

Venue

SHEFFIELD ARENA

RISK ASSESSMENT

ACTIVITY Visiting of public/groups for events/shows

DESCRIPTION OF ACTIVITY

Sheffield Arena stages a wide program of events that involves the visit of different groups from the community. These may include provision of specialist disabilities and facilities at the venue.

WHO COULD BE AFFECTED

Employees	X	Contractors	X	Visiting Company	X	Public	x	Young people	X	Pregnant Women	X
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Description of Hazardous Events & Possible Consequences (Prior to implementation of Control Measures)	Likelihood	Severity	Risk Factor	Risk Pre Controls
1. Danger to visiting public/groups from a major incident occurring at the Sheffield Arena.	2	3	6	HIGH
2. Danger of tripping or falling of personnel and public from steep rake of stairs in auditorium, due to poor visibility.	2	2	4	MEDIUM
3. Emergency access/egress from building before, during and after events	2	2	4	MEDIUM
4. Risk of fire from smoking, poor electrical maintenance, poor house keeping	2	3	6	HIGH
5. Collisions – between vehicles and pedestrians and slip, trips and falls on Arena car parking areas.	2	3	6	HIGH
6. Injury/illness becoming more serious following an incident.	2	3	6	HIGH
7. Damage to hearing from loud concert/show	2	2	4	MEDIUM

Mandatory Control Measures

- The Arena management in conjunction with the Local Authorities and the Emergency Services periodically review the emergency procedures laid out in the Sheffield Arena Emergency Procedures. Within these procedures, designated Arena personnel/contractors both event and non-event are aware of their responsibilities should a major incident occur.
- Handrails are permanently fixed within auditorium to support public when accessing their seats. On events when lights are minimal due to the event requirements, the auditorium is lit by UV lights, which highlight the step nosings. Stewards are placed at the top/bottom of stairwells and on the Arena floor to aid public in the seated areas and are provided with torches to light the access to seated areas.
- The Arena has a pre-event checklist that is used to ensure that the Arena is safe for the public to enter for events. On the checklist access/egress from the Arena is checked and reports completed. When these are completed, the Arena is safe to open to the public once the duty manager has given permission.
- Fire and evacuation procedures are available on entry to the building for all personnel and visitors. An annual review is made of the venue by the Local Licensing authority and Fire Service. No Smoking signage is positioned on all concourses and in all toilets and cubicles.
- Adequate lighting is provided to vehicle parking areas and pedestrian routes. All surfaces are in good condition and car park areas are clearly marked out. Staff are trained in the procedures for the areas they are marshalling. Surfaces are gritted during wintry conditions.
- The Arena provides adequate first aid cover in accordance with company policy on events.
- Sheffield Arena actively monitors noise levels for each event and a record is made of the levels. Ear protection is available on request.

Description of Hazardous Events & Possible Consequences (After implementation of Control Measures)	Likelihood	Severity	Risk Factor	Risk Post Controls
1. Danger to visiting public/groups from a major incident occurring at the Sheffield Arena.	1	2	2	LOW
2. Danger of tripping or falling of personnel and public from steep rake of stairs in auditorium, due to poor visibility.	1	2	2	LOW
3. Emergency access/egress from building before, during and after events	1	2	2	LOW
4. Risk of fire from smoking, poor electrical maintenance, poor house keeping.	1	2	2	LOW
5. Collisions – between vehicles and pedestrians and slip, trips and falls on Arena car parking areas.	1	2	2	LOW
6. Injury/illness becoming more serious following an incident.	1	2	2	LOW
7. Damage to hearing from loud concert/show.	1	2	2	LOW

Likelihood

1 = Unlikely

2 = May Occur

3 = Will Occur

Severity

1 = Minor

2 = Moderate

3 = Major

MULTIPLY LIKELIHOOD BY SEVERTITY TO OBTAIN RISK FACTOR

Examples of Minor Injuries: Bruises, Cuts, Abrasions, Strains. **Examples of Moderate Injuries:** Breaks, Fractures, 3 day injury, injuries resulting in attendance at hospital. **Examples of Major Injuries:** Fatality, Fatalities, Permanent Disability.

Risk 1-3 = Low

Risk 4-5 = Medium (Reduce if possible)

Risk 6-9 = High (Immediate Action required)

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RISK ASSESSMENT

Further Action Required

1. Ensure Employees read the Risk Assessment. (Employee Read Risk Assessment records to be retained in Departmental Risk Assessment File)
2. Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
3. Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed By	C. SLINGSBY	Position	EVENT MANAGER	Signed	C. SLINGSBY	Date	01/01/2018
Signed by General Manager	J. WALDRON	Print Name		J. WALDRON	Date	01/01/2018	

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