


**Venues:** Harrogate Convention Centre  
Royal Hall (RH)

**Principal use of Premises:** Conference, exhibition & entertainment venue

**Description of Assessment:** The venue comprises of over 13,700 square metres of event space including a 2000 seat auditorium and the Royal Hall. This generic venue risk assessment indicates common hazards and control measures for all events. The event organiser must produce their own specific risk assessment detailing the hazards and controls for that particular event incorporating any individual risk assessments produced by exhibitors or contractors.

**Responsible Officer:** Simon Kent, Director Harrogate Convention Centre

**Assessment Date:** 1 October 2015

Legislation & Regulations informing this Risk Assessment:			
<ul style="list-style-type: none"> <li>Health &amp; Safety at Work (Etc.) Act 1974</li> <li>Construction (Design &amp; Management) Regs. 2015</li> <li>Workplace (Health Safety &amp; Welfare) Regs. 1992</li> <li>Fire Precautions (Workplace) Regulations 1997 (amended 1999)</li> <li>Provision and Use of Work Equipment Regs. 1998</li> <li>Manual Handling Operations Regulations 1992</li> </ul>	<ul style="list-style-type: none"> <li>Lifting Operations and Lifting Equipment Regs 1998</li> <li>Electricity at Work Regs. 1989</li> <li>The Equality Act 2010</li> <li>COSHH Regs. 2002 (inc. updated guidance 2009)</li> <li>Personal Protective Eqpt. Regs. 2002</li> </ul>	<ul style="list-style-type: none"> <li>AEV's eGuide.</li> </ul>	
<b>Signed on behalf of Harrogate Convention Centre:</b>	<b>Name:</b> <b>Simon Kent</b> 	<b>Date:</b> <b>15 January 2015</b>	<b>Position:</b> <b>Director</b>

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S		Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid					

**Key: \*SFAIRP - 'so far as is reasonably practical'**

Electrical: Installation, testing and commissioning			Monitored by: Venue Electricians, HSM				
Hazards	Those Likely Affected:	P	S	R	Control Measures in place	W	Final
<b>Direct</b>							
→ (Leading to)	• Harrogate Convention Centre Electricians	3	4	12	<ul style="list-style-type: none"> <li>All work will be undertaken by competent electricians, qualified to eGuide definitions.</li> <li>In line with BS7671 (IEC364) 17th Edition, all circuits are inspected and certified as safe on completion and before current is released into any electrical systems. This process completed and recorded by the nominated electrical contractors.</li> <li>Current will not be released to stands where electrical systems do not appear to conform or may present a hazard.</li> <li>All electrical systems are fitted with approved and tested inline Residual Current Devices (RCDs), designed to break the electrical circuit in the event of an unplanned earthing of the system, thereby limiting electrical shock to the minimal time practical.</li> <li>Power will not be released into electrical systems until significant construction work has been completed.</li> <li>Trailing cables will be inspected and any found to be abraded or otherwise unsafe will be marked out of use or removed.</li> <li>Liquid spillages will be reported to the cleaning contractors for priority action.</li> <li>Use of 110v step-down transformers promoted by preference to reduce risk. The use of battery operated tools and machinery is promoted.</li> <li>All cabling to be fitting into approved trunking or conduit as per BS7671 (IEC364) 17th Edition, eGuide etc.</li> <li>All truss systems and other potentially conductive structures will be earth-bonded.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul>	0.50	6: M
<b>Electric shock:</b>	• Other venue staff	1	4	4		0.50	2: L
→ Cardiac arrhythmia → ventricular fibrillation.	• Venue contractors	1	4	4		0.50	2: L
→ Cardiac arrest.	• Visitors to site	1	4	4		0.50	2: L
→ Damage to the nervous system.							
<b>Burns:</b>							
→ Low voltage (<1000v) - most likely).							
→ Flash.							
→ High voltage (>1000v - least likely).							
<b>Explosion (i.e. low impedance arc-flash):</b>							
→ Blast injuries (esp. eyes, skin).							
→ Damage to internal organs.							
<b>Indirect:</b>							
→ Fire or explosion (due to ignition of surrounding articles or airborne flammable mixtures such as dust, gases or vapours).							
→ Consequences of fire or explosion.							
<b>Likely causes at the event:</b>							
• Incorrectly installed electrical systems.							
• System failure.							
• Unplanned release of current to circuits.							
• Unsafe working practices							
• Use of trailing cables – e.g. likely to be severed by passing FLT's, portable equipment.							
• Water on the floor increasing likelihood of exposure in the event of current coming into contact with it.							

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3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

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Electrical: Use and adaptation		Monitored by: Venue Electricians, HSM						
Hazards	Those Likely Affected:	P	S	R	Control Measures in place	W	Final	
<b>Notes:</b> <ul style="list-style-type: none"> <li>Use and adaptation commonly relates to activity during an event open period. There is a far lower risk during the open period, although hazards remain the same.</li> </ul> <b>Direct:</b> <ul style="list-style-type: none"> <li>Potential use of equipment designed to operate at different voltages.</li> <li>Use of long extension leads and extension-to-extension connections: 'daisy chaining'.</li> <li>Use of coiled extension leads leading to build up of resistance on circuit and promoting failure or other hazardous compromise of the system. Potential for heat build-up leading to melting of protective coating/ exposure of live wires.</li> </ul> <b>Indirect:</b> <ul style="list-style-type: none"> <li>Risk to exhibitors &amp; visitors from unfamiliarity with environment and more exposure to electrical systems (e.g. cables/ trunking exposed rather than recessed into wall as at home/ normal place of work).</li> </ul>		<ul style="list-style-type: none"> <li><b>Harrogate Convention Centre Electricians</b></li> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Appointed electrical contractor on 'stand-by' in the event of electrical concerns or requirement for immediate or planned remedial action.</li> <li>In the event that an electrical system is giving cause for concern, the venue electricians will isolate the system from the mains.</li> <li>Electricians/HSM/EMs aim to spot incorrect use SFAIRP* and insist on remedying of this. Where an individual refuses or repeatedly breaches electrical safety regulations such attachments may be removed or power to the stand turned off until complied with.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul>	0.50	4: L

Electrical: Decommissioning and removal		Monitored by: Venue Electricians, HSM					
Hazards	Those Likely Affected:	P	S	R	Control Measures in place	W	Final
<ul style="list-style-type: none"> <li>Limited time for Construction Phase (Packing &amp; De-construction periods) acts as an aggravating factor, e.g. contractors may start cutting wires etc. whilst power is still to the circuit.</li> <li>Some circuits may contain transformers that retain a potentially harmful latent current for some time after the electrical supply has been switched off to them.</li> </ul>	<ul style="list-style-type: none"> <li><b>Harrogate Convention Centre Electricians</b></li> <li><b>Other venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Only competent electricians to un-install significant transformers via established protocols.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul>	0.50	6: M

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Heights/ Working at Height/ Access Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<p><b>Direct:</b></p> <p><b>Falls from height leading to:</b></p> <ul style="list-style-type: none"> <li>→ Musculoskeletal injury, possibly chronic or worse.</li> <li>→ Significant head/ brain injuries.</li> <li>→ Likely RIDDOR – level injury.</li> <li>→ Strong possibility of fatality.</li> </ul> <ul style="list-style-type: none"> <li>• Where it is identified that other access equipment is likely to be used (e.g. scaffold towers), then this assessment will be revised accordingly.</li> </ul> <p><b>High number of people in the vicinity of staff/contractors working from heights likely to increase risk of injury to person at ground level from someone or something falling on them.</b></p>	<ul style="list-style-type: none"> <li>• <b>Venue staff</b></li> <li>• <b>Venue contractors</b></li> <li>• <b>Visitors to site</b></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>▪ By preference, all working at height will be eliminated, SFAIRP*.</li> <li>▪ All staff are required to implement safe systems of work as.</li> <li>▪ Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> <li>▪ Where the elimination of working at height is not practical, access equipment will be used on the following basis of preference. Where practical, selection of the appropriate access equipment will be selected using the HSE's 'WAIT' toolkit (<a href="http://www.hse.gov.uk/falls/wait/wait-tool.htm">http://www.hse.gov.uk/falls/wait/wait-tool.htm</a>).</li> <li>▪ Non-urgent or planned maintenance work to be undertaken on non-event days to minimise impact on other individuals.</li> <li>▪ The areas underneath high work must be isolated and marked as out of bounds.</li> </ul> <p><b>Generally, the height of the locations of work dictate the most appropriate access methods:</b></p> <ul style="list-style-type: none"> <li>▪ Podium step, constructed to PASMA UK standards.</li> <li>▪ Ladders. PLEASE NOTE: Whilst ladders are to be considered as the least preferable means of access in most cases, it must be acknowledged that for many situations at the event, they may be the only practical solution. With this in mind and as a pro-active acknowledgement of their role, further control measures are in place, namely site rules which state that:</li> <li>▪ Stepladders may only be used where all other access methods have been assessed as impractical and then only where the site conditions offer a flat, sturdy surface and appropriate conditions. Stepladders must conform to BS 2037 Class 1 (Industrial).</li> <li>▪ Where used, all ladders must be 'footed' by another person.</li> </ul>	0.75	9: M
		3	4	12		0.75	9: M
		2	4	8		0.75	6: M

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3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions /Procedural control	Health & Safety Manager: HSM
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Mechanical Lifting Equipment (MLE), inc. Trucks (FLT)s							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<p><b>Direct:</b></p> <p><b>Large loads.</b></p> <p><b>Failure of lifting equipment.</b></p> <p><b>Striking or crushing.</b></p> <p>→ Serious injury.</p> <p>→ RIDDOR-level injury very likely in the event of an accident.</p> <p>→ Fatality or fatalities.</p> <p><b>Note:</b> Failure in any area of the above, will lead to Harrogate Convention Centre requiring that non-conforming vehicles/equipment is put out of use. Similarly drivers failing to meet the requirements above will be asked to leave the site.</p>	<ul style="list-style-type: none"> <li>Venue staff</li> <li>Venue contractors</li> <li>Contractors/couriers delivering to site</li> <li>Visitors to site</li> </ul>	4	4	16	<p><b>General Notes</b></p> <ul style="list-style-type: none"> <li>A site-wide maximum speed limit of 5mph (within exhibition halls) &amp; 10mph (on service road) is mandatory for all MLE equipment.</li> <li>Notwithstanding, all MLE/FLT drivers must be able to demonstrate competency on request (certification, experience and insurance).</li> <li>Contractors using MLE or FLT equipment are required to pre-plan and coordinate to ensure that safe systems of work are in place.</li> <li>No lifting should be required during the open hours of the event, however it is acknowledged that in some rare cases lifting may be required during event open times. In these cases, increased vigilance is conducted and the use of a banksman will be mandatory regardless of load size etc.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul> <p><b>Fork Lift Trucks (FLT)s</b></p> <ul style="list-style-type: none"> <li>The Harrogate Convention Centre may use FLT)s for their own purposes on the venue's site (e.g. catering and other deliveries).</li> <li>For loads that are high/awkward/unusually heavy or where the load is required to be moved at height, a competent banksman is mandatory.</li> </ul>	0.50	8: M
		4	4	16		0.50	8: M
		4	4	16		0.50	8: M
		2	4	8		0.50	4: L

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Noise											
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final				
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Excessive noise over long periods of time due to the individual and combined work processes occurring. This leading to/ contributing to long term hearing loss and/ or percussive damage to the hearing (e.g. perforated eardrum).</li> <li>Prolonged or distracting noise leading to fatigue or distraction in turn leading to increased susceptibility to other hazards in the halls.</li> </ul>	<ul style="list-style-type: none"> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Venue staff/HSM /HBC HSM to monitor noise levels SFAIRP*. Harrogate Convention Centre have access to calibrated sound monitoring equipment (dB Meters) for this purpose and will conduct monitoring on areas likely to be of concern, as well as other from time to time. Harrogate Borough Council (HBC) H &amp; S Officer also undertakes spot checks for noise monitoring as part of staff welfare.</li> <li>Appropriate control levels will be identified taking into account overall ambient noise levels and any specific breaches of this level.</li> <li>Where control levels are breached, action will be taken by the HSM to reduce the levels to acceptable levels.</li> <li>Where the level of noise cannot be adequately controlled then hearing protection may be considered. Contractors working for Harrogate Convention Centre are to bring own equipment.</li> <li>Where no acceptable level can be reached and other protective measures are deemed impractical, HSM will stop any such work.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul>	0.50	3: L	0.50	2: L	0.50	2: L

Slips, Trips, Falls and other floor level hazards											
<ul style="list-style-type: none"> <li>Statistically, slip, trips and falls are the most common cause of accidents in the event environment.</li> </ul>											
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final				
<ul style="list-style-type: none"> <li>Slips, trips &amp; falls leading to:               <ul style="list-style-type: none"> <li>Musculoskeletal injury, possibly chronic or worse. Likely RIDDOR – level injury.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	2	3	6	<b>Control Measures In Place:</b> <ul style="list-style-type: none"> <li>Venue cleaners to ensure that rubbish is cleared on an on-going basis. All Harrogate Convention Centre staff to notify Cleaning Supervisor of any hazards that may result in a slip, trip or fall.</li> <li>All materials and equipment to be stored in a clearly defined and appropriate way with a view to minimising the slip, trip and fall hazards SFAIRP*.</li> <li>General lighting is maintained to a safe working level to ensure that individuals working in the hall are easily able to identify slip, trip and fall hazards.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul>	0.50	3: L	0.50	3: L	0.50	3: L

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Transport & Vehicle Movement							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Striking, crushing, shearing and other injuries associated with moving vehicles:</b> → Personal injury - minor to severe. → Likely serious injury, with, in the event of large collapse the likelihood of multiple fatalities.	<ul style="list-style-type: none"> <li>Venue staff</li> <li>Venue contractors</li> <li>Visitors to site</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>All traffic movement on site is to be controlled by Harrogate Convention Centre's appointed traffic management personnel (Churchill) on event days and in accordance with Harrogate Convention Centre Site Rules.</li> <li>Systems have been put in place to ensure that there is clear and effective separation of vehicle and pedestrian movement, in consultation with the venue and security management. Special attention given to 'pinch points' such as vehicle entrances to the Harrogate Convention Centre.</li> <li>A mandatory speed limit is in place on the service road. Vehicles not to exceed 10mph. Vehicles moving within the halls are not to exceed 5mph.</li> <li>Harrogate Convention Centre will keep up to date of UK legislation, regulations and approved codes of practice offer best practice in this area through communication with the Event Industry (i.e. AEV boards, AIPC, EGuide) and will aim to implement these controls SFAIRP*.</li> </ul>	0.50	10: <b>M</b>
		3	5	15		0.50	7.5: <b>M</b>
		3	5	15		0.50	7.5: <b>M</b>

Smoking							
<ul style="list-style-type: none"> <li>Please also see Fire assessment.</li> </ul>							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Please see separate Fire Risk Assessment, however:</li> <li>Injury to health over the long-term.</li> </ul>	<ul style="list-style-type: none"> <li>All persons in the halls.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Smoking banned across site other than in smoking shelters on site.</li> <li>All persons smoking informed to cease immediately.</li> <li>Failure to comply or repeat offence leads to exclusion from the halls.</li> <li>Further repetition or ignoring hall ban may lead to police action.</li> <li>Designated smoking areas (exterior to halls) provided – please refer to venue plans for locations.</li> <li>Security patrols to monitor smoking in outfield areas and enforce regulations.</li> </ul>	0.75	4.5: <b>M</b>

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Rigging							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Striking, crushing, shearing and other injuries associated with falling objects or the equipment containing/ rigging them:               <ul style="list-style-type: none"> <li>Injury from minor to severe.</li> <li>Likely serious injury, with, in the event of significant incident.</li> <li>High likelihood of head injury in the event of an incident.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Harrogate Convention Centre Technicians</b></li> <li><b>Venue Contractors</b></li> <li><b>Other venue staff</b></li> <li><b>Visitors</b></li> </ul>	3 2 2 2	4 4 4 4	12 8 8 8	<ul style="list-style-type: none"> <li>All rigging/ suspension to be completed by the venue's appointed riggers.</li> <li>Where rigging is taking place the 'fall area' around the site is to be marked clearly out of bounds (via high-visibility tape etc.) and a 'banksman' or spotter is to have sight of the entire perimeter at all times. Where this is not physically practical, additional banksmen will be used to ensure the area is secured.</li> <li>Venue riggers to ensure that all daily and pre-use checks are duly recorded and that the conduct of all rigging works is in line with UK legislation.</li> <li>No rigging to take place when public in the building, i.e. event open times.</li> </ul>	0.25 0.25 0.25 0.25	3: <b>L</b> 2: <b>L</b> 2: <b>L</b> 2: <b>L</b>

Complex Structures							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Falls from height (either person working on structure or elements of the structure)</li> <li>Crushing of people working underneath structure of person or structure elements fall</li> <li>Failure or collapse of structure if incorrect construction made.</li> <li>Injury from incorrect PPE or fall arrest system in place.</li> </ul> <p>The above risks can all lead to death as the most severe outcome.</p>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	3 3 3 3	5 5 5 5	15 15 15 15	<ul style="list-style-type: none"> <li>to be submitted to venue 4 weeks in advance signed off by an approved structural engineer which details stand construction, load assessment, clear plan for constructing and dismantling the. A safe system of work must be identified within the methods for construction and dismantling, i.e. work equipment; temporary handrails; fall-arrest system</li> <li>Construction of stand must be made as much as possible at floor level.</li> <li>Cranes are permitted where they can be accommodated but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor.</li> <li>Appropriate PPE must be worn by all contractors undertaking work and area around the structure space cordoned off.</li> <li>The construction supervisor must complete the form on p128 – 129 of e-Guide and provide to the venue.</li> </ul>	0:50 0:50 0:50 0:50	7.5: <b>M</b> 7.5: <b>M</b> 7.5: <b>M</b> 7.5: <b>M</b>

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

Key: \*SFAIRP – 'so far as is reasonably practical'



Floor Layout							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Floor plans that are not carefully planned or approved can result in blocking of fire exits leading to failure of emergency evacuation plans.</li> </ul>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Harrogate Convention Centre provides CAD floor plans to organisers / venue contractors which enables accurate plotting of event space within the venue.</li> <li>Floor plans are submitted to the venue 4 weeks in advance of the event which are checked and marked up for fire exit signage. Any issues identified by the Event Manager, i.e. blocking of aisles, fire exits, etc. are flagged up for the attention of the organisers for immediate attention. Any changes to the plan made by the organiser to be submitted to the Event Manager as soon as possible.</li> <li>Floor plans are checked again on site by the Event Manager to ensure stand layout does not encroach in gangways, block fire exits and circulation routes. Fire exit signage (which is installed by the Exhibition Contractor) is also checked on site by the Event Manager.</li> <li>The Harrogate Convention centre Fire Wardens check that fire exits remain unblocked and all fire fighting apparatus is accessible as part of the fire check prior to the event opening.</li> </ul>	0:50 0:50 0:50 0:50	2: L 2: L 2: L 2: L

Hazardous Chemicals							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <p>Hazardous waste is present in the event environment – e.g., paints, solvents, chemicals, clinical waste, aerosols, oils/lubricants, including rags used in the application of these substances.</p> <p>It is noted that though anyone on site could come in contact with these materials, the Harrogate Convention Centre cleaning team would be at high risk of contact during build up and breakdown periods whilst clearing waste.</p>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul> <p>It is noted that though anyone on site could come in contact with these materials, the Harrogate convention Centre cleaning team would be at high risk of contact during build up and breakdown periods whilst clearing waste</p>	3	3	9	<ul style="list-style-type: none"> <li>For clinical waste, i.e. sanitary bins, Harrogate Convention Centre arranges regular collection for disposal from licenced contractors in accordance with Section 34 of the Environment Protection Act.</li> <li>The venue provides large bins on build up and breakdown throughout the hall so contractors can put waste directly in the bins to reduce level of human contact with chemicals.</li> <li>Harrogate Convention Centre's cleaning staff to wear gloves on build up and breakdown or for tasks relating to clearing hazardous waste.</li> <li>For chemicals stored on site, all materials are secured in lockable cupboards or cages. COSHH sheets are kept on file for the chemicals on site and their use.</li> <li>Harrogate Convention Centre Cleaning Staff are all trained in the use of cleaning chemicals.</li> </ul>	0:50 0:50 0:50 0:50	4.5: L 6: M 6: M 1.5: L

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S		Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid					

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Special Effects & Pyrotechnics							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b>  Incorrect use can lead to fire, injury or death due to nature of product. This hazard would usually pose a risk at certain entertainment shows at Harrogate Convention Centre but could be applicable for certain events and exhibitions.	<ul style="list-style-type: none"> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on site is not permitted.</li> <li>The following details must be supplied to the venue:               <ul style="list-style-type: none"> <li>The organisation providing the effects</li> <li>The nature of the effects and their positions, including distances from the public</li> <li>Manufacturer's data sheets</li> <li>The amount of pyrotechnics</li> </ul> </li> <li>All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.</li> <li>Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the particular performance.</li> <li>Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.</li> <li>Maroons and concussion shall only be used in a suitable bomb tank in approved locations.</li> </ul>	0:75 0:75 0:75	4:L 4:L 4:L

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

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Catering Provision							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Poor food hygiene can lead to outbreaks of food poisoning among multiple groups.</li> <li>Use of utensils, particular sharps, can lead to injury by food preparer.</li> <li>Injury as a result of slips on preparation floor due to dropped food, spilt liquids.</li> <li>Rat infestations and mould from food decay as a result on inappropriate waste management.</li> <li>Free alcohol samples could result in misuse of alcohol and lead to violence &amp; aggression, posing a threat to individual and those around. Risk also posed to vulnerable persons (i.e. Under 18's)</li> </ul>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	4	5	20	Exhibitors wishing to carry out food sampling on their stand are issued with the following regulations by Kudos. Exhibitors must abide by law: Regulations (EC) No 852/2004, chapter 2, article 4, annex 2, chapter 3. Failure to comply may result in formal action from local Environmental Health Office: <ul style="list-style-type: none"> <li>The type of product and method of sampling stands wish to undertake is indicated to Kudos on the exhibitor's health and safety declaration which details intended practices. This is issued to Kudos along with the stand risk assessment at least two weeks prior to tenancy. Kudos review and issue final confirmation of approval prior to event.</li> <li>Food must be provided in sample size only – i.e. bite sized. Suitable disposable utensils (e.g. cocktail sticks) must be provided for visitor's use and provisions must be in place to ensure utensils are not reused. Dishes consisting of multiple parts and or are served on a plate or other receptacle requiring cutlery will not be considered.</li> <li>At least two weeks prior to tenancy, the exhibitor must provide a copy of their Basic Food Hygiene Certificate (which must have been gained within the previous 3 years). In addition, a copy of their public and employee liability insurance certificate must be provided.</li> <li>No food stand may be used if unsanitary or in such a condition as to expose the food of risk of contamination. Surfaces must be a sealed or gloss painted finish for easy cleaning.</li> <li>A suitable readily cleansable/non slip floor covering is to be fitted on the service side of counter or preparation area.</li> <li>Any food likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C.</li> <li>Any article or equipment that is likely to come in to contact with food must be kept clean and be constructed of materials that are not absorbent and can be easily cleaned.</li> <li>Any food that is unfit for human consumption must be kept apart from other food and labelled unfit food.</li> <li>Open an uncovered food must not be placed less than 18 inches from the ground. All open foods on display should be protected from a risk of contamination, i.e. a screen in front of stand and over the food.</li> <li>Personal clothing to be kept out of food handling areas unless it is stored in appropriate sealed containers.</li> <li>Rubbish and waste must be disposed of in suitable enclosed containers. Food waste / refuse must not be allowed to accumulate in food areas.</li> <li>Food handlers must not be suffering from gastro-enteritis, dysentery or any infection likely to cause food poisoning, boils or septic cuts.</li> <li>Each stand must provide sufficient equipment to deal with own first aid incidents,</li> </ul>	0:50 0:50 0:50 0:50	10: M 10: M 10: M 10: M

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
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3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

Key: \*SFAIRP – 'so far as is reasonably practical'

					<p>i.e. waterproof plasters, bandages.</p> <ul style="list-style-type: none"> <li>Refrigerators are required for the storage of high-risk foods (fish, meat, rice and non-pasteurised dairy products). Storage temperatures must be 1°C - 9°C.</li> <li>Where hot food is provided and not served immediately to customer, hot holding facilities must be provided to maintain a food temperature of 63°C.</li> <li>Beverage and alcohol sampling must be offered as single units and be free of charge from a specific location within the stand. Suitable cups must be provided for visitor use and provisions available for the disposal of cups.</li> <li>A personal licensee must be present at the stand whilst alcohol is served. A copy of the Licensee's photographic licence must be provided with the H &amp; S form.</li> <li>Serving staff must be over the age of 18 for alcohol service.</li> <li>Alcohol must be kept in a secure area for the duration of the event.</li> <li>Alcohol may only be supplied to persons over 18 years of age (or 21 years of age if advised by Harrogate Convention Centre) and photographic proof of age must be provided by person who does not appear to be above the notified age limit.</li> <li>Anyone who appears to be under the influence of alcohol must be refused supply of alcohol.</li> </ul>		
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Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
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3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

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Hot Works							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Injury to user of equipment from sparks, fire or heat</li> <li>Damage to venue from sparks, fire or heat</li> </ul>	<ul style="list-style-type: none"> <li><b>Venue contractor</b></li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>All hot works are subject to the issue of a hot work permit by the venue. The issue of the permit is subject to the advance submission of an acceptable method statement and risk assessment for the activity.</li> <li>Where Oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, adequate precautions are taken to prevent damage to property or injury to persons by sparks, fire or heat</li> <li>If an event requires hot works for product demonstration, Harrogate Convention Centre requires the issue of a hot works permit. Steward to be in situ at all times that product demonstration is in situ.</li> </ul>	0:25	4: L

Power Failure							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> Full loss of power during an event can lead to: <ul style="list-style-type: none"> <li>Accident/injury from trip or fall</li> <li>Disabling of systems (i.e. emergency lighting, fire panels, resulting in loss of communication, systems management, fridges/freezers – loss of goods)</li> <li>Full evacuation from site</li> <li>Complaints and bad reputation</li> <li>Loss of income</li> </ul>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Loss of power must be established to areas affected, i.e. one space, entire site, or affecting multiple sites (i.e. town). Staff to radio the Duty Manager if they are in an area where power is lost then level of areas affected can be determined.</li> <li>Customers to be reassured through stewards and tannoy announcements that Harrogate Convention Centre is aware of incident and that investigations are being made</li> <li>The Duty Manager will meet with the organiser to discuss a plan of action for the event and customers. If required, customers to be moved in to a separate area of the venue for safety with teas and coffees provided.</li> <li>Social media engagement to proceed, it may be necessary to prevent other people travelling to the event if the incident is long term.</li> <li>Once power is returned, safe re-entering to the event will be permitted once the Duty Manager has established with the Organiser that Harrogate Convention Centre's systems (fire panels, lighting) and the event systems are back in place (i.e. registration points, staff).</li> <li>Harrogate Convention Centre has Customer Relations protocols in place for dealing with complaints.</li> </ul>	0:50 0:50 0:50 0:50	4: L 4: L 4: L 4: L

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

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Vulnerable Persons							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Multiple – increased exposure to hazards overall.</li> </ul>	<b>From all groups:</b> <ul style="list-style-type: none"> <li><b>Young persons</b></li> <li><b>Elderly or infirm</b></li> <li><b>Those with disabilities</b></li> <li><b>Visitors to site</b></li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Young persons under the age of 16 are not allowed in the event space at any time unless attending an event with an accompanying adult. Under 16's are not permitted in the venue on a build-up or breakdown period under any circumstances.</li> <li>Persons with reduced physical ability will be offered assistance as appropriate, however the nature of hazards in the hall will be made clear to them prior to entry, so that they are aware of the increased risk.</li> <li>Harrogate Convention Centre acknowledges their responsibilities towards diversity and equality and will aim to discharge these at all times.</li> <li>Other vulnerable groups (e.g. pregnant women) will be subject to separate risk assessments where their presence is known.</li> <li>Passenger lifts ensure that there is step-free access from the ground floor.</li> <li>For events serving alcohol, persons appearing under the age of 18 must be asked for photographic proof of age.</li> </ul>	0.50 1 1	2.5: <b>L</b> 8: <b>M</b> 8: <b>M</b>

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

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Fire									
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final		
<b>Hazards:</b>									
<b>Fire (caused from smoking, electrical fault, etc.) leading to:</b> <ul style="list-style-type: none"> <li>Burns, smoke inhalation, injury, death, multiple deaths of individuals</li> <li>Damage to building &amp; equipment leading to loss of assets and severe effect on business.</li> </ul> <p>Fire can be caused by unsafe working practices and smoking and neglect of maintenance of fire equipment and systems and lack of procedures in place will impact the ability to control fire.</p>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Regime in place for routine inspection, maintenance and testing in place for the automatic fire detection and sprinkler systems.</li> <li>Venue staff to be trained in fire safety and to be vigilant of fire safety hazards across site, such as obstructed fire exits.</li> <li>Fire fighting equipment to be clearly visible, inspected and tested at all times.</li> <li>Fire Marshalls to undertake fire checks on event days. Harrogate Convention Centre Security Officers undertake fire checks outside event times. Hazards to be rectified with immediate effect.</li> <li>Public Address system is maintained and tested.</li> <li>Smoking is only permitted in the smoking shelters provided.</li> <li>Fire Marshalls in situ on event days in accordance with the staffing matrix and are responsible for identifying fire hazards.</li> <li>Rigorous waste management procedures in place including regular checks and empties of skips and bins. Skips and bins all placed away from exterior walls to prevent further risk. During event build up and breakdowns, cleaning teams patrol the halls clearing waste on a continuous cycle.</li> </ul>	0.50	7.5	M	
		3	5	15		0.50	7.5	M	
		3	5	15		0.50	7.5	M	
		3	5	15					

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

**Key: \*SFAIRP - 'so far as is reasonably practical'**

Crowd Control									
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final		
<b>Hazards:</b>									
Breach of capacity within the venue can result in: <ul style="list-style-type: none"> <li>Crushing or falls (leading to serious injury or death)</li> <li>Violence and aggression</li> <li>Damage to building, stand facilities and equipment</li> </ul>	<ul style="list-style-type: none"> <li><b>Event Organisers</b></li> <li><b>Venue Staff</b></li> <li><b>Venue Contractors</b></li> <li><b>Visitors</b></li> </ul>	3	5	15	In the planning process: <ul style="list-style-type: none"> <li>The organiser informs the venue of anticipated attendance figures for the event during tenancy negotiations, in order that suitable halls and dates can be agreed, taking into account the maximum permitted safe capacities and concurrent tenancies. If the organiser subsequently foresees a change to these initial figures the venue is informed.</li> <li>Adequate safety controls are in place, taking account of the floor design (access to stands, toilets, and facilities), information (signage) and management (stewards, information and help points). Ingress, egress and circulation routes are also factored in to the event design.</li> <li>Stewards are provided by the venue on a 1:200 ratio. The Harrogate Convention Centre Event Manager may need to increase this ratio based on factors such as audience profile (elderly, children), event “hot-spots” where overcrowding may occur (i.e. demo areas, seminar theatres, celebrity meet &amp; greets, prize giveaways).</li> </ul> During the event: <ul style="list-style-type: none"> <li>The Fire Stewards ensure all ingress, circulation and egress routes are clear for access whilst undertaking the morning fire check and resolve any issues and report back to the Duty Manager prior to the event opening. Active monitoring throughout the event.</li> <li>All lifts and escalators are checked to ensure correct function for event open times.</li> <li>All stewards are trained in the venue’s fire evacuation plan based on the Harrogate Convention Centre Fire Strategy. Stewards are all in radio contact either directly or via their supervisor with the First Aider and Harrogate Convention Centre Duty Manager.</li> <li>For ticketed events, stewards count in and out to monitor capacities within the event space. Updates are provided to the DM every 30 minutes from entry stewards counter information. If the capacities are close to full, the venue has the right to refuse further entry until levels are safe.</li> <li>For entertainments in the Main Auditorium and Royal Hall, seating capacities are set using fixed seating therefore capacities are controlled. Dependant on the type of show, additional stewards and deployed at the front of stage and in the aisles to prevent crowd congregations.</li> </ul>	0:50 0:50 0:50	7.5: M 7.5: M 7.5: M		

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
4: Probable	4: Single death	6 - 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction / PPE / Written instruction	So far as is reasonably practical: SFAIRP*
3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
1: Remote	1: Minor / First Aid						

**Key: \*SFAIRP – ‘so far as is reasonably practical**



Accidents, Injuries & Ill Health							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <ul style="list-style-type: none"> <li>Accidents &amp; injuries during build up and break down due to nature of the environment (i.e. use of ladders, sharp tools, lifting equipment)</li> <li>Ill health can be met by anyone on site at any time, as it is an unknown factor.</li> <li>Any of the above can range from requirements of minor injury/first aid to death.</li> </ul>	<ul style="list-style-type: none"> <li><b>Organisers</b></li> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Standard working practices are in place and training to support this, i.e. manual handling, use of equipment so staff are trained in correct use.</li> <li>Harrogate Convention Centre has appointed First Aid staff qualified in First Aid at Work, and able to treat colleagues. This training is refreshed on a 3 year basis and is usually undertaken through St John Ambulance training centres.</li> <li>During an event, the organiser provides an appointed First Aider at all times that activity is taking place within the venue. The First Aider is contactable by the Duty Manager at all times.</li> <li>The venue has appointed first aid rooms with facilities which are checked regularly for stock levels. Accident Books are located in the first aid rooms for the First Aider to complete for <u>every</u> incident reported.</li> <li>Emergency doctors and Harrogate Hospital are located within close proximity to the venue for A &amp; E or consultations.</li> <li>Working patterns rostered responsibly in order to prevent over-tiredness and excessive working for individuals.</li> <li>Harrogate Convention Centre Staff are responsible for accident reporting or near miss as per the H &amp; S Policy.</li> <li>Working practices regularly reviewed to prevent future occurrences.</li> <li>First Aiders to wear appropriate gloves for dealing with casualties.</li> <li>Other employees are not to come in direct skin contact with bodily fluids. Spillages must be dealt with urgently and the area to be cleaned fully with disinfectant.</li> <li>Hazardous waste bins are available in the First Aid rooms for disposal of soiled equipment, first aid kit and sharps.</li> </ul>	0:50 0:50 0:50	7.5: M 7.5: M 7.5: M

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
5: Certain	5: Multi death / injury	1 - 5	LOW (L)	Acceptable risk	1.0	No effective Measures / Verbal Discipline	Acronyms used
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3: Even Chance	3: RIDDOR major injury	12 - 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions / Procedural control	Health & Safety Manager: HSM
2: Possible	2: RIDDOR 3 day	19 - 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work / Special Controls / Safe history	Event Manager: EM
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Key: \*SFAIRP - 'so far as is reasonably practical'

Security, Violence & Aggression							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<p><b>Hazards:</b></p> <p>Security is a concern for any event, however there will be some events that pose a greater security risk from terrorists or activists. Examples may be political or pharmaceutical events, events where VIPS attend (i.e. royal family, MPs).</p> <p>Social factors also have an impact, such as theft, current terror risk to UK, bomb threats, etc.</p> <p>Realization of any of the above hazards can lead to significant loss of life and have devastating economic impact to the event and the venue.</p>	<ul style="list-style-type: none"> <li><b>Organisers</b></li> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Event risk is identified with the organiser during the planning process and additional site visits with their appointed security personnel and police are made if required.</li> <li>Venue protocols are in place which stewards are trained in for the emergency codes and protocols. The Harrogate Convention Centre H &amp; S Policy details the emergency and bomb evacuation protocols.</li> <li>Events with a high security risk are staffed by SIA stewards for badge checking, securing areas and bag searches if required.</li> <li>Harrogate Convention Centre Security Officers regularly patrol the internal and external areas across site to ensure unused areas are secure and to deal with any current issues.</li> <li>If a mass evacuation needs to occur which results in no re-entry on a long term basis, Harrogate Convention Centre will agree a point of assembly for its customers so they can reunite with family members/colleagues based on areas in use on that event.</li> </ul>	0:50 0:50 0:50 0:50	<b>10:M</b> <b>10:M</b> <b>10:M</b> <b>10:M</b>

Safe Evacuation							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<p>Lack of safe evacuation procedures can create panic resulting in injury or death due to crushing.</p> <p>It can also give the organisers and venue a bad reputation resulting in loss of future business.</p>	<ul style="list-style-type: none"> <li><b>Organisers</b></li> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Harrogate Convention Centre has emergency evacuation procedures in place which are provided to the event organisers during the event planning process.</li> <li>All stewards are fully trained in the evacuation procedure to be able to assist customers for safe evacuation.</li> <li>Tannoy facilities are set up so the public can be made aware if evacuation is required.</li> <li>Multiple assembly points are in situ around site so that crowding does not occur in just one place. The stewards are able to keep the public updated at these assembly points with regards to updates.</li> <li>The evacuation procedure is regularly reviewed to ensure efficiency and training is undertaken on a monthly basis with Harrogate Convention Centre staff and stewards.</li> </ul>	0:50 0:50 0:50 0:50	<b>7.5:M</b> <b>7.5:M</b> <b>7.5:M</b> <b>7.5:M</b>

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
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Gas Safety													
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final						
Fire resulting in gas leak and contact with heat source  Injury from canisters from pressure build up	<ul style="list-style-type: none"> <li>Organisers</li> <li>Venue staff</li> <li>Venue contractors</li> <li>Visitors to site</li> </ul>	3	5	15	<b>Mains Gas</b> <ul style="list-style-type: none"> <li>All equipment requiring connection to the venue's mains gas supply (e.g. cookers and hot cabinets) must be installed by a Gas Safe Register engineer. Notification must be provided to the venue 28 days in advance of installation.</li> <li>Gas inspections are made at the venue on a routine basis.</li> </ul> <b>Compressed Gas &amp; LPG</b> <ul style="list-style-type: none"> <li>Details of use of compressed gas must be submitted to the venue no later than 28 days prior to event and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures. Written consent must be provided by Harrogate Convention Centre.</li> <li>Suitable warning notices are provided where appropriate, drawing attention to the flammable nature of the materials.</li> <li>Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand. Cylinders or vessels must not be within the halls during open times of event.</li> </ul> <p>Stewards and venue staff must actively monitor for the presence of cylinders where possible for instant removal.</p>	0:50	7.5: M	0:50	7.5: M	0:50	7.5: M	0:50	7.5: M

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S			Control Weighting (W)		Final Rating (F) = R x F
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Stage Sets & Raised Platforms										
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final			
Trips or falls leading to injury.	• <b>Venue staff</b>	4	3	12	Exhibition Stands: <ul style="list-style-type: none"> <li>Platforms should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities.</li> <li>Edges to be rounded to prevent injury to legs.</li> </ul> Auditorium & Royal Hall stages <ul style="list-style-type: none"> <li>If the stages are set above 1600mm in height, handrails must be provided.</li> <li>28 days in advance of tenancy, Harrogate Convention Centre must be provided with structural design plans of stage including weight loadings. If necessary, a structural engineer may be required to inspect and validate the structure.</li> </ul>	0:75	3: <b>L</b>			
	• <b>Venue contractors</b>	4	3	12		0:75		3: <b>L</b>		
	• <b>Visitors to site</b>	4	3	12		0:75		3: <b>L</b>		

Lone Working									
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final		
Undertaking tasks whilst lone working can leave the individual vulnerable to risks without colleagues to support incidents such as injuries (through manual handling, slip/fall) and violence. The medical suitability of the individual can present a hazard to working alone and the workplace itself can present a risk to lone workers.	• <b>Venue Staff</b>	3	4	12	<ul style="list-style-type: none"> <li>In most cases, staff work as teams to reduce the level of lone working. In cases where staff are working alone within the venue, they have a walkie talkie to be able to call for assistance to the Security Office which is a 24/7 basis.</li> <li>Event contractors are not permitted to work alone on site. An appropriate level of staffing will be on site to supervise contractors and the venue as part of the venue's fire and H &amp; S policy.</li> <li>For staff working alone within sections of the venue, they should not undertake tasks which require colleague assistance in order to reduce risk of injury.</li> <li>Churchill Security who operate the security operation at the venue do regularly undertake lone working. Control measures in place to reduce risk to staff include reducing number of patrols and manual handling tasks whilst alone on site.</li> <li>The staff ID' badges are swipe cards which operate the venue doors. In an event of an incident to the lone worker, the location can be traced via the swipe card software.</li> <li>Rotas and operational planning schedules are distributed across the teams so cases of lone working can be identified and minimised where possible.</li> </ul>	0:75	3: <b>L</b>		
	• <b>Venue contractors (Churchill at highest risk)</b>	4	4	16		0:50		8: <b>M</b>	

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Waste Management							
Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<p>See also <b>Fire</b> and <b>Slips/Trips/Falls</b> for hazards and control measures relating to waste management.</p> <p>Poor waste management poses the following issues:</p> <ul style="list-style-type: none"> <li>- Waste is a flammable source for fire therefore a build-up within and around the venue poses a threat to people and property.</li> <li>- Uncollected waste, particularly food, can cause environmental health issues, i.e. rat infestations.</li> <li>- Build-up of waste around the venue creates a trip hazard for people working and visiting site.</li> </ul> <p>It is acknowledged that high levels of waste is Harrogate Convention Centre's single highest fire risk on site. Critical periods are build up and breakdown times when build-up of packaging and careless disposal can occur.</p>	<ul style="list-style-type: none"> <li>• <b>Organisers</b></li> <li>• <b>Venue staff</b></li> <li>• <b>Venue contractors</b></li> <li>• <b>Visitors to site</b></li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Venue cleaners to ensure that rubbish is cleared on an on-going basis. All Harrogate Convention Centre staff to notify Cleaning Supervisor of any hazards that may result in a slip, trip or fall.</li> <li>• Rigorous waste management procedures in place including regular checks and empties of skips and bins. Skips and bins all placed away from exterior walls to prevent further risk. Use of the compactor minimises the risk and use of skips to be avoided where possible. During event build up and breakdowns, cleaning teams patrol the halls clearing waste on a continuous cycle.</li> <li>• Fire Marshalls to undertake fire checks on event days. Harrogate Convention Centre Security Officers undertake fire checks outside event times. Hazards to be rectified with immediate effect.</li> <li>• If the fire detection heads around site are isolated due to vehicle movement within the halls then increased cleaning and fire marshal patrols are made to increase vigilance of waste build up.</li> </ul>	0:75 0:75 0:75 0:75	3: L 3: L 3: L 3: L

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