

The Skills Show
19 to 21 November 2015
The NEC Birmingham

Visitors Risk Assessment



Lead Sponsors



Funding Partner

Content

Key to Abbreviations	Page: 3
Risk Factors	Page: 4
Build and Breakdown	Page: 5
Have A Go/Showcasing	Page: 13
Event Management Team	Page: 15

Key to abbreviations used

BD:	Breakdown period
BU:	Build-up period
C:	Contractor
CoSHH:	Control of Substances Hazardous to Health
JG:	Judge
DDA:	Disability Discrimination Act
ExP:	Experts
AOS:	All Persons On-Site
OWN:	Own Staff
COM:	Competitors
CON:	Contractors
VEN:	*venue* NEC
EE:	Emergency Exit
EHO:	Environmental Health Officer
F&H:	Food & Hygiene
FLT:	Fork Lift Truck
FM:	Floor Managers
HAV:	Hand and Arm Vibration
H&S:	Health & Safety Officer
MHE:	Mechanical Handling Equipment
ORG:	Organiser
TA:	Technical Advisor
COP:	Competition Organising Partner
RA:	Risk Assessment
Sfairp:	So far as is reasonably practicable
VS:	Visitors/Public
YAH:	You Are Here
WSUK:	WorldSkills UK
TSS:	The Skills Show

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Find a Future it is stressed that this is not an exhaustive list. It should be treated as a 'fluid' document which should be continually reviewed and updated. It is essential that these risk assessments must have the control measures outlined fully implemented onsite, revised as required.

The Skills Show 2015		Risk Assessment	
Organiser: The Skills Show		Venue: NEC Birmingham	
Areas Covered: Open	Risk Assessment Underwritten For: The Skill Show	Prepared by: Andrew Sloane (H&S Manager)	
Show Date 19 -21 November 2015			

Key to Shading	
25	Level of risk is unacceptable. High
12	Level of risk is tolerable. Seek means Of reducing the level of risk. Medium
6	Level of risk is acceptable. Low

Risk Matrix		CONSEQUENCE or SEVERITY				
		Single Death	Major Injury	3 day Injury	Minor Injury	Near Miss
L I K E L I H O O D	Very Likely 8	25	20	15	10	5
	Probable 6	20	16	12	8	4
	Possible 4	15	12	9	6	3
	Unlikely 2	10	8	6	4	2
	Very Unlikely 1	5	4	3	2	1

Risk Factor

The Risk Factor for any given hazard is based on two distinct areas that should be included when producing your Risk Assessment. The likelihood of something occurring and, should it occur, the severity of the injury.

Likelihood x Severity = Risk Factor

For example: A person climbing an unsupported ladder that is in poor condition. The likelihood that something may happen is high and the resulting injury should they fall could be major. Using the table (Risk Matrix) on the right:

Very Likely (8) x Major Injury (6) = 48

This figure falls into the darker shaded area indicating that the level of risk is unacceptable and as a result action is required to either eliminate or greatly reduce the hazard level. A key to the shaded area and the required actions can be found in the table below. A breakdown of the Likelihood factors can be found in the lower right table.

Note: The definition of a 'Major Injury' will be as is defined in **RIDDOR**.

Certain	10	Has happened before and is expected to happen on this occasion.
Very Likely	8	Has happened before and is very likely to happen on this occasion.
Probable	6	Has been known to occur before and is likely to happen on this occasion.
Possible	4	Has been known to occur before and it may happen on this occasion.
Unlikely	2	Has been known to occur before but is unlikely to happen on this occasion.
Very Unlikely	1	Has never happened before and there are no reasons to suggest it will happen on this occasion.

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Alcohol/Drugs on site at The Skills Show 2013	Dulling of reactions and perceptions, Violence. Illness	AOS	Medium 16	<ol style="list-style-type: none"> Contractors and Managers are to monitor their work force to ensure NO alcohol is consumed onsite during working hours. Floor Managers and H&S Manager to monitor on site so far as is reasonably practicable (sfairp) and will take appropriate action – work stopped in severe cases and person escorted from site Large areas of stored alcohol should be secured and security will maintained to eliminate pilferage Signage should be placed stating that it is a no smoking area No alcohol possible will be stored on the stands. Only prescription medication is permitted onsite at any time. Any person found to be under the influence or using illegal substances will be escorted from the site 	Low 8	All onsite to monitor Gainsborough
Catering (general) Refreshment Areas etc.	Burns Food Poisoning Infestation Spoilage Disease Death	AOS	High 32	<ol style="list-style-type: none"> There sufficient catering areas onsite to cater for the numbers of contractors, visitors and delegates expected Catering staff can sometimes suffer numerous small burns due to incorrect use of equipment by inexperienced staff. All staff requires training in H&S issues to minimise this risk Food & Hygiene Regulations will be enforced Food waste to be collected and disposed of in the correct manner. No food waste to be left onsite overnight to assist in the elimination of an infestation All catering staff must be trained to at least basic food hygiene levels, ideally having attended a Foundation Food & Hygiene course Rest and catering areas must be kept in a high state of cleanliness Hand washing sinks must be provided for catering staff with separate sinks for food preparation All chiller cabinets and stores, refrigerators etc. must comply with current regulations and be checked on a regular basis. Checks to be recorded Exhibitors stands that involve food will be inspected on a continual basis 	Low 12	TSS NEC Amadeus TA's FM HSO

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Contractors Controlling work practices on site	Injuries, death, delay of show, adverse publicity.	AOS	Medium 16	<ol style="list-style-type: none"> 1. Toolbox talks will take place onsite by the FM where required 2. Safety info provided pre-show by Manual, Safety Bulletins and checks made on their RA's and MS's 3. Safety signage is in place onsite 4. Contractors are the specific responsibility of the hiring company or sub-contractor 5. Health & Safety team, TS's and FM's will monitor working practices Sfairp to try and ensure that contractors are not putting themselves and others in danger. Specific attention will be paid to working at height and compliance with regulations 6. Should warnings go on unheeded, then a prohibition notice will be issued, the controlling company informed and possibly the removal of the Individuals/Contractor from site 7. Work will only resume once the Health & Safety Manager, or one of his team, are satisfied that it is safe to do so 	Low 8	All staff to be briefed before the build up starts for special hazards to watch out for. FM TSS
Crowd Control	Crushing, panic.	V, Staff	Medium 16	<ol style="list-style-type: none"> 1. The floorplan has been designed to maximise aisle widths to avoid overcrowding which is unlikely as the site is very open with adequate space for the projected attendance 2. Suitable space around the stands and skill areas will be monitored by H&S and Security to ensure a comfortable level of Visitors is maintained 3. If, in the event that the crowd levels become too dense, the access to the sight will be restricted until levels ease 4. Disabled facilities at the venue are adequate and gangway widths have been designed to give easy access to all 5. Entrances will be monitored to ensure that overcrowding is avoided and that they do not become congested 	Low 8	TSS NEC TA's FM HSO Gainsborough

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Electrical inspection of power equipment, PAT testing	Electrocution Short-circuiting, Fire, Death, Burns and explosion.	AOS	Medium 24	<ol style="list-style-type: none"> 1. FM and H&S to visually monitor portable power equipment brought on site (sfairp) by all Contractors, Sponsors and Exhibitors 2. Arrangements have been made to have all applicable electrical equipment prior to the start of the Competition. 3. Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so correctly 4. If there is any doubt that an item is safe, the main electrical contractor will be requested to check it. Should be deemed unserviceable it will be removed from the Halls 5. It remains the Contractor's or Sponsors responsibility to ensure that all of their equipment is in good order and PAT tested. This is highlighted in the 'Safety Bulletins' 6. All stands will be 'signed off' by a qualified electrical engineer prior to being energised 	Low 8	TSS NEC TA's FM HSO
Electrical supplies & Equipment	Electrocution Short-circuiting Fire Burns Death	AOS	High 32	<ol style="list-style-type: none"> 1. Electrical engineers install the main electrical supply to all stands and check installation prior to energising 2. All orders for electricity must be placed before the deadline to ensure resources not stretched onsite 3. Flashing signs are not permitted on stands and other lighting must not project in any beyond the area of the stand floor space 4. No more than two appliances may be fixed to any one switch socket 5. Stands wishing to use laser equipment must clear it with the Organisers, have a complete RA, MS and liability insurance certificate and comply with the UK Laser Regulations 	Low 8	HSO TSS GES

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Emergency Exits from the Halls	Extended exit time from Halls Crushing in panic Blocking by rubbish or vehicles	AOS	Medium 16	<ol style="list-style-type: none"> The current numbers of exits from the Halls are adequate Security and the H&S officers will monitor the exits being padlocked overnight Organisers/FM/H&S will check that Security have unlocked exits first thing each morning Exits will be checked to ensure that they are not blocked by rubbish or vehicles, inside & out, at any time Any defective Emergency Exits will be reported to the NEC without delay 	Low 12	NEC TSS HSO FM
Emergency Gangways	Need for access of the emergency services; Exit times in an emergency	AOS	High 32	<ol style="list-style-type: none"> The emergency gangways will be marked on the floorplans and all gangways must be kept clear at all times. At this event, there is more than adequate space for personnel and machinery to move around the site with ease TSS & FM to liaise with Sponsors, Contractors and Exhibitors and get Agility to help control onsite any potential hazards in relation to the Build & Breakdown 	Low 12	TSS NEC TA's FM HSO
Emergency Procedures Communication of Responsibility	Poor communication Panic Injury/Death	AOS	Medium 16	<ol style="list-style-type: none"> The Emergency Procedures will be supplied to all Sponsors, Contractors and Exhibitors before arriving on-site at the NEC The H&S Manager will do a spot-check on-site to see who has a copy on their stand or in their skill area and if they know of the exact procedures. 	Low 8	TSS NEC TA's
First Aid Facilities	Dealing with emergencies Bad communications	AOS	Medium 16	<ol style="list-style-type: none"> The NEC will provide First Aid facilities onsite which will be manned and operational throughout the hours of BU, Open and BD The Security Team and all TA's have basic First Aid qualification. In the event of an Medical Emergency the internal number (3333) is to be called giving the exact location of the emergency, casualty and, if possible, injuries sustained The Floor Managers shall check to ensure that all phones located near VE Doors are operational 	Low 8	TSS NEC FM HSO

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Fumes (Vehicle, Painting, Welding Fumes etc)	CO ₂ poisoning Ill Health Poor Vision Death	AOS	Medium 16	<ol style="list-style-type: none"> 1. VE Doors to be opened as required 2. The NEC extraction units to be on throughout BU and BD 3. Regular checks to be made by the TSS team in the various Halls to communicate any problems to the Health & Safety Manager. He will then contact the Venue Planner 4. Drivers to requested/instructed to limit running engines only when moving the vehicles in and out of the Halls 5. Any vehicles that are producing excessive exhaust fumes will not be permitted entry into the Halls 6. All static vehicles will have filters fitted to them 7. Extraction (LEV) will be fitted to all required skill areas 8. Forklift trucks producing high levels of smoke will be reported to the company involved and they will be requested to remove the vehicle 	Low 8	TSS NEC TA's FM HSO
Hot Works	Burns from contact with heating equipment Arc eye Fire caused by hot work near combustible materials. Explosion. Death.	COM,OWN, AOS	High 25	<ol style="list-style-type: none"> 1. A Hot Work Permit is required for all welding, cutting and grinding being carried out in the grounds. The NEC Fire Officer or Security Officer will be issuing permits that will cover skill areas for the 4 days of open Competition hours. Event contractors and sponsors will require daily hot works permits. 2. All combustible materials will be removed from area where hot work is to take place 3. Hot work is monitored within the skill area, and if required the Fire Officer, TA's, HSO and Judges will enforce the following: use a fire extinguisher, suitable guards must be in place, area cleared of flammables and competent operator to wear suitable PPE. 4. All control measures should be implemented as stated by the skill area RA and FRA. 5. Access to area controlled to prevent any unauthorised persons entering. 6. Co-ordination with the NEC Fire Officer and Security if there are large amounts of 'hot work' being undertaken. 7. Register of 'Hot Work' to be kept and maintained in the Health & Safety Office. 8. TA's and HSO to be informed over the radio if 'Hot Work' is being undertaken in their section. 	Low 8	FM; HSO, TA's. Permits for Hot Works-Issued by the NEC

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Lighting Inside and Outside of the building;	Assaults to male/female staff/public Theft Slip, trips and falls etc	AOS	Low 12	<ol style="list-style-type: none"> The NEC will provide lighting around the site. As the event will be running in the evenings, high level lighting will be provided to eliminate dark areas within the grounds Lighting will be left on during the hours of darkness to assist in the security of the site Any defective lighting will be reported to the venue 	Low 4	TSS NEC FM HSO
Manual Handling	Musculoskeletal injuries Slips, Trips & Falls	TSS STAFF, CON, SPN	High 36	<ol style="list-style-type: none"> Lifting company Agility will provide FLT's and barrows/trolleys to minimise risk All lifting companies and contractors are reminded that they must TRAIN their staff in correct techniques by way of info in the Event Manual Speeds of Forklift trucks to kept to an absolute minimum All lifting operations will be monitored by the TSS controlling staff 	Low 12	TSS Agility TA FM HSO
Noise Operations	NIHL, tinnitus and other hearing problems Failing to hear important tannoys.	AOS	Low 12	<ol style="list-style-type: none"> All audio-visual displays are to face into the contracted area to minimise the amount of bottlenecking that occurs Monitor the amount of noise on the stands, HAG and Skill area's with the aid of a noise meter. All members will be notified of acceptable noise levels via pre-event information Noise to be kept as low as is possible because of the location of local residents 	Low 8	TSS Agility TA FM HSO
Noise Tannoy system	Poor audibility Missed announcements	AOS	Low 12	<ol style="list-style-type: none"> The tannoy system is to be tested during the BU phase to ensure good communication on the site Announcements will be in a clear format, so far as is reasonably practicable If any evacuation announcements cannot be heard over the ambient noise then Security, FM's and Health & Safety physically go into the Halls to evacuate people should the need arise Any faults with the tannoy system are to be reported without delay 	Low 8	TSS NEC Agility TA FM HSO

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Security	<p>Poor communication in emergency</p> <p>Unauthorised persons gaining access to the site</p> <p>Staff doing too many hours onsite so becoming a liability</p>	AOS	Medium 24	<ol style="list-style-type: none"> 1. The Security (Gainsborough) contractor is to ensure that all of the security staff have radios or a means of communication during the show all periods of the show 2. All Security staff are to be fully conversant with the operational and emergency procedures for the venue 3. Security to wear hardhats when appropriate and assist the Health & Safety officer in policing hardhat policy should it be required 4. Security personnel are to take adequate breaks, food and water to ensure that they are fit for the job 5. No person is permitted to do more hours than their allotted time 6. Security management to carry out daily briefings and spot checks to ensure staff are complying with instructions 7. Health & Safety will check that Security staff speak English and understand the Emergency Procedures 8. FM and Health & Safety will make regular checks to ensure that Security are at their posts and remaining vigilant 9. Any problems with security issues will be reported to the relevant Security Manager. 	Low 4	TSS NEC TA FM HSO Gainsborough
Visitor Orientation (Location Devices such as YAH Boards)	<p>People getting lost, tired</p> <p>Fatigue and exhaustion setting in to older visitors and collapsing</p>	AOS	Medium 16	<ol style="list-style-type: none"> 1. There will be good signage at this event i.e. banners, you-are-here boards and posters 2. Security Guards & Floor Managers will be present in ALL Halls 3. Event guides will have plans of the site in them 	Low 2	TSS NEC TA FM HSO

Task or Activity	Hazard	Who's at risk	Risk Level	Precautions or Control Measures required	Residual Risk Level.	Who to action?
Vehicle & Pedestrian Access to site	Injuries from colliding with moving vehicles	AOS (Traffic etc.)	Medium 24	<ol style="list-style-type: none"> 1. Security to monitor the capabilities of the drivers permitted on-site 2. Security is to control the outside traffic routes and parking. Access to the Halls will be controlled 3. All speed limits are to be enforced 4. Banksmen are to be used for all reversing vehicles where required 5. No children are permitted on-site during BU & BD, even in the cabs of vehicles or in cars 	Low 8	All control measures to be in place before the build up starts TSS NEC FM
Waste removal	Slips, trips & falls Disease Infestation Cuts & abrasions	AOS	Medium 16	<ol style="list-style-type: none"> 1. The NEC are responsible for clearing all general waste from the site 2. All toilets regularly checked throughout the day 3. All problems with water and waste shall be reported to the venue without delay 4. Contractors are to remove materials and waste from their individual areas 5. V.E. Doors are to be kept clear of rubbish both inside and out 6. The NEC shall provide specific bins for the disposal of food waste and any other specialist waste 	Low 8	NEC FM TSS
Weather Conditions	Wet weather causing slips and falls Slipping vehicles	AOS	Medium 12	<ol style="list-style-type: none"> 1. As some staff may be working in the 'open', there is the possibility of inclement weather affecting operations 2. All staff are to be made aware, via briefings, of actions to be taken if the weather becomes inclement, too wet or hot etc 3. Managers to pay particular attention to making sure that staff wear the correct clothing to deal with either hot, cold or wet weather 	Low 8	TSS HSO FM

IT IS STRESSED THAT THIS IS NOT AN EXHAUSTIVE LIST. IT SHOULD BE TREATED AS A 'FLUID' DOCUMENT WHICH SHOULD BE CONTINUALLY REVIEWED AND UPDATED AS REQUIRED. IT IS ESSENTIAL THAT THESE RISK ASSESSMENTS MUST HAVE THE CONTROL MEASURES OUTLINED ARE FULLY IMPLEMENTED ONSITE AND REVISED AS REQUIRED.

HAG - Title	Provider
Mini Digger Challenge	Edge - Myerscough College
Plastering	South and City College Birmingham
Demolition Plant Simulation	NDTG
Carpentry & Joinery	Burton & South Derbyshire College
Games Design	Barking & Dagenham
Sound Engineering	South and City College Birmingham
TV Production	South Staffordshire College
Publishing	Publisher Association
Sheet Metal Technology	Amada
Auto Body Repair	Car-O-liner
Virtual Welding	Lincoln Electric
Enhancing Human Performance (LEFT) / Enhancing Human Environments (RIGHT)	Middlesex University
3D Modelling	Dudley College
Armed Forces Training	Edge - YH Training Services Ltd
Light Motor Vehicle	Stephenson College
Vintage Hairdressing	Barking & Dagenham
Barista Skills	Costa
Forensic Science	Edge -Bridgend College
Health Careers	NHS Careers
Floristry	North Warwickshire & Hinckley College
Restaurant Service and Hospitality	UCB
Hairdressing and Beauty Therapy	UCB
Landscaping	Reaseheath College