



Manchester
Central

Venue Risk Assessment

Severity:

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- 2 = Hospital involved or absence from work,
- 5 = Major injury as defined by RIDDOR
- 10 = Permanent disability or fatality

Likelihood:

- 1 = Unlikely
- 5 = Possible
- 10 = Likely
- 20 = Certain

Population:

- 1 = Single individual
- 2 = 2-10 people
- 3 = Greater than 10 people

Risk rating: severity x likelihood x population:

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Venue:	Issue date:	Next review:
Manchester Central	May 2013 (Reviewed January 2018)	Dec 2018

What are the hazards?	Who might be harmed?	Existing measures What harm prevention methods are already in place?	Severity	Likelihood	Population	Risk rating	What additional measures should be put in place to reduce the risk?	Severity	Likelihood	Population	Residual risk rating
Example: Slips on wet flooring	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Areas are kept clean • Warning signs used until the area is dry 	5	10	1	H	<ul style="list-style-type: none"> • Where possible, the source of water is found and stopped 	5	1	1	A
Slips, trips and falls in internal areas											
Trips and falls due to objects, articles, obstructions and debris in pedestrian areas (trailing cables or litter etc.)	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Work and pedestrian areas are kept clear of trip hazards • Emergency routes are kept clear and monitored each day by the event safety team • If objects must be stored in pedestrian areas, a dedicated risk assessment is completed • Unsafe practices/objects/obstructions, accidents and near misses must be formally reported by employees and contractors. Visitors are also encouraged to report any hazards • Controls are monitored and reviewed by cleaning supervisors • Event managers complete a checklist before the event opens • Accident and incident data is monitored to identify unsafe conditions or developing trends • Risk assessments and control measures are reviewed at least once a year • The event safety team support event managers with regular checks of pedestrian areas 	2	1	1	A	<ul style="list-style-type: none"> • Workplace inspections are completed by MC staff each month. • The H&S team complete an audit of one designated zone within the site each month • Training is provided on hazard spotting during staff induction/training. 				
Trips and falls due to uneven or damaged floor surfaces	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • People are warned of uneven or damaged surfaces, usually by a barrier or hazard tape • Non-essential personnel are kept out of the area • Damage to flooring is reported as soon as possible • Covers to services are replaced as soon as possible • Accident and incident data is monitored to identify unsafe conditions or developing trends • Risk assessments and control measures are reviewed at least once a year 	2	1	1	A					
Trips and falls due to poor lighting on staircases and in corridors/workspaces.	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Light levels are monitored to ensure that lighting is sufficient at all times - including during emergencies and before and after events • Lighting is regularly maintained and inspected during workplace inspections and audits. • Staff/contractors are encouraged to report any defects. 	2	1	1	A					

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Cut and laceration injuries due to items on floor	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Areas are cleaned before and after events • Security and maintenance staff wear appropriate footwear • Event managers complete a checklist before their event opens • Access to areas with any dangerous materials is restricted • Contractors, organisers and exhibitors are required to wear appropriate footwear during event build up and breakdown 	2	1	1	A				
Slips, trips and falls in external areas										
Trips and falls due to obstructions in pedestrian areas (cables, deliveries, litter etc.)	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Work and pedestrian areas are kept clear of trip hazards • Emergency routes are kept clear and monitored each day by the event safety team • If objects must be stored in pedestrian areas, a dedicated risk assessment is completed • Unsafe practices/objects/obstructions, accidents and near misses must be formally reported by employees and contractors • Controls are monitored and reviewed by cleaning supervisors • Event managers complete a checklist before their event opens • Accident and incident data is monitored to identify unsafe conditions /developing trends and remedial actions required. • Risk assessments and control measures are reviewed at least once a year 	2	1	1	A	<ul style="list-style-type: none"> • Workplace inspections are completed by MC staff each month. • The H&S team complete an audit of one designated zone within the site each month • Training is provided on hazard spotting during staff induction/training. 			
Trips and falls due to uneven or damaged flooring	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • People are warned of uneven or damaged surfaces, usually by a physical barrier or hazard tape • Non-essential personnel are kept out of the area • Damage to flooring is reported as soon as possible • Covers to services are replaced as soon as possible • Accident and incident data is monitored to identify unsafe conditions or developing trends • Risk assessments and control measures are reviewed at least once a year • Gully infills are used when vehicle exits are open 	2	1	1	A				
Trips and falls due to poor external lighting; failure of borrowed lighting	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • We monitor light levels to ensure that lighting is sufficient at all times - including during emergencies and before and after events. This applies to in-hall seminar theatres/ auditoriums and external marquee areas • Lighting is regularly maintained and inspected • Staff/contractors are encouraged to report any defects. 	2	1	1	A				
Slips due to spillages on the floor	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Spillages are reported immediately. Cleaning teams are informed and the spillage is cleaned as soon as possible • If necessary, substances are diluted to make sure there is no contamination of the water supply • Access to affected areas is restricted and warning signs are used where needed 	2	1	1	A				

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Slips due to services or adverse weather conditions	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> Gritting and snow/ice removal measures are on standby in cold weather Access to affected areas is restricted and warning signs are used where needed Employees wear appropriate outdoor clothing and footwear Security and maintenance staff monitor weather conditions/forecasts and initiate control measures. 	2	1	1	A				
Cut and laceration injuries due to items on floor	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> External areas are regularly cleaned and litter is collected Cleaning staff wear personal protective equipment and clothing Access to areas with any dangerous materials is restricted Contractors, organisers and exhibitors are required to wear appropriate footwear during event build up and breakdown 	2	1	1	A				
Scald and Burns										
Scalds, Burns during use of hot or boiling water dispensers or machines or microwaves. Carrying hot drinks/foods, by hand or tray.	MC employees, casual staff, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> Water Dispensers (zip tap) have a quick release paddle which cease the flow of boiling water. Zip taps are serviced 6-monthly for service/filter changes. Beverage dispensers: Hospitality staff are given awareness training on the use of dispensers and flasks, e.g. ensuring flasks are positioned so that they cannot be knocked over and that tops are screwed down when not in use. A notice placed on top of the hot drink machines gives clear instructions and makes MC staff / other users aware of scald hazards. Staff are advised during Induction to use a tray when carrying drinks through the office space to reduce the chance of scald from hot drink tipping onto hand. Staff are advised during Induction not to carry hot food/drinks on staircases. Caution Hot Water signs in place at sinks. Water outlets temperatures monitored during maintenance checks. Accident and incident data is monitored to identify unsafe conditions /developing trends and remedial actions required. 	1	5	1	A				
Scalds due to use of taps for hand washing.										

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Manual handling										
Musculoskeletal injuries from handling or lifting items	MC employees, contractors, exhibitors and organisers	<ul style="list-style-type: none"> Manual handling is avoided wherever possible A risk assessment is conducted for all tasks that involve manual handling If relevant to the role, MC employees receive manual handling training Lifting and mechanical aids are supplied for MC employees and others upon request, if available and suitable for task. Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are reviewed at least once a year Training is provided on Manual Handling risks 	5	1	1	A				
Musculoskeletal injury from incorrect use of lifting or mechanical aids	MC employees and contractors	<ul style="list-style-type: none"> Only trained people are authorized to use lifting and mechanical aids provided by MC Equipment is maintained according to manufacturer guidance, regularly inspected and defects reported and resolved prior to use. Equipment is issued/used according to the controls in the manual handling risk assessment Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are reviewed at least once a year 	5	1	1	A				
Working at height										
Falls from height from fixed structures	MC employees and contractors	<ul style="list-style-type: none"> Wherever possible, work is done at ground level. If work has to be done at height, it is done by trained staff with appropriate personal protective equipment A specific risk assessment is carried out on all working at height activities Access is restricted to all work at height areas (e.g. platforms) where necessary Training is provided on Work at Height risks Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are reviewed at least once a year. 	10	1	1	L				
Falls from height from work equipment (ladders, mobile elevated work platforms, scaffolding etc.)	MC employees and contractors	<ul style="list-style-type: none"> Wherever possible, work is done at ground level. If working at height is unavoidable, it is completed by trained staff with appropriate personal protective equipment Activities requiring working at height are risk assessed before commencement of task Work and access equipment is subject to a hazard analysis and risk assessment Access is restricted to all work at height areas (e.g. platforms) where necessary Equipment is used according to the manual handling risk assessment. Equipment is stored and maintained according to manufacturer guidance and defects are reported and resolved prior to use. An equipment maintenance and inspection program is in place through service partners Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are reviewed at least once a year 	10	1	1	L				

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Objects falling onto people or items	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Only essential items are carried/transported when working at height • Items are secured by a safety line, if likely to fall or likely to be dropped. A protective sheet will be provided or safety netting in the drop zone area. • Further fall prevention methods (toe boards etc.) are in use • Access is restricted to areas where working at height is being completed • When working at height, areas below are demarcated, barriered off and designated as a hard hat area. If space constraints make this impossible, the whole area is made a hard hat zone and signage is installed • Event safety teams monitor working at height activities on site • Accident and incident data is monitored to identify unsafe conditions/developing trends • Risk assessments and control measures are reviewed at least once a year 	10	1	1	L				
Injuries due to suspended items or building structure falling on to people or items	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • Suspended items are fixed appropriately to prevent the item falling or becoming displaced • Safe clearance is given between suspended items and people or equipment passing underneath • Temporary suspended structures are signed off by a competent person before an event opens • During build up or breakdown, areas below work at height activities are secured and designated as hard hat areas • Accident and incident data is monitored to identify unsafe conditions/developing trends • Risk assessments and control measures are reviewed at least once a year 	10	1	1	L				
Medical provision										
Inadequate first aid cover for people injured after an accident	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • First aid provision is risk assessed and appropriate to the activities expected on site and follows guidance provided in the the event safety guide. • As many MC employees as possible receive emergency first aid training • Organisers assess whether first aid cover is adequate and employ additional resources, if required 	10	1	1	L				
Noise										
Hearing damage or loss (permanent or temporary)	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> • MC consider the measures required by the Control of Noise at Work Regulations 2005 and the eGuide guidance for all noise- related issues • If risks are identified, organisers are guided by MC's health & safety team • Identified noise risks are assessed to establish what controls should be put in place • We monitor the use and suitability of personal protective equipment (ear protectors) only as a last resort control. • If employees are exposed to prolonged noise, they wear ear protection and their exposure time is monitored to within acceptable exposure limits. • Event managers make sure that organisers operate according to the venue handbook and eGuide • Organisers are made aware of the impact noise can have on all visitors. • Warning signage is displayed where appropriate • Sound recording equipment is used to maintain the agreed sound levels 	10	1	1	L				

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Display screen equipment										
Upper limb disorders, eye damage due to display screen equipment use	MC employees and MC contractors	<ul style="list-style-type: none"> Display screen equipment training and assessment is completed for each person. If a need is identified, occupational health facilities are made available for a more specific assessment Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are reviewed at least once a year 	10	1	1	L				
Vehicles										
People being struck by moving vehicles	MC employees, contractors, all site users	<ul style="list-style-type: none"> Drivers hold the appropriate licence and insurance for the vehicle being used Vehicles are maintained and kept in a serviceable condition The on-site speed limit is enforced at all times Pedestrians are segregated from traffic areas and restricted areas are monitored and restrictions are enforced Trained Banksman are used to manage commercial vehicles reversing Traffic areas are suitably lit and warning signs are used, where needed MC employees and contractors wear high visibility vests and other personal protective equipment when directing or marshalling traffic MC Staff using the rear car park for parking their own vehicles must read and agree to the 'Conditions of Parking' process and this venue risk assessment. 	10	1	1	L				
Collisions with other vehicles or structure	MC employees, contractors and visitors	<ul style="list-style-type: none"> Drivers hold the appropriate licence and insurance for the vehicle being used Vehicles are maintained and kept in a serviceable condition The on-site speed limit is enforced at all times Restricted areas are monitored and restrictions are enforced Trained Banksman are used to manage commercial vehicles reversing The number of vehicles in confined areas is restricted/planned 	10	1	1	L				
People falling from vehicles	MC employees and contractors	<ul style="list-style-type: none"> People can only travel on vehicles that are suitable for passengers Where fitted, safety restraints/seat belts are used 	10	1	1	L				
Items falling from vehicles during loading and unloading	MC employees, contractors, exhibitors and visitors	<ul style="list-style-type: none"> Vehicle loads must be suitably secured and re-assessed following each vehicle movement on site Loading and unloading is restricted to designated areas Trained Banksman are used to manage commercial vehicles reversing 	10	1	1	L				
Stress										
Psychological effects of pressures beyond the individual's capability	MC employees	<ul style="list-style-type: none"> Risk assessments are completed for work activities with known stress triggers Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are put in place as appropriate, e.g. for individuals exhibiting or reporting stress signs or symptoms Training is provided on understand the signs and symptoms of Stress 	5	1	1	A				

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Violence at work									
Risk of death, injury due to contact with aggressive individuals/gangs.	MC employees, contractors, exhibitors and visitors	<ul style="list-style-type: none"> A risk assessment is completed considering the risk of violence or aggression for roles that are public, client or contractor facing and reviewed at least once a year Accident and incident data is monitored to identify unsafe conditions/developing trends Risk assessments and control measures are amended following any incident. Staff are offered support and guidance following an incident Training is provided on aggression and conflict management risks 	5	1	1	A			
Young people									
At risk due to inexperience and lack of experience of work activities	MC employees work experience and visitors	<ul style="list-style-type: none"> Risk assessments are completed for any areas with known risks People under 16 are not allowed in the exhibition halls during build or breakdown Risk assessments and control measures are reviewed at least once a year for individuals and generic risk assessment. 	10	1	1	A			
Pregnant women									
At risk due to reduced mobility. Unborn child at risk	MC employees	<ul style="list-style-type: none"> Risk assessments are completed for any areas with known risks, e.g. manual handling, COSHH / biological hazards etc. Risk assessments and control measures are reviewed monthly for individuals and annually for generic risk assessment. 	10	1	1	A			
Lone working									
Inability to contact colleagues or support network, as needed (accident / incident etc.)	MC employees that lone work	<ul style="list-style-type: none"> Please see company policy on lone working Training on lone and risk management is provided and refreshed Risk assessments are completed for any areas with known risks, actioned and monitored 	5	1	1	A			
Disabled people									
At risk due to reduced mobility or impairment.	MC employees and visitors with an impairment	<ul style="list-style-type: none"> Please see company policy on accessibility A Personal Emergency Evacuation Plan is produced for each individual, reviewed as appropriate and 'buddy or assistant' provided if necessary. Refuge areas are provided and maintained. Monitored by 24/7 control room. Refer to the Equality Act 2010 and other relevant legislation for meeting the needs of disabled people Generic Risk assessments and control measures are reviewed at least once a year, e.g. emergency arrangements and policy. 	5	1	1	A			

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Weather											
Heat stress, sunstroke and sunburn	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> Employees are given suitable clothing/uniform Employees and others at risk have access to cold drinks Employees are rotated and given regular breaks Air conditioning/cooling is in place in meeting rooms etc. 	2	1	1	A					
Cold weather conditions	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> Employees are given with suitable clothing/uniform, including waterproofs Employees and others at risk have access to hot drinks Employees are rotated and given regular breaks Air conditioning/warming is in place in meeting rooms etc. 	2	1	1	A					
Substance misuse											
Ill health or injury due to alcohol, drug or substance misuse	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> MC employees can get help and support from occupational health services There is a MC company policy and procedure in place for substance misuse, including testing for alcohol, drugs and other substances MC employees are made aware of the help and support available as well as the company policy and procedure relating to this subject Policies are regularly monitored and reviewed 	5	5	3	H	<ul style="list-style-type: none"> Employees receive personalised help and support from occupational health Employees can be randomly tested and/or referred to clinics 	2	5	3	M
Confined Space											
Dizziness, nausea, headache or loss of Consciousness. Panic attack. Death	MC employees, contractors, exhibitors, organisers and visitors	<ul style="list-style-type: none"> Persons completing confined space work are assessed for suitability (based on build and fitness to complete the task in the space present) When working at height on mobile elevated work platforms, carbon monoxide levels are monitored by contractors Most areas are well ventilated. If ventilation is poor, or floor to ceiling space is limited, only electric or battery powered mobile elevated work platforms are used Emergency plans are made for rescue and/or evacuation of persons in confined space within the Safe System of Work. A suitability trained Supervisor/Competent person may be required, based on risk to manage and support the worker, including a method of communicating. First Aiders are available during works Training is provided on Confined space risks The business continuity plans include confined space risk as a scenario. Personnel are given personal protective equipment (RPE) and have regular breaks 	10	1	2	M	<ul style="list-style-type: none"> A risk assessment and permit to work will be provided and monitored for all confined space work. 	2	1	2	A

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Crowd safety (all persons)											
Major incidents, such as fire, terrorist threats or explosion, involving large numbers of people in close proximity to public highway and tram lines: Crushing, panic, fainting, nausea, dizziness. Injury or fatalities	Employees, Visitors and the public	<ul style="list-style-type: none"> There is a large forecourt area to the front of the site with crowd control barriers, used as an assembly point. There is an assembly point at the rear of the site. There is a queuing strategy (e.g. Disney barriers) with security and traffic management on site and trained to the MC procedures. All MC employees are trained in the emergency evacuation procedures. All MC employees with specific roles and responsibilities for emergency arrangements are trained in the evacuation process. All MC employees are trained in the containment procedures. Emergency plans are in place, communicated to employees, contractors and organisers Arrangements for involvement from the emergency services are contained within the Business Continuity Plan. 	10	5	3	H	All measures/controls identified will be undertaken/completed including training, planning and drills	2	5	3	M

Author	Lesley Corroboy
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