

01RA GENERAL HEALTH AND SAFETY RISK ASSESSMENT
VERTU MOTORS ARENA (VMA)

This Risk Assessment applies to events held at the Vertu Motors Arena

To identify hazards and risks the assessor reviewed the HSE's guidance on events, The Green Guide and has walked around the venue (numerous times), attended events (including load in and load out). The assessor has also talked to staff to learn from their knowledge and experience. The assessor noted what was already being done to control the risks and recorded any further actions required.

Having put in place the actions the risk assessment identified, the manager discussed the findings with staff, and issued this risk assessment to all staff this affects. It is also kept on the company server and dropbox.

The assessor will review the risk assessment whenever there are significant changes such as new work equipment, work activities or workers and following any major accident or incident.

Stands breakdown for capacity

- North stand 682
- South stand 682
- West stand 524
- East stand 707

Additional seating can be added onto the carpeted arena floor

DESCRIPTION
GENERAL ARENA RISK ASSESSMENT FOR EVENTS

Assessed by:	Kate Roxburgh (Health and Safety Advisor)		Date: 04.09.24	Review: 03.09.25		
WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED?	CONTROL MEASURES – WHAT ARE WE DOING?	ADDITIONAL CONTROLS	ACTION BY WHO?	ACTION BY WHEN?	DONE
Management of contractors/productions staff, caterers, any external parties – lack of competence leading	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors,	<ul style="list-style-type: none"> • Key event information on the venue is sent to all contractors/production's teams prior to any event • Public Liability Insurance covers the event (with a minimum cover of £10 million). If contractors/production teams hire equipment for the event from an outside body or organisation 	Event organizer to issue Construction Phase Plan (where relevant), Event plan, Insurances and	VMA and Event Organiser	1 week prior to event - ongoing	

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to injury, injury to others, poor design of temporary structures	members of public, volunteers	<p>it is the organiser's responsibility to obtain written confirmation that they have their own public liability insurance to meet claims resulting from their property/activities at the event.</p> <ul style="list-style-type: none"> RAMS (risk assessment/method statement) issued to the VMA and any other requested information prior to any event day Copies are kept in dropbox and by VMA 	RAMS (risk assessments and method statements) for temporary structures. COSHH assessments for hazardous substances.			
Unsafe access and egress – slips, trips, falls, collisions	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> Access/egress points are checked regularly including the conditions of the doors, floors, handrails by VMA staff and event staff. Any issues will be reported to the VMA management and the area will be cordoned off until remedied. No access is permitted to the venue outside of agreed hours. Accreditation access control used for agreed events. Access times communicated to event organiser. 	NFC – no further controls			
Slips, trips and falls – falls from obstructions, debris/waste, trailing cables	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> Event organiser carries out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers, scissor lifts) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998). All cables to be hung at height where possible, if not cable covers used or matting/ramps to ensure smooth areas. 	Event Organiser/Stewards to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Event Organizer and VMA/Safety Coordinator	Ongoing	
Vehicle Movement e.g. car parking, reversing vehicles	VMA/ECF (vertu motos arena/eagles community staff),	<ul style="list-style-type: none"> Entrances to car park/car parking area clearly marked and kept clear at all times. 	Ensure all persons are informed of	VMA and Event Organiser	Ongoing	

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	Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> Car park surface regularly maintained and checked for damage, potholes and debris etc. Any potholes or uneven ground will be cordoned off and highlighted. Parking spaces for visitors with disabilities available close to entrance. For large events, parking to be controlled by marshals wearing high visibility vests. Car park well lit. Car park barrier in place 	event and traffic arrangements			
Equipment and Electrical Failure e.g. shock, burns, injuries from collapsed structures	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> All equipment used is well maintained and in a good state of repair. Where equipment requires statutory inspection (lifting equipment) documentation will be checked. Copies of all lifting certs and public liability insurance to be obtained in advance of the event. VMA will request temporary structures sign off (when requested) from contractors/production teams before event goes live Any stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. All equipment is visually inspected prior to use to ensure there is no damage and no obvious defects. VMA has a fixed wire testing report completed within the last 3 years. RCD protection systems used wherever reasonably practicable. No attempt made to repair damaged or faulty equipment such as frayed wires unless a competent electrician. Periodic electrical checks (visual) throughout the event on all electrical equipment. Event staff monitor site for no trailing cables or wires. Any damaged cables removed off site immediately. Run wires at height where possible. All electrical equipment is well maintained and in good state of repair. 	NFC – no further controls			

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		<ul style="list-style-type: none"> No petrol or diesel generators used inside, and any use of generator outside must have the location agreed to by VMA. 				
Rigging , equipment failing, falls from height – serious injury	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> All rigging works completed by competent persons and must comply with the VMA safe working practices. VMA's structural appraisal regarding roof loading agreed to in writing before any loads are supported by the roof. All safety certificates for all motors, trusses and rigging equipment to be produce on demand by the VMA staff and or local authority inspectors. LOLER (lifting operating and lifting equipment regulations 1998) and PUWER (provision and use of work equipment regulations) complied with at all times. BS 7906-2 Lifting Equipment for Performance, Broadcast and Similar Applications complied with. A ground rigger is to work under the strict instructions of the rigger and work supervised at all times. Safe working load complied with at all times. Any damage to walls, floors or structures of the arena during the build and works will stop until the VMA management are notified. 	NFC – no further controls			
Erection and use of temporary structures , instability leading to major injury or building damage	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> All structural calculations and floor loadings been made available to the event organiser and production team and will be agreed to by the production teams A visual pre-inspection of the area to ensure there are not obstructions and attention paid to overhead obstructions, ground conditions and weight restrictions. Production and contractors are trained and competent with their work and work equipment. A briefing will take place before any work commencing. Works supervised at all times. Decks built in accordance with manufacturer's instructions. Correct decks fittings used e.g. multicouplers with the exception of hand rail and steps which will be built for purpose. 	NFC – no further controls			

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		<ul style="list-style-type: none"> Steel deck have designed the units to have scaffold tube legs so as scaffold can be used to brace where required, this is compulsory when a stage will be over four foot high. Ramps and stages will be either edges with white tape or lighting fixtures will be utilised for edge demarcation. Area cordoned off to prevent unauthorised access. Any issues and the client and the VMA management will be notified immediately. 				
Working at Height , falls from height, falls of materials onto persons below	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> MEWP weight load checked and agreed too prior to entering the arena MEWP manufacturer's instructions complete with machine. Carpet and moveable wooden boards laid over the basketball court dynamic flooring prior to any MEWP being driven into the arena. Safe working load of floor to be observed and not exceeded. Working at height avoided where possible. Only trained and competent contractors to use MEWP. Only IPAF or equivalent trained contractors to use MEWP. MEWPS and any lifting accessories complete with a LOLER/PUWER cert. MEWP pre-use inspected prior to using. Ground level and stable. SWL clearly identified on MEWP and will never be exceeded. MEWP area cordoned off with carriers or equivalent to prevent unauthorised access. All tools to be on lanyards where possible. Working height confirmed prior to lifting. MEWP not used in front of doors, access/egress routes unless cordoned off with suitable barriers and signage to prevent access by others. Working platform fitted with effective toe boards/kickboards and guard rails. Access to roof beams via ground support towers or MEWPS. Safety helmet to comply with EN12492. Safety boots (minimum ISO 20435) to be worn at all times, Written rescue plan in the event of any emergency. 	NFC – no further controls	TBC	TBC	TBC

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		<ul style="list-style-type: none"> Keys for MEWP kept with a responsible person and not left in the machine. <p><u>Specific to stepladders</u></p> <ul style="list-style-type: none"> Step Ladders to be EN131 professional. Ladder pre-use inspection prior to use (daily) Short duration and low risk work only. Contractors are competent and trained in ladder use. All 4 step ladder feet in contact with the ground. LOLER certification checked upon receipt of equipment with certificate of conformity. 3 points of contact always maintained. Only light materials and tools used when working on ladders. Side working avoided. Barriers used to cordon off work area where possible. Ladder positioned to face the work and not side working (side loading avoided). If side loading cannot be avoided, contractors will prevent steps from tipping by tying or using different access equipment. <p><u>Specific to leaning ladders</u></p> <ul style="list-style-type: none"> Step Ladders to be EN131 professional. Complete with a certificate of conformity Short duration and low risk work. Ladders always at a 75-degree angle (1 in 4 rule). Contractors grip ladder and face ladder rungs while climbing. No moving or extending ladders when on them. No ladders stood on movable objects such as pallets, bricks, lift trucks etc No work off the three top rungs 3 points of contact at all times. 				
Fire Safety Uncontrolled fire, spread of fire, special effects, pyrotechnic	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors,	<ul style="list-style-type: none"> FRA in place for the arena/venue and emergency actions plan issued and followed by all parties When leasing a premises or parts of premises which is an empty and unsupervised facility (e.g. temporary structures and 	Inform non-employees, temporary or contract workers, of	VMA/Event Organiser	Ongoing	

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lasers, strobe lighting, lasers etc.	members of public, volunteers	marquees), the fire safety responsibilities of those leasing the premises (and, therefore, in charge of the activities conducted within the premises), and those of the owner/lessee, need to be established as part of the contract of hire.	the relevant risks to them, and provide them with information about the fire safety procedures for the event.			
Unsafe use of Pyrotechnics, lasers, strobes, fogs etc.	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> No pyrotechnics unless agreed to by VMA directors and management. Any strobe, lasers and or fog must be highlighted in the RAMS. Warning signs erected in foyer or in event programme for strobe light usage. All machines used with the manufacturer's instructions. COSHH assessment must be issued by events team for any hazardous substances. All machines away from the general public. No smoking or vaping allowed in building. No fireworks allowed in building. Adequate ventilation in building. 	NFC – no further controls			
Seat installation (flat floor seating), trips hazards, poorly maintained seats, seat collapse	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> HSG195 second edition used as guidance and followed to Event Staff to check seating and removed if defects found Installation carried out by an approved/competent contractor. Chairs connected along rows in accordance with manufactures guidelines and using the link connectors on the seats. Strict control kept by event stewards to stop public standing on seats 	NFC – no further controls			
Crowd Management, lack of evacuation procedures leading to crowd crushing and associated injuries	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> Crowd capacities considered throughout the planning of all events Green guide to guide any capacity requirements Ensure adequate access remains for wheelchair users and pushchairs is provided. Capacity is controlled via tickets and/or wristbands Adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and 	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In	VMA/Event Organiser	ongoing	

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		<p>need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <ul style="list-style-type: none"> • There is sufficient supervision for the event (e.g. SIA's and stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system) where necessary 	<p>particular ensure that checks are made of all fire and emergency facilities.</p>			
Injury caused by malicious or terrorist activity	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> • Ticket check cordon in place at a distance from each entry point to ensure queuing kept to a minimum around doors and only ticket holders permitted in queuing areas. • Bags maybe checked for external events by the security team, only A4 or smaller are accepted into the venue. • For sporting events larger sports bags are accepted into the venue without checks • Use of technological search solutions to ensure all customers are searched to a standard base level with. • All queuing managed away from vehicle access routes and diverts in place to ensure queues do not spill into roads • VMA to issue emergency action plan to event organiser 	NFC – no further controls			
First Aid	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> • Event organiser to ensure sufficient first aid equipment and first aider personnel are on site. • Medical bins provided – number to be confirmed. • Full yellow bins will be secured and stored securely to ensure medical waste is stored correctly and will be collected by the competent contractors (company: initial). • First aid signposted at the event. • Complete and clean first aid equipment present at all times. • Staff trained and competent in the event of an emergency. • Ambulance and medical team confirmed in event plan. • Defibrillator on site. • VMA Emergency action plan followed by all. 	NFC – no further controls			
Safety Stewards and supervisor duties – lack of control, overcrowding, unknown responsibilities, violence	Vertu Motors Arena (VMA) staff, contractors, Newcastle Eagles/participants, Spectators/visitors/members of public	<ul style="list-style-type: none"> • Stewarding plan will be drawn up by management taking into account The Green Guide • All stewards will be competent and have completed a training programme, typically this will be a level 2 	NFC – no further controls			

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in crowd, bruising to major injury		<ul style="list-style-type: none"> Stewards' supervisors will received additional training and it is recommended that they hold a level 3 or are working towards L3 All stewards will be briefed prior to the event. If more than 50 safety stewards the briefings will be out into smaller groups Safety stewards are to assist with the circulation of spectators, to prevent overcrowding, disorder and to provide the means to investigate, report and take early action in an incident All contract or agency stewards will follow the Green Gude section 4.15 Ensure compliance with entry for attendees Ensure control or direct spectators who are entering/leaving to help achieve safe flow of people Monitor crowd movements Identify and report and potential hazards e.g. trip hazards, defective services or fire hazards. To report conflict and where appropriate alert the safety office To assist the emergency services as required To be competent to use radios and tablets or any other communication methods Stewards will be polite, courteous and helpful to all spectators Stewards will be clean, tidy and smartly dressed at all times All stewards de-briefed to assess the effectiveness of the safety management (section 4.17 of the green guide) 				
Children and young People e.g. young person taking unnecessary risks resulting in injury/lost children	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult. All staff and stewards made aware of the Lost Child policy in the VMA Emergency action plan. Event staff will contact the event control room for instructions in the case of a lost child 	NFC – no further controls	VMA/Event Organiser	TBC	TBC

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Public Disorder e.g. violence, aggression or antisocial	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> • Event organiser to ensure there are trained personnel to spot potential troublemakers, defuse tension/situations etc throughout. • Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public as agreed to prior to the event. • Control of numbers at event particularly in performance areas. • Security staff employed to observe crowd behaviours. • No alcohol allowed /drinks not served to people obviously under the influence. • No glass at the event. • Challenge 25 policy in place • Only prescribed medication allowed on site. • No drugs policy adhered to at all times, anyone suspected will be removed off site 	Provide advance information of prohibited items (glass and/or alcohol) the public can bring to the event.	VMA/Event Organiser	TBC	TBC
Disposal of Hazardous waste e.g. medical waste, hazardous waste, vermin, slips and trips	VMA/ECF (vertu motos arena/eagles community staff), Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> • Arrangements in place to clear site of litter and refuse after event, including local council for the disposal of any waste classed as hazardous i.e., medical waste etc. • Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day. Special containers for glass. Appropriate protective clothing and equipment provided for litter/ waste collection. • Good housekeeping standards maintained. 	NFA – no further action			
Noise – induced hearing loss, deafness	Arena Staff, Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> • VMA will respond to noise complaints immediately. • Hearing protection available for staff. • Noise meter available for events. • Noise will be monitored throughout all events from the load in to the load out (see noise management plan) 	NFA – no further action			
Welfare Arrangements e.g. lack of toilet, warm water, drying facilities, cooking facilities	Arena Staff, Contractors, Visitors, members of public, volunteers	<ul style="list-style-type: none"> • VMA have excellent welfare facilities, and accessible welfare facilities, toilets and other welfare facilities made available as per agreement on event. • Drinking water available for all persons in the main foyer. 	Plan of arena with room allocations agreed to prior to event starting	VMA/Event Organiser	ongoing	