

## Event Risk Assessment

Activity / Event - Bridges Conference

Location - G14 - Coventry Building Society Arena

Date of Event - 11th March 2026

Numbers of staff Expected to attend - 3

Name of Assessor - Jade Springett

Potential hazard	Person(s) at risk	Potential outcome	Impact (High Medium Low)	Likelihood (High Medium Low)	Control measures	Risk level after control measures	Person(s) responsible for control measures
Vehicle movement on event site	Driver  Event attendees / general public  Other team members  Contractors	Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk	H	L	<ul style="list-style-type: none"> <li>- Comply with any rules or guidance set out by the event organisers for vehicle movement on site</li> <li>- Only [insert organisation name] team members are authorised to move the vehicle</li> <li>- Vehicle to be driven on to the event site before attendees arrive</li> <li>- Driver to adhere to the speed limit for the event site and not exceed this</li> <li>- Vehicle to only be moved when the event site deems it safe to do so. Permission to move the vehicle before the end of an event will be sought, where possible, from the Trade Stand Secretary or equivalent</li> </ul>	L	Driver of vehicle
Manual handling - loading and unloading	Event attendees	Major injuries, minor injuries	M	M	<ul style="list-style-type: none"> <li>- Lifting of equipment</li> <li>- Two-man lift where possible</li> </ul>	L	Event attendees
Lone working	Event attendees	Vulnerability, mental wellbeing	L	L	<ul style="list-style-type: none"> <li>- There will always be a minimum of two people at each event. Where possible this will be two staff members</li> <li>- Members of Team to raise concerns with relation to lone working conditions if situation arises</li> <li>-</li> </ul>	L	Event attendees
Hazardous substances	Event attendees	Major injuries, minor injuries, death, damage to other	H	L	<ul style="list-style-type: none"> <li>- Keep hazardous substances locked securely away from the general public</li> </ul>	L	Event attendees

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		stands, reputational risk			- Hazardous substances to be handled only by a member of staff trained to handle them.		
Slip and trip hazards	Event attendees/ general public	Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk	H	L	<ul style="list-style-type: none"> <li>- Ensure that all equipment is in good working condition without damages</li> <li>- Ensure that personal belonging, such as bags and clothing are securely kept inside the vehicle/ stall</li> <li>- Ensure that no equipment is left on the floor surrounding the stand, or propped up against any equipment</li> <li>- Regularly check the surrounding area of the stand the mitigate any newly formed issues</li> <li>-</li> </ul>	L	Event attendees
Podium tables	Event attendees  General public	Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk	L	L	<ul style="list-style-type: none"> <li>- Ensure that these are erected on level ground to prevent them from toppling over</li> <li>- Podiums shouldn't be leaned on because this may cause them to be toppled over</li> </ul>	L	Event attendees
Fire hazard	Event attendees  General public	Major injuries, minor injuries, death, damage to other stands, reputational risk	H	L	<ul style="list-style-type: none"> <li>- There is a fire extinguisher on the stand to be used where necessary</li> <li>- Ensure that flammable items are not placed in direct sunlight</li> <li>- In the event of a fire ensure that persons are moved away from danger, this may be covered by event management team.</li> </ul>	L	Event attendees
Gazebo/stall present at promotions	Event attendees  General public	Major injuries, minor injuries, death, damage to vehicle, damage to other stands, reputational risk	H	L	<ul style="list-style-type: none"> <li>- Ensure that the gazebo/stall is erected according to guidelines</li> <li>- Two or more people should erect the gazebo</li> <li>- Ensure that the gazebo/stall is positioned on an even surface</li> </ul>	L	Event attendees
Electrical	Event attendees  General public	Electric shock	H	L	<ul style="list-style-type: none"> <li>- Mains powered equipment is to be taken on-site with permission of the organiser.</li> <li>- Any display lighting to hold a current electrical test. Any electrical equipment must display a current pat testing sticker.</li> <li>- Any change to electrical items must be done by a competent person.</li> </ul>	L	Event attendees