


Reference Number:	1.10	Risk Assessment Name:	Groups	
Date Completed:	16/03/2020	Review Date:	16/03/2021	
Assessors Name:	Clare Ireland	Reviewers Name:	Clare Ireland	

Task/Procedure	Hazards	Persons In Danger	Potential Harm	Existing Safe Systems/Control	Existing L X S = R			Suggested Safe Systems Required	Complete L X S = R		
					L	X	S = R		L	X	S = R
Entry into Exhibition	Slips, trips and falls	Guests	Musculoskeletal injuries, fractures, broken bones, cuts & abrasions.	Wet floor signs erected when necessary. Entrance mats in place. `Cleaning in progress` signs erected. Staff vigilance.	1	2	L	Cleaner always available on site.	1	2	L
Large Group entry into Exhibition.	Overcrowding at Entrance to the Exhibition, potentially causing people to behave aggressively. Group members potentially misbehaving in Foyer and Exhibition.	Guests Employees Contractors	Crushing, aggressive behaviour and language, fractures, broken bones, cuts, abrasions	Crowd control and flow procedures in place. Staff fully trained. Exhibition and Shop constantly monitored. CCTV in operation. Air conditioning in Exhibition. Regular walkthroughs and checks on Exhibition. Exhibits protected from Guests. Statement on TBS website, regarding consequences of misbehaviour in Exhibition.	3	2	L	Continuing Staff Training. Staff Vigilance. Deliveries for Shop re-directed to Retail. Extra slip mats during busy periods. All card machines regularly serviced and replaced when necessary. Barriers in place at all times. GSO's to be informed of any misbehaving. Statement. Marketing Department to provide feedback to Group Leaders.	2	2	L
Inside Exhibition	Trips and falls	Guests Employees Contractors	Cuts, grazes and minor injuries.	Flash tape placed on all steps, highlighting uneven flooring.	2	1	L	Cleaner available on site at all times. Regular walkthrough Exhibition.	1	2	L

Guidance Notes for Assessors

Key: **H = High Risk**
 M = Medium Risk
 L = Low Risk

Intolerable area. Risks cannot be justified; immediate action needs to be taken.

Uncertain area. Actions to be taken to control the risks to as low a level as is reasonably practicable

Tolerable area. Further actions may not be required but can be taken to keep the risk low. Monitoring will probably be required to ensure that the control measures are working

Severity	Likelihood					Likelihood Grading	Severity Grading
	5	4	3	2	1		
5	H	H	H	M	L	1. Very remote/Improbable	1. Trivial injury
4	H	H	M	M	L	2. Unlikely but Possible	2. Minor injury
3	H	M	M	L	L	3. Foreseeable that it could occur	3. Reportable Injury
2	M	M	L	L	L	4. Likely to occur	4. Disabling injury
1	L	L	L	L	L	5. Inevitable/has been known to happen	5. Death