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| **Exhibitor Name:** | **Location(s) of Activity:** Derby Arena, DE24 8JB | | **Date of Event:** 28 September 2023 | |
| **Event Title:** TechxFest 2023 | | |
| **Event Outline:**  <https://www.techxfest.co.uk/>  National outreach event for UK employers to showcase technical careers. Welcoming c.2000 Year 9 and 10 students from the Midlands. | | | | |
| **Those at risk / affected parties:**  TechxFest organising staff (including helpers and volunteers), exhibitors, students, teachers, Derby Arena staff | | | | |
| **Author**  Name: | | Signature: | | Date: |
| **Risk Assessor**  Name: | | Signature: | | Date: |
| **Responsible Person / Line Manager Approval**  Name: | | Signature: | | Date: |
| **Outline of Exhibit and Activity:** | | | | |

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| **What are the hazards?** | **List the harm associated with the hazard** | **Risk Evaluation without controls in place**  High/Med/Low | **What control measures are, or will be put, in place to control the risk?**  List all elimination, substitution, engineering and/or administrative controls | **Risk Evaluation with controls in place**  High/Med/Low |
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**Additional Requirements**

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| **Event Communications** | A list of key contact numbers will be shared with all exhibitors and staff. |
| **First Aid and Medical** | First aiders will be available in Derby Arena. |
| **Waste handling** | Sufficient waste bins will be provided by Derby Arena. |
| **Emergency** | Assembly point is in the lower car park of the Derby Arena. |
| **Training, supervision and competency** | Please attend a mandatory event briefing at 09:00 on event day. |

**Training / Competency Record**

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| **Name of worker (event staff / exhibitor staff)** | **Measure of competency if applicable** | **Assessor comments** | **Competent to perform activity Y/N?** | **Signature (Worker)** | **Signature (Assessor)** | **Date** |
|  | E.g. First Aid at Work |  |  |  |  |  |
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**Guidance on completing the form**

* **Responsible Person**

The manager who is responsible for the activity should approve the risk assessment, this indicates they agree the risk assessment is sufficiently detailed, they agree the control measures are appropriate and will be implemented and they authorise the work to commence.

* **Those at risk / affected parties**

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the publics, volunteers and others who could be affected.

* **What are the hazards?**

The definition of a Hazard is the potential for something to cause harm, e.g. chemicals, radiation, lasers, fire. In the Hazards column, list the hazards which could reasonably be expected to result in significant harm.

* **List the harm associated with the hazard**

For each hazard, there may be one or more types of harm that could occur. For example, working with cryogenic substances - harm may be asphyxiation, cold burns or fire/explosion and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

* **Risk Evaluation – High (H), Medium (M) or Low (L)**

Decide whether the hazard presents a high, medium or low risk, based upon your knowledge of the severity of harm, frequency of activity and number and nature of the people involved. This is subjective which is why you must have good knowledge of the activity in order to undertake the risk assessment. Hazards that remain high risk once evaluated after control measures are put in place, must not proceed without further consideration.

* **What control measures are, or will be put, in place:**

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. They should also take into account the hierarchy of control and favour elimination, substitution, engineering methods over administrative controls. Fundamentally, ensure the risks are reduced so far as is reasonably practicable.

* **Justification for selection of controls**

In brief, the hierarchy of control in terms of robustness is: (1) Elimination (2) Substitution (3) Engineering Control (4) Administrative Control. If not implementing a higher level of control, justify the reasons why a low level is appropriate in the situation.

* **Areas for additional consideration in your risk assessment or associated procedures**

Consider training and supervision, manual handling, waste disposal, first aid, emergency situations such as spillage, access to medical assistance. It may be more appropriate for these to be covered as part of a safe working procedure or standard operating procedure.