Event Risk Assessment

Version Control Version	Policy approval	Policy review date
V1	22.9.2021	22.9.2022
V2	12.7.2022	1.9.2023
V3	19.9.2023	1.9.2024
V4	1.9.24	1.9.25
V5	1.9.25	1.9.26
V6	2.10.26	1.9.27

NAS Media Ltd Events

Likelihood		Severity	
Extremely Unlikely	1	Minor issue	1
Unlikely	2	Moderate issue	2
Likely	3	Serious issue	3
Extremely Likely	4	Major issue	4
Almost Certain	5	Catastrophic issue	5

Risk Matrix		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Hazard	Risk	Risk Rating	Control measures/precautions
Electrical equipment and supplies	Electrocution Short-circuiting Fire Burns and explosion Death	12	Exhibitors are responsible to ensure that their contractors use appropriate equipment and are competent to do so correctly. 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. It remains the Contractors or Exhibitors responsibility to ensure that all of their equipment is in good order and PAT tested. All stands will be 'signed off' by a qualified electrical engineer prior to being energised.
Noise	NIHL, tinnitus and other hearing problems Failing to hear important tannoys Poor Audibility	4	The tannoy system is to be tested 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.

Weather	Rain can cause slippery floors and puddles Overheating and dehydration	12	The venue staff will ensure appropriate action is taken to keep the venue safe.
Visitor Management	Overcrowding Fights Fatigue Crushing and claustrophobia	8	There will be security present throughout the event. Time slots have been carefully planned to have a maximum number of students visiting into each slot. There will be refreshments available throughout the event. Fire exits are clearly visible in case of an emergency and security will be managing crowd flow.
Stands	Knocked boards can fall Trips	3	Exhibitors will be required to complete their own risk assessment form to ensure the running of their stand complies with health and safety. Do not lean against the stands. Exhibitors will ensure items are tucked away properly to avoid trips.

Refreshment Area	Spills Contamination/germs Burns	4	There will be a bar selling refreshments and snacks on the ground floor, the staff work for the venue and will be complying with the venues health and safety procedures. There will ensure any spills are cleaned up quickly and everything is hygienic.
Car Park	Injury Death	5	The walk from the coach drop off point to the show entrance is all on the safety of the path. There are stewards to ensure students stick to the pathway.
Illness & Accidents	Visitor or Exhibitor illness Visitor or Exhibitor accidents	4	First Aid is onsite at all times. Contact via any of the Organisers around the event or at the Help Desk, via any of the stewards and/or security team, or directly via the First Aid Room (where applicable).
Safeguarding	Inappropriate contact from an adult either working at or visiting the event	10	Exhibitor Code of Conduct, Visitor Code of Behaviour & Employee Code of Conduct NAS Media Ltd Safeguarding Policy Onsite Help Desk Taking and use of images guidance Security staff in place Relevant documents are made available on the portal for exhibitors and in advance to group leaders