

Form



Venue/Department	Arena - Events	
Doc Ref. No	8	Quest BPP
Form Title	Risk Assessment – Management Regulations	

Issue No:-	1	Activity:-	Visiting of public/groups for events/shows	Operation:	Sheffield Arena stages a wide programme of events that involve the visit of different groups of people.					
Last review date:	19/02/19	Date First Issued:	01/10/12	Key:	L = Likelihood, S = Severity, R = Risk					
Hazard Identified	Who might be harmed?	How might people be harmed?	Existing Risk Control Measures	L	S	R	Additional Control Measures & Reference Documents	L	S	R
Major incident... Including Fire/ Terrorism/ Suspect packages/ Crowd Disorder	General public/ Young People/ Pregnant Women/ Staff/ Contractors	Serious injury or fatality	The Arena Management in conjunction with the emergency services periodically review their Emergency Procedures. Within these procedures, designated Arena personnel/contractors both event and non-event are aware of their responsibilities should a major incident occur.	3	5	15	Staff Awareness Courses and Training. Counter Terrorism Reviews. No smoking Policy and signage. Electrical testing annually. Medical staff on site. Stewarding of all areas internal and external. CCTV in operation. The Arena is part of the National Arena's Association Group which shares information regarding audience behaviour and event profiling.	3	3	9
Trips/Slips/ Falls	Public/ Young People/ Pregnant Women/ Staff/ Contractors	Low level injuries	The venue uses cable mats with "Caution Trip Hazard" to cover the cables. Purpose made cable ramps are used for most events. Seated shows – battery operated low level lights are used to illuminate the cables/matting.	3	3	9	Stewards are positioned at the bottom of the stairwells and on the Arena floor to aid public around the venue and have torches to light the access to the seated areas during the show.	2	3	6

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Trips/Slips/Falls continued...	General public/ Young People/ Pregnant Women/ Staff/ Contractors	Low level injuries	Handrails are permanently fixed within the auditorium to support the public when accessing their seats.	3	3	9
Access and egress	General public/ Young People/ Pregnant Women/ Staff/ Contractors	Slips/Trips/ Falls/ Low level injuries	Pre-event checklists are carried out for all areas to ensure the Arena is safe for the public to enter for the event.	2	3	6
Vehicle collisions	Public/ Young People/ Pregnant Women/ Staff/ Contractors		Adequate lighting is provided to vehicle parking areas and pedestrian routes. All surfaces are in good condition and car park areas are marked. Car Park Staff guide vehicles in and out of the parking areas.	3	3	9
			Additional Control Measures & Reference Documents	L	S	R
			On events when lights are minimal due to the event requirements, the auditorium is lit by UV lights which highlight the stair nosings.	2	3	6
			Radio log maintained throughout the event recording spillages found/reported and remedied. All access/egress routes are checked prior to opening and prior to exit. Entrances and exits manned by trained Stewards and Supervisors. CCTV in operation.	2	3	6
			Trained staff marshalling traffic. Surfaces are gritted and cleared where possible during wintry conditions.	2	3	6

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Injury/ Illness whilst on the Arena property	General public/ Young People/ Pregnant Women/ Staff/ Contractors	Trips/Slips/ Falls/Feeling unwell	The Arena provides medical cover	3	3	9	Medical cover based on event layout, type of event and event intelligence received from the Organisers. The Arena is part of the National Arena's Association Group which shares information regarding audience behaviour and event profiling.	3	3	9
Special effects i.e. pyros/ Use of lasers/ Strobe lighting etc.	General public/ Young People/ Pregnant Women/ Staff/ Contractors	Burns/ Temporary loss of sight	Safety Manual i.e. method statement and risk assessments provided by the Operator. Only competent accredited Companies permitted.	3	3	9	Warning signage on all entrances. Pyro Inspections prior to operation of the effect. Laser inspections carried out by an independent Expert.	2	3	6

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Damage to hearing from loud concert/show	General public/ Young People/ Pregnant Women/ Staff/ Contractors	Temporary hearing loss/tinnitus	Noise levels at all events are recorded and monitored.	2	3	6	Ear protection is available on request. Warning signage positioned on all entry doors to the Auditorium.	2	1	2

Likelihood Of Occurrence		Severity Of Occurrence	
Usually Occurs / Likely	5	Fatality	5
Expected to Occur / Probable	4	Permanent Disability / Major	4
Might Occur / Possible	3	Minor Injury / Minimum Damage	3
Unlikely / Remote	2	Environmental / Property Damage	2
Highly Unlikely	1	No Damage	1
SCORE		SCORE	
Risk Priority Rating - (Multiply Severity Rating X Occurrence Rating = Risk Rating) Risk (R) 1 - 4 = Acceptable - no further action, but ensure controls are maintained. 5 - 9 = Adequate - look to improve. 10 - 16 = Improvement needed - Look to improve within specified timeline. 17 - 25 = Unacceptable - stop activity and make immediate improvements.			



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HAS THE RISK BEEN CONTROLLED AS FAR AS POSSIBLE?		YES (tick) <input checked="" type="checkbox"/>	NO (tick) <input type="checkbox"/>
Assessment Completed By :-		Date:- 19/02/19	
Signature:-		Name:- Caroline Slingsby – Event Manager	
Following Section To Be Completed By Responsible Manager			
Action To Be Taken		Planned Date.	Completed Date.
Revised risk priority rating if completed:-			
Assessment Approved By :- (Responsible Manager)		Date:- 17/6/19	
Signature:-		Name:-	
Assessment Planned Review Date:-			