

The NEC Group, Birmingham - RISK ASSESSMENT

Topic of Risk Assessment: <u> Schools and Colleges Visits </u>	
Location: All NEC Group Venues	Department: Safety Team
Specific Location:	
Completed Date: 19/02/2024	Review Date Due: March 2025

Please Note: Educational Establishments are responsible for providing adequate supervision for student parties whilst at NEC Group Venues

IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY			RATING	RISK RATING	ADDITIONAL CONTROLS REQUIRED <small>(REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)</small>			SEVERITY			RESIDUAL RISK RATING
			LIKELIHOOD	LIKELIHOOD	POPULATION			LIKELIHOOD	LIKELIHOOD	POPULATION				
Provide a description of the item or work activity that is likely to cause harm below.	Provide a description of who could be exposed to the hazard(s).	Provide information regarding the existing measures in place to prevent the harm being realised below.	See drop down menu choices			#VALUE!	Display the 1st risk rating below	Explain additional control measures which should be implemented to REDUCE the risk to as low as is practicable below.			See drop down menu choices			Display the 2nd risk rating calculation reflecting the extra controls
<i>EXAMPLE</i> Slips on wet flooring	Employees Visitors	Clean the area Wet floor warning signs until dry	5	10	1	50.0	High	Eliminate the source of water causing the wet areas where possible			5	1	1	Acceptable
Visitor or member of group requires medical attention	Visitors to site, young persons	The security staff at all of the venues are first aid trained as well as most Event Managers, and respond to all accidents and medical emergencies. Security staff are visible at all shows and co-ordinate emergency response should the situation be serious enough to warrant it. Each event at any venue should be assessed by the organiser and additional medical resources can be arranged should they be required. Paramedics present at events will be competent to deal with young people. Expect that the group leader will have been aware of any known medical conditions within their group. The educational establishment should have conducted their own risk assessment which would include any expected first aid needs.	5	1	1	5.0	Acceptable							
Visitor or member of group becomes separated from rest of the group	Visitors to site, young persons	There are Stewards situated around the show/building and in the public areas. All staff are easily identifiable via their uniform and NEC Staff passes. All security staff are Disclosure Barring Service (DBS) checked. Any children or vulnerable adults that are found are either accompanied to a designated area or kept in location until such time as they are reunited with their group, carer or parent. Security stewards are able to communicate with each other through radios or internal telephones and to all parts of the venues. They are also in contact with the organisers of the events and can co-ordinate searches throughout all areas of all of the venues. Procedures in place to deal with lost young people or adults.	1	5	1	5.0	Acceptable							
Need to contact member of staff urgently for either medical or other reasons	Visitors to site, young persons	There are stewards situated around the show/building and in the public areas. All staff are easily identifiable via their uniform and/or NEC staff passes. Staff will be able to gain assistance or are able to contact the relevant control room and medical teams, through radio or internal phones.	1	5	1	5.0	Acceptable							
Loss of personal belongings	Visitors to site, young persons	Any property that is found by our staff or that is given in will be held at the relevant control room via a security member of staff. There is CCTV throughout all of the venues and there is a security presence in the location, when any of the venues are open to the public or builds are in progress. NEC are unable to take responsibility for any loss of items whilst on site.	1	5	1	5.0	Acceptable							
Slips, trips and falls	Visitors to site, young persons	All public areas should be clear of potential hazards and are checked regularly. Any hazards identified should be reported to a member of staff so the appropriate action can be taken. Additional security members of staff and Event Managers are first aid trained. Pre-event checks will take place before an event opens. Cleaners present on every event to deal with spillages promptly. Events will have lower lighting levels but the residual levels will be sufficient for visibility. House lights will be raised when large movement is expected.	2	5	1	10.0	Acceptable							

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Vehicle/Pedestrian segregation	Visitors to site, young persons	Safe access/egress routes are ensured by each venue. Crossing points in situ should be utilised by visitors. Visitors should follow visitor management plans, signage and instructions that are in place at the time of an event. There is signage in place at all venues directing visitors around the sites. If there is need, there is additional signage in place for specific shows. Visitor Management staff will also be available to assist or direct people. Coach parking arrangements will be in place for specific shows. Traffic staff will be in car parks to direct coaches to specific areas and will manage movement of class groups and vehicles.	5	1	1	5.0	Acceptable					
Welfare facilities	Visitors to site, young persons	There are toilets (including Changing Places facilities) and baby changing facilities available on sites. Eating and resting areas are also provided. There is signage and plans clearly marking the locations of all these areas throughout all venues. Water fountains are available at Arenas and NEC Venue.	1	1	1	1.0	Acceptable					
Accessibility requirements	Visitors to site, young persons	Measures have been taken by The NEC Group to accommodate all levels of disability in line with the Equality Act. These included specific toilets, allocated accessible seating and signage. There are also hearing loops available. For further information please refer to https://www.thenec.co.uk/visitors/disabled-visitors/	1	5	1	5.0	Acceptable					
Emergency Evacuation procedures in case of fire or emergency situation	Visitors to site, young persons	Situation or incident would be managed by NEC Group staff in line with the NEC Group Emergency Procedures. Fire exits are clear and have signage to show any routes needed to get to them. Staff are trained in the required procedures. Pre-event checks are conducted before every show, on every principal exit and assembly points.	1	1	3	3.0	Acceptable					
Access to arenas of open water on NEC Site	Visitors to site, young persons	Fencing/physical barriers are present in areas of high footfall. Signage is present prohibiting entering the water. Static life buoys are present around Pendigo Lake and are checked on a regular basis. NEC fire crew are trained to respond to emergency situations should anyone enter the water and require assistance. CCTV is in place across the external areas. In icy conditions, signage will be placed around the lake to warn people of the risks and the situation will be monitored by the Control Room.	10	1	1	10.0	Acceptable					
Disorder, Violence & Aggression amongst visiting groups/Property damage	NEC Group staff, contractors, exhibitors, organisers and members of the public/young people	Educational establishments are primarily responsible for adequately supervising their students. There is an expectation of good behaviour from the groups. All events are evaluated in advance to identify any likely requirements for additional security. Our venues have 24/7 security presence, CCTV coverage with 24/7 monitoring & recording and a Police presence where appropriate. Suitably trained staff are available in all public areas during events. Campus Security Forum in place to share information across site. Zero tolerance policy in place for any anti-social behaviour.	2	1	1	2.0	Acceptable					
Alcohol purchase / consumption by under 18's	Young people	All venue managed outlets operate a challenge 25 policy. Hold a Premises licence, including alcohol compliance. Expectation that school and college groups will manage their groups and establish ground rules.	2	1	1	2.0	Acceptable					
Furnishings causing injury	Young people	Young people to be warned about the design of the chairs, particularly in arena venues, where chairs will return to an upright position, when not sat on. Will be mentioned by organisers on shows with high numbers of young people. We encourage supervisors of groups to do the same. Furnishings should not be stood on.	2	5	1	10.0	Acceptable					
Contagious viruses	NEC Group staff, contractors, exhibitors, organisers and members of the public/young people	Expectation that visitors with symptoms indicating they have a contagious virus are discouraged from attending. Hand sanitiser available around the venues. Hand wash facilities available throughout.	1	1	2	2.0	Acceptable					
Fire	NEC Group staff, contractors, exhibitors, organisers and members of the public/young people	Pre-event checks take place of all expected fire arrangements, including exits, equipment, housekeeping standards and staffing levels. Fire detection systems are in place and maintained. Procedures are in place to deal with all emergencies. Buildings have compartmentation, and passive and active fire fighting systems. Training is in place for all staff on required actions to be taken. Arrangements in place for mobility impaired visitors to be assisted to leave the building. Housekeeping standards are high, to minimise chances of fire and any restrictions on egress. Special effects in use on a show will be checked by a suitably competent person.	1	1	2	2.0	Acceptable					
Access to unauthorised areas of sites	Visitors to site, young persons	High risk locations are secured by signage and lockable doors, hatches or fencing. Door access control is in operation across our venues. Site monitoring is constantly in place, through CCTV and staff presence, and staff are trained to monitor & report any suspected unauthorised access. All construction work activity has access restricted based on the activity risk assessment	10	1	1	10.0	Acceptable					

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<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>NAME OF ASSESSOR 1: Angela Roberts</p> <hr/> <p>NAME OF ASSESSOR 2: Robert Weatherhead</p> <p><small>© CLICK TO PERFORM A SPELL CHECK</small></p> </div> <table border="1" style="width: 65%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 5%;">1</td> <td style="width: 25%;">First aid at scene</td> <td style="width: 5%;"></td> <td style="width: 5%;">1</td> <td style="width: 10%;">Unlikely</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td>2</td> <td>Referred to/hospital or absence from work</td> <td>x</td> <td>5</td> <td>Possible</td> <td></td> <td>1</td> <td>Single Individual</td> <td></td> <td><10</td> <td style="background-color: #90ee90;">ACCEPTABLE</td> <td>Monitor and Review</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Major injury as defined under RIDDOR</td> <td></td> <td>10</td> <td>Likely</td> <td>x</td> <td>2</td> <td>2 – 10 Persons</td> <td>=</td> <td><19</td> <td style="background-color: #ffff00;">LOW</td> <td>Within 3 months</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Permanent disability or fatality</td> <td></td> <td>20</td> <td>Certain</td> <td></td> <td>3</td> <td>Greater than 10 persons</td> <td></td> <td><49</td> <td style="background-color: #ffa500;">MEDIUM</td> <td>Within 1 month</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><99</td> <td style="background-color: #ff4500;">HIGH</td> <td>Within 1 week</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>100+</td> <td style="background-color: #ff0000;">UNACCEPTABLE</td> <td>Immediately</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div>																1	First aid at scene		1	Unlikely												2	Referred to/hospital or absence from work	x	5	Possible		1	Single Individual		<10	ACCEPTABLE	Monitor and Review					5	Major injury as defined under RIDDOR		10	Likely	x	2	2 – 10 Persons	=	<19	LOW	Within 3 months					10	Permanent disability or fatality		20	Certain		3	Greater than 10 persons		<49	MEDIUM	Within 1 month														<99	HIGH	Within 1 week														100+	UNACCEPTABLE	Immediately				
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