

# Venue Risk Assessment: Harrogate International Centre (HIC)




**Venues:** Harrogate International Centre (HIC)  
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 for the exhibition halls 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 HIC

**Assessment Date:** 20 October 2016

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 HIC:</b>	<b>Name:</b> 	<b>Date:</b> 03/01/2017
		<b>Position:</b> Director

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**

# Venue Risk Assessment: Harrogate International Centre (HIC)

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)	<ul style="list-style-type: none"> <li>HIC Electricians</li> <li>Other venue staff</li> <li>Venue contractors</li> <li>Visitors to site</li> </ul>	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>HIC 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> → Cardiac arrhythmia → ventricular fibrillation. → Cardiac arrest. → Damage to the nervous system.		1	4	4		0.50	2: L
<b>Burns:</b> → Low voltage (<1000v) - most likely). → Flash. → High voltage (>1000v - least likely).		1	4	4		0.50	2: L
<b>Explosion (i.e. low impedance arc-flash):</b> → Blast injuries (esp. eyes, skin). → Damage to internal organs.		1	4	4		0.50	2: L
<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> <ul style="list-style-type: none"> <li>Incorrectly installed electrical systems.</li> <li>System failure.</li> <li>Unplanned release of current to circuits.</li> <li>Unsafe working practices</li> <li>Use of trailing cables – e.g. likely to be severed by passing FLT's, portable equipment.</li> <li>Water on the floor increasing likelihood of exposure in the event of current coming into contact with it.</li> </ul>							

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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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# Venue Risk Assessment: Harrogate International Centre (HIC)

Electrical: Use and adaptation		Monitored by: Venue Electricians, HSM					
Hazards	Those Likely Affected:	P	S	R	Control Measures in place	W	Final
<p><b>Notes:</b></p> <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> <p><b>Direct:</b></p> <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> <p><b>Indirect:</b></p> <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>HIC Electricians</b></li> <li><b>Venue staff</b></li> <li><b>Venue contractors</b></li> <li><b>Visitors to site</b></li> </ul>	2 1 1 1	4 4 4 4	8 4 4 4	<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>HIC 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 0.50 0.50 0.50	4: L 2: L 2: L 2: 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>HIC 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 1 1 1	4 4 4 4	12 4 4 4	<ul style="list-style-type: none"> <li>Only competent electricians to un-install significant transformers via established protocols.</li> <li>HIC 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 0.50 0.50 0.50	6: M 2: L 2: L 2: L

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S		Control Weighting (W)		Final Rating (F) = R x F
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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>▪ HIC 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

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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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 HIC 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 with be mandatory regardless of load size etc.</li> <li>HIC 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 HIC 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

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
4: Probable	4: Single death	6 – 11	MEDIUM (M)	Acceptable risk but monitor daily	0.75	Verbal induction/ PPE/ Written instruction
3: Even Chance	3: RIDDOR major injury	12 – 18	HIGH (H)	Implement changes / Immediate Action & Further Controls Required	0.50	Engineered solutions /Procedural control
2: Possible	2: RIDDOR 3 day	19 – 25	UNACCEPTABLE (U)	Cease action immediately	0.25	Permit to Work/ Special Controls/ Safe history
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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*. HIC 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 undertake 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 HIC 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>HIC 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
		2	2	4		0.50	2: L
		2	2	4		0.50	2: L

## Slips, Trips, Falls and other floor level hazards

- Statistically, slip, trips and falls are the most common cause of accidents in the event environment.

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 HIC 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>HIC 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
		2	3	6		0.50	3: L
		2	3	6		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 3 3	5 5 5	20 15 15	<ul style="list-style-type: none"> <li>All traffic movement on site is to be controlled by HIC's appointed traffic management personnel (Churchill) on event days and in accordance with HIC 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 HIC.</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>HIC 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 0.50 0.50	10: M 7.5: M 7.5: M

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: M

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## Rigging & Installation of temporary structures

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>HIC Technicians</b></li> <li><b>Venue Contractors</b></li> <li><b>Other venue staff</b></li> <li><b>Visitors</b></li> </ul>	3	4	12	<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	3: L
		2	4	8		0.25	2: L
		2	4	8		0.25	2: L
		2	4	8		0.25	2: L

## 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>HIC 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> </ul>	0.50	2.5: L
		2	4	8		1	8: M
		2	4	8		1	8: M

## Fire

Hazards	Those Likely Affected:	P	S	R	Control Measures in place:	W	Final
<b>Hazards:</b> <p><b>Fire (caused from smoking, electrical fault, etc.) leading to:</b></p> <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>	<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	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. HIC Security Officers</li> </ul>	0.50	7.5 M
		3	5	15		0.50	7.5 M
		3	5	15		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
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'**



# Venue Risk Assessment: Harrogate International Centre (HIC)

<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>			<p>undertake fire checks outside event times. Hazards to be rectified with immediate effect.</p> <ul style="list-style-type: none"> <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> </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
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**