

## 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 open 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.

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

**Key Activities & Visitor Profile:**

**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.

All CSM staff receives a copy of the emergency procedures pre-show and all on-site office staff are briefed in what to do in the event of 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**

<b>Probability (P)</b>	<b>Severity (S)</b>	<b>Calculations of Risk</b>	<b>Action Level</b>																																													
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);"><b>Probability</b></td> <td><b>5</b></td> <td>5M</td> <td>10H</td> <td>15H</td> <td>20H</td> <td>25H</td> </tr> <tr> <td><b>4</b></td> <td>4L</td> <td>8H</td> <td>12H</td> <td>16H</td> <td>20H</td> </tr> <tr> <td><b>3</b></td> <td>3L</td> <td>6M</td> <td>9H</td> <td>12H</td> <td>15H</td> </tr> <tr> <td><b>2</b></td> <td>2L</td> <td>4L</td> <td>6M</td> <td>8H</td> <td>10H</td> </tr> <tr> <td><b>1</b></td> <td>1L</td> <td>2L</td> <td>3L</td> <td>4L</td> <td>5M</td> </tr> <tr> <td></td> <td></td> <td><b>1</b></td> <td><b>2</b></td> <td><b>3</b></td> <td><b>4</b></td> <td><b>5</b></td> </tr> <tr> <td></td> <td></td> <td colspan="5" style="text-align: center;"><b>Severity</b></td> </tr> </table>	<b>Probability</b>	<b>5</b>	5M	10H	15H	20H	25H	<b>4</b>	4L	8H	12H	16H	20H	<b>3</b>	3L	6M	9H	12H	15H	<b>2</b>	2L	4L	6M	8H	10H	<b>1</b>	1L	2L	3L	4L	5M			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>			<b>Severity</b>					Low – no action required  Medium – justify/review for each event day  High - mediate action/further controls needed
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**Important Note:**

To whom it may concern, we the Organisers, CSM, reserve the right to alter, update or amend the details contained herein at anytime, in light of new information or new procedures being required. Whilst we, as a responsible employer, will adhere to all venue 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.

## RISK ASSESSMENT

### BUILD-UP

IDENTIFY HAZARD	CONSEQUENCES	WHO IS AT RISK?	CALCULATION OF RISK			CONTROL MEASURES INITIATED	ACTION LEVEL		
Access/egress of vehicles	Impact injuries Collision	CSM Staff Exhibitors Contractors Venue staff	2	4	<b>8H</b>	<ul style="list-style-type: none"> <li>Competent venue traffic marshals to ensure even flow of traffic and marshalling of routes and lorry doors</li> <li>Abide by house (venue) traffic rules</li> <li>Hall access and exit as per traffic and security instruction</li> </ul>	1	4	<b>4L</b>
Alcohol, drugs - contractors working at height, drivers, under the influence	Incapacitation leading to: Falls from height Impact injuries Falling objects	CSM Staff Exhibitors Contractors Venue staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Alcohol prohibited onsite during build up and breakdown.</li> <li>Organisers to monitor for signs of drug use or incapacitation from alcohol - will take appropriate action – work stopped in severe cases</li> </ul>	1	4	<b>4L</b>
Animals	Injury to Animal	Animal and handler	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Risk assessments from exhibitor to cover transport, housing, welfare of animal</li> </ul>	1	1	<b>1L</b>
Back-to-back schedule at venue	Injury to venue staff and early access contractors	Venue Contractors Organisers	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>Agree schedule for services, cleaning, mark out and access with venue</li> <li>Agree sign off procedure once area is ready for production</li> <li>Agree deadline for all structural work to be complete</li> </ul>	2	1	<b>2L</b>

Bad Weather	Injuries caused though tiredness Poor lighting	CSM Staff Exhibitors Contractors Venue staff	2	2	<b>4L</b>	<ul style="list-style-type: none"> <li>Loading bays to have additional lighting</li> <li>All forklifts to have pre-use check to ensure lights are working</li> <li>Traffic marshals/Security staff to wear reflective clothing</li> <li>Where working at height or theatre set build is taking place, the nearest lorry doors must remain closed to protect from high winds</li> </ul>	1	1	<b>1L</b>
Banners falling from height	Serious injury/ broken bones/ head injuries/ death Impact injuries/ crushing Falls from height Falling objects Damage to stand	CSM Staff Exhibitors Contractors Venue staff	2	5	<b>5M</b>	<ul style="list-style-type: none"> <li>Use in-house rigging contractor for theatre banners</li> <li>Rigging schedule put into operation prior to tenancy</li> <li>Isolate area where banner is being rigged if done during tenancy</li> <li>PPE to be worn at all times</li> </ul>	2	2	<b>4L</b>
Blocked Gangways	Slips & trips Emergency access hindered Blocked Fire Exits	Contractors Exhibitors Venue Staff Organisers Security Cleaners	5	3	<b>15H</b>	<ul style="list-style-type: none"> <li>Emergency gangways marked on plans distributed by lifts</li> <li>Organiser to re-enforce message to keep emergency gangways clear plus regular tannoy messages.</li> <li>Organiser to monitor all other gangways.</li> <li>Official lifting contractor, (GES Logistics) been briefed not to offload whatsoever into emergency gangways. MSB have also been briefed</li> <li>Any goods unloaded into gangways will be moved</li> <li>Preshow communication with exhibitors and contractors detailing above</li> <li>All staff to monitor gangways</li> </ul>	2	3	<b>6M</b>

Blocked Fire Exits	Fire Hazard Death Panic Crushing	CSM Staff Exhibitors Contractors Venue Staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>Organiser &amp; Venue H&amp;S patrolling hall to ensure fire exits aren't blocked</li> <li>Empty packaging must be removed off site</li> <li>All rubbish/material must be thrown in the gangway for the official cleaners to remove throughout the day</li> <li>Appointed lifting contractor and couriers to place all deliveries onto the stand</li> </ul>	1	5	<b>5M</b>
Chemical Disposal (none known at present)	Illness through incorrect handling Illness through in correct disposal Damage to Venue	Contractors Exhibitors Venue Staff Organisers Security Cleaners	3	4	<b>12H</b>	<ul style="list-style-type: none"> <li>All exhibitors are advised of COSHH via exhibitor manual</li> <li>Contractors send in Method Statement and Risk assessments.</li> <li>Exhibitors required to submit form confirming chemicals won't be used on their stand</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>Organiser to monitor on site</li> </ul>	2	3	<b>6M</b>
Children onsite	Lower perception of risk Death	Children	2	4	<b>8H</b>	<ul style="list-style-type: none"> <li>No children of 16 and under permitted in hall during build-up and breakdown.</li> <li>Security to prevent this</li> <li>Organiser to monitor for children in the halls especially during initial stages of pull out.</li> </ul>	1	4	<b>4L</b>
Collapse of exhibition stand under construction	Very serious injury/broken bone/head injuries Injured persons trapped	CSM Staff Exhibitors Contractors Venue staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>Show Features – approved contractors to build</li> <li>Risk Assessment and method statement required for all space only stands</li> <li>Space only stands approved by International Select Events; complex stands passed to venue for approval</li> <li>Risk assessment and shell sign off supplied by official shell scheme contractor (MSB)</li> <li>First aid available from venue</li> <li>FM &amp; HSO to monitor</li> </ul>	1	5	<b>5M</b>

Compressed gases (including LPG) – none known at present	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.	Contractors Exhibitors Venue Staff Organisers Security	5	5	<b>25H</b>	<ul style="list-style-type: none"> <li>• Use of compressed gases permitted only where essential by exception – no LPG.</li> <li>• Sites must be marked on floorplan held in organiser’s office and control room.</li> <li>• Only one gas container permitted on any one stand at any one time. Spares must be kept off site</li> <li>• Certificate of safety to be attached to each installation by a registered GAS SAFE fitter immediately after installation.</li> </ul>	1	4	<b>4L</b>
Dust from wood saws or construction work	Organic dust is explosive Irritant to eyes and lungs, breathing difficulties Carcinogenic	CSM Staff Exhibitors Contractors Venue staff	2	2	<b>4L</b>	<ul style="list-style-type: none"> <li>• Dust to be extracted and bagged at source where practicable</li> <li>• Adequate ventilation of hall</li> <li>• Organiser staff to monitor and stop works if build up is excessive until it clears</li> <li>• Appropriate PPE to be worn</li> <li>• Advise cleaning contractor of the nature of build and specific problems which might occur</li> <li>• MDF to be discouraged but must be cut outside and not in the halls if used</li> </ul>	1	2	<b>2L</b>

Electrics – temporary electrical installations and power to stands	Fire Electrocution Electric Shock	Contractors Exhibitors Venue Staff Organisers Security Cleaners	3	4	<b>12H</b>	<ul style="list-style-type: none"> <li>• Official contractor appointed (MSB).</li> <li>• Electrical contractor to carry out visual inspection of exhibitor installations before connection to power supply.</li> <li>• All on-site connections the responsibility of official contractor. Test cards submitted prior to connection.</li> <li>• Distribution box and consumer units to be sited high enough to be clear of combustible waste at ground level.</li> <li>• Limitations re. strobes, lasers, to be on an agreed setting and with exhibitor &amp; HSO, to avoid any risk to visitors, exhibitors etc. RA's requested from exhibitors and shared with HSO and venue pre-event.</li> </ul>	2	3	<b>6M</b>
Electrical Fire	Fire	Contractors Exhibitors Venue Staff Organisers	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>• Appoint competent electrical contractor for connection and sign off</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 technicians and mains contractor held in organisers office</li> </ul>	3	2	<b>6M</b>
Emergencies	Panic, falls and crushing	CSM staff Exhibitors Contractors Venue Staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>• Emergency procedures briefed to all staff, contractors and exhibitors</li> <li>• Procedures available from organiser's office</li> <li>• Security to ensure that all exits are unlocked during the tenancy hours and not locked until the halls are empty of personnel.</li> </ul>	1	5	<b>5M</b>
Excess Rubbish	Fire Emergency access / escape hindered	Contractors Exhibitors Venue Staff Organisers	4	3	<b>12H</b>	<ul style="list-style-type: none"> <li>• Cleaners to monitor emergency gangways</li> <li>• All to monitor gangways and emergency exits</li> <li>• Tannoys throughout halls on a regular basis 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>

Expectant Staff	Slips trips and falls  Tiredness, fainting Injury to foetus  Medical complications to do with pregnancy Immune system suppressed so vulnerable to biological hazards	Expectant Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Separate risk assessment from employer of stand</li> <li>First aid notified of known expectant mothers</li> <li>Risk assessment required for CSM staff as per Management of Health and Safety at Work Regs 16-18</li> </ul>	1	1	<b>1L</b>
Evacuation	Panic, falls, crushing	CSM staff Exhibitors Contractors Venue Staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>Evacuation procedure briefed to all staff, contractors and exhibitors.</li> <li>Recognized security staff appointed to assist if the need to evacuate arises.</li> </ul>	1	5	<b>5M</b>
Flood/Spillage	Slips and falls on level surface. Electric shock if in contact with live installations	CSM staff Exhibitors Contractors Venue Staff	2	4	<b>8M</b>	<ul style="list-style-type: none"> <li>Competent cleaning contractor appointed by Venue.</li> <li>Cleaners to tape off significant spills and floods.</li> <li>Cleaning contractor required to respond to spillages or floods within 15 minutes.</li> <li>Isolate stands affected from power source.</li> </ul>	1	4	<b>4L</b>



Food Contamination/ Food poisoning Hyper-allergic reaction e.g. nuts	Illness, vomiting, death Anaphylactic shock, fits seizure, death	CSM Staff Exhibitors Contractors Venue staff	2	4	<b>8M</b>	<ul style="list-style-type: none"> <li>All catering supplied by in-house competent contractors with venue approved catering regulations and food / hygiene procedures.</li> <li>First Aid available from venue</li> </ul>	1	4	<b>4L</b>
Hanging Wires	Eye Injury Snagging on moving vehicles causing injury from snapping high tension wire	CSM staff Exhibitors Contractors Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Wires not to be left hanging below head height and to be marked with tape.</li> <li>Monitoring by organiser staff</li> <li>Rigging only permitted by in house rigging contractor</li> </ul>	1	1	<b>1L</b>
Hot Works – welding and angle grinders (none know at present)	Burns, injury Fire Explosion	CSM staff Exhibitors Contractors Venue Staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>A daily hot work permit is required for all welding, cutting and grinding being carried out in the halls. These are obtained via the Fire Officer.</li> <li>Hot work is monitored on stands, and if required enforce the following: - use a fire extinguisher, suitable guards to be in place, area cleared of flammables and competent operator to wear suitable PPE.</li> <li>All control measures should be implemented from Exhibitor's own RA.</li> <li>Operatives to be fully trained.</li> <li>Working area to be isolated.</li> <li>Suitable protective equipment must be used.</li> </ul>	1	1	<b>3L</b>
Installation of Water features (None known at present)	Legionella Spills Drowning Electrocution	Contractors Exhibitors Venue Staff Organisers	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>Information issued to exhibitors and contractors via manual and pre show operational information regarding water safety and Legionella</li> <li>Risk assessments and method statements to be submitted for all water features</li> <li>Mobile contacts for mains and electricians to be held in organiser's office</li> </ul>	1	5	<b>5L</b>

Early Working	Injury resulting from tiredness Poor lighting	Contractors Exhibitors Venue Staff Organisers	3	3	<b>9H</b>	<ul style="list-style-type: none"> <li>• Early working will be permitted for those companies requiring it to prevent unsafe working practices.</li> <li>• If medical centre is closed, ensure that official staffs on-site (HSO/Security etc) have suitable medical experience</li> <li>• Early HSO has been appointed to cover working and adequate security ordered</li> <li>• All contractors must have full approval to build from organiser</li> <li>• Ensure adequate lighting in halls and arrange additional lighting in unloading bays</li> <li>• Advise all on-site personnel of evacuation procedures</li> </ul>	2	2	<b>4L</b>
Lighting	Insufficient lighting leading to slips, trips, falls and injury from other accidents such as impact with vehicles.	CSM staff Exhibitors Contractors Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>• Venue required to provide adequate working lights.</li> </ul>	1	3	<b>3L</b>
Manual Handling	Injury from dropped loads. Muscular/skeletal problems.	CSM staff Exhibitors Contractors Venue Staff	3	3	<b>9H</b>	<ul style="list-style-type: none"> <li>• Competent lifting contractor used for large loads.</li> <li>• Pallet truck supplied by lifting contractor for smaller loads.</li> <li>• Vehicle marshalling to ensure vehicles unload as close to stands as possible.</li> <li>• Organiser's staff briefed on manual handling.</li> <li>• Organiser staff to monitor for unsafe practices.</li> <li>• Safety footwear advised.</li> </ul>	2	2	<b>4L</b>

Mechanical Lifting Equipment Forklifts	Collapse of load Impact Injuries	Contractors Exhibitors Venue Staff Organisers	3	4	12H	<ul style="list-style-type: none"> <li>GES Logistics appointed as the official lifting contractor who will book Messe Frankfurt Forklift &amp; Crew for use in the hall.</li> <li>All operatives trained and licensed – trained in manual handling regulations &amp; the use of lifting aids.</li> <li>Daily equipment checks on arrival on-site.</li> <li>Forklifts to be numbered for easy identification.</li> <li>All forklifts drivers briefed to carry overhead loads safely – bleepers, hazard lights, etc.</li> <li>Pallet trucks and manual handling recommended as suitable alternatives.</li> <li>Banksmen used when necessary</li> </ul>	2	3	6M
Medical Emergencies	Injuries from accidents, illness, e.g. Heart condition, shock, food poisoning, fainting, intoxication, head, stress, dehydration	CSM staff Exhibitors Contractors Venue Staff	2	3	6M	<ul style="list-style-type: none"> <li>First aid office in venue</li> <li>Emergency procedures and numbers communicated in exhibitor manual and pre-show info</li> </ul>	1	3	3L
Nails	Injuries to feet	as above	4	2	8H	<ul style="list-style-type: none"> <li>Advise everyone to wear appropriate shoes</li> </ul>	3	1	3L
Noise (excessive)	Noise induced hearing loss  Failing to hear safety messages	CSM Staff Exhibitors Contractors Venue staff	2	3	6M	<ul style="list-style-type: none"> <li>Where noise levels exceed 80dB, measures will be taken for noise to cease or be reduced.</li> <li>Organiser / HSO to monitor.</li> </ul>	1	3	3L

Non-English speaking personnel	Emergency access / escape hindered	Contractors Exhibitors Venue Staff Organisers	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>FM to identify and communicate with any non-English speaking contractors</li> </ul>	1	2	<b>2L</b>
PA (Tannoy) Failure	No means of conveying safety messages	CSM staff Exhibitors Contractors Venue Staff	2	5	<b>10</b>	<ul style="list-style-type: none"> <li>Venue, Security, organizer staff on radios to relay emergency messages.</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>FM 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>
Rigging	Falling Objects Falling from height	Contractors Exhibitors Venue Staff Organisers Security Cleaners	3	4	<b>12H</b>	<ul style="list-style-type: none"> <li>Rigging Only undertaken by venue riggers</li> <li>Rigging will usually be undertaken when the halls area is clear.</li> <li>Isolate area where banner is going to be rigged if done during tenancy</li> <li>PPE to be worn at all times</li> </ul>	1	4	<b>4L</b>

Show Layout	Access to emergency gangways impeded Congestion around complex stand build	Contractors Exhibitors Venue Staff Organisers Security Cleaners	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>Venue regulations regarding minimum gangway and emergency gangways adhered to</li> <li>Floorplan submitted to venue for approval</li> <li>Emergency gangways marked on floorplans displayed by lifts</li> <li>Organiser staff to monitor on-site</li> </ul>	1	2	<b>2L</b>
Smoking	Fire	Exhibitors Visitors Organisers Venue Staff	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>The Venue is a non-smoking venue, complying with local regs</li> <li>Suitable units for the disposal of cigarettes in the designated smoking areas are provided by the venue</li> <li>Cleaners and organizer staff to monitor voids</li> </ul>	3	2	<b>6M</b>
Space Only Sites  Particularly complex structures	Stand collapse Potential Fatalities/Maj or Injury	Contractors Exhibitors Venue Staff Organisers Security Cleaners	3	4	<b>12H</b>	<ul style="list-style-type: none"> <li>All contractors and exhibitors issued with standfitting and H&amp;S regulations via the Exhibitor Manuals.</li> <li>Drawings and structural calculations requested in English and examined to ensure safe design.</li> <li>Method statement assessed to ensure consistency between stand design and building practice, and reasonable working practices being followed.</li> <li>All Exhibitors requested to submit risk assessment covering their activities on-site.</li> <li>Representative from venue and HSO on-site to monitor complex stand build</li> <li>Manual and stand approval letter highlights timetable and need to design stand which can be built within timescale given.</li> <li>Exhibitors advised to appoint AEC or ESSA member contractors</li> <li>No under-16s permitted into the exhibition halls.</li> <li>Exhibitors and contractors advised to wear protective clothing as relevant</li> </ul>	2	3	<b>6H</b>

Traffic Movement Vehicle manoeuvring Vehicle unloading	Impact Injuries Fumes	All On-Site	3	3	9H	<ul style="list-style-type: none"> <li>Venue Traffic responsible for traffic movement</li> <li>Access for main and space only stands in through S6 and out of S8</li> <li>Organiser staff will check access doors for congestion and liaise with traffic</li> </ul>	2	3	6M
Trailing cables	Slips, trips and falls on level surface. Cuts to cable exposing live ends could result in electric shock and fire	CSM staff Exhibitors Contractors Venue Staff	4	2	8H	<ul style="list-style-type: none"> <li>Contractors / exhibitors encouraged to order sufficient temporary power supply for buildup.</li> <li>HSO staff to monitor</li> </ul>	2	3	6M
Trespass and unauthorised access	Injury from lack of awareness of risks	Trespassers and unauthorised persons	2	3	6M	<ul style="list-style-type: none"> <li>Venue requested to ensure that non-essential staff do not use halls.</li> <li>Pass system in place to reduce unauthorized access.</li> <li>Security to monitor.</li> </ul>	1	1	2L
Unsafe working practices	Unsafe structures/ inferior work standards	CSM staff Exhibitors Contractors Venue Staff	2	3	6M	<ul style="list-style-type: none"> <li>All exhibitors are advised to undertake checks on contractors who they employ and who they are responsible for, and then relay that information to organiser's H&amp;S consultants via declaration form.</li> <li>RA and Method statements are completed by all contractors and are available onsite from International Select Events.</li> </ul>	1	3	3L

Vehicles as exhibits None at present inside hall	Impact Injuries Damage to stands Damage to Venue	As Above	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>• Arrange schedule for delivery and collection and communicate this to venue and official HSO staff</li> <li>• Designate access door and gangways for entry and exit</li> <li>• Access not permitted unless stand structural work is complete</li> <li>• All contractor and exhibitors issued, via manual, instructions regarding battery disconnection and fuel</li> </ul>	2	2	<b>4L</b>
Vermin – pigeons, rats, mice, foxes, etc.	Disease (from rats, Weils) and other health hazards. Bites	CSM staff Exhibitors Contractors Venue Staff	2	2	4L	<ul style="list-style-type: none"> <li>• HSO &amp; venue staff to monitor</li> </ul>	1	1	<b>2L</b>
Waste Materials	Fire Hindered Access to emergency gangways	Contractors Exhibitors Venue Staff Organisers Security Cleaners	4	3	12 H	<ul style="list-style-type: none"> <li>• Checks on site by HSO to ensure that all waste materials disposed of safely and in suitable containers.</li> <li>• Exhibitors and contractors briefed on what is permitted to be left as rubbish and advised of controls regarding dangerous substances.</li> </ul>	2	3	6M
Working at Height	Falling objects	CSM staff Exhibitors Contractors Venue Staff	3	3	<b>9L</b>	<ul style="list-style-type: none"> <li>• Isolate the area underneath</li> <li>• Contractors only advised to carry what is necessary</li> <li>• Suitable protective gear to be worn at all times</li> </ul>	2	3	<b>6M</b>

<p>Working platforms Mobile Access Towers Mobile elevated working platforms (MEWPS) Scaffolds Ladders (also see working at height)</p>	<p>Collapse with persons and objects falling from height</p>	<p>CSM Staff Exhibitors Contractors Venue Staff Temp Staff</p>	<p>2</p>	<p>1</p>	<p><b>12</b></p>	<ul style="list-style-type: none"> <li>• All mobile MEWPS must comply with LOLER (Lifting Operations and Lifting Equipment Regulations 1998) and have had a thorough inspection in the previous 6 months.</li> <li>• All working platforms to have a guard rail, mid rail and toe board. Mobile access towers must be correctly constructed.</li> <li>• Mobile access towers must be fit for purpose. Outriggers to be used correctly with the correct height to width ratio (3.5 x base width indoors and 3 x base width outdoors).</li> <li>• Mobile access towers may not be moved whilst in use and wheels must be locked off.</li> <li>• Ladders must be footed or tied off and used in accordance with WAHR 2005 (Working at Height Regulation, 2005).</li> <li>• HSO to monitor for unsafe working.</li> </ul>	<p>1</p>	<p>4</p>	<p><b>4L</b></p>
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**OPEN PERIOD**

IDENTIFY HAZARD	CONSEQUENCES	WHO IS AT RISK?	CALCULATION OF RISK			CONTROL MEASURES INITIATED	ACTION LEVEL		
Abuse – to organisers	Injury whilst onsite through abuse by contractors / exhibitors	Organisers	2	1	<b>2</b>	<ul style="list-style-type: none"> <li>Team briefed on the risks on site and emergency procedures.</li> <li>Organisers and Security to have procedures in place to deal with contractors and exhibitors in a constructive manner.</li> </ul>	1	1	<b>1L</b>
Alcohol Use	Injury to alcohol users / slips, trips and falls / illness / abuse or threatening behaviour	Exhibitors Visitors Organisers Venue Staff	4	1	<b>4L</b>	<ul style="list-style-type: none"> <li>Security informed of areas which will serve alcohol and also nature of the show</li> <li>Exhibitors and visitors aware that event is trade and as such are expected to behave accordingly. CSM reserves the right to remove any person behaving in a threatening or abusive manner.</li> </ul>	4	1	<b>4L</b>
Animals (none known at present)	Injury to Animals Distress caused to animal	Animal / handler Exhibitors Visitors Organisers Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Animals are not allowed in the exhibition halls for the duration of the tenancy with the exception of assistance animals for exhibitors/visitors and sniffer dogs</li> <li>Should an exhibitor require an animal as part of an exhibit, a risk assessment from the exhibitor should be submitted for venue approval, covering transport, handling and rest periods.</li> <li>A vet is to be contactable for the time the animal(s) spend within the venue. The animal(s) should be confined to the stand area, with the exception of pre-arranged exercise.</li> </ul>	2	3	<b>6M</b>
Camera Crews (none at present)	Trailing cables causing trip hazard Blocking aisles	Exhibitors Visitors Organisers Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Cordon off static camera positions.</li> <li>Cables must run close to stands and taped down or ramped.</li> <li>Mobile cameras to be non-cable variety.</li> </ul>	1	1	<b>1L</b>

Children on site	Loss of contact with parent/guardian	All persons on site, especially children.	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>As it is a trade show, visitors discouraged from attending with children via website</li> <li>Children must be accompanied by an adult at all times.</li> </ul>	3	1	<b>3L</b>
Collapse of exhibition stand – shell, space and complex structure	Death/very serious injury/broken bones/head injuries/trapped persons	Exhibitors Visitors Organisers Venue Staff	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>Each complex structure is inspected pre-show and onsite</li> <li>Space only exhibitors to submit full method statement and risk assessment to organisers.</li> <li>Approved contractors build shell scheme</li> <li>Shell certification to be received pre-open</li> <li>Visual inspection by HSO and venue representative onsite</li> </ul>	1	4	<b>4L</b>
Crowd Control	Falls on level surface/fainting	Exhibitors Visitors Organisers Venue Staff	3	1	<b>3L</b>	<ul style="list-style-type: none"> <li>Monitoring to ensure attendance does not exceed capacity.</li> <li>Hostesses and CSM staff to monitor theatre queues and numbers</li> <li>Security to monitor and control crowded areas within show.</li> <li>First aid available from venue</li> <li>Venue regulated gangways to ensure maximum emergency exit.</li> <li>Exhibitors only permitted to conduct business from confines of own stands.</li> <li>No trolleys permitted during show open hours.</li> </ul>	1	1	<b>1L</b>
Deliveries During Show Open		Exhibitors Visitors Organisers Venue Staff	5	2	<b>10H</b>	<ul style="list-style-type: none"> <li>Only permitted through pre-arranged access doors (with security cover) and to be hand carried through hall.</li> </ul>	5	1	<b>5L</b>

Display Vehicles	Injury	Exhibitors Visitors Organisers Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Fuel tank must only contain enough fuel to move the vehicle from the hall if vehicle was manufactured before 1984</li> <li>The fuel tank must be sealed, wherever possible with a lockable cap</li> <li>The engines will not be run during the open period</li> <li>Vehicles should be set back from the edges of the stand to avoid aisle congestion and ensure that doors do not open onto gangways</li> <li>Regulations emailed to exhibitors with vehicles pre-show</li> </ul>	2	2	<b>4L</b>
Electrical	Electric shock/fire Exhibitors – plug in equipment not tested or not suitable use in commercial premises	Exhibitors Visitors Organisers Venue Personnel	2	4	<b>8H</b>	<ul style="list-style-type: none"> <li>Use of approved competent electrical contractor.</li> <li>All temporary installations on stands are subject to inspection and compliance with EVA regulations.</li> </ul>	2	1	<b>2L</b>
Exhibitors carpeting gangway between stands	Hinder evacuation	Exhibitors Visitors Organisers Venue Staff	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>All carpet must be laid direct to the hall floor and no platforms, floorflats, etc, will be allowed.</li> <li>Where exhibitors are carpeting the gangway between stands, the gangway must be clearly identifiable as the gangway. Thus, if stands either side of the gangway are being built on raised platforms, the same colour carpet (laid direct to the floor) may be used in the gangway. However, if the stands do not incorporate a raised platform, the gangway must either be carpeted in a contrasting colour from the stands or include a contrasting colour border along each side of the gangway.</li> <li>Each stand will require its own electrical mains connection as the bridging of mains is not permitted.</li> </ul>	2	2	<b>4L</b>

Expectant Exhibitor/Visitor	Slips, trips & falls. Tiredness, fainting, injury to foetus. Medical complications to do with pregnancy. Immune system suppressed – so vulnerable to biological hazards.	Expectant Women	2	3	6M	<ul style="list-style-type: none"> <li>Separate risk assessment from employer of stand.</li> <li>First aid notified of known expectant mothers.</li> <li>Risk assessment required for CSM staff as per Management of Health and Safety at Work Regs 16-18.</li> <li>HSO to notify expectant speaker of First Aid, rest area, where to get assistance if necessary</li> </ul>	1	1	1L
Flood/Spillage	Slips and falls on level surface. Electric shock if in contact with live installations	CSM staff Exhibitors Contractors Venue Staff	2	4	8	<ul style="list-style-type: none"> <li>Competent cleaning contractor appointed by Venue.</li> <li>Cleaners to tape off significant spills and floods.</li> <li>Cleaning contractor required to respond to spillages or floods within 15 minutes.</li> <li>Isolate stands affected from power source.</li> </ul>	1	4	4L
Food Poisoning	Sickness / Fainting / Collapse	Exhibitors Visitors Organisers Venue Staff	3	3	9H	<ul style="list-style-type: none"> <li>Venue is sole provider of food and drink available on-site</li> <li>All venue catering staff are aware of food hygiene</li> <li>Where exhibitors wish to provide food on-site – food hygiene regulations are issued via the manual</li> <li>All exhibitors provided stand catering must be approved by the venue, and where food is being brought from overseas, a compliance notice must be issued to ensure it adheres to the relevant importation and customs laws.</li> </ul>	1	2	2L
Gangway Congestion	Emergency access hindered Slips & Trips	Exhibitors Visitors Organisers Venue Staff	3	2	6m	<ul style="list-style-type: none"> <li>Maximum permitted number of visitors within hall not to be exceeded, registration staff to advise, security to restrict access if required.</li> <li>Minimum venue gangways maintained to escape routes</li> <li>Exhibitors only permitted to conduct business from within confines of own stands</li> <li>No trolleys permitted during open hours.</li> </ul>	3	1	3L

Maintenance Work	Injury Collapse of exhibit/stand	Exhibitors Visitors Organisers Venue Staff	3	3	<b>9H</b>	<ul style="list-style-type: none"> <li>All maintenance work to be carried out before show open and after close of show and monitored by HSO.</li> </ul>	3	2	<b>6M</b>
Major Incident – terrorist threat (bomb) – venue fire	Injury Fatality Panic (crushing) Explosion (fire)	Exhibitors Visitors Organisers Venue Staff	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>Emergency procedures communicated in exhibitor manual and available from organiser’s office onsite</li> <li>All staff aware of evacuation procedure</li> <li>Security and organizer staff to constantly monitor halls for abandoned items</li> <li>All staff briefed to be aware of their surroundings and to report anything suspicious</li> <li>Security to manage evacuation.</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	<b>5M</b>
Mechanical Chemical Demonstrations (none known at present)	Illness caused by chemicals Injury caused by demonstrations	Exhibitors Visitors Organisers Venue Staff	4	3	<b>12H</b>	<ul style="list-style-type: none"> <li>Risk Assessments required for all demonstrations</li> <li>COSHH assessments to be submitted where required</li> <li>Guarding of all moving parts</li> <li>Controls sited beyond public reach</li> <li>To be kept below 80 decibels and policed via sound monitors Necessary.</li> <li>Organiser staff to monitor on-site</li> </ul>	4	1	<b>4L</b>

Medical Emergencies	Injuries from accidents, illness, e.g. Heart condition, shock, food poisoning, fainting, intoxication, head, stress, dehydration.	CSM staff Exhibitors Contractors Venue Staff	2	3	6	<ul style="list-style-type: none"> <li>First aid office by hall</li> <li>Emergency procedures and numbers communicated in exhibitor manual and available onsite from organiser's office</li> </ul>	1	3	<b>3L</b>
Moving plant & trolleys	Impact Injuries	Exhibitors Visitors Organisers Venue Staff	3	3	<b>9H</b>	<ul style="list-style-type: none"> <li>Moving plant and trolleys are not allowed in public areas while public are in the building.</li> <li>If essential deliveries, then a banksman must be employed and security/HSO to enforce.</li> </ul>	1	1	<b>1L</b>
Naked Flames (candles) – none known at present	Fire	Exhibitors Visitors Organisers Venue Staff	2	3	<b>6M</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>HSO to monitor all stands and ensure that no naked flame is near any flammable materials.</li> <li>Fire extinguishers to be located near to all stands using naked flames.</li> </ul>	2	3	<b>6M</b>
Noise	Noise induces hearing loss. Failing to hear safety messages.	CSM staff Exhibitors Contractors Venue Staff	2	3	<b>6</b>	<ul style="list-style-type: none"> <li>Where noise levels exceed 80dB, measures will be taken for noise to cease or be reduced.</li> <li>Organizer and HSO to monitor.</li> <li>Advice given to Exhibitors in Exhibitor Manual.</li> </ul>	1	3	<b>3L</b>
PA (Tannoy) Failure	No means of conveying safety messages.	CSM staff Exhibitors Contractors Venue Staff	2	5	<b>10</b>	<ul style="list-style-type: none"> <li>Venue, Security, and organisers on radios to relay emergency messages.</li> </ul>	1	5	<b>5M</b>

Protests	Injury	Exhibitors Visitors Organisers Venue Staff	2	1	<b>2L</b>	<ul style="list-style-type: none"> <li>Any potential threats to be communicated to Venue and Security</li> <li>Police to be notified of any potential threat</li> <li>List of high profile visitors/delegates to be submitted to the Venue and security in advance</li> </ul>	1	1	<b>1L</b>
Signage Collapse	Head injuries/impact injuries/damage to equipment	CSM Staff Exhibitors Contractors Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Official riggers to be used to rig banners and official graphics company used to position signage.</li> </ul>	2	2	<b>4L</b>
Slips/trips/falls on level surfaces & stairs	Breaks, strains/sprains, bruises	CSM Staff Exhibitors Contractors Venue Staff	3	1	<b>3L</b>	<ul style="list-style-type: none"> <li>Venue cloakrooms to avoid excess luggage on show floor.</li> <li>Monitoring to report/remove obstructions and hazards.</li> <li>Regular cleaning.</li> <li>Carpet contractor on site at all times to repair tears/rucks.</li> </ul>	1	1	<b>1L</b>
Smoking	Fire	Exhibitors Visitors Organisers Venue Staff	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>The Venue is a non-smoking venue, complying with local regs</li> <li>Suitable units for the disposal of cigarettes in the designated smoking areas are provided by the venue</li> <li>Cleaners and organizers to monitor voids</li> </ul>	3	2	<b>6M</b>
Terrorist Attack	Injury	Exhibitors Visitors Organisers Venue Staff	3	5	<b>15H</b>	<ul style="list-style-type: none"> <li>All staff aware of evacuation procedure</li> <li>Security and organizer staff to constantly monitor halls for abandoned items</li> <li>All staff briefed to be aware of their surroundings and to report anything suspicious</li> </ul>	1	5	<b>5M</b>

Treatments/ Special Therapies Blood Sampling (none known at present)	Muscle injury/allergy	Visitors	2	2	<b>4M</b>	<ul style="list-style-type: none"> <li>All therapists to submit full paperwork / certificates / registration / license documents to venue prior to show (this to be approved by Venue).</li> </ul>	2	1	<b>2L</b>
Water Features (none known at present)	Legionella Spills Drowning Electrocution	Exhibitors Visitors Organisers Venue Staff	2	5	<b>10H</b>	<ul style="list-style-type: none"> <li>Information issued to exhibitors and contractors via manual and pre show operational information regarding water safety and Legionella</li> <li>Risk assessments and method statements to be submitted for all water features.</li> <li>HSO to monitor for Legionella daily from when the feature is filled</li> <li>Water feature filled and drained by syphon from containers (additional RA from exhibitor provided).</li> </ul>	1	5	<b>5M</b>

**Risks to be monitored at all times during build up:**

Hazard	Montored by	Frequency
Waste build up	Operations	Regularly
Tannoy Failure	Ops team and office staff	Regularly
Crowd control	Security and Ops Team	Regularly
Slips/trips/falls on surface	Operations	Regularly



**BREAKDOWN**

IDENTIFY HAZARD	CONSEQUENCES	WHO IS AT RISK?	CALCULATION OF RISK			CONTROL MEASURES INITIATED	ACTION LEVEL
Points regarding; Animals Bad Weather Back to Back Schedule Blocked gangways Chemical Disposal Compressed Gas Electrics Emergencies Evacuation Excess Rubbish Flood/Spillage Dust Hot Works Lighting Manual Handling Medical Emergencies Non English speaking personnel Other Shows on-site Out of hours access PA (tannoy) failure		All on site				<ul style="list-style-type: none"> <li>Special note – electrics disconnected ½ hour into breakdown to make for safe dismantling of stands.</li> </ul>	<b>As build up</b>

Power tools Show Layout Space Only sites Traffic Movement Trailing Cables Trespass Unsafe Working Practices Vehicles as Exhibits Waste Materials Welding Working at Height									
Traffic	Congestion building up around VE Doors	All On-Site	3	3	<b>9H</b>	<ul style="list-style-type: none"> <li>Lorries held until smaller vehicles have cleared the hall areas.</li> <li>Access to the halls controlled by Venue</li> </ul>	2	3	<b>6M</b>
Draining Water Features (none known at present)	Spillage Slips & Trips	All On-Site	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>Water feature drained by syphon</li> </ul>	2	2	<b>4L</b>
Breakdown commencing before all visitors are out of the hall	Visitors on-site – lower perception of risk. Slips, trips, falls. Impact injuries Death	CSM Staff Exhibitors Contractors Venue Staff Visitors	2	3	<b>10</b>	<ul style="list-style-type: none"> <li>Security and Ops Manager walk around the hall until the last visitor has left.</li> <li>Breakdown cannot commence until all visitors are out.</li> <li>Liaise with Venue/Security to ensure all contractors held back until agreement that hall is cleared of visitors.</li> </ul>			

## ALL TIMES

IDENTIFY HAZARD	CONSEQUENCES	WHO IS AT RISK?	CALCULATION OF RISK			CONTROL MEASURES INITIATED	ACTION LEVEL		
Chemicals (none known at present)	Illness through incorrect handling Illness through in correct disposal Damage to Venue	As Above General Public	3	4	<b>12H</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>
Emergency Exits & floorplan		All on-site	1	1	<b>1L</b>	<ul style="list-style-type: none"> <li>Keep Clear and unobstructed at all times</li> <li>Floor plans submitted to venue pre-show to ensure layout meets venue requirements in terms of gangway widths, fire point access, escape routes etc.</li> <li>Maximum visitor numbers advised by venue.</li> </ul>	1	1	<b>1L</b>
Expectant Exhibitor	Slips, trips & falls. Tiredness, fainting, injury to foetus. Medical complications to do with pregnancy. Immune system suppressed – so vulnerable to biological hazards.	Expectant Women	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Separate risk assessment to be held by employer of stand.</li> <li>First aid notified of known expectant mothers.</li> <li>Risk assessment required for CSM staff as per Management of Health and Safety at Work Regs 16-18.</li> </ul>	1	1	<b>1L</b>

Fire / Emergency Situation		All on-site	2	1	<b>2L</b>	<ul style="list-style-type: none"> <li>Tannoy live at all times to communicate emergency procedures</li> <li>Internal CSM emergency guidelines in place for dealing with such situations</li> <li>Venue Emergency Procedures distributed to Contractors and Exhibitors via manual and pre show info</li> <li>All temporary staff to be informed of emergency procedures at the pre-open briefing.</li> </ul>	1	1	<b>1L</b>
Flood/Spillage	Slips and falls on level surface. Electric shock if in contact with live installations	CSM staff Exhibitors Contractors Venue Staff	2	4	<b>8H</b>	<ul style="list-style-type: none"> <li>Competent cleaning contractor appointed by Venue.</li> <li>Cleaners to tape off significant spills and floods.</li> <li>Cleaning contractor required to respond to spillages or floods within 15 minutes.</li> <li>Isolate stands affected from power source.</li> </ul>	1	4	<b>4L</b>
Injury		All on-site	3	2	<b>6M</b>	<ul style="list-style-type: none"> <li>Medical Centre will be open throughout standard tenancy hours and operated by fully trained staff.</li> </ul>	3	2	<b>6M</b>
Signage Collapse	Head injuries/impact Injuries Damage to equipment	CSM staff Exhibitors Contractors Venue Staff	2	3	<b>6M</b>	<ul style="list-style-type: none"> <li>Official riggers to be used to rig banners and official graphics company used to position signage.</li> <li>Risk assessments obtained from Contractor and venue</li> </ul>	2	2	<b>4L</b>

**COVID-19**

IDENTIFY HAZARD	CONSEQUENCES	WHO IS AT RISK?	CALCULATION OF RISK			CONTROL MEASURES INITIATED	ACTION LEVEL		
COVID-19 - General	Illness and spread of virus	All on-site	4	1	<b>4L</b>	<ul style="list-style-type: none"> <li>• All requested that they do not attend site with any symptoms of COVID-19</li> <li>• Operate in line with latest government guidance</li> <li>• Ensure the principles outlined in the All-Secure Standard are adhered to</li> <li>• Advise the use of a face coverings inside the venue, unless someone is exempt</li> <li>• Hand sanitiser stations located throughout the venue and the event show floor, emphasis on high touch point areas</li> <li>• Enhanced cleaning in areas of high traffic, regularly wiped with chlorine-based cleaning fluid e.g., catering areas, registration, toilets</li> <li>• Reducing touch points where possible by encouraging digital promotion rather than physical</li> <li>• Daily plan in place to monitor if staff are fit and healthy and clear of any COVID-19 symptoms</li> <li>• Communication to exhibitors regarding safe practice is detailed within the technical manual</li> <li>• Communication to visitors regarding safe entry is detailed on event website, through pre-show email and telephone conversations</li> <li>• Review crowd density throughout the event and control entry where necessary</li> </ul>	2	1	<b>2L</b>

COVID-19 – Entry & theatres	Illness and spread of virus	All on-site	4	1	4L	<ul style="list-style-type: none"> <li>As per the venue and the state of Hessen guidance there will be no Covid checks in operation on this show.</li> <li>It is communicated to visitors and exhibitors that it is their responsibility to maintain their covid safety and should take precautions to protect themselves and others.</li> <li>Visitors are not advised to attend the show if they feel unwell.</li> <li>Hand Sanitiser stations will be positioned around the hall.</li> </ul>	2	1	2L
COVID-19 - Accommodation	Illness and spread of virus	All on-site	4	1	4L	<ul style="list-style-type: none"> <li>Accommodation offering by Event Express are StaySafe™ classified. The StaySafe™ Accreditation identifies the hotels that have measures in place including mobile check-in, contactless keys, destination only lifts, and specially sealed doors.</li> </ul>	2	1	2L

RISKS TO BE MONITORED EACH DAY AS FOLLOWS:-

BUILD UP, OPEN DAYS AND BREAKDOWN		
HAZARD	MONITORED BY	FREQUENCY
ANY RISK RATED HIGH SHOULD BE LISTED HERE	Venue, FM, HSO	Continuous
COVID-19 risk / All Secure standards	HSO	
Lasers	HSO	
Animals	HSO	
	HSO	
	HSO	

THESE HIGH RISK AREAS SHOULD ALSO BE MONITORED IN PRE SHOW SAFETY MEETING