

Comtec Presentations Limited

Keep Britain Tidy Eco Schools Show

RISK ASSESSMENT

Venue : The East of England Show Ground, Peterborough

Event Date: 23rd June 2010

Attendees: Invited Delegates, Speakers

Build Period: 22nd June 2010

General Statement

Comtec Presentations will use only trained, experienced personnel to staff this event.

No personnel will be asked to work with, or on, materials, equipment, they do not have sufficient experience of.

There are 3 main stages of the Keep Britain Tidy Eco Schools Show; the build, The Event, Breakdown/Get-out. The Risk Assessment covers all areas section by section.

At no time throughout the Keep Britain Tidy Eco Schools Show do the general public have access to the stage area. Therefore all public safety is covered by the venue's own 'assessment of risk to the public visiting it' document.

The Build

Index have been contracted to supply and fit all exhibition pods and electrics and have provided their risk assessment, which is attached.

Full plans of the rig have been forwarded to the venue and the plan is based on previous site visits to the venue to ensure that there are no weight load problems.

The stage to be built is being supplied by the East of England Showground and will be assembled by Comtec Presentations Limited.

The set flatage has been built by Comtec Presentations and will be built in sections.

And will be held up with Set braces and weighted down

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A small sound system will be provided for the break out rooms and will be set up by Comtec Presentations Ltd

Each breakout room will also have a screen and Flame Retardant drape kit and projector

All cables will be taped down once laid.

Risk Assessment ◆ Very Unlikely ◇ Unlikely ▲ Likely △ Very Likely

Injury	Cause	Probability	Preventative Action
Arm, back carrying	Heavy equipment etc, stage and set build	▲	Wheeled flight cases, ramps and ensuring enough crew on the job to split workload.
Falling from roof/truss	Slip at height	◆	Only trained riggers to access grid harnesses all riggers.
Multiple Injuries	Collapse of stage	◆	Reputable staging company contracted. Ground to truss steel supports.
Head upper body injuries	Collapse of set wall	◆	Wood bracing and battening handrails all around stage at highest points.
Multiple Injuries	Falling off stage	◇	White floor markings to highlight stage edges and steps.
Burns etc	Electrocution	◆	All equipment tested by trained operators.
Sprains (wrist/ankles)	Tripping over cables	◇	Where possible cable to be lifted. If on the floor cables to be carpeted or taped down.
Head injury/bruising	Walking into set in dark	◆	White tape to highlight all possible points. Backstage lighting.
Head injury/multiple	Equipment falling from truss	◇	All lights, speakers etc, to have safety chains as well as rigging clamps fastened to truss.

Eco Schools Show

Takes the form of an Exhibition with activity areas and breakout seminars
There will be sufficient house lighting to enable safe movement around the hall.

All Comtec Presentations crew will be made aware of the fire drill for the venue they will also be responsible for finding the nearest escape route to where they are working.

There will be a pre-arranged assembly point outside the venue where the crew will meet if the venue needs to be evacuated.

Breakdown / Get-Out

At the end of the Eco Schools Show once all Guests/speakers are clear of the stage Comtec Presentations will begin to de-rig.

First Aid

Part of the Comtec Presentations tool kit is a first aid box that is sufficient for the treatment of minor injuries.

The East of England Showground has its own trained first aiders and first aid box.

For any injuries considered more serious the ambulance service will be contacted immediately.

Safety Statement

Comtec Presentations work within the National Health and Safety at Work guidelines and through training and updates aim to maintain their high safety standards.

All personnel and the personnel of contracted companies are monitored to ensure safe working practices.

Comtec Presentations maintain a ZERO tolerance in work policy regarding Alcohol and Drugs.

Comtec Presentations prepared this document for the forthcoming Keep Britain Tidy Eco Schools Show at the East of England Showground on the 23rd June 2010.

All information contained herein is correct to the best of our knowledge at the time of writing.

All Comtec Presentations equipment arrives pre-tested and adhering to current British Standards.

Event Risk Assessment Form

Applies to : BUILD UP **EVENT DAYS** BREAKDOWN (please circle)

Risk Assessment Conducted by : ...H Roberts.....
 (Block capitals)

Signature : Date 06/05 /2010

Activity/Task : (EXAMPLES)	Hazard : (EXAMPLES)	Persons at Risk	Risk Ranking	Controls Current / Controls Required :
Working at height Construction or complex stand building Machinery demos Moving vehicles Use of powered tools Lifting operations Use of Chemicals Audience participation Etc.	Falls Structural collapse Being run over Cuts, entanglement Heavy loads dropping Burns, Spillages Etc.	General public Venue staff Your staff Other company's staff Contractors	Severity x Likelihood Refer to the Risk Matrix (Please circle one)	In this column List the existing control measures in place which ensure safety. If additional controls are required to reduce the risk then list the additional precautions in this column. For further help refer to the HSE "5 Steps To Risk Assessment" For Guidance.
Potentially having upto 2,500 people in a confined area	Falling over/slipping/getting crushed	General public/staff/exhibitors	HIGH or MEDIUM or LOW	First Aid Office will be available plus paying for First Aider to be resident. Also several qualified First Aiders on hand too

Event Risk Assessment Form

Activity	Hazard :	Persons at Risk	Risk Ranking	Controls Current / Controls Required
High number of children on-site	Falling/slipping/cutting themselves/getting lost	Children	HIGH or MEDIUM or LOW	First Aid/Lost Children Office on-site Teachers to do own Risk Assessment Website instructions state that teachers MUST keep their children with them at all times and under no circumstances must they let them wander round the venue without a teacher they came with. Full responsibility lies with the teachers who they came with Security staff on-site
Potentially lots of vehicles around the venue	Parking Overcrowding/getting run over	Drivers/general public	HIGH or MEDIUM or LOW	Parking stewards on-site directing vehicles to allocated areas First Aid Office Teachers told to keep children with them at all times

Exhibition stands	Tripping over cables/wires	General public	HIGH or MEDIUM or LOW	Specific shell scheme manager on-site supplied by Comtec to supervise First Aid Office
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Please make a photocopy of this sheet for additional activities