

## Event Organisers - TechxFest Risk Assessment

<b>Name:</b> TechxFest Risk Assessment	<b>Location(s) of Activity:</b> Derby Arena, DE24 8JB	<b>Date of Event:</b> 28 September 2023
<b>Event Title:</b> TechxFest 2023		
<b>Event Outline:</b> <a href="https://www.techxfest.co.uk/">https://www.techxfest.co.uk/</a> National outreach event for UK employers to showcase technical careers. Welcoming c.2000 Year 9 and 10 students from the Midlands.		
<b>Those at risk / affected parties:</b> TechxFest organising staff (including helpers and volunteers), exhibitor staff, students, teachers, Derby Arena staff		
<b>Author</b> Name: Carly Dellar and Lucy Williams	Signature:   13/09/2023	
<b>Responsible Person / Line Manager Approval</b> Name: Lucy Williams	Signature:  13/09/2023	
<b>Outline of activity:</b> <p>The event is split into two sessions – one morning and afternoon. In these sessions, there will be c.50 exhibitors manning stalls with various activities for school children to enjoy. There will be c.2000 Year 9 and 10 students in attendance across the two sessions. Students will have free rein to explore the venue which will be hosted in the infield, cycle D and sports D areas of Derby Arena.</p> <p>This risk assessment takes an overall event view of risk and mitigation. Key risks identified from the Derby Arena risk assessment and individual exhibitor risk assessments are taken into account. Exhibitors are providing their own risk assessments for their stall and a public liability insurance certificate. These individual risk assessments are available publicly on the TechxFest website at <a href="https://www.techxfest.co.uk/schools/information-for-schools-and-parents/">https://www.techxfest.co.uk/schools/information-for-schools-and-parents/</a>.</p>		

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What are the hazards?	List the harm associated with the hazard	Risk Evaluation without controls in place High/Med/Low	What control measures are, or will be put, in place to control the risk? List all elimination, substitution, engineering and/or administrative controls	Risk Evaluation with controls in place High/Med/Low
<b>Overall event risks</b>				
Event organisation and communication	Misuse of data/personal information	Low	<p>Key data collected is email addresses, telephone numbers and dietary requirements. This data is kept by the organising team, not shared and used solely for the purposes of event management and communicating important information to attendees.</p> <p>An optional postcard activity for students is available at TechxFest. They can collect stickers from exhibitors for the postcard, and are required to state their name and school for entry into a prize draw. Once the draw has been made and winner announced, all data will be destroyed.</p>	Low
Photography and videography	Misuse of images	Low	<p>There will be a TechxFest photographer and videographer on site capturing the event and speaking to willing students about their experiences. If any students do not wish to have their photo taken or asked to share their experiences about the event on camera, please ask them to wear a lanyard (available from the coach welcome team) and we will ensure that no images or videos are published with these individuals.</p> <p>In line with Article 8 of the General Data Protection Regulation (GDPR), any pupil over the age of 13 will be asked to sign an individual consent form, if they are willing to speak on camera about their experiences on the day. Posters reminding teachers and pupils about video and photos being captured will be displayed through the event.</p> <p>A copy of the Privacy Policy can be downloaded at <a href="https://www.techxfest.co.uk/schools/information-for-schools-and-parents/">https://www.techxfest.co.uk/schools/information-for-schools-and-parents/</a></p>	Low

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			<p>(We are part of University of Nottingham and follow their robust procedures).</p> <p>We use photographs and/or video in our marketing materials related to the promotion of the TechxFest; online, in print, used in promotional materials at events or in advertising and broadcast.</p> <p>Photography and video content will be published online at <a href="http://www.mitalent.ac.uk">www.mitalent.ac.uk</a> and <a href="http://www.techxfest.co.uk">www.techxfest.co.uk</a>. We may also use photographs and/or video in our marketing materials related to the promotion of TechxFest and future TechxFest events, online, in print, used in promotional materials at events or in advertising and broadcast materials. If you have any queries about the distribution / use of the photography and video content contact Sarah Howells <a href="mailto:sarah.howells@nottingham.ac.uk">sarah.howells@nottingham.ac.uk</a></p>	
Event preparation	General Health and Safety	Medium	Derby Arena have responsibility for the overall maintenance of the building and have provided a risk assessment. Exhibitors are providing risk assessments for the activities taking place at their stalls. An event helper briefing is taking place on 25 <sup>th</sup> September where health & Safety information and expectations will be shared.	Low
Environmental conditions/weather	Ill health dependant on nature of problem	Low	Appropriate clothing to be worn by event staff. Free drinking water is available in Derby Arena. Length of helper duty slots will be considered and breaks planned, particularly if involving long periods of standing.	Low
Hospitality	Allergic reactions to food	Medium	Exhibitors and helpers are being provided with a packed lunch. Dietary requirements have been collected in advance. Teachers and students welcome to bring water bottles for refill station.	Low
Visitors getting lost	Distress	Low	The event takes place in a single large room at Derby Arena - the infield. Pre-event orientation information has been supplied including venue maps. There will be appropriate signage and event staffing during the event to assist with wayfinding.	Low

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<b>Venue related risks (key risks as identified in Derby Arena own risk assessment)</b>				
Arrival at Derby Arena	Participants getting lost, Road traffic injuries	Low	<p>Schools/Exhibitors will be making their own transport arrangements to the event. Schools have been sent information / maps about the location of the event and how to get there. Coach/minibus/on foot travel from each area to be risk assessed by each school. TechxFest is not responsible for travel arrangements. The car park is located next to the Arena. TechxFest volunteers will board school coaches and greet the participants and guide them to the arena.</p> <p>Derby Arena have specialist traffic control staff and they will be available on the day. Event organizers have reviewed a confirmed traffic management plan. They will ensure safe walkways to the arena from the car park.</p> <p>There are two exhibits that will be located outside. Derby Arena is providing a fenced walkway to ensure car park area and exhibits are separated. Event helpers will be stationed at the outdoor exhibits at all times.</p>	Low
Stall set up in Derby Arena	Electrical equipment, trip hazards	Medium	<p>Individual risk assessments provided by exhibitors. These are available on the TechxFest website. <a href="https://www.techxfest.co.uk/schools/information-for-schools-and-parents/">https://www.techxfest.co.uk/schools/information-for-schools-and-parents/</a>. Derby Live are responsible for safe installation of additional equipment purchased by exhibitors. Wires and other potential trip hazards will be made secure at installation. The organizing team have informed exhibitors that any electrical items at the event must be PAT tested with an identifiable sticker / label on the item to show this. Pre-event safety check of all areas to be used to ensure appropriate standard of housekeeping. Any hazards identified to be reported to a member of the TechxFest and Derby Live team.</p>	Low
Activities within Derby Arena	Overcrowding	Low	<p>Bookings are within the capacity that can be managed by Derby Arena. Crowds at exhibits to be monitored by helper team, who will be on hand to establish organised queues if needed.</p>	Low

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Fire	Injury, burns, risk of death	High	Derby Arena will issue instructions on safe evacuation (including where to assemble in the event of a fire alarm). For TechxFest, the assembly point is located in the lower car park at the front of Derby Arena. Exits clearly signed and pointed out. Automatic fire detection installed and maintained. Appropriate fire extinguishers in place and maintained. Emergency evacuation procedures are in place. Derby Arena emergency evacuation plan will be followed and managed by Derby Arena staff. Fire stewards allocated according to above event capacity and they will receive a dedicated briefing on the morning of the event. Venue fire procedures shared in advance with attendees. All volunteers and exhibitors are provided with safety and emergency information. A register of participants must be taken by the school to ensure that all are accounted for in the event of a fire. TechxFest team will have assessed evacuation procedures for any disabled persons. Locations of Evac Chairs and Refuge points will be noted in advance of the visit. No smoking in all buildings, including temporary structures.	Low
Accident/Injury	Injury treatment and response	Medium	First Aiders will be in attendance for the full duration of the event and contactable via radio at all times. TechxFest team to tell participants to report any accidents or injuries to a member of the TechxFest team.	Low
Intruders	Safeguarding Risk	Medium	Derby Arena providing security colleagues to be stationed at Door C for the duration of the event. Organising team providing exhibitors, event staff and teachers with a lanyard identifying them. All helpers will wear a pink TechxFest t-shirt. All other adults (not accompanying school children) will be challenged. Separate toilet facilities for adults and students. Helper briefing on 25 <sup>th</sup> September will include a dedicated safeguarding briefing. On the day of the event, a morning briefing will also include a safeguarding briefing and a reminder to attendees of its importance.	Low

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<b>Exhibitor related risks (key risks as identified in individual exhibitor risk assessments)</b>				
Higher risk exhibitor stall activities	Large exhibits, machinery and animal interaction	Medium	<p>Higher risk exhibits include:</p> <p>Large exhibits:</p> <ul style="list-style-type: none"> <li>• Broadcast truck (located outside)</li> <li>• STEM trailer (located outside)</li> <li>• 2x motor vehicles (located inside)</li> <li>• These exhibits will have clear markings and walkway around them, with helpers permanently manning the outside exhibits during the day</li> </ul> <p>Machinery</p> <ul style="list-style-type: none"> <li>• Drone flying – flying area enclosure, sensors built into drones to prevent flying into objectives, propellers have a fail-safe for skin contact, PPE supplied by exhibitor</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Animal interaction – the University of Nottingham vet school will showcase their teaching dog, used for ultrasound training. The dog will have access to fresh water and take regular breaks in line with the Animal Welfare Charter (Derby City Council.) Schools are made aware of this dog presence as part of the sharing of this risk assessment.</li> </ul>	Low
<b>Other exhibitor related risks</b>				
Setting up/dismantling exhibitor stalls	Injuries from falling, tripping, slipping, being struck by objects	Medium	All equipment will be in place before the event starts. Dedicated set up time for exhibitors taking place the day before event. No equipment to be moved during the event. Exhibitors instructed to have stall ready by 08:45 on the day of the event and to not take down their stall until after the event and all visitors have left.	Low

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Interaction with exhibitors/ volunteers throughout the visit	Safeguarding risk	Medium	Helpers and exhibitors are required to sign an online commitment statement prior to the event. This can be found at <a href="https://www.techxfest.co.uk/techxfest-publishes-event-commitment-statement/">https://www.techxfest.co.uk/techxfest-publishes-event-commitment-statement/</a> . A dedicated safeguarding presentation will also be shared at the helper briefing on 25 <sup>th</sup> September.	Low
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### Additional Requirements

<b>Event Communications</b>	Helpers will be clearly visible in bright pink t-shirts.
<b>First Aid and Medical</b>	First aiders will be available in Derby Arena.
<b>Waste handling</b>	Sufficient waste bins will be provided by Derby Arena.
<b>Emergency</b>	Assembly point is in the lower car park of the Derby Arena.
<b>Training, supervision and competency</b>	Please attend a mandatory event briefing at 09:00 on event day.

### Training / Competency Record

Name of worker (event staff / exhibitor staff)	Measure of competency if applicable	Assessor comments	Competent to perform activity Y/N?	Signature (Worker)	Signature (Assessor)	Date
2x First Aiders	First Aid proficient	Officially qualified and contracted to TechxFest.	Y			
2x Security Staff	Security trained	Officially qualified and contracted to TechxFest.	Y			