

## RISK ASSESSMENT

Section 1 - about the work being done, who is doing it, what is being done and the assessor undertaking this review		
<p><b>a. Organiser's name and contact details:</b></p> <p>UKPC Events Ltd  Registered Office: Jubilee House, East Beach, Lytham St. Annes, England, FY8 5FT</p> <p>[REDACTED]</p> <p><a href="mailto:info@ukponycon.co.uk">info@ukponycon.co.uk</a></p>	<p><b>b. Event Name and brief description of structure and fittings being used during exhibition:</b></p> <p>Event Name: UK PonyCon 2022  Venue: Nottingham Trent University  Newton &amp; Arkwright Buildings  Burton Street  Nottingham  NG1 4BU</p> <p>Two-day event across levels 0 and 1 of the Newton building.  Permanent café on level 1.  Table-top stalls on level 0 and activity spaces on level 1.  Events in lecture theatres on levels 0 and 1.  Changing rooms and quiet room on level 0  Organiser's office, special guest room on level 1.</p> <p>Café fully managed by NTU and/or their contractors.</p>	<p><b>c. Persons reviewing this Risk Assessment:</b></p> <p>[REDACTED]</p>
<p><b>Contractors name and contact details: (if applicable)</b></p> <p>n/a</p>		<p><b>d. Date that this Risk Assessment was reviewed:</b></p> <p>27<sup>th</sup> September 2022</p>

## Acronyms used:

NTU Nottingham Trent University (the venue and/or venue management company)  
UKPC UK PonyCon (the event organisers)

## Section 2 - the Risk assessment, including the build and use of the stalls

1. Hazards that may cause harm	2. Who may be affected	3. Controls that are used to reduce risk	4. Additional measures that need to be done
Accidents, incidents and injuries including sudden illness	NTU Staff UK PonyCon Staff Stallholders Visitors	<p>All staff are to receive a briefing on site safety and emergencies given by Duncan Sheard of UKPC Events Ltd or his nominated representative. Venue Address: Nottingham Trent University, Burton Street, Nottingham, NG1 4BU. Telephone: 0115 848 8000.</p> <p><b><u>First aid facilities</u></b> and first aid trained staff are provided by both NTU and UK PonyCon, and are available throughout the event. If medical assistance is required, contact a member of UK PonyCon staff.</p> <ul style="list-style-type: none"> <li>➤ Any person feeling unwell should make themselves known to a member of UK PonyCon staff before it becomes an emergency.</li> <li>➤ If you are aware that you have a medical condition that may require assistance (such as mobility restriction or epilepsy) please inform UK PonyCon staff</li> <li>➤ Staff should be reminded to be vigilant and take care of personal belongings and IT equipment.</li> <li>➤ Any suspicious persons should be reported immediately.</li> </ul>	

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Bomb or terrorist threat and general evacuation requirement	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ <i>In the interest of good security, a constant check should be made on the contents of the stallholder's stands to ensure no bags, cases or packages have been left. If there is any doubt about a bag, case or package, it should not be touched and NTU staff must be immediately advised.</i></li> <li>➤ <i>SIA licenced security staff provided by NTU will conduct bag searches of all attendees</i></li> <li>➤ <i>Attendees have been advised to expect bag searches upon arrival</i></li> <li>➤ <i>If an evacuation is required, the fire alarm will be triggered which is a continuous sound. On hearing this alarm all UKPC staff, stallholders and visitors are to evacuate the building via the nearest usable Emergency Exit and assemble in safe place, well away from the building's exits, on the opposite side of Goldsmith Street.</i></li> <li>➤ <i>Do not use the lifts</i></li> <li>➤ <i>NTU staff will assist with the evacuation.</i></li> <li>➤ <i>Individuals must not re-enter the building until authorised to do so by NTU staff</i></li> </ul>	
Cuts from and sharp edges stands and platforms, tools and paper cuts etc	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ <i>Stands should be checked and sharp edges and suitably protected – especially at floor, hand and eye level.</i></li> <li>➤ <i>Gloves should be worn when handling sharp edges.</i></li> </ul>	
Chemicals and cleaning agents	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ <i>Cleaning agents and products should be in marked containers and kept secure.</i></li> <li>➤ <i>Only NTU staff should be carrying out cleaning duties</i></li> </ul>	
Dropping items on feet	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ <i>Wearing of safety footwear or suitable footwear on the stand where there is a risk of foot injury – especially during build and fitting and dismantling / destocking.</i></li> </ul>	

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Electrical hazards - during build and deconstruction	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ All electrical appliances/tools must be in a good state of repair and bear a valid Portable Appliance Test (PAT) pass certificate</li> <li>➤ PAT testing is available from the UKPC information desk by a competent member of UKPC staff</li> <li>➤ Power may be turned off at the end of each day unless specially requested.</li> <li>➤ All power supplies will be made by 13amp domestic sockets and there will be no need for electrical installation work</li> </ul>	
Electrical hazards - during exhibition	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ All electrical appliances/tools must be in a good state of repair and bear a valid Portable Appliance Test (PAT) pass certificate</li> <li>➤ PAT testing is available from the UKPC information desk by a competent member of UKPC staff</li> <li>➤ Power may be turned off at the end of each day unless specially requested.</li> </ul>	
Ergonomic hazards such as standing for long periods	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ Chair or sitting points should be available on stands.</li> <li>➤ Chairs that are provided should be stable and enable feet to be supported if raised.</li> <li>➤ Staff rotation (or walk around during quiet times if lone working) will prevent undue discomfort.</li> <li>➤ Staff (especially those not used to exhibition work) should be advised to wear sensible footwear.</li> </ul>	
Fire	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ Smoking is not permitted in the building</li> <li>➤ The building has a fire detection system and manual alarm call points</li> <li>➤ If a fire is detected and the alarm has not already sounded, trigger the alarm via a manual alarm call point</li> <li>➤ Do not attempt to fight the fire</li> <li>➤ NTU staff to coordinate evacuation</li> <li>➤ See evacuation procedure above for "Bomb or terrorist threat and general evacuation requirement"</li> </ul>	

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Health hazards and disease (colds, flu etc)	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ Refer to separate Covid Risk Assessment for further details</li> <li>➤ Staff and stallholders should be healthy and advised to remain away from the event if they are showing signs of illness.</li> <li>➤ Sanitizer / hand wash is advisable and should be on the stand for those meeting visitors.</li> <li>➤ If there is a national health alert in force additional precautions may be made at the reception entrance.</li> <li>➤ Visitors with recent foreign travel are particularly asked to keep staff notified if it is appropriate.</li> <li>➤ UKPC staff can advise international travellers on request if there are any updates on travel restriction or information.</li> <li>➤ UKPC to provide hand sanitiser for UKPC staff on their information desk</li> </ul>	
Manual handling hazards during build process such as stand delivery erection	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ Sensible precautions to be taken by individuals when carrying out manual handling</li> <li>➤ No Fork Lift Trucks (FLT) will be available</li> <li>➤ Trolleys and/or cages will be available</li> <li>➤ Trolleys and cages should be checked before use and defects reported.</li> <li>➤ Trolleys and cages are not to be overloaded.</li> </ul>	
Manual handling hazards during exhibition such as marketing material delivery, water bottles	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ Reduce load size to prevent injury and use trolley to move heavy items to the stand.</li> <li>➤ If you need assistance, please ask UK PonyCon staff.</li> </ul>	
Loading bay lift	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ Only authorised trained NTU staff may operate the loading bay lift</li> </ul>	
Scalds / burns from hot water and drinks	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ Hot drink making facilities are only permitted within the café(s) and kitchen(s)</li> </ul>	

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Slip and trip hazards during build and deconstruction	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ <i>Build and deconstruction should be unpacked /packed on spot, tolerance will be given for stallholders but they should be advised to respect gangway routes to enable trolley access around the halls and egress in an emergency.</i></li> <li>➤ <i>Gangways should be kept as clear as practical – or you may be asked to move onto the build spot.</i></li> <li>➤ <i>Spills should be reported to NTU staff immediately</i></li> <li>➤ <i>Stand area should be kept tidy.</i></li> <li>➤ <i>Trailing electrical leads across gangways is not permitted.</i></li> </ul>	
Slip and trip hazards during exhibition	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ <i>Stallholders to keep gangways around their stall clear</i></li> <li>➤ <i>UKPC staff to be alert to slip and trip hazards when moving around the venue and to report or remove hazards if encountered</i></li> </ul>	
Theft of personal or company property	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ <i>Everyone is responsible for security on site.</i></li> <li>➤ <i>Badges are issued on arrival – they are to be worn and visible at all times.</i></li> <li>➤ <i>Take care of personal possessions and IT equipment.</i></li> </ul>	
Toppling or instability of stand furniture or equipment	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ <i>Stands should be checked before opening.</i></li> <li>➤ <i>Areas behind the stand should be kept tidy to prevent tripping or leaning against temporary structures.</i></li> <li>➤ <i>No build / modification will be permitted during exhibition open hours.</i></li> </ul>	
Waste and environmental hazards	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ <i>Stallholders to be provided with black waste bags by UKPC to collect their own waste</i></li> <li>➤ <i>Bins will be placed around the venue by NTU for visitor use</i></li> <li>➤ <i>Waste is collected continually from bins during the event by NTU staff</i></li> <li>➤ <i>Stallholders must clear their area of waste and may leave bags of waste on their table at the end of the event</i></li> <li>➤ <i>NTU staff will collect stallholder waste at the end of the event</i></li> </ul>	

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Welfare matters on site such as food and drink, toilets, fatigue and stress during build and deconstruction	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ Café will not be open during build and deconstruction, although vending machines will be available – staff and stallholders should bring sufficient food and drink for the duration of build and deconstruction</li> <li>➤ The nearest convenience store selling food is the Tesco Express on Shakespeare Street (turn left out of Goldsmith Street entrance, left and left again, following the outside of the building, then turn right at the end of the road, 5-minute walk), open 7am to 11pm seven days a week.</li> <li>➤ Toilets, including disabled toilets, available on-site during setup and deconstruction.</li> <li>➤ UKPC will have stock of bottled water, which can be distributed if necessary</li> <li>➤ Stallholders should not take unnecessary risks to speed work up, <u>especially during deconstruction</u>, the building will remain open until you have finished so please work safely.</li> </ul>	
Welfare matters on site such as food and drink, toilets, fatigue and stress during exhibition	NTU Staff UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ Drink service area(s) will be open throughout event, food service area will be open 9.30am – 5.30pm Saturday, 10.30am – 5.00pm Sunday.</li> <li>➤ Water dispensers located on lower and upper floors</li> <li>➤ The nearest convenience store selling food is the Tesco Express on Shakespeare Street (turn left out of Goldsmith Street entrance, left and left again, following the outside of the building, then turn right at the end of the road, 5-minute walk), open 7am to 11pm seven days a week.</li> <li>➤ City centre location means many cafés and restaurants nearby. Attendees can leave and re-enter exhibition using their badge.</li> <li>➤ Toilets, including disabled toilets, available on-site during exhibition</li> <li>➤ UKPC will have stock of bottled water, which can be distributed if necessary</li> </ul>	
Work at height – step ladders	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ Only NTU staff are permitted to work at height or use step ladders</li> <li>➤ Suitable ladders are to be used where necessary, build staff and contractors should be warned that work will be stopped, irrespective of stand completion, if they do not have suitable ladders and a safe means of lifting, that are long enough for the task and are being used safely.</li> </ul>	

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Working near vehicles and loading areas	NTU Staff UK PonyCon Staff Stallholders	<ul style="list-style-type: none"> <li>➤ All loading and unloading of vehicles must take place in the loading bay, located off South Sherwood Street</li> <li>➤ It is important that no obstruction is caused to fire evacuation routes or the free flow of traffic.</li> <li>➤ Vehicles must be removed from the loading bay immediately after loading or unloading.</li> <li>➤ Vehicles are not to be left unattended in the loading area</li> <li>➤ Space is limited in the loading bay, so slots are being allocated to people wishing to use it to ensure that its capacity is not exceeded</li> <li>➤ Traffic marshals may be managing access and egress at times during the set-up period – drivers are to be instructed that all instructions given by traffic marshals must be adhered to</li> <li>➤ No one is to off load in a position where they may be struck by reversing vehicles.</li> <li>➤ Brakes and gear should be engaged on stationary vehicles to prevent inadvertent movement during unloading.</li> <li>➤ High visibility jackets will be worn by traffic marshals.</li> </ul>	
Cosplay – restricted vision and movement, risk of dehydration and exhaustion	UK PonyCon Staff Stallholders Visitors	<ul style="list-style-type: none"> <li>➤ Gangways to be kept clear</li> <li>➤ Attendees advised of maximum cosplay dimensions (1.2m, except staff whose maximum height is 1.8m)</li> <li>➤ Chairs to be placed around venue to allow attendees to rest</li> <li>➤ UKPC to supply and hold stock of bottled water in case of need when café is closed</li> </ul>	