			wo	RK A	CTI	VITIES: General	workplace activities.				
LOCATION: All NEC Group v	A / ICC / NIA *delete as appropria	ate	NOTE: This risk assessment identifies the common hazards and controls necessary to safeguard individuals in low hazard environment. Those persons in control of the respective areas are responsible for reviewing this assessment to ensure that it is suitable and sufficient. Where necessary a more detailed and risk assessment in need to be produced that is specific to the work area/activities being undertaken.								
DEPARTMENT: IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	ПКЕЦНООБ	POPULATION RESIDUAL RISK RATING	
Provide a description of the item or work activity that is likely to cause harm below.	Provide a description of who could be exposed to the hazard(s).	Provide information regarding the existing measures in place to prevent the harm being realised below.	See drop down menu choices Display the 1st risk rating below Display the 1st prisk rating below Display the 1st prisk rating below Explain additional control measures which should be implemented to REDUCE the risk to as low as is practicable below.		dow	e drop n mer noices					
EXAMPLE Slips on wet flooring	Employee's Visitors	Clean the area Wet floor warning signs until dry	5 10 1 High Eliminate the source of water causing the wet areas where possible		5	1	1 Acceptable				
Slips Trips and Falls in INTERNAL areas.											
Trips and falls arising from objects, articles obstructions and debris in access/egress routes and pedestrian areas (for example trailing cables, litter and other items).	NEC group staff, contractors, exhibitors, organisers and members of the public	All areas kept clear of slip, trip or other similar hazards Clean as you go policy implemented at departmental levels, routine inspection regimes in place. EMERGENCY ROUTES kept clear at all times All departments shall review this assessment and any areas that are not adequately covered by this assessment or found to have higher potential risk rating will be subject to a specific risk assessment. Access to non public areas is restricted with visitors/contractors being accompanied and/or inducted as required. Employees and Contractors are required to report unsafe practices/ objects/ obstructions, accidents and near misses to the Helpdesk or Security Control Room via the appropriate contact number or by informing a member of security staff. Visitors are also encouraged to report such occurrences. Area supervisors monitor and review their respective areas and dynamically amend controls where required. Event Safety Rep/ Event Planners ensure pre event checklists are completed for each event.	2	1	1	Acceptable					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	99 -	Reg	ulation 3: Wo	ORKPLACE RISK ASSESSMENT		
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK /	ACTI	VITIES: General	I workplace activities.		
LOCATION: All NEC Group vo	enues		low ass	haza essm	ard er nent t	vironment. Those o ensure that it i	identifies the common hazards and controls necessary to sa se persons in control of the respective areas are responsible is suitable and sufficient. Where necessary a more detailed pecific to the work area/activities being undertaken.	e for re	viewing this
DEPARTMENT:			DA	ΓE: <i>Α</i>	Augu	st 13			
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	POPULATION	RESIDUAL RISK RATING
Trips and falls arising from uneven or damaged floor surfaces Trips and falls arising from stumbling due to poor lighting levels	NEC group staff, contractors, exhibitors, organisers and members of the public NEC group staff, contractors, exhibitors, organisers and members of the public	Any uneven or damaged surfaces shall be appropriately highlighted, usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced. Where necessary, access to the area will be restricted. Damaged floor surfaces will be reported through the Helpdesk facility for appropriate action. Work to services and/or floor maintenance and repairs will be subject to a specific risk assessment. A maintenance and inspection programme is in place via our service partners and defects are reported via the helpline or, in the case of contractors/visitors, by reporting to a member of staff who will take the appropriate action including reporting to the helpline for action Sufficient lighting levels will be maintained at all times including pre and post events as well as emergency situations so as to allow for safe working or passage. Lighting levels to be monitored by the responsible person for the		1	1	Acceptable			
Slips arising from spillages of substances on floor,	NEC group staff, contractors, exhibitors, organisers and	area. Support available from the Safety dept as required. A maintenance and inspection programme is in place via our service partners and any defects must be reported via the 'Helpdesk' All spillages reported immediately to Helpdesk via appropriate contact number. Clean up performed as soon as possible.	2	1	1	Acceptable			
Slips due to contamination bought into premises due to adverse weather conditions or from services.	members of the public NEC group staff, contractors, exhibitors, organisers and members of the public	Warning Signs as required to limit access & raise awareness. All spillages reported immediately to Helpdesk. Clean up performed as soon as possible. Warning Signs as required to limit access/ raise awareness. Appropriate matting to be placed at entry points as required. Matting should be suitable for the current/anticipated weather conditions and not create any further hazards.	2	1	1	Acceptable			
		ESR/Event Manager/ Security to monitor weather conditions and initiate proactive control measures as appropriate.							

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	99 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK /	ACTI	VITIES: General	workplace activities.				
LOCATION: All NEC Group vi	enues		low ass	haza essm	ard er nent t	nvironment. Thos o ensure that it is	identifies the common hazards and controls neces se persons in control of the respective areas are re s suitable and sufficient. Where necessary a more pecific to the work area/activities being undertaken	spons detail	sible	for rev	iewing this
DEPARTMENT:			DA	ΓE: <i>Α</i>	Augu	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	ПКЕСІНООБ	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Cuts and Lacerations to persons from items on floor	NEC group staff, contractors, exhibitors, organisers and members of the public	Regular cleaning to take place by Service Partners All security staff to wear appropriate footwear. Pre show checklist completed by ESR/Event Manager prior to each event. Access to areas where dangerous materials are present to be restricted such materials to be removed before reinstating for general access. Access to areas that have a higher risk factor, e.g. A hall or stage in build up, shall have restricted access. These areas shall require a specific risk assessment to reflect those work activities. PPE may also be required as identified in the risk assessment.	2	1	1	Acceptable					
Slips, Trips and Falls in EXTERNAL areas											
Trips and falls arising from obstructions in access/egress routes and circulation areas (for example trailing cables, litter).	NEC group staff, contractors, exhibitors, organisers and members of the public	All areas kept clear of slip, trip or other similar hazards Clean as you go policy implemented at departmental levels, routine inspection regimes in place. EMERGENCY ROUTES kept clear at all times All departments shall review this assessment and any areas that are not adequately covered by this assessment or found to have higher potential risk rating will be subject to a specific risk assessment. Access to non public areas is restricted with visitors/contractors being accompanied and/or inducted as required. Employees and Contractors are required to report unsafe practices/ objects/ obstructions, accidents and near misses to the Helpdesk or Security Control Room via the appropriate contact number or by informing a member of security staff. Visitors are also encouraged to report such occurrences. Area supervisors monitor and review their respective areas and dynamically amend controls where required. Event Safety Rep/ Event Planners ensure pre event checklists are completed for each event.	2	1	1	Acceptable					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	99 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT				
Premises: NEC/LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK /	ACTI	/ITIES: General	workplace activities.				
LOCATION: All NEC Group vo	enues		low ass	haza essm	ard er nent t	vironment. Thos o ensure that it is	identifies the common hazards and controls neces se persons in control of the respective areas are res s suitable and sufficient. Where necessary a more specific to the work area/activities being undertaken	espons detail	sible t	for rev	ewing this
DEPARTMENT:			DA	ΓE: <i>Α</i>	Augu	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Trips and falls arising from uneven/holed flooring	NEC group staff, contractors, exhibitors, organisers and members of the public	Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired/ replaced. Where necessary, access to the area should be restricted. Damaged floor surfaces are to be reported through the Helpdesk facility for appropriate action. Work to services and/or floor maintenance and repairs must be subject to a specific risk assessment. A maintenance and inspection programme is in place via our service partners	2	1	1	Acceptable					_
Trips and falls arising from stumbling due to poor lighting levels	NEC group staff, contractors, exhibitors, organisers and members of the public	Sufficient lighting levels at all times including pre and post events as well as emergency situations. Lighting levels to be monitored by the responsible person for the area. Support available from the Safety dept as required. A maintenance and inspection programme is in place via our service partners and defects are reported via the helpline or, in the case of contractors/visitors, by reporting to a member of staff who will take the appropriate action including reporting to the helpline for action		1		Acceptable					
Slips arising from spillages of substances on floor,	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk via appropriate contact number. Clean up performed as soon as possible. Warning Signs as required to limit access & raise awareness.	2	1	1	Acceptable					
Slips and trips due to due to adverse weather conditions or from services.	NEC group staff, contractors, exhibitors, organisers and members of the public	All spillages reported immediately to Helpdesk. Clean up performed as soon as possible. Warning Signs as required to limit access/ raise awareness. ESR/Event Manager/ Security to monitor weather conditions and initiate proactive control measures as appropriate e.g. gritting in icy weather	2	1	1	Acceptable					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	99 -	Reg	ulation 3: WO	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK /	ACTI	VITIES: General	workplace activities.				
LOCATION: All NEC Group vo	enues		low asse	haza essm	ard er nent t	vironment. Those o ensure that it is	dentifies the common hazards and controls necess se persons in control of the respective areas are re s suitable and sufficient. Where necessary a more secific to the work area/activities being undertaken	spons detail	sible	for rev	iewing this
DEPARTMENT:			DAT	ΓE: <i>Α</i>	Augu	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Cuts and Lacerations to persons from items on floor	NEC group staff, contractors, exhibitors, organisers and members of the public	Regular cleaning to take place via service partner. All security staff to wear appropriate footwear. Pre show checklist completed by ESR/Event Manager prior to each event. Access to areas where dangerous materials are present to be restricted such materials to be removed before reinstating for general access. Access to areas that have a higher risk factor, e.g. back of house / service areas etc, shall have restricted access. These areas shall require a specific risk assessment to reflect those work activities. PPE may also be required as identified in that risk assessment.	2	1	1	Acceptable					
Manual Handling											
Musculoskeletal injury sustained from handling items	NEC group employees	Refer to the appropriate Group Safety Operational policy. Manual handling where practicable should be avoided. All Employees to be trained in Manual Handling (MH) which is provided at induction. Further training is available at the request of the employee or as deemed necessary by their line manager. Specific MH Risk assessment to be carried out for all identified manual handling activities that present a significant risk. Lifting and mechanical aids to be supplied where the need is identified. Additional training provided as required as per specific equipment.	5	1	1	Acceptable					
Musculoskeletal injury sustained from incorrect use of lifting/mechanical aids Work at Height	NEC group employee	Only to be used by trained persons All equipment to be operated and maintained in accordance with manufactures instructions All defects must be reported to the appropriate person e.g. supervisor/manager. All equipment to be issued/used inline with the controls identified in the MH Risk Assessment (See above) A maintenance and inspection programme for work equipment is provided via our service partner.	5	1	1	Acceptable					

	MANAGEMEN	IT OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: WC	DRKPLACE RISK ASSESSMENT				
Premises: NEC/LG ARENA	A / ICC / NIA *delete as approp	riate	wo	RK A	CTIV	/ITIES: General	workplace activities.				
LOCATION: All NEC Group v	renues		low l	naza ssm	rd en ent to	vironment. Thos ensure that it is	dentifies the common hazards and controls neces e persons in control of the respective areas are re s suitable and sufficient. Where necessary a more secific to the work area/activities being undertaken	spons detaile	ible f	or revi	ewing this
DEPARTMENT:			DAT	E: A	ugus	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Fall from height Fixed structure	NEC group employees, contractors,	Refer to the appropriate Group Safety Operational policy. As far as is reasonably practicable all work will be completed at ground level. Where work has to be done at height it shall be subject to a specific risk assessment and work undertaken by trained and authorised persons only. Access to areas where work at height activities are being undertaken shall be restricted. All equipment shall be fit for purpose, inspected, maintained and operated in accordance with manufacturers instructions and any other statutory duties.	10	1	1	Acceptable					
Fall from height from work equipment (e.g. ladders, step ladders, MEWP's , scaffolding etc)	NEC group employees, contractors,	Refer to the appropriate Group Safety Operational policy. As far as reasonably practicable all work will be completed at ground level. Where work has to be undertaken done at height it shall be subject to a specific risk assessment and work completed by trained and authorised persons only. Access shall be restricted to authorised persons. All equipment shall be fit for purpose, inspected, maintained and used in accordance with manufacturers instructions and any other statutory duties. All work equipment /access equipment shall be subject to a hazard analysis and additional risk assessment as required. All defects or other safety concerns to be reported to the appropriate person e.g. supervisor/manager.	10	1	1	Acceptable					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 - 1	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK A	CTI	/ITIES: General	workplace activities.				
LOCATION: All NEC Group vi	enues		low asse	haza essm	rd en ent to	vironment. Thos o ensure that it is	dentifies the common hazards and controls neces se persons in control of the respective areas are re s suitable and sufficient. Where necessary a more secific to the work area/activities being undertaken	spons detail	sible f	for rev	iewing this
DEPARTMENT:			DAT	E: A	ugus	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Objects falling from height onto persons or items below.	NEC group staff, contractors, exhibitors, organisers and members of the public	Where such work is undertaken it shall be subject to a specific risk assessment. Controls shall include, as a minimum, the following. Access to the work area shall be restricted to authorised persons only. Only essential items to be taken up to height and so far as is reasonably practicable, secured in a manner so as to prevent falling Where practicable items will be secured to the structure. Other methods of fall prevention to be considered e.g. toe boards. All equipment shall be fit for purpose, inspected, maintained and used in accordance with manufacturers instructions and any other statutory duties. Where work at height activities are being undertaken, the immediate area below shall have access restricted and be designated as a hard hat area.	10	1	1	Acceptable					
Head injury or other injury sustained from contact with suspended items or building structure whilst working at height	NEC group staff, contractors, exhibitors, organisers and members of the public	All items designed to be suspended shall be fixed in such a manner as to prevent it becoming displaced or falling and provide a safe clearance between the suspended item and any persons or equipment that will need to pass under such items. During build up and breakdown as with other work at height activities outlined above, the area below shall have restricted access and be designated a hard hat area whilst work is in progress	10	1	1	Acceptable					
Medical Provision											
Inadequate first aid cover to treat injured persons in the event of an accident	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy. All departments are required to complete a specific risk assessment to establish the appropriate level of cover for their work areas.	10	1	3	Medium					
Noise											

	MANAGEMEN ⁻	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK A	ACTIV	/ITIES: General	workplace activities.				
LOCATION: All NEC Group vo	enues		low asse nee	haza essm d to	ard en nent to be pro	vironment. Those o ensure that it is oduced that is sp	dentifies the common hazards and controls nece se persons in control of the respective areas are r s suitable and sufficient. Where necessary a more specific to the work area/activities being undertake	espons e detail	sible f	or rev	ewing this
DEPARTMENT:			DAT	ΓE: <i>Α</i>	lugus	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	ПКЕЦНООД	POPULATION	RESIDUAL RISK RATING
Risk of hearing damage or loss (permanent or temporary)	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy. For areas where noise is considered to be hazard, a specific risk assessment must be completed to identify the necessary controls. Dept Managers to monitor areas of potential exposure and carry out specific noise risk assessments and monitoring for areas where it is suspected/identified that there is a noise problem. The safety team are available to offer support where required. The issue of HPE is the responsibility of the department manager or their nominated report. All HPE must be fit for purpose, and will be reviewed periodically. Inspections will be completed to ensure that employees are complying with the policy. Planning Managers to liaise with organisers to ensure compliance with statutory duties.	10	1	2	Medium					
Display Screen Equipment											
Adverse health effects including Work related upper limb disorders sustained from use of Display Screen Equipment (DSE)	NEC group staff, contractors.	Refer to the appropriate Group Safety Operational policy. Online DSE assessment to be completed by each individual in accordance with group policy. DSE mentors nominated for each department to assist individuals to complete the DSE awareness programme and monitor any DSE related issues. Occupational health advisor available to carry out more specific assessments where the aforementioned process identifies additional requirements.	5	1	1	Acceptable					
Hazardous Substances											

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: W	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK	ACTI	VITIES: General	l workplace activities.				
LOCATION: All NEC Group v	enues		low ass	haza essn	ard er nent t	nvironment. Those o ensure that it is	identifies the common hazards and controls neces se persons in control of the respective areas are re s suitable and sufficient. Where necessary a more pecific to the work area/activities being undertaker	spons detail	ible	for rev	iewing this
DEPARTMENT:			DAT	ΓE: <i>Α</i>	Augu	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Burns, skin, eye and respiratory irritation from use of/misuse of or accidental escape or exposure to a hazardous substance.	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy. All hazardous substances to be subject to a specific risk assessment in line with the group safety operational policy. The specific risk assessment shall also detail any requirements for Personal Protective Equipment (PPE) Only personnel who have received the necessary information instruction and training are to use, store or transport hazardous substances. All spills and escapes to be reported to the responsible person for action and/or reported to the helpline. Where a person is suitably trained and has access to the necessary equipment they shall contained/ clean up the spillage immediately. Organisers, traders, exhibitors, contractors and any subcontractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations. There should be no un-authorised public access or exposure to hazardous substances.	10	1	1	Acceptable					
Fire, risk of explosion, cross contamination, accidental escape or release of a hazardous substance.	NEC group staff, contractors, exhibitors, organisers and members of the public	All hazardous substances to be subject to a specific risk assessment in line with the group safety operational policy. Where a fire risk exists due to the nature or storage of the substance, a fire risk assessment shall be required. Hazardous substances must be stored in designated areas and in accordance with the manufacturers instructions and safety data sheet information. All spills and escapes to be reported to the responsible person for action and/or reported to the helpline. Where a person is suitably trained and has access to the necessary equipment they shall contained/ clean up the spillage immediately. Organisers, traders, exhibitors, contractors and any subcontractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	1	Acceptable					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: WC	RKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK /	ACTIV	VITIES: General	workplace activities.				
LOCATION: All NEC Group vo	enues		low ass	haza essm	ard en nent to	vironment. Thos o ensure that it is	dentifies the common hazards and controls neces e persons in control of the respective areas are re suitable and sufficient. Where necessary a more ecific to the work area/activities being undertaken	espons detail	sible f	or revi	ewing this
DEPARTMENT:			DAT	ΓE: <i>Α</i>	Augus	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	LIKELIHOOD	POPULATION	RESIDUAL RISK RATING
Explosion of LPG (butane and propane) cylinders	NEC group staff, contractors, exhibitors, organisers and members of the public	LPG cylinders must only be stored in designated areas as determined by a specific risk assessment. Organisers, traders, exhibitors, contractors and any subcontractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	2	Medium					
Fire, explosion and personal injury from pressurised gas cylinders	NEC group staff, contractors, exhibitors, organisers and members of the public	Complete COSHH and Fire Risk Assessment as required. Only to be used by authorised and competent staff. Cylinders to be securely stored in chemical compound. No Smoking signs erected in area. Oxygen must be stored separately from flammable gases and combustible materials. Organisers, traders, exhibitors, contractors and any subcontractors must fulfil their statutory duties and adhere to the relevant venue rules and regulations.	10	1	2	Medium					
Fire Fire Services	NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the appropriate Group Safety Operational policy. Specific Fire Risk Assessments are required for all areas. These assessments shall identify any or all of the following (this list is not exhaustive). Fire safety hazards and controls, means of escape which must be kept free from obstruction, fire detection systems installed and are checked regularly. Fire detection systems installed at the NEC, Arenas and ICC are linked to a manned security control room. Fire prevention and fighting equipment. Emergency lighting, signage and instruction. Emergency arrangements. All equipment to be operated, maintained, inspected and certificated as required. This is facilitated via our service provider.	10	1	2	Medium					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK /	ACTI	VITIES: General	workplace activities.				
LOCATION: All NEC Group v	enues		low asse	haza essm	ard er nent t	vironment. Thos o ensure that it is	dentifies the common hazards and controls neces e persons in control of the respective areas are re s suitable and sufficient. Where necessary a more secific to the work area/activities being undertaker	espons detaile	ible t	for rev	viewing this
DEPARTMENT:			DAT	ΓE: <i>Α</i>	Augus	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	ГІКЕГІНООБ	POPULATION	RESIDUAL RISK RATING
Electrical shock, electrocution or fire from fixed installations	NEC group staff, contractors and members of the public.	Fixed installations checked and certificated by a competent person in accordance with statutory duties and/or with regard to any specific requirements for the individual piece of equipment as identified through risk assessment and/or in accordance with manufacturers instructions. Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	1	Acceptable					
Electrical shock, electrocution or fire from portable appliances/equipment	NEC group staff, contractors and members of the public.	Visual inspection prior to use, any defects immediately reported and item removed from use until repair carried out or item decommissioned and replaced. Frequency of testing to be determined by venue/department risk assessment and/or any specific risk assessment pertaining to the item. Risk assessments shall take into consideration statutory duties, manufacturers instructions, frequency of use, nature of use, environment for that piece of work equipment and any other item specific requirements. Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	1	Acceptable					
Escape of or explosion from fixed gas appliance	NEC group staff, contractors and members of the public.	Fixed installations checked and certificated by a competent person in accordance with statutory duties and/or with regard to any specific requirements for the individual piece of equipment as identified through risk assessment and/or in accordance with manufacturers instructions. Maintenance, repairs, inspection and certification to be carried out by authorised competent person only.	10	1	2	Medium					
Workplace Transport											

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT				
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	wo	RK A	ACTIV	/ITIES: General	workplace activities.				
LOCATION: All NEC Group ve	enues		low asse	haza essm	ard en nent to	vironment. Thos o ensure that it is	identifies the common hazards and controls necess se persons in control of the respective areas are re s suitable and sufficient. Where necessary a more pecific to the work area/activities being undertaken	spons detail	ible f	or rev	iewing this
DEPARTMENT:			DAT	ΓE: A	Augus	st 13					
IDENTIFY HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	POPULATION	RISK RATING	ADDITIONAL CONTROLS REQUIRED (REDUCE RISK TO AS LOW AS IS REASONABLY PRACTICABLE)	SEVERITY	ПКЕЦНООВ	POPULATION	RESIDUAL RISK RATING
People being struck by moving vehicles	NEC group staff, contractors and members of the public.	Refer to the appropriate Group Safety Operational policy. All drivers to hold the appropriate licence, insurances, training and certification for the vehicle being used. Vehicles to be maintained in a serviceable condition. Pre use check completed as appropriate to the vehicle. Site rules to be issued to all employees, contractors and exhibitors. Site speed limit to be enforced. Where required and/or identified in a specific risk assessment, PPE to be issued to relevant persons. Access to restricted areas to be enforced and monitored. Banksman to be used where appropriate. Pedestrian routes highlighted and available throughout all sites and venues. Additional temporary restrictions as required due to increased volume of traffic e.g. during build/breakdown of an event.	10	1	1	Acceptable					
Vehicle collision with another vehicle or structure Personnel falling from vehicles	NEC group staff, contractors and members of the public. NEC group staff, contractors	Refer to the appropriate Group Safety Operational policy. All drivers to hold the appropriate licence, insurances, training and certification for the vehicle being used. Vehicles to be maintained in a serviceable condition. Pre use check completed as appropriate to the vehicle. Site rules to be issued to all employees, contractors and exhibitors. Site speed limit to be enforced. Restricted areas to be enforced and monitored. Banksman to be used where appropriate. Restrictions in place and monitored for confined areas to limit the number of vehicles in that area at any one time. Refer to the appropriate Group Safety Operational policy. Persons may not travel on any vehicle that is not designed and fit for the purpose of carrying passengers. Where safety restraints/seat belts are fitted these must be worn.	10		1	Acceptable					

	MANAGEMENT	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	99 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT										
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	ate	WORK ACTIVITIES: General workplace activities.														
LOCATION: All NEC Group venues DEPARTMENT:						NOTE: This risk assessment identifies the common hazards and controls necessary to safeguard individuals in a low hazard environment. Those persons in control of the respective areas are responsible for reviewing this assessment to ensure that it is suitable and sufficient. Where necessary a more detailed and risk assessment maneed to be produced that is specific to the work area/activities being undertaken.											
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Items falling from vehicles during loading and unloading	NEC group staff, contractors and members of the public.	Refer to the appropriate Group Safety Operational policy. All loads on vehicles must be suitably secured. The vehicle must be suitable for the transportation of the load. Loading and unloading to be restricted to designated areas banksmen to be used where appropriate. Cab/drivers areas to be kept clean and free from hazards	10	1	1	Acceptable											
Work Equipment																	
Injury resulting from the use of work equipment	NEC group staff, contractors and members of the public.	Refer to the appropriate Group Safety Operational policy. All work equipment to be used/operated and maintained in accordance with manufacturers instructions. Work equipment that presents a significant hazard shall be subject to specific risk assessments as required. Access to work areas to be restricted as applicable, to authorised persons	5	1	1	Acceptable											
Stress Employees exposed to	NEC Group Employees	Refer to the group Safety Operational Policy.	5	1	1	Acceptable											
excessive stress	NEO Group Employees	Carry out specific assessments for areas where stress issues have been identified.	3			Acceptable											
Physical / Verbal Abuse	NEO Ossar Fare I	Defeate the record Orfets Occasilled ID II	_			A 1 1 1											
Employees exposed to physical and/or verbal abuse.	NEC Group Employees, contractors, exhibitors and visitors	Refer to the group Safety Operational Policy. Carry out specific assessments for tasks where the potential for realisation of the risk exists.	5	1	1	Acceptable											
Young Persons	NEO 0					A											
Insufficient controls to safeguard young or vulnerable persons	NEC Group Employees, work experience, visitors	Refer to the group Safety Operational Policy. Carry out specific assessments where young or vulnerable persons are working in the respective areas.	10	1	1	Acceptable											
Expectant Mothers																	

	MANAGEMENT	FOF HEALTH AND SAFETY AT WORK REGULATIONS	199	99 -	Reg	ulation 3: WC	PRKPLACE RISK ASSESSMENT									
Premises: NEC / LG ARENA	/ ICC / NIA *delete as appropri	iate	WORK ACTIVITIES: General workplace activities.													
LOCATION: All NEC Group venues DEPARTMENT:						NOTE: This risk assessment identifies the common hazards and controls necessary to safeguard individuals in a low hazard environment. Those persons in control of the respective areas are responsible for reviewing this assessment to ensure that it is suitable and sufficient. Where necessary a more detailed and risk assessment maneed to be produced that is specific to the work area/activities being undertaken.										
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Insufficient controls to safeguard expectant mothers.	NEC Group Employees visitors	Refer to the group Safety Operational Policy. Carry out specific assessments where an expectant mother is known to be working in the workplace.	5	1	1	Acceptable										
Lone Working																
Insufficient controls to safeguard lone workers	NEC group employees, contractors,	Refer to the group Safety Operational Policy. Carry out specific assessments where lone working activities are in operation.	5	1	1	Acceptable										
Disabled																
Insufficient controls to safeguard disabled persons	NEC group staff, contractors and members of the public.	Refer to the group Safety Operational Policy. Carry out specific assessments where required.	5	1	1	Acceptable										
Extremes of weather																
Heat Stress, sun stroke and sunburn during hot weather	NEC group staff, contractors, exhibitors, organisers and members of the public	Staff shall be provided with suitable clothing in accordance with uniform requirements as identified within a department risk assessment or operational instruction. Where applicable additional PPE shall be made available along with such items as sun screen available. Staff can access cold drinks, shelter and are rotated to minimise exposure.	2	1	1	Acceptable										
Stress, discomfort and other conditions associated with cold weather	NEC group staff, contractors, exhibitors, organisers and members of the public	Staff shall be provided with suitable clothing in accordance with uniform requirements as identified within a department risk assessment or operational instruction. Where applicable additional PPE shall be made available for example waterproof clothing. Staff can access hot drinks, and a suitable area to warm up during breaks. Staff will be rotated to minimise exposure.	2	1	1	Acceptable										
Substance Misuse																

MANAGEMENI	OF HEALTH AND SAFETY AT WORK REGULATIONS	199	9 -	Reg	ulation 3: WC	ORKPLACE RISK ASSESSMENT										
A / ICC / NIA *delete as appropri	ate	WORK ACTIVITIES: General workplace activities.														
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DEPARTMENT:																
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a NEC group staff, contractors, exhibitors, organisers and members of the public	Refer to the group Safety Operational Policy. All departments shall review this assessment and carry out a more detailed risk assessment if it is found that, due to the nature of the work activities, persons are exposed to a greater level of risk. Random testing is in place for activities identified on the high hazard list. "For cause" testing facility in place and activated, as appropriate, by line managers and/or as a result of an accident. through a third party. Employees notified of their entry onto the High Hazard list. Managers are provided with training to enable correct application of policy requirements. Support structures are in place for employees and an awareness programme has been run for all employees on the policy, provision of Occupational Health and employee assistance programs. Service partners must operate an equivalent policy whilst operating on site. Active random bag searches and sniffer dog activity for security purposes to detect the presence of prohibited substances.	5	1	2	Acceptable											
All employees	Department managers with support from the safety team, as required, will monitor and periodically review work activities, risk assessments, systems and controls to ensure they remain suitable and sufficient. Accident and near miss data is also be monitored to identify possible unsafe conditions and/or developing trends. Periodic reviews will be undertaken, in line with the group document and review policy, on all risk assessments and associated control measures. The review period shall be sooner if it becomes apparent that there is a need due to; changes in legislation, existing controls proving insufficient, changes in working practise, installation of new equipment, incident occurring or if any element is not working as documented or proves to be insufficient.		1	1	Acceptable											
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NAME OF ASSESSOR 1: Shar	on Pates	1	First aid at scene		1	Unlikely			Single Individual			<10	ACCEPTABLE	Monitor and Review				
NAME OF ASSESSOR 2:Chris	Hall	2	Referred to/transferred to hospital or absence from work	1	5	Possible	1	1				<19	LOW	Within 3 months				
		5	Major injury as defined under RIDDOR			Likely	×	2	2 – 10 Persons Greater than 10 persons		=	<49	MEDIUM	Within 1 month				
			Permanent disability or fatality		20	Certain]	3				<99	HIGH	Within 1 week				
CLICK TO PERFORM A SPELL CHECK]					100+	UNACCEPTABLE	Immediately				