times only and must be accompanied by an adult. - Age restrictions mentioned on the event website and registration pages. - Event staff and Security to challenge all those appearing to be younger than 21. Where suitable photo-id is not available, it is to be assumed that the person is under the age of 18. - Lost child procedure communicated, and all security staff/registration staff/organisers briefed on the procedure. - Staff be briefed in allowing companions, and assistance dogs onsite. - Blue Badge parking and accessible toilets available throughout tenancy. - Portable ramps prohibited, all ramps (including angled edges) to be incorporated into the stand flooring. - Accessible seating provided within the hall and theatres. - All staff onsite suitably trained and competent in the tasks required. - Inexperienced staff supervised to ensure safe working practices. - Floor Managers to identify and monitor Lone Workers. - Pregnancy Risk Assessment(s) conducted by the relevant employer before sending a pregnant person onsite, and inform them of the First Aid, rest area, and where to get assistance if needed. - Where known, First Aid and Floor Managers to be notified of expectant persons onsite. 	3	1	3L
<u>Lack of WELFARE FACILITIES</u>	All onsite	De-hydration Fatigue Loss of consciousness	4	2	8M	<ul style="list-style-type: none"> - Adequate washroom facilities are assigned and open throughout tenancy. - Ample catering outlets and seating area will be available in the boulevard throughout tenancy. - First Aid centre open throughout tenancy. - CSM to have a supply of water in the Organisers Office for those who need. 	2	1	2L

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			P	S	R		P	S	R
<u>Poor WEATHER</u>	All onsite	Dehydration Fatigue Heat exhaustion Respiratory difficulties	3	3	9M	<ul style="list-style-type: none"> - Lights on the Loading Bays used in case of poor natural light. - All forklifts to check vehicles prior to use to ensure lights are working. - Traffic marshals/Security staff to wear reflective clothing. - Loading bay doors closed if wind speed is excessive. - Floor Managers to monitor both inside and outside of halls for temperature. - Venue catering available during show open to supply hot and cold drinks. - Lorry ways kept clear of loose waste liable to blow around in the wind. 	3	1	3L
<u>Unsafe WORKING PRACTICES</u>	CSM staff Exhibitors Official Suppliers Lone workers Stand Contractors Venue Staff Visitors	Broken bones or fractures Burns Cuts, lacerations, or abrasions Electric Shock Fatigue Loss of limbs Musculoskeletal injury Repetitive Strain Injury	5	4		<ul style="list-style-type: none"> - No contractors to work on stands during show open unless essential, permission from the Organiser given, and suitable control measures are in place. - All Official Suppliers, Space Only exhibitors, and Contractors to employ competent staff who will follow SSOW. - Suitable and sufficient Risk Assessments to be in place. - All exhibitors to undertake checks on their own contractors, whom they are responsible for. - Floor Managers to monitor working practices in the hall to ensure the safety of all persons on site, with specific attention paid to working practices that (through experience and statistical analysis) have been identified as areas of weakness in the events industry. - All CSM personnel briefed to highlight any concerns regarding the health, safety, and welfare of anyone onsite to the Organiser's Office. - Floor Managers to visit international contractors to ensure they understand and adhere to the safety requirements and emergency procedures. - All persons onsite during the build and breakdown stages to sign the Site Safety Induction sheet when registering for a badge. - Site Safety Induction information printed on the Contractor badges as a reminder for when they are onsite. - PPE to be worn/used where directed by a Risk Assessment. 	3	2	6M

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			P	S	R		P	S	R
<u>WORKING AT HEIGHT (WAH)</u>	CSM Staff Exhibitors Official Suppliers Stand Contractors Venue Staff	Back and spinal cord injuries Brain and head injuries Broken bones or fractures Crush Cuts, lacerations, or abrasions Loss of limbs Musculoskeletal injury	5	4		<ul style="list-style-type: none"> - No working at height permitted during the open period. - Competent staff to perform all WAH tasks and follow SSoW. - Suitable and sufficient Risk Assessments written. - Any contractor repeatedly breaching CSM's or Venues' safety processes will be excluded from the site. - Areas underneath any WAH are to be isolated and marked as out of bounds. - All Mobile Elevated Working Platforms (MEWPs) must comply with legal requirements, and have had a thorough inspection in the previous 6 months. - All working platforms to have a guard rail, mid-rail, and toe board. - Mobile access towers must be correctly constructed and fit for purpose. - Outriggers used correctly with the correct height to width ratio (3.5 x base width indoors and 3 x base width outdoors). - Mobile access towers must not be moved whilst in use, and wheels must be locked off. - Appropriate ladders/stapladders may only be used where all other access methods have been assessed as impractical, and then only where: <ul style="list-style-type: none"> o The site conditions offer a flat level surface on a suitable location, in an appropriate environment. o The equipment has been inspected prior to arrival onsite, and before each use. o The equipment is 'footed' by another person. - Floor Manager to monitor for unsafe working practices. - PPE to be worn/used where directed by a Risk Assessment. 	5	2	10M

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