

THE WORLD'S BIGGEST DANCE EVENT

MOVE IT

Move It 2024

Visiting Groups Risk Assessment

Modules – S12 – S21

Gallery Rooms – To be confirmed

Relevant Offices

ExCeL, London, E16 1XL

Introduction

All groups, including school groups, have obligations when planning any activities to ensure the well-being and safety of all members of the group. The group also has a responsibility to you to ensure that all activities undertaken are safe for you as a group leader.

This document has been prepared to help you in preparing for your trip to Move It 2024. As part of our own health & safety obligation we have identified risks and put in place our own operational plans and controls to create a safe environment for everyone attending the event.

To do this we have prepared a risk assessment which details the level of risk for each activity, the risk management strategy and controls put in place and then a resulting, re-evaluated residual risk score.

Please be aware that ExCeL, is a large exhibition centre and we will be sharing the facilities with a number of other events. In addition, there are a number of catering outlets on the boulevard operated by various partners of ExCeL. The overall complex is monitored by security staff and CCTV and there are event specific staff within the halls and on each entrance/exit point. In addition, security dogs patrol the building.

Move It 2024 will not prevent people leaving the halls or the building should they wish to do so. They also do not accept responsibility for any area outside of their tenancy space as these areas are in the control of other parties.

This risk assessment is dynamic and between now and the event and also during the event there is continuous assessment undertaken by Move It Staff and their appointed agents. This ensures that appropriate measures are put in place as situations arise and develop and allows a relevant response to all situations and activities.

Move It has also appointed qualified Health & Safety personnel who are independent of the event to provide operational support, guidance and assistance with all aspects of Health & Safety relating to the event. These staff will be present throughout the tenancy period of the event and will work with the venue, exhibitors, contractors and staff to ensure the safe delivery of the event.

In addition to this risk assessment there is a full safety file holding additional documentation including that from our contractors and exhibitors. There is also a security plan and crisis management plan for the event in addition to the venue's own safety planning processes.

We would suggest that if you are bringing a school group or other group of persons onsite you check the relevant guidance including the following:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

This will assist in the preparation of your own Health & Safety documentation.

General Health & Safety Information for Teachers, Parents & Guardians

This document is in place to give information for about Health & Safety at Move It 2024 and to help in the preparation of your visit to the event

Health & Safety

Move It 2024 has carried out a full risk assessment for the event and also split this into a separate risk assessment for visitors.

Exhibitors, exhibits and activities are enrolled with full consideration of risk control measures and all activities are fully risk assessed including the construction of the exhibits, the individual activities and visitor participation.

Move It 2024 employs independent Health & Safety and Floor Managers to monitor the site during the tenancy period and review all aspects of Health & Safety. There is a Health & Safety Manager onsite throughout all hours of the tenancy to monitor the activities of all contractors, subcontractors, staff and public and ensure compliance.

Daily safety checks are completed prior to show opening each day and any hazards identified are isolated or rectified immediately.

A formal incident report will be made for all reported incidents

Insurance

Move It 2024 has in place and maintains insurance cover in respect of public liability. A copy of the insurance cover note is available on request.

Fire & Evacuation

ExCeL has a tried and tested evacuation plan in place and procedures to ensure a quick and safe egress from the building for all persons.

Announcements will be made over the public address system to alert all persons of the need to leave the building. Please assemble your group and lead them out of the building as quickly as possible following the directions of stewards and security to the assembly points.

On reaching the assembly point please record your group and report to security any missing persons.

Follow the instructions of stewards and security staff at all times and do not attempt to re-enter the building until instructed to do so.

First Aid

ExCeL has trained and dedicated medical staff onsite throughout the tenancy and many of the security and venue staff are also first aid trained. In addition, Move It, also provides some additional staff due to the nature of the event.

The First Aid Centre is located at the bottom of the stairs in the middle of the boulevard between entrances N4 and N5.

A first aid team can also be dispatched to any incident if the casualty is not mobile – please report to a member of the security staff or the Organisers Office giving the place, description of casualty (age, sex, etc), type/nature of injury and any other relevant information.

DO NOT CALL 999 or the emergency services as this needs to be done by the venue in order to ensure they attend the correct place and are expected onsite.

All first aid incidents are recorded.

In case of the need for hospital treatment the group leader will be informed of the hospital to which the patient has been dispatched.

Meeting Point

There is a meeting point for 'lost' persons which is the Merchandising Desk at the end of the entrance tunnel for the show.

Move It Staff

Move It 2024 is produced by Upper Street Events Ltd (an Immediate Media Company) and their contractors and sub-contractors.

Staff onsite all have relevant experience and training for the role they are undertaking

Supervision & Behaviour

Move It 2024 is a public event held in a busy venue with other events taking place at the same time. As such, we recommend that adult group leaders remain with their party at all times to supervise their behaviour, to ensure their health & safety and to be available in the unlikely event of an evacuation.

We recommend that groups have suitable adult to student ratio:

At least 1 adult for 10 pupils for primary school groups

At least 1 adult for 15 pupils for secondary school groups

Please be aware that there are other activities and events taking place at ExCeL at the same time as Move It 2024. This includes food outlets, coffee shops and other exhibitions – access to these is from the main boulevard and we cannot be responsible in any way for persons who have left the exhibition halls in tenancy for Move It 2024.

There are staff onsite to ensure the safety of all persons in the hall but they will not prevent persons leaving the hall should they wish to do so. Move It 2024 does not have responsibility for security outside of their tenancy area.

Move It 2024 does have a lost child and vulnerable persons policy in place. If you believe a member of your group to be lost please report to a member of the security team or the Organisers Office.

We recommend that all members of each party are issued with the full name of and contact number for their group leader so we can reunite lost persons quickly.

If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff or causes damage to any exhibit or piece of equipment, the individual or whole group may be asked to leave the hall.

Please brief all group members regarding appropriate behaviour and make contingency plans in case a member of your party is excluded.

Advice:

We are happy to help Group Leaders with their participation in the event – please check the website for details – www.moveitdance.co.uk

Risk Rating Matrix:

| Likelihood (L) | | | | | |
|-----------------|----------------|---------|--------------|-----------|------------------|
| High – 5 | 5 | 10 | 15 | 20 | 25 |
| Significant – 4 | 4 | 8 | 12 | 16 | 20 |
| Moderate – 3 | 3 | 6 | 9 | 16 | 20 |
| Low – 2 | 2 | 4 | 6 | 8 | 10 |
| Negligible – 1 | 1 | 2 | 3 | 4 | 5 |
| Consequence (C) | Negligible – 1 | Low – 2 | Moderate - 3 | Major - 4 | Catastrophic - 5 |

| Likelihood Definitions | |
|--------------------------|---|
| A high likelihood | It is expected to occur in most circumstances It is likely to recur It has happened before and will probably happen again |
| A significant likelihood | Similar incidents have occurred on a regular basis It is likely that a hazard could occur Incident has happened before and is liable to occur again |
| A moderate likelihood | Incidents or hazards have occurred periodically in the past The incident could happen again |
| A low likelihood | There are very few known incidents of occurrence Has not yet occurred but could do so Incident not previously recorded but conceivable |
| A negligible likelihood | No known or recorded incidents A remote chance of occurrence in exceptional circumstance |

| Consequence Definitions | |
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| Catastrophic | Multiple of single death Extreme costs International/National media outrage |
| Major | Similar incidents have occurred on a regular basis Serious health Impacts to single or multiple persons including disability Major costs National media |
| Moderate | Accident resulting in an injury reportable under RIDDOR Significant costs incurred Local media concern |
| Low | Accident resulting in minimal injury and loss of time Some cost incurred Minor cases of concern by stakeholders |
| Negligible | Minimal personal injury Some cost Minimum impact |

How to Control Hazards

By determining the consequences and likelihood of risks occurring you can aim to eliminate, minimise and control hazards.

Using a hierarchy of control systems to minimise exposure to hazards is a system generally recommended by government bodies including the HSE

The hierarchy helps to decide the controls that need to be put in place to manage the hazards once the risk has been assessed.

| Hierarchy of Controls | |
|---|--|
| Elimination Eliminate the Hazard | Remove or stop the hazard if possible. Remove the cause or source of the hazard by eliminating the machine, task or process. <i>If this is not possible move to next step.</i> |
| Substitution Substitute the Process | Use a less hazardous process – e.g use a newer piece of equipment or an alternative piece. <i>If this is not possible move to next step.</i> |
| Engineering Change the Equipment | Introduce enclosures, barriers, improve maintenance, introduce training. <i>If this is not possible move to next step.</i> |
| Isolation | Separate or isolate the hazard from persons by relocating or changing times, etc. <i>If this is not possible move to next step.</i> |
| Administration | Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not possible move to next step.</i> |
| Personal Protective Equipment (PPE) | Provide PPE appropriate to the risk. Provide training and information along with supervision to ensure PPE is fitted, used and maintained appropriately |

Move It 2024
Risk Assessment for Group Bookers



Tenancy Dates:

13th – 14th March 2024 – Build Period
15th – 17th March 2024 – Open Period
17th March (after 1700 hours) – Break Period

Venue:

ExCeL, London

Risk Assessment undertaken by:

Anna Anson
Ops Squad Ltd

Upper Street Event Manager:

Fay Rayner

Areas in Use:

S12 – S21, Gallery Rooms and various offices

Date:

28th December 2023

Scope of Risk Assessment:

This assessment covers the activity of exhibitors, organisers, staff, performers and visitors to Move It 2024 from 0900 hours on 15th March to 1700 hours on 17th March 2024 only.

Show Profile:

The audience for this event is mainly female from the ages of 11 – 35 years. The attendance is expected to be in the region of 30,000 people over the three open days of the event

Move It 2024 – Risk Assessment for Group Bookers

| Hazard | Consequences | Who is at Risk | P | S | R | Controls | P | S | R | Action Level |
|------------------------------------|--|---|---|---|---|---|---|---|---|--------------|
| Aggressive or disruptive behaviour | Jostling, head injuries, breaks, loss of consciousness | Visitors Venue staff Organisers Exhibitors Performers | 2 | 1 | 2 | Liaison with security who are aware of likely issues and issues at past events Security to watch suspicious individuals Venue security and local police also aware of the event and any potential issues | 1 | 1 | 1 | Low |
| Cables | Trips, slips and falls | Visitors Venue staff Organisers Exhibitors Performers | 2 | 4 | 8 | Any trailing cables will be kept out of public areas and will not be permitted to cross aisles Where cables need to be laid in accessible areas they will be secured with hazard tape and/or cable ramps | 1 | 4 | 4 | Low |
| Celebrities | Trips, slips and falls, fainting Crushing injuries | Visitors Venue staff Organisers Exhibitors Performers | 3 | 2 | 6 | Security aware of all celebrity activity onsite and have staff in place to manage expected crowds Space allocated in signing areas, etc for queues Celebrities will appear on the show floor only at allocated times and in designated areas If queues/crowds become problematical celebrities will be moved off the show floor to a 'safe' area | 3 | 1 | 3 | Low |
| Children | Lost children with lower perception of dangers leading to falls or other injuries Paedophiles | Children | 2 | 3 | 6 | Active lost child policy in operation throughout the open period of the event. Security, Organisers and Venue have set procedures in place for suspected paedophile activity Police also aware of the event and the profile of it – onsite police may patrol | 2 | 2 | 4 | Low |

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| Classes | Trips, slips and falls Broken bones, sprains and bruises | Visitors Venue staff Organisers Exhibitors Performers | 5 | 3 | 15 | Dance teachers are all professionally qualified. First aid, including additional first aid cover, onsite at all times during the open period of the event Staging for teachers use only and all class staging is less than 600mm Signage advises that all visitors take place in dance classes at their own risk and the level of the class is stated at the beginning of each session Flooring contractors are onsite throughout the event to action any remedial work required Visitors are required to wear suitable footwear for each session There is a steward for each class to assist should any incident arise | 4 | 1 | 4 | Low |
| Collapse of exhibition stand, stage or other 'complex' structure | Death/very serious injury, broken bones, head injuries, etc Crushing and trapping injuries | Visitors Venue staff Organisers Exhibitors Performers | 1 | 5 | 5 | All space only stands and complex structures are signed off by a structural engineer, where relevant prior to the event open period The shell scheme contractor will sign off their own structures | 1 | 3 | 3 | Low |
| Crowd control in the hall, entrance and in areas such a coach drop-off | Trips, slips and falls, fainting, road traffic incidents, etc | Visitors Venue staff Organisers Exhibitors Performers | 3 | 2 | 6 | Entry to the event is by ticket only and so numbers are known in advance Front of house security to monitor for the build-up of crowds and for queue management First aid staff are onsite at all times Volunteers and security will monitor the hall for crowded areas and manage/report to security accordingly | 2 | 2 | 4 | Low |

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| | | | | | | Traffic staff and venue security will monitor areas outside of the hall and are well established in managing crowds and the traffic around the site using specified routes Local infrastructure aware of event closing times including the car parks Commercial vehicles are not permitted onsite until after the public are clear | | | | |
| Compressed gases including helium | Unconfined vapour cloud leading to explosion, fire Projectiles from exploding cylinder causing injuries and damage Breathing difficulties | Visitors Venue staff Organisers Exhibitors Performers | 2 | 5 | 10 | Helium balloons only permitted with the prior permission of the Organisers and only one cylinder of gas at a time would be permitted in the hall Other gases will be by prior arrangement only with the organisers and venue and again only a single cylinder will be allowed at a time Sites of cylinders will be marked on a floor plan held in the Organisers Office and the venue would be notified Refilling, etc will only be permitted outside of show hours Spare cylinders to be removed from the hall and place in designated gas cage Risk assessment and COSHH required for all cylinders bought onto site | 1 | 5 | 5 | Medium |
| Electrical | Electric shock, fire | Visitors Venue staff Organisers Exhibitors Performers | 2 | 4 | 8 | Use of approved electrical contractor and electrical inspection procedures are in place across the venue and industry All temporary installations on stands and stage are subject to inspection and compliance with EVA regulations | 1 | 4 | 4 | Low |

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| | | | | | | Where possible, electrical connections are not visible to the public or are at a safe height/location | | | | |
| Emergencies including terrorist incidents | Panic, trips, slips, falls and other injuries as a direct result of terrorist action or other incident | Visitors Venue staff Organisers Exhibitors Performers | 1 | 5 | 5 | Venue constantly liaise with the local police regarding the threat level and will implement advice given – this may include dogs being onsite, bag searches, etc All staff and volunteers briefed of the venue’s emergency procedures prior to the event open period Suitable number of emergency exits are in place and clearly signed. In dark areas illuminated exit signs are in place. In the event of an emergency security would liaise to evacuate the public from the site to a ‘safe’ area Venue PA system has back up and able to relay messages to all persons onsite | 1 | 5 | 5 | Medium |
| Fire | Separate fire risk assessment is in place for the event | | | | | | | | | |
| Flood/Spillage | Slips, trips and falls, electric shock,etc | Visitors Venue staff Organisers Exhibitors Performers | 2 | 3 | 6 | Volunteers, event staff or security to report any spillages to the Organisers office so they can be dealt with ExCeL cleaning will cordon off any flooded areas and the electrical mains contractor will isolate the power in any areas required AV and electrical contractors will deal with any equipment that may have been/may be affected Any more major flood to be reported to and dealt with by venue staff | 2 | 2 | 4 | Low |

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| Food poisoning/allergic reactions, etc | Vomiting, anaphylactic shock, fits, seizures, death | Visitors Venue staff Organisers Exhibitors Performers | 3 | 4 | 12 | Use of in-house caterers only – risk assessments, HACCP's etc are with the venue Any exhibitor supplying or sampling any type of catering must have written permission from the Organisers prior to the event and relevant paperwork including HACCP, etc must be in place and approved by the venue and, if required the local authority | 1 | 4 | 4 | Low |
| Freestyle Stage | Trips, slips, falls, broken bones, sprains, etc | Visitors Venue staff Organisers Exhibitors Performers | 3 | 4 | 12 | Signage at stage with disclaimer – all performers participate at their own risk The stage, if necessary, signed off by structural engineer, but the height is only 400mm Stewards/security present during show open period to manage crowds Performances managed with a timetable of registered acts so only these persons will be permitted access to the stage | 1 | 4 | 4 | Low |
| Hazardous substances | Acute effects of noxious fumes, irritation to eyes, lungs, etc Burns of skin Exposure to carcinogens | Visitors Venue staff Organisers Exhibitors Performers | 2 | 3 | 6 | Hazardous substances not permitted on stands/stages/classes, etc unless an essential part of the exhibit Exhibitors are asked to declare any such substances and submit a relevant COSHH Floor manager will monitor for any hazardous substances Theatrical haze/smoke machines may be used around the show and will be monitored by the AV contractor at all times. | 1 | 3 | 3 | Low |

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| Main Stage | Falls from height, collapse of structure Crowd disturbance – crushing, fainting, etc Trips, slips, falls, broken bones, etc | Visitors Venue staff Organisers Exhibitors Performers | 3 | 4 | 12 | Staging built professionally and signed off by structural engineer prior to use, where relevant Flooring provided by competent contractor and relevant risk assessment supplied The stage is larger than the allocated and taped performance area Access to the stage is by stairs with handrails and meeting relevant regulations Technician and production manager on stand-by at all times to manage AV equipment and other stage issues Performers are all professionally trained and have qualifications and insurance in place Visitors are not permitted access to the main stage First aid staff are onsite throughout the open period of the event Any minors taking part in stage performances must have signed consent forms from parents/guardians Access backstage for performers only | 2 | 3 | 6 | Medium |
| Medical Emergencies | Injuries from accidents, illness – eg. Heart attack, food poisoning, fainting, heat, stress, dehydration, etc | Visitors Venue staff Organisers Exhibitors Performers | 2 | 3 | 6 | All staff aware of how to summon assistance by radio in case of incident First aid cover on stand-by throughout the tenancy period – additional cover bought onsite due to the nature of the event Security and floor manager to patrol show floor throughout the open period | 1 | 3 | 3 | Low |

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| | | | | | | Staff and volunteers briefed on how to manage any emergency situation | | | | |
| Moving plant, trolleys, etc | Impact injuries, etc | Visitors Venue staff Organisers Exhibitors Performers | 2 | 3 | 6 | Moving plant and trolleys are not allowed in public areas during the show open period If essential – e.g catering delivery then a banksman is also required Security will monitor any trolleys | 1 | 3 | 3 | Low |
| Massage, hands-on, special treatments | Injuries, allergic reactions, etc | Visitors Venue staff Organisers Exhibitors Performers | 2 | 2 | 4 | Professional companies with all relevant certificates and insurance documents only to carry out treatments and only by prior arrangement and approval All participants will be asked if any history of problems prior to treatment All participants do so at their own risk | 1 | 2 | 2 | Low |
| New, expectant mothers and babies | Slips, trips, falls, tiredness, fainting, injury to foetus/baby, other complications due to pregnancy | New/expectant mothers | 1 | 3 | 3 | Adequate rest areas provided and bespoke baby changing areas with feed facilities, etc are available in the venue First aid cover available at all times | 1 | 3 | 3 | Low |
| Noise (Excessive) | Noise induced hearing loss and failure to hear safety messages, etc | Visitors Venue staff Organisers Exhibitors Performers | 3 | 2 | 6 | Noise levels in public area should not exceed 85dB(A) to nearest aisle. Floor manager will monitor this and react to reports of excessive noise with a professional decibel meter AV contractors are aware of restrictions | 3 | 1 | 3 | Low |
| Objects falling from height e.g lights, etc | Head injuries, impact injuries, etc | Visitors Venue staff Organisers Exhibitors Performers | 3 | 4 | 12 | Working at height not permitted in public area when the event is open Official rigging contractors only will be used | 1 | 4 | 4 | Low |
| Other events | Injuries to pedestrians from moving commercial traffic | Visitors Venue staff Organisers | 3 | 3 | 9 | Traffic control to ensure that commercial traffic from other event is separated from visitors to the show | 1 | 3 | 3 | Low |

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| | | Exhibitors Performers | | | | | | | | |
| Queue internal and external | Crowd disturbance, violence, crushing, trips, slips and falls Exposure to elements – rain, heat, cold, etc | Visitors Venue staff Organisers Exhibitors Performers | 3 | 3 | 9 | Opening times set to reduce problems with queues and a queuing area allocated for the show Front of house staff onsite to manage crowds Barriers in place to manage queues, if required Adequate signage to help visitors work out where they need to be | 1 | 3 | 3 | Low |
| Slips, trips, falls on internal level surfaces | Broken bones, bruising, sprains, etc | Visitors Venue staff Organisers Exhibitors Performers | 2 | 3 | 6 | Bins provided for waste Cloakroom provided to prevent the dumping of bags, etc Organisers and security to monitor trip hazards and/or obstructions Regular cleaning patrols with additional staff to clear catering points | 1 | 3 | 3 | Low |
| Slips, trips, falls on external level surfaces | Broken bones, bruising, sprains, etc | Visitors Venue staff Organisers Exhibitors Performers | 2 | 3 | 6 | Salt, grit, etc available in winter conditions- if relevant | 1 | 3 | 3 | Low |
| Smoke machines, theatrical haze and flashing/strobe lighting | Breathing difficulties, epileptic fits, allergic reactions, etc | Visitors Contractors Venue staff Organisers Exhibitors Performers | 3 | 2 | 6 | Signage will be put in strategic positions to explain the use of these effects. In addition, basic information will be included on the website pre-show. AV company will monitor any effects and ensure they comply with venue rules and general regulations. All effects will be for as short a duration as possible | 2 | 2 | 4 | Low |

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| Tannoy failure | Injuries, panic due to lack of safety messaging | Visitors Venue staff Organisers Exhibitors Performers | 1 | 5 | 5 | If the venue system failed security would have loud hailers to manage crowds, etc | 1 | 5 | 5 | Medium |
| Waste | Fire risk, slips, trips, falls, disease from food waste, etc | Visitors Venue staff Organisers Exhibitors Performers | 4 | 3 | 12 | Venue bins provided for waste and cloakrooms available for the public to leave bags, etc Floor manager and security will monitor for blocked emergency aisles, etc Regular cleaning patrols around the halls and catering areas to be kept clear at all times. | 3 | 2 | 6 | Medium |
| Communicable diseases | Infection from virus or other communicable disease | Visitors Venue staff Organisers Exhibitors Performers | 2 | 4 | 8 | Venue medical centre available throughout the tenancy. Government guidelines will be followed at all times and staff will be in place to ensure requirements are being followed Advice posted around the venue regarding hand washing and use of tissues, etc Hand sanitizers are available in the boulevard and outside each of the classrooms and around other features Microphones will have heads changed at the end of each session – old microphones heads will be disposed of immediately and safely. Headsets will be sanitized following each session | 1 | 4 | 4 | Low |

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| | | | | | | Up to date guidelines and requirements are in place on the website and will be changed, as necessary, according to most recent English requirements. | | | | |
| Racism and Xenophobia | Upset and general mental health issues | Visitors Venue staff Organisers Exhibitors Performers | 1 | 3 | 3 | Any form of racism or xenophobia will not be tolerated at this event. If this behaviour is reported or witnessed security will be asked to intervene and the perpetrators will be removed from the event | 1 | 3 | 3 | Low |