

<b>Activity</b>	Visiting of public for events/shows
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**Description of operation**

The MEN Arena stages a wide programme of events that involves the visit of different groups from the community. These may include provision of specialist disabilities and facilities at the venue. A full risk assessment will take place which will be show specific in the period prior to the event taking place. However this is a generic risk assessment dealing with the risks associated to the public entering the MEN Arena.

**Who is affected by this operation?**

Employees	√	Contractors	√	Visiting Show/Events	√	Public	√	Young people	√	Pregnant Women	√
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
• Danger to visiting public/groups from a major incident occurring at the MEN Arena.	4	6	24	HIGH
• Danger of tripping or falling of personnel and public from steep rake of stairs in auditorium, due to poor visibility.	3	4	12	MEDIUM
• Emergency access/egress from building before during and after events.	3	4	12	MEDIUM
• Smoking in venue (this is no longer permitted but may still occur) poor electrical maintenance, poor house keeping, visiting staff/public.	3	6	18	HIGH
• Injury/illness becoming more serious following an incident.	3	6	18	HIGH
• Noise/sound in auditorium could affect staff, visiting personnel and public.	2	4	8	MEDIUM

**Recommended precautions**

- The MEN Arena management in conjunction with the local authorities and the emergency services periodically review the Emergency procedures laid out in the MEN Arena Emergency procedures. Within these procedures designated MEN Arena personnel/contractors both event and non-event are aware of their responsibilities should a major incident occur.
- Handrails are permanently fixed within auditorium to support public when accessing their seats in the upper tier due to its steepness. On events when lights are minimal due to the event requirements, the auditorium is lit by lights, which highlight the stairs. Stewards are placed at the gangways and on the MEN Arena floor to aid public in the seated areas and are provided with torches to light the access to seated areas.
- All cables are removed or covered to prevent trips.
- A full cleaning and spillages policy is in operation.
- The MEN Arena has a pre-event checklist that is used to ensure that the MEN Arena is safe for the public to enter for events. On the checklist access/egress from the MEN Arena is checked and reports completed confirming that the venue is safe to open to the public once the duty manager gives permission.
- The MEN Arena has many years' experience of running this type of event.
- Smoking is banned and the MEN Arena operates a zero tolerance policy on smokers.

- Fire and evacuation procedures are in place in accordance with the Premises Licence and all staff are trained to deal with evac situations.
- The MEN Arena provides adequate first aid cover in accordance with an event specific risk assessment and MEN Arena/HSE Medical Guidelines.
- MEN Arena monitors the noise levels for each event to ensure they comply with the HSE Guidelines

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• Danger to visiting public/groups from a major incident occurring at the MEN Arena.	3	4	12	<b>MEDIUM</b>
• Danger of tripping or falling of personnel and public from steep rake of stairs in auditorium, due to poor visibility.	2	4	8	<b>MEDIUM</b>
• Emergency access/egress from building before during and after events.	2	3	6	<b>LOW</b>
• Smoking in venue poor electrical maintenance, poor house keeping, visiting staff/public.	2	4	8	<b>MEDIUM</b>
• Injury/illness becoming more serious following an incident.	2	3	6	<b>LOW</b>
• Noise/sound in auditorium could affect staff, visiting personnel and public.	2	3	6	<b>LOW</b>

**Details of further action required**

1) Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed by	J Allen	Position	Director of Events	Signed	<i>James Allen</i>	Date	01/05/2009
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Signed Director of Events	<i>James Allen</i>	Print name	JAMES ALLEN	Date	01/05/2009
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

<b>LOW - Risk Factor 0-6</b> Risk factor above 6 Improve if possible	<b>MEDIUM - Risk Factor 7-17</b> Risk factor above 12 Further action required	<b>HIGH - Risk Factor 18-36</b> Immediate action required
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**Multiply Probability x Severity to obtain Risk Factor**