

Event Open Period Risk Assessment

Event: Wales Tech Week

Venue: ICC Wales, Newport

Period Covered: Open Period 24-26 November 2025

Date: 17/10/25

Review Date: 21/11/25

Risk Rating Key

Likelihood (L)	Severity (S)	Risk Rating (L x S)	Interpretation
1 = Rare	1 = Minor (no injury)	1-3	Low - Acceptable with standard controls
2 = Unlikely	2 = Moderate (first aid only)	4-6	Medium - Monitor and maintain controls
3 = Possible	3 = Serious (medical attention)	8-9	High - Requires active management
4 = Likely	4 = Major (hospitalisation)	12-16	Very High - Immediate controls required
5 = Almost Certain	5 = Severe (fatality or multiple injuries)	20-25	Critical - Must not proceed until controlled

Risk Assessment Table – Open Period

Hazard	Persons at Risk	Existing Controls	L	S	Rating	Further Action / Controls	Residual Risk
Slips, trips, and falls	Delegates, exhibitors, staff	Good housekeeping, taped cables, venue cleaning schedule	2	3	6 (Med)	Monitor & clean-up reporting	Low
Crowd congestion / pinch points	Delegates, public	Managed queuing, stewards	2	3	6 (Med)	Extra stewards during peak	Low
Manual handling	Exhibitors, staff	Manual handling guidance, trolley use	2	2	4 (Med)	Onsite checks, reminders	Low
Fire / evacuation	All persons	Venue fire systems, trained marshals	1	5	5 (Med)	Reconfirm muster points daily	Low
Medical emergency	All persons	First aid team onsite, radios, procedures	2	4	8 (High)	Confirm coverage, test radios	Medium
Electrical hazards	Exhibitors, staff	PAT tested equipment, inspections	2	4	8 (High)	Spot checks	Medium

Trip hazards at stands	Visitors, exhibitors	Stand checks pre-opening	2	3	6 (Med)	Daily inspection	Low
Food hygiene / allergens	Visitors, caterers	Venue compliance, signage	2	3	6 (Med)	Check allergen labels	Low
Theft or loss of property	Delegates, exhibitors	Security, CCTV, staff vigilance	2	2	4 (Med)	Encourage vigilance	Low
Unruly behaviour / intoxication	Delegates, exhibitors	Security, bar monitoring	1	3	3 (Low)	Brief bar staff	Low
Cyber / data risk	Organisers, exhibitors	Secure Wi-Fi, GDPR systems	2	3	6 (Med)	Monitor IT systems	Low
Weather related hazards	Public, staff	Covered queuing, gritting	2	3	6 (Med)	Monitor forecast	Low
Disabled access / inclusion	Visitors, exhibitors	Accessible venue, assistance	1	3	3 (Low)	Monitor assistance needs	Low

Trip hazards from materials	Exhibitors, visitors	Waste disposal points, tidy stand policy	2	2	4 (Med)	Enforce policy	Low
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