

John Moores Students' Union (JMSU) Fresher's Fair External Event Risk Assessment



Activity: JMSU Fresher's Fair

Date of Event: 22/09/2023

Assessment by: Sarah Latham (Head of Membership)

School/Service Department: JMSU

Location: M&S Bank Exhibition Centre, King's Dock Street, Liverpool, L3 4FP

Health & Safety Lead: Sarah Latham

Event Manager: Sam Boardman

Stall Responsibilities: -

- Commercial Stalls: Sue Harris/Dave Jackson (Native)
- Sports Stalls: Josh Radin
- Societies Stalls: Tom Rigby
- Volunteering Stalls: Gabby Sale
- LJMU Stalls: Sam Boardman

All measures below are in addition to the Exhibition Centre Risk Assessment and does not supersede any local and national government guidance or law.

Key: -

- Stall Holders – All registered commercial/LJMU services/charities/volunteering organisations/student groups with JMSU.
- Native – Outsourced commercial marketing that will manage the commercial stalls.
- Student group committee members – Registered LJMU students that hold a committee position for sports/society.
- Stewards – Exhibition Centre staff that will support on management of entry, exit and crowds.
- JMSU Staff Members – All core and student staff at John Moores Students' Union.
- JMSU Management Team – Paul Chapman, Sarah Latham, Sue Harris, Sam Boardman, Bea Hyde, Amy Ward, Alastair Grills

STEP 1 What are the Hazards?	STEP 2 Who might be harmed and how?	STEP 3 (a) What are you already doing? (controls)	STEP 4 ASSESSMENT OF RISK			
			Likelihood	Consequence	Risk Level	Follow Up actions to reduce risk
Vehicle movement in loading bays	Stall holders, student group committee members, stewards, Exhibition Centre staff <i>Physical injuries, crush injuries, bumps, and</i>	<ul style="list-style-type: none"> • Loading bay managed by the Exhibition Centre with regards to visitor unloading and stall holders. • Loading bay supervisor to oversee vehicle movement in accordance with Standard Operating Procedures (SOP). 	1	5	5	

	<i>scrapes. Severe injury feasible through impact with fast-moving or large loads</i>	<ul style="list-style-type: none"> • Restricted access to loading bays during unloading. 				
Unloading of vehicles	<p>Exhibition Centre staff, stall holders, student group committee members, stewards, and JMSU staff.</p> <p><i>Strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> • Staff at JMSU trained in manual handling as part of staff induction. • Major delivery of items undertaken by LJMU Campus Services using their manual handling SOPs. • Stall Holders to work under their own risk assessment and SOP. • All student groups are provided with an H&S briefing as part of their induction including manual handling and a Freshers Fair briefing. 	2	2	4	
Slips, trips, and falls on cables, flooring, etc.	<p>Exhibition Centre staff, stall holders, student group committee members, stewards, and JMSU staff.</p> <p><i>Strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> • Awareness is raised as part of the JMSU staff briefing on hazards during the fair. • Site walk-arounds performed by Projects and Events Manager and Head of Membership Engagement at the start of the day and regularly during the day. • Debris and/or trip hazards identified to be removed by JMSU/ Exhibition Centre staff as part of on-the-day space management. • All Exhibition Centre staff working on events adhere to their SOPs to ensure that their work areas are free from trip and slip hazards. • All materials are to be stored behind stalls, not in central walkways. JMSU Staff to speak to stall holders as they arrive at the correct storage procedures. • Stewards to ensure that stall holders materials are stored under the tables/behind the stall and remove rubbish during the day. 	2	3	6	

People movement	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Slips, trips, and falls cause minor injuries.</i></p>	<ul style="list-style-type: none"> • Appropriate stewarding/security service contracted by Exhibition Centre to provide this service during the fair. • Exhibition Centre stewards on duty always to ensure numbers are not exceeded and to control the flow around the building. • JMSU to maintain regular communication with the Exhibition Centre to determine people numbers/volumes and adjust entry flow as appropriate. 	3	1	3	
Blocked gangways and fire exit	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Limited access to emergency routes in the event of an incident.</i></p>	<ul style="list-style-type: none"> • Appropriate stewarding/security service contracted by Exhibition Centre to provide services regarding evacuation procedures. • JMSU to maintain regular communication with Exhibition Centre with regard flow of people and potential blockages in gangways and fire exits. 	2	3	6	
Terrorism incident	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Major injury and death</i></p> <p><i>The current threat level is SUBSTANTIAL meaning an attack is likely</i></p>	<ul style="list-style-type: none"> • Appropriate stewarding/security service contracted by Exhibition Centre to provide services regarding evacuation procedures. • JMSU staff to be briefed on the day by the Exhibition Centre regarding appropriate measures to raise the alarm should staff expect an incident to occur. 	2	5	10	
Sporting activity	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> • All student group leaders have attended JMSU training which included briefings on Fresher Fair activity. • Student Opportunities & Development team to brief sports teams and societies with regards to correct conduct at the event (e.g., no throwing of sporting items, no unauthorised 'demonstration' activity, etc). • JMSU requires a detailed risk assessment for complex activities which will be subject to approval by the Opportunities 	3	2	6	

		<p>& Development Manager e.g., pole fitness poles, and e-racing car.</p> <ul style="list-style-type: none"> • JMSU Student Opportunities & Development staff to be constantly observing the activity. 				
Fire	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Burns, smoke inhalation, inhalation of fumes</i></p>	<ul style="list-style-type: none"> • Exhibition Centre stewards on duty always to ensure numbers are not exceeded and to control the flow around the building. • Exhibition Centre to provide trained fire marshals in their venue. • Fire extinguishers on-site. • Radio assistance provided between JMSU and the Exhibition Centre • Stall holders and student group committee members briefed on emergency evacuation procedures. • The floorplan is laid out to ensure clear access and visibility to the fire exits at all times and exits can be seen highlighted on that floorplan. 	1	5	5	
Fire (Large amounts of combustible materials on-site)	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Burns, smoke inhalation, inhalation of fumes</i></p>	<ul style="list-style-type: none"> • All waste is to be cleared away from stalls on a regular basis by the Exhibition Centre and JMSU staff. • Fire extinguishers on-site. • Exhibition Centre to provide trained fire marshals in their venue. 	1	5	5	
Cancelled event	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Reputational and financial risk.</i></p>	<ul style="list-style-type: none"> • Decision will be made by the Exhibition Centre and JMSU on cancelling the event. • Students and stall holders will be informed by email ASAP and this will be communicated on social media and by email. 	3	1	3	
Evacuation of building	<p>Evacuation of large groups of students may lead to panic and overcrowding</p>	<ul style="list-style-type: none"> • If an incident occurs that results in evacuation, the Exhibition Centres' emergency action plan will be followed. • All staff should make themselves aware of this plan. 	5	1	5	

Overcrowding	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Crushes, strains, pulled muscles, cuts, and bruises.</i>	<ul style="list-style-type: none"> Stewards on duty always to ensure numbers are not exceeded and to control the flow around the building. JMSU to maintain regular communication with the Exhibition Centre to determine people numbers/volumes and adjust entry flow as appropriate. Exits to be always kept clear. Stall holders to follow instructions on the day. 	1	4	4	
Electrical appliances	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Electric shocks and possible electrocution.</i>	<ul style="list-style-type: none"> Competent contractor appointed to manage electrical mains on behalf of the Exhibition Centre. All portable appliances brought on site to have a valid PAT certificate. 	1	5	5	
Physical body/bag searches for all members of the public on entry to the venue	Members of public & venue staff <i>Dangerous items that cause serious injury</i>	<ul style="list-style-type: none"> 'Clear Bag Policy' is in effect and only clear bags are permitted where necessary. Venue searches are conducted through WTMD and LFA arches. If a detection is made, the student will be asked to empty their pockets of their belongings. Following this, a wand search will take place. If further detection and a pat down need to take place, then this will be done with the appropriate steward to conduct the search. 	3	2	6	
Long working hours	JMSU staff <i>Tiredness, lack of concentration, and other medical needs.</i>	<ul style="list-style-type: none"> Staff are experienced in managing their own time, ensuring they take breaks under Working Time Directive. JMSU Management Team to liaise with staff team regarding staff welfare and rota. 	4	2	8	

Intoxicated at the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Minor injuries and safety concerns</i>	<ul style="list-style-type: none"> Exhibition Centre Security will ask the person to leave. JMSU will check on the person to ensure they can safely get back home. 	3	1	3	
Confrontation at the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Violent behaviour</i>	<ul style="list-style-type: none"> Exhibition Centre stewards will be informed, and Security will deal with the incident. JMSU will ask anyone to leave if acting in a violent manner. Incident reported to JMSU and followed up after the event. 	3	1	3	
Shuttle bus travel	Students and student groups <i>Vehicle crash, crushes, strains, pulled muscles, cuts, and bruises.</i>	<ul style="list-style-type: none"> Checks by Event Manager will be carried out on the Coach Company. UniTemp Stewards will co-ordinate the safe entry and exit on the coach. A safety briefing will be given at the start of the shift. UniTemps Stewards will advise students on where to stand and wait for shuttle buses. Only LJMU students will be able to use the shuttles. The driver will report any misuse or problems on the coach to the Health and Safety Lead. 	3	2	6	
Alcohol dispensing and consumption	ACC staff, stall holders, student groups, visitors, stewards, and JMSU staff. Licensing risk with Exhibition Centre and JMSU	<ul style="list-style-type: none"> Staff on-site to not consume alcohol during a shift as per JMSU customs and practices. Exhibition Centre security staff are SIA licensed and will deal with students who become intoxicated. Vendors dispensing alcohol must have a personal license holder present or be authorised by Exhibition Centre DPS or an alternative license holder, to dispense, and meet guidance on volumes (25ml sealed container). 	1	3	3	

Complex stands	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Minor to major injuries.</i></p>	<ul style="list-style-type: none"> • If a stand includes any of the following elements, then an extensive risk assessment will be submitted to Projects and Events Manager and Native colleagues for commercial bookings: <ul style="list-style-type: none"> - Live animals - Balloons - Children e.g., performers or the provisions of crèche facilities - Compressed gases - Mascots (people dressed in costumes) - Heat source of any kind including cookery demonstrations, naked flame, or gel burners - Noise e.g., amplified, or acoustic music, vehicle demonstrations, machinery, pyrotechnics - Performers e.g., stilt walkers - Simulators or rides - Special effects e.g., pyrotechnics, lasers, haze, or strobe lighting - Special treatments e.g., tattoos, body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery/ tooth whitening, Botox, cholesterol testing, or blood testing - Waste e.g., hazardous waste or excessive waste products from working machinery - Weapons (including replica weapons) and sharp objects - Working machinery of any kind even static • Stall holder stand will be required to complete a risk assessment. More complex stands (such as those 4m in height or above or double-decker stands) require a detailed risk assessment, method statement, and elevation plans with structural 	3	4	12	
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		calculations and are subject to onsite approval by a structural engineer.				
Roller Banners	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Cuts, muscular injuries, and bruise.</i>	<ul style="list-style-type: none"> All stall holders will follow the set-up instructions of the banners with careful consideration taken when placing the banner on the stand. 	2	3	6	
Data protection	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Data safety and reputational risk</i>	<ul style="list-style-type: none"> A data privacy notice has been sent out on the event booking web page. All stall holders will be advised of the GDPR statement required to collect data at the event. Clear signage notifying attendees that the event is being photographed/filmed with necessary contact details for concerns/ queries will be displayed 	3	2	6	
Ticket checks on entry	Members of public & venue staff <i>Safety of students attending</i>	<ul style="list-style-type: none"> All tickets have a barcode that can be scanned, avoiding the need to touch the tickets. Hand sanitizers can be positioned throughout the venue for staff and attendee use. 	2	3	6	
Children at the event	Visitors, students, stall holders, and public <i>Children, who may be injured or suffer ill health, or emotional effects.</i>	<ul style="list-style-type: none"> Children will only be allowed in the venue unless accompanied by a parent or guardian. JMSU will follow the safeguarding procedures outlined in Safeguarding Policy. 	3	1	3	
Protest, demonstration, or media attention	Visitors, students, stall holders, and public <i>Safety and reputational risk</i>	<ul style="list-style-type: none"> Exhibition Centre Security and Stewards will liaise with police if required. Protest space will be outlined for any protestors. Depending on the size and nature of the protest a head steward and if needed senior stewards are assigned to help coordinate the stewarding team. 	4	3	12	

		<ul style="list-style-type: none"> Exhibition Centre will have first aiders present. Briefing JMSU staff before the event to highlight any potential risks of the protest. All stall holders will be briefed on protocols before the event. All media enquiries will be directed to JMSU Head of Marketing and Communications 				
Psychological wellbeing	Emotional harm and triggering of attendees, the reputational risk to SU/University, the adverse reaction from the public	<ul style="list-style-type: none"> Regular check-in with staff holders and student groups on comfort level. Any students or stall holders that feel uncomfortable will be directed to the nearest exit or to the quiet space. 	3	2	6	
Health complications during the event	Visitors, students, stall holders, and public <i>Heart attack, stroke, asthma attack etc.</i>	<ul style="list-style-type: none"> Exhibition Centre and Health and Safety Lead will coordinate the response to a medical intervention or incident. This may require stopping the fair whilst medical attention is provided. Stall Leads will contact the Health & Safety Lead ASAP to inform them of any medical emergencies. A suitable First Aid Kit will be present and provided by the Exhibition Centre. Announcement made if Fair is paused. 	5	1	5	
Ferris Wheel	Visitors, students, stall holders, and public <i>Crush, fall, cuts, and bruises.</i>	<ul style="list-style-type: none"> JMSU staff member will manage the queue and clear signage on where students are allowed to stand. Hire a Funfair will deliver, set up, operate, and dismantle the equipment. Hire Funfair will provide the services with reasonable care and skill and to a reasonable standard in accordance with the recognised standards and codes of practice applicable at the time of carrying out the Services. 	4	2	6	

		<ul style="list-style-type: none"> JMSU will receive public liability insurance, generic risk assessments, and ADIPS certificates. If any student misbehaves they will be asked to leave the venue by Security. 				
Risks associated with COVID-19						
Viruses on surfaces within the building	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death</i></p>	<ul style="list-style-type: none"> All surfaces treated with Zoono micro shield before tenancy by the Exhibition Centre (micro shield prevents the virus and other germs from being able to live on surfaces for 30 days). Cleaning and sanitizing products provided by the Exhibition Centre if requested Any activity that supports multiple people touching multiple times (i.e., games) is to be monitored and cleaned down by alcohol/appropriate cleaning products. 	3	2	6	Additional PPE (gloves) to be available for staff and students, should they wish to wear them.
Venue staff and service partners entering the building with Coronavirus	<p>Exhibition Centre staff, visiting crew, visitors, stewards, and JMSU staff.</p> <p><i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death</i></p>	<ul style="list-style-type: none"> All attendees (staff (Exhibition Centre /LJMU/JMSU and all external stakeholders (Stallholders and student attendees) will be advised in advance not to come to work if displaying symptoms of Coronavirus. A reminder will be sent by Native to stall holders before the event to reiterate any COVID requirements. 	3	2	6	
Staff not understanding the dangers of Coronavirus / the control measures in place	<p>Exhibition Centre staff, visiting crew, visitors, stewards, and JMSU staff.</p> <p><i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death</i></p>	<ul style="list-style-type: none"> It's the responsibility of the stall holders to conduct a 'Covid age vulnerability' questionnaire with them, which will establish their covid age and any additional health conditions that could place them in a higher risk category. Should a staff member's vulnerability be established to be moderate/high, additional appropriate control measures will be implemented for this staff member, such as ensuring they are not 	2	3	6	

		working in any positions that would have them exposed to the general public.				
Contact between staff members, stall holders, and students.	Exhibition Centre staff, visiting crew, visitors, stewards, and JMSU staff. <i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death</i>	<ul style="list-style-type: none"> Hand washing and sanitising stations to be positioned throughout the venue, and staff encouraged to use them at regular intervals if advice from the national government (if required). 	2	3	6	
Student attends the venue with a coronavirus	Exhibition Centre staff, visiting crew, visitors, stewards, and JMSU staff. <i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death</i>	<ul style="list-style-type: none"> Fresh air is constantly circulated around the venue. 	3	2	6	Should an individual fall ill during the fair with coronavirus symptoms, they will be asked to vacate the premises, and Exhibition Centre Liverpool will advise on procedures, including but not limited to, closing the event early.
Student, stall holder, and staff member diagnosed with coronavirus post-event	Exhibition Centre staff, visiting crew, visitors, stewards, and JMSU staff. <i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death</i>	<ul style="list-style-type: none"> JMSU will follow Covid Government guidance and support 	3	2	6	

Date for re-assessment: September 2024

Risk Assessment Completed By	Sarah Latham	in conjunction with	Sam Boardman
Signed	S.Latham	Signed	S.Boardman
Date of Assessment	7 th September 2023	Date of Review	18 th September 2023
Date of Re-Assessment	Regular Reviews		

Key:

		Likelihood				
		5	10	15	20	25
Consequence	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

- 17-25: Unacceptable.** Stop activity and make immediate improvements.
- 10-16: Tolerable.** Look to improve within specified timescale.
- 5-9: Adequate.** Look to improve at next review.
- 1-4: Acceptable.** No further action, but ensure controls are maintained.

Please use this scale to help you decide if or what actions you need to take to reduce the risks to yourself and others in the workplace.

Starting with the likelihood of an accident taking place, if the risk is medium then it could be a 3.

If the consequence of the accident could cause an injury you may decide the risk is medium and score a 3.

You would then add the 2 scores.

Likelihood x Severity i.e., $3 \times 3 = 9$, this would mean that you need to plan action to reduce the risk within 3 months.

Likelihood ranked as:

1. Very unlikely: 1 in a million chance of a hazardous event happening
2. Unlikely: 1 in 100,000 chance of a hazardous event happening
3. Fairly likely: 1 in 10,000 chance of a hazardous event happening
4. Likely: 1 in 1,000 chance of a hazardous event happening
5. Very likely: 1 in 100 chance of a hazardous event happening

Consequence ranked as

1. Insignificant: No injury
2. Minor: Minor injuries needing first aid
3. Moderate: Up to three days of absence
4. Major: More than three days of absence
5. Catastrophic: Death