Risk Assessment

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| Task To Be Assessed: | University Higher Education Exhibition Wednesday 25th September 2024 |
| Assessor Name: | Ruth Slater |
| Reference Number: |  |
| Number Of People Exposed: | Approx. 2,000 | Assessment Date: 19.03.2024 |  |
| People Exposed (Staff / Student / Visitor): | Staff, Student Guides, Visitors (prospective students and teachers), representatives from other universities (referred to as exhibitors in this document) |
| Department: | Student Recruitment | Location Of Activity: | On Campus |
| Activity Description:(Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable) | University Higher Education Exhibition involving EHU staff, students and visitors. Approx. 2,000 visitors on campus throughout the day. Event runs 9am – 3pm with staff facilitating set up/briefings and set down between 7.00am and 4:00pm. Visitor bookings are split across four time slots 09:30-11:00am, 10:30 – 12:00, 11:30 – 13:00 and 12:30 – 14:00.The main exhibition hall will be located on the ground floor and the first floor of the Hub (floorplan available). In this location visitors will be able to visit any of the 70 exhibition stands and also purchase refreshments from the main catering outlets. Visitors will also be directed to the Business School to attend seminar presentations during the day (which will take place in Business School, L&P and Wilson), and to a marquee outside the Business School to take part in a tour of the campus (taking place mainly outside).There will be members of the Student Recruitment team and current students in each building used to act as marshalls, directing and managing the flow of visitors. All staff will be briefed with this information prior to the event. |

Hazard Checklist – use this to identify the hazards to be considered:

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| **Situational** | **Tick** | **Physical / Chemical** | **Tick** | **Environmental** | **Tick** |
| Slip, trip, fall | √ | Harmful substances |  | Temperature |  |
| Fall from height |  | Electrical (shock, burns, fire, arcing, explosion etc) |  | Weather | √ |
| Lone Working |  | Biological agents |  | Extreme locations (mountains, mud flats etc) |  |
| Manual Handling | √ | Fire/evacuation | √ | Suspicious behaviour (bag or item) | √ |
| Overcrowding | √ | Machinery (entanglement, incorrect setup etc) |  | Evacuation  | √ |
| Event set up and break down | √ | Use of sharps |  | Stands falling over  | √ |
|  |  | Vehicle movements and car parking  | √ | Visitor orientation | √ |

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

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| HAZARD | PERSONS AT RISK | HOW IS PERSON AT RISK | CONTROL MEASURES | RISK FACTOR\*L C R | ADDITIONAL CONTROL MEASURES | RESIDUAL RISK FACTOR\*L C R | Action / by whom? | Action / by when |
| Slip, trip, fall | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | Injury | Visual checks of those areas and routes that will be used on the day will be carried out prior to visitors’ arrival. This will ensure any potential hazards i.e. slippery floors, trip hazards etc. are identified and reported to the appropriate persons for remedial action.All rooms and buildings used on the day have been selected as fit for purpose and are safe and secure with adequate emergency escape routes.In the event of a spillage, a member of the FM team will attendIn the event of a First Aid emergency Campus Support will be contacted who will attend and contact the emergency services if necessary | 3 | 2 | 6 | Housekeeping,Monitoring, briefing student guidesIn addition to the control measures listed above, Student Guides are given training in how to deal with accidents and are informed of the procedure to report any hazards.All Student Guides / Staff members will be given contact details for Campus Support to use in the event of an incidentExhibitors will be reminder to keep their displays within their allocated stand.Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens.Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. | 2 | 2 | 4 | Student Recruitment team. Student Guides, FM teams | Check all areas prior to the tour, report any concerns immediately |
| Manual Handling | Staff, Student Guides, Exhibitors | Injury due to transporting materials | All Edge Hill University staff, have undertaken Manual Handling trainingWhere heavy items are not being delivered staff to use trolleys and apply safe lifting techniques | 3 | 2 | 6 | Reduce the number of materials that are transported to the minimumSeek help with lifting and carrying.Request jobs to be completed by the Campus Support team.Individual risk assessments for staff to be completed where requiredExhibitors to ensure all stand staff are trained in the correct manual handling procedures.All to wear appropriate footwear. | 2 | 2 | 4 | Monitor training records, accident reports, equipment and encourage staff to report concerns. | Ongoing review |
| Fire | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers | Injury, burns | Any specialist access requirements (i.e. person who may need assistance in event of an emergency) are identified prior to visitStudent Guides / Staff will be made aware of the procedures and informed on how to react appropriatelyStudent Guides and staff to alert all visitors to fire escapes if inside any buildings and the nearest point of assembly. | 2 | 5 | 10 | Programme provided to exhibitors and attending school/college staff on arrival clearly detailing Information Points and details on Fire Alarms and what to do in the case of illness or injury.Visual inspection of rooms and areas in use, paying attention to exits, alarms, equipment and guidance information. Remedial action to be taken as necessary. Reported to the conference team to liaise with the FM teams, radio contact throughout the event.Fire exits to be kept clear of obstructions.Fire extinguishers to be available in the venue.Ensure all waste is collected and stored correctly.Exhibitors to ensure all waste and flammable waste material is removed from stand area.Exhibitors will use designated smoking areas. | 1 | 5 | 5 | Training, briefing guides, remaining alert | Student Recruitment team to brief guides, provide information and reminder before each eventOngoing review and monitoring |
| Vehicle Movements and car parking | Staff, Student Guides, Visitors, Exhibitors, Contractors | Injury | All campus tour groups will be accompanied / supervised by a Student Guide throughout the tour (approximate 1:25 ratio).Routes have been planned to minimize the need for pedestrians to come into contact with vehicular traffic.Pedestrianised areas and crossings are clearly marked | 2 | 3 | 6 | Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance.Traffic marshals used to control flow of traffic on-siteVenue contact details to be made available in advance, along with parking permits, if applicable.Campus Security team to be briefed in advance via the Events Plans and liaised with via radio throughout the duration of the event. | 1 | 3 | 3 | Training, briefing guides, remaining alert | Ongoing review |
| Weather | Staff, Student Guides, Visitors, Exhibitors | Injury or illness due to rain, snow, ice, temp., wind | Routes have been planned and do not entail entering any particularly hazardous areas open to effects of weather i.e. uneven ground, open areas etc.In the event of any hazardous weather (e.g. frost/ice) checks will be carried out immediately before the event commences and appropriate measure will be taken, for example, gritting.Visitors will be directed by Student Guides / Staff who are clearly visible in purple t shirts and, in the event of extreme weather conditions, the event will be cancelled. | 3 | 2 | 6 | Housekeeping, monitoringIn addition to the initial control measures listed, Student Guides are given training in how to deal with accidents and are informed of the procedure to report any hazards.All Student Guides / Staff members will be given contact details for Campus Support to use in the event of an incidentIn the event of a First Aid emergency Campus Support will be contacted who will attend and contact the emergency services if necessary | 2 | 2 | 4 | Student Recruitment team. Student Guides, FM teams | Monitor, ensure briefings are up to date |
| Suspicious behaviour (bag/item) | Staff, Student Guides, Visitors, Exhibitors | Threat to safety and injury | Student Guides and Staff will be fully briefed regarding the recommended safety procedures to follow if any suspicious bag/item/behaviour is detected.Student Guides and Staff have relevant contact details to request Security assistance if required. Key contact details are provided to all staff and student guides.In the event of a safety concern, Security will be contacted who will attend and contact the emergency services if necessary | 2 | 5 | 10 | Bookings taken in advance and full registers requested.Campus Security team to be briefed in advance via the Events Plans and liaised with via radio throughout the duration of the event.Security are monitoring the local and national picture regarding protests and disorder and there is currently no intelligence to suggest there is any level of threat to ourselves at this time.Under Operation Centurion we will get a priority response should any antisocial incident occur on campus.We currently have increased police presence and patrols taking place. | 2 | 4 | 8 | Vigilance by all staff. Concerns to be reported immediately | Ongoing review |
| Over-crowding of event hall / stand | Staff, Student Guides, Visitors, Exhibitors | Injury | Suitable space around the stands and feature areas, which will be monitored, by floor managers and organisers. Stands will be spaced throughout the exhibition hall.Organisers to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles.Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. | 3 | 1 | 3 | Organisers to schedule arrivals in line with venue capacities, and monitor arrivals to prevent overcrowding. Coach arrival schedule also to be used if appropriateAppropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable in purple event tops.Organisers to monitor the exhibition area. Campus Security team to be briefed in advance via the Events Plans and liaised with via radio throughout the duration of the event.Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded | 2 | 1 | 2 | Vigilance by all staff. Concerns to be reported immediately | Ongoing review |
| Evacuation | Exhibitors, contractors, visitors, staff, student guides | Injury | Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order.Organisers and venue to ensure the current number of exits from the venue are adequate.Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors.Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point.If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. | 2 | 2 | 4 | Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times.Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate.Ensure all gangways and emergency exits are kept clear.All emergency exits maintained and kept clear for the duration of the event.Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. | 1 | 2 | 2 | Training, briefing guides, remaining alert | Student Recruitment team to brief guides and staff, provide information and reminder before each event |
| Stands falling over | Public and exhibitors |  | All exhibitors to ensure their stands are safe and secure, and report any problems to the organiser. | 3 | 1 | 3 | Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand. | 2 | 1 | 2 | Vigilance by all staff. Concerns to be reported immediately | Ongoing |
| Variety of contractors and exhibitors on-site | Contractors and exhibitors |  | Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate.Only experienced, reliable and approved contractors used.Organiser to be informed of any particular hazards arising prior to, and during the exhibition. | 2 | 2 | 4 | Contractors are the specific responsibility of the hiring company, i.e. the exhibitor.Exhibitors are responsible to ensure that their contractors use appropriate equipment, and are competent to do so.Estimated staffing number of contractors is two.All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands.Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number.No helium balloons allowed in the venue | 1 | 2 | 2 | Student Recruitment team. Student Guides, FM teams | Check areas where contractors and exhibitors are located, monitor work and report any concerns immediately |
| Electricity: connections, and power to stands etc. | Exhibitors | Injury | Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those that have been supplied by sub-contractors appointed by the organiser.The organiser’s appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring.Exhibitors to ensure equipment is used safely and for the purpose for which it was designed.Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. | 2 | 4 | 8 | All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate.Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times.Only experienced, reliable and approved contractors used.All orders for electricity must be placed before the deadline, where applicable | 1 | 3 | 3 | FM, Exhibitors, Student Recruitment team | Check stands where electricity is used and report any concerns immediately |
| Build-up and Breakdown | Exhibitors, contractors, venue and UCAS staff | Injury | At least two hours set-up period for exhibitors with access from 4:00pm, and access for contractors from 2:00pm.No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. | 1 | 2 | 2 | All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles.All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary.Organisers to control access into areas where major lifting and construction is taking place.Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required. | 1 | 2 | 2 | Monitor training records, accident reports, equipment and encourage staff to report concerns. | Ongoing review |
| Visitor orientation | Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers |  | Visitors to access venue through main entrance at the side of the building during event.All relevant information will be put in the exhibition pack – including first aid, catering, etc.Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser’s office, seminar rooms, refreshments areas.All stands are advised to have access for visitors with disabilities, via the exhibitor manual and stand inspection. | 1 | 2 | 2 | Organisers and stewards to monitor ease of movement around the venue.Organisers to ensure there is disabled access/egress to the venue.All height limits will be strictly enforced to enable clear view of signs and banners.Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors.No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition.Security marshals in place to monitor flows of traffic and pedestrians in the venue. | 1 | 2 | 2 | Student Recruitment team. Student Guides, FM teams | Check all areas in use, report any access concerns immediately |

\*Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

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| Assessment conclusion:(i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?) | **YES** / NORisks will be monitored on an ongoing basis and this document may be subject to further review if any additional risks are identified. |
| Signature of Line Manager / Competent Person: | **Ruth Slater0005**Ruth Slater |
| Review Date: | 15/08/2024 |

Risk Matrix

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**Risk = Likelihood x Consequence**

**Likelihood:**

1 Rare - this will probably never happen

2 Unlikely - do not expect it to happen / recur but it is possible it may do so

3 Possible - might happen or recur occasionally

4 Likely - will probably happen / recur but it is not a persistent issue

5 Almost Certain - will undoubtedly happen / recur, possibly frequently

**Consequence:**

1 Insignificant – no or minimal injury / insignificant damage to equipment or property

2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention

3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair

4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution

5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

**Risk Factor / Residual Risk Factor:**

NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed

MONITOR (3-6): Look to improve at next review or if there is a significant change

ACTION (8-12): Improve within a specified timescale

URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately