

## FIRE RISK ASSESSMENT

<b>Event:</b> Tech Show Frankfurt 2024 Comprising of the following Co-located shows:  Data Centre World Frankfurt 2024 Cloud Expo Europe Frankfurt 2024 Big Data World Frankfurt 2024 Cloud Security Expo 2024	<b>Dates:</b>  <b>Build Up:</b> 1200-2300hrs – Sunday 19 <sup>th</sup> May 2024 0800-1900hrs – Monday 20 <sup>th</sup> May 2024 0800-2300hrs – Tuesday 21 <sup>st</sup> May 2024  <b>Open:</b> Access from 0700hrs 0900-1700hrs – Wednesday 22 <sup>nd</sup> May 2024 0900-1600hrs – Thursday 23 <sup>rd</sup> May 2024  <b>Breakdown:</b> 1630-2300hrs – Thursday 23 <sup>rd</sup> May 2024 0800-1400hrs – Friday 24 <sup>th</sup> May 2024	<b>Date RA Undertaken:</b> 30 April 2024
<b>Venue:</b> Messe Frankfurt	<b>RA undertaken by:</b> Claire Martin	<b>Distribution:</b> <b>Venue Manager:</b> Andreas Faeßer <b>Technical Manager:</b> Andrea Heinrich <b>Primary Contractor:</b> 4foreverything <b>On-Site HSO:</b> Select International <b>Feature Contractor:</b> Full Vision
<b>Hall:</b> 8	<b>Event Director:</b> Simon Press	
<b>Organiser:</b> CloserStill Media Ltd		

### Scope of Risk Assessment:

This Risk assessment covers the build up, open period and breakdown for Tech Show Frankfurt 2024 as detailed above; it will also cover early access for official contractors and late working outside of the published hours and post show hospitality on all tenancy days.

This Risk Assessment does not include the Fire Risks which will have its own Risk Assessment and will be submitted to the venue under separate cover.

The Exhibitor Manual contains exhibitor responsibilities for the event relating to Health & Safety and Risk Assessment. All exhibitors are required to confirm that they have undertaken a risk assessment for the event, and to submit their risk assessment and a work method statement if they consider there to be any potential hazards associated with their presence at the event.

All space only exhibitors are required to submit a stand plan, including structural detail if the stand is complex.

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Organiser’s contractors are required to submit a risk assessment and work method statement for their areas of responsibility. Health & Safety staff will be on site for the duration of the show.

**Tech Frankfurt is a trade show and proof of trade is required for registration and entry. Children under the age of 16 are not permitted into the halls during build up and breakdown.**

The venue has a comprehensive detection and alarm system, which is detailed in the venue risk assessment. Fire extinguishers have been ordered by the organisers, exhibitors order fire extinguishers for their own stands. Emergency procedures are distributed to all exhibitors and contractors pre show. Copies of these are available in the Organisers office. The security staff has the relevant qualifications and training to enable them to carry out an evacuation.

All CSM staff have received a copy of the emergency procedures pre-show and all on-site office staff are briefed in what to do in the event of a telephone bomb threat and/or evacuation.

All exhibitors and contractors are required to complete a detailed Risk Assessment covering both build/breakdown activities, and also any on-site demonstrations; any activity deemed to pose a fire risk will be subject to an on-site daily check by the HSO.

### Calculation of Risk

<u>Probability (P)</u>	<u>Severity (S)</u>	<u>Calculations of Risk</u>	<u>Action Level</u>																																													
5 Almost Inevitable 4 Very Likely 3 Likely 2 Very Unlikely 1 Negligible	5 Multi Death/Injury 4 Single Death 3 RIDDOR Major Injury 2 RIDDOR 3 Day 1 Minor/First Aid	<table border="1"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Probability</td> <td>5</td> <td>5M</td> <td>10H</td> <td>15H</td> <td>20H</td> <td>25H</td> </tr> <tr> <td>4</td> <td>4L</td> <td>8H</td> <td>12H</td> <td>16H</td> <td>20H</td> </tr> <tr> <td>3</td> <td>3L</td> <td>6M</td> <td>9H</td> <td>12H</td> <td>15H</td> </tr> <tr> <td>2</td> <td>2L</td> <td>4L</td> <td>6M</td> <td>8H</td> <td>10H</td> </tr> <tr> <td>1</td> <td>1L</td> <td>2L</td> <td>3L</td> <td>4L</td> <td>5M</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td colspan="5" style="text-align: center;">Severity</td> </tr> </table>	Probability	5	5M	10H	15H	20H	25H	4	4L	8H	12H	16H	20H	3	3L	6M	9H	12H	15H	2	2L	4L	6M	8H	10H	1	1L	2L	3L	4L	5M			1	2	3	4	5			Severity					Low – no action required  Medium – justify/review for each event day  High - mediate action/further controls needed
Probability	5	5M		10H	15H	20H	25H																																									
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		Severity																																														

IMPORTANT NOTE: To Whom It May Concern,

We the Organisers, CSM, reserve the right to alter, update or amend the details contained herein at any time, in light of new information or new procedures being required. Whilst we, as a responsible employer, will adhere to all necessary control measures so far as is reasonably practicable, this Risk Assessment is a live document and the final physical safety arrangements onsite may therefore differ slightly from the written ones shown here.

## FIRE RISK ASSESSMENT

IGNITION SOURCE	CONSEQUENCES	WHO IS AT RISK?	CALCULATION OF RISK			CONTROL MEASURES INITIATED	ACTION LEVEL		
Catering – especially with high temperature cooking (none known at present)	Death, Smoke Inhalation, Severe burns, injury	Exhibitors Visitors CSM Staff Venue Staff Contractors Catering staff	2	4	<b>8H</b>	<ul style="list-style-type: none"> <li>Venue caterers regularly inspected by venue staff.</li> <li>Cleaning regime to prevent build up of residue fats in ducts and covers.</li> </ul>	1	3	<b>3M</b>
Chemical handling / Disposal (none known at present)	Death, Smoke Inhalation, Severe burns, injury	Exhibitors Venue Staff Contractors Organisers Staff	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>All exhibitors and contractors advised of COSHH via exhibitor manual</li> <li>All chemical usage by prior written arrangement with the venue</li> <li>Information on safe handling and disposal to be issued to exhibitors and contractors</li> <li>HSO to monitor on site</li> <li>Use of protective equipment enforced where necessary</li> </ul>	2	3	<b>6M</b>
Compressed Gas	Death, Smoke Inhalation, Severe burns, injury Unconfined vapour cloud, explosion/boiling liquid expanding vapour explosion, very serious injury from fire, burns, damage to property. Projectiles from exploding gas containers causing injury and damage	Public Exhibitors Venue Staff Contractors Organisers	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>Any person carrying out the installation, testing, commissioning and maintenance of gas appliances, or associated fittings, must be competent to the level required by the venue and detailed in the Venue Risk Assessment.</li> <li>Details of usage on a stand must be submitted to the venue a minimum of 35 days prior to the first day of tenancy.</li> <li>Dispensation to use LPG will only be given when all other options have been exhausted, and number of cylinders will be restricted. Sites must be marked on floorplan held in Organisers office and control room.</li> <li>Only one gas container permitted on any one stand at any one time and removed from site for storage.</li> <li>Certificate of safety to be attached to each installation by a registered GAS SAFE fitter immediately after installation</li> </ul>	1	5	<b>5M</b>

## FIRE RISK ASSESSMENT

Demonstrations on stands	Death, Smoke Inhalation, Severe burns, injury	Visitors Exhibitors CSM Staff Contractors Venue Staff	3	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Any stands including demonstrations involving heat do produce a fire risk assessment.</li> <li>Regular monitoring during show to ensure compliance with agreed controls.</li> </ul>	3	1	<b>3L</b>
Electrics	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>Official contractor appointed (MSB). All on-site connections the responsibility of MSB, in communication with venue electricians</li> <li>Electrical regulations provided</li> <li>Limitations re. strobes, lasers.</li> <li>Electrical contractor to advise where more electricity is required</li> <li>Advise through manual that additional CO2 extinguishers may be required on shows that have a high electrical usage</li> <li>Emergency numbers for electricians and mains contractor held in organisers office</li> <li>Checks on site by HSO to ensure that all waste materials disposed of safely and in suitable containers.</li> <li>Exhibitors &amp; contractors briefed on what is permitted to be left as rubbish and advised of controls regarding dangerous substances.</li> <li>Special note – electrics disconnected ½ hour into breakdown to make for safe dismantling of stands.</li> </ul>	2	3	<b>6M</b>
Excess Rubbish	Fire Emergency access / escape hindered	Contractors Exhibitors Venue Staff Organisers Security Cleaners	4	3	<b>12H</b>	<ul style="list-style-type: none"> <li>All to monitor gangways and emergency exits</li> <li>Tannoys throughout halls on a regular basis during build to remind exhibitors and contractors to keep gangways clear</li> <li>Financial penalties in place for repeat offenders</li> </ul>	2	2	<b>4L</b>
Hot Working (none known at present)	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>Fire Department to be informed and checks made prior to permits being issued</li> <li>Operatives to be fully trained</li> <li>Working area to be isolated</li> <li>Suitable protective equipment must be used</li> </ul>	2	2	<b>4L</b>

## FIRE RISK ASSESSMENT

Naked Flames (candles) – none known at present	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>Identify stands using candles/naked flame as part of display and ensure that they extinguish all flames before leaving site each day.</li> <li>All exhibitors proposing to incorporate naked flames into their stand display must complete a fire risk assessment.</li> <li>Exhibitors with stands that have tea lights or candles as part of their display may be permitted to light a number of them, by agreement with the duty fire and safety officer on site.</li> <li>HSO to monitor all stands and ensure that no naked flame is near any flammable materials.</li> <li>Venue fire extinguishers are to be located near to all stands using naked flames.</li> </ul>	2	3	<b>6M</b>
Portable Appliances	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>Removal of all non-PAT equipment.</li> <li>Checks to ensure all PAT tested equipment are certified.</li> <li>Regular checks by HSO</li> </ul>	1	5	<b>5M</b>
Power Tools	Injury from defective tools or unauthorised or improper use. Electric shock and fire from faulty electrical equipment.	Exhibitors Contractors	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>Power reduced through centre tapped earths to 110v.</li> <li>Floor managers to monitor for obviously defective equipment and improper or unauthorized use likely to cause injury.</li> <li>Portable electrical equipment must be subject to suitable inspection and testing regime.</li> </ul>	2	2	<b>4M</b>
Smoking	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	3	5	<b>15M</b>	<ul style="list-style-type: none"> <li>The Venue is a no smoking venue. Smoking is prohibited in the halls at all times.</li> <li>Security and organisers to monitor</li> </ul>	3	2	<b>6M</b>

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Stand Construction Materials	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	3	5	15H	<ul style="list-style-type: none"> <li>• <b>Timber:</b> should all be rendered flameproof in a manner approved and shall be branded with a recognised mark.</li> <li>• <b>Carpet &amp; Textile fabrics</b> and any other decorative material used for stand dressings must be flame proofed and comply with BSEN13773. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands. Treated fabric may be permitted as a ceiling to single storey stands where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hand not less than 75mm clear of the floor and be parted in the centre.</li> <li>• <b>Upholstered seating</b> must pass the criteria for smouldering ignition source 0. Flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5 BS 4852 1990.</li> <li>• All to be listed in stand plans and checked by floor managers on site.</li> </ul>	1	5	5M
Terrorist Attack / Arson	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	3	5	15H	<ul style="list-style-type: none"> <li>• All staff aware of evacuation procedures</li> <li>• Security, organiser staff to constantly monitor halls for abandoned items</li> <li>• Security to manage evacuation.</li> <li>• All staff briefed to be aware of their surroundings and to report anything suspicious</li> <li>• Emergency procedures communicated in exhibitor manual and available onsite</li> <li>• Accident book in Organiser’s office used to investigate the incident and take details of injured party purely for our records only and to comply with RIDDOR.</li> </ul>	1	5	5M

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Vehicles as exhibits / fuel None at present in hall	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	2	5	<b>10M</b>	<ul style="list-style-type: none"> <li>• Arrange schedule for delivery and collection and communicate this to venue and official FM</li> <li>• All contractor and exhibitors issued, via manual, instructions regarding battery disconnection and fuel removal</li> <li>• No refuelling allowed on site.</li> </ul>	2	2	<b>4L</b>
Waste Materials/ Excess Rubbish	Death, Smoke Inhalation, Severe burns, injury	Public Exhibitors Venue Staff Contractors Organisers Staff	4	5	<b>20H</b>	<ul style="list-style-type: none"> <li>• Checks on site by Organiser staff to ensure that all waste materials disposed of safely and in suitable containers.</li> <li>• Exhibitors &amp; contractors briefed on what is permitted to be left as rubbish and advised of controls regarding dangerous substances.</li> <li>• Organisers to re-enforce message to keep emergency gangways clear plus regular tannoy messages.</li> <li>• All to monitor all other gangways.</li> <li>• Designated off load area and gangways</li> <li>• Any goods unloaded into unauthorised gangways will be confiscated</li> <li>• Overnight pre-cleans to remove excess waste in aisles.</li> <li>• Lifting Controls in place.</li> <li>• Pre show communication with exhibitors and contractors detailing above</li> </ul>	2	3	<b>6M</b>
Welding /Angle Grinders (none at present)	Burns Eye injuries	Contractors Exhibitors Venue Staff Organisers Security Cleaners	3	3	<b>9H</b>	<ul style="list-style-type: none"> <li>• Fire Department to be informed and checks made prior to permits being issued</li> <li>• Operatives to be fully trained</li> <li>• Working area to be isolated</li> <li>• Suitable protective equipment must be used</li> </ul>	2	2	<b>4L</b>

## FIRE RISK ASSESSMENT

### FIRE RESPONSE CONTROLS:-

Arrangement to deal with emergency fire situation:

Emergency procedures:

Briefing on emergency procedures/emergency aisles on plans

Cleaning to keep emergency aisles and exits clear

Organisers to monitor emergency aisles and exits are kept clear

Venue fire protection system

Venue fire fighting equipment (extinguishers)

Regular patrols by organiser staff

Monitoring:

<b>Hazard</b>	<b>Monitored by</b>	<b>Frequency</b>
Build up of debris	Operations team, cleaners	Regularly
Electrical connections on stand	Operations Team	Regularly
Entry/exits blocked	Operations team, security	