

Dates: 2nd July 2025 **Location:** Cardiff City Stadium

Assessment Completed By: Events and Learning Team

Date of Assessment: 12/06/2025

RAG Key

 Red = High risk – *requires immediate mitigation*

 Amber = Medium risk – *mitigation in place, monitor*

 Green = Low risk – *well controlled*

Risk Assessment Table

Hazard & Potential Consequence	Persons at Risk	Control Measures	Additional Measures	Action Who & When	RAG
Management of Safety & Responsibilities	Delegates, Staff, Contractors	Pre-event site visit, formal risk assessment, PL insurance confirmed. Contractor PLI and RAMS requested.	Clear H&S responsibilities communicated via staff briefing. Visual safety signage at key points.	Learning and Events Manager – Ongoing; final check evening of 1/7	
Slips, Trips and Falls	All	Venue surfaces assessed; cables taped; barriers or signage used as needed.	Walkthrough before event to ensure routes are clear. Use cord covers.	Learning and Events Manager / Venue / Contractors – Final inspection 2/7	
Equipment & Electrical Failure	Delegates, Staff, Contractors	All kit hired from professional suppliers. PAT-tested	Visual inspection of all AV before use. Ensure venue fixed	Learning and Events Manager / Contractors – Ongoing to 2/7	

		equipment only.	installations are certified.		
Manual Handling	Staff, Contractors	Avoid where possible. Trolleys used. Manual handling awareness shared in briefing.	Confirm adequate staffing for setup. Ensure no solo lifting of heavy equipment.	Learning and Events Manager – Pre-event briefing 1/7	
Emergency Arrangements & First Aid	Everyone	Stadium first aiders on-site; WCVA first aiders available*.	Flag location/contact method for first aiders during briefing; Info desk aware of protocol.	Learning and Events Manager – Briefing 2/7	
Contractor Safety	All	Request contractor risk assessments, insurances, method statements.	Contractors receive written safety information, emergency procedures.	Learning and Events Manager – Pre-event	
Fire Safety	All	Fire exits kept clear. Venue's fire procedure distributed. PA available.	Evacuation procedure rehearsed at pre-event briefing. Signage posted in each room.	Learning and Events Manager – Pre-event	
Crowd Management	All, including high-profile individuals	Capacity (600) well within stadium limits. PA system and stewarding in place. Additional security assigned to high-profile attendees.	Check fire exits unlocked. Real-time monitoring of crowd levels. Stewards and security briefed on known risks. Security positioned discreetly at	Learning and Events Manager / Venue – Final walkthrough 2/7	

			entrance. Staff briefed to escalate any suspicious activity.		
Catering & Refreshments	Delegates, Staff	Catering provided by approved contractor. Clear labelling of allergens.	Provide contact for food allergy queries. Ensure hygiene certification of vendor.	Venue / Catering Contractor – Before event	■
Accessibility & Inclusion	Disabled attendees, neurodivergent individuals	Venue fully accessible. Accessible toilets. PA system supports hearing loop.	Provide quiet space; visual schedule; neurodiverse guidance for staff.	Learning and Events Manager – Pre-event setup	■
COVID/Post-Pandemic Risk	All	Good ventilation; sanitiser stations.	Self-screening policy in advance. Contactless check-in where possible.	Learning and Events Manager / Venue – Setup + comms pre-event	■
Technology Failure (AV/Wi-Fi)	Attendees, Presenters	AV tested pre-event. Redundant Wi-Fi networks; on-site IT support.	Print limited backup materials. Use cloud-based shared drive for access.	AV contractor / Learning and Events Manager – Morning of 2/7	■
Data Privacy (GDPR)	Attendees, Exhibitors	No sensitive data collected without consent. Secure cloud forms used.	Review consent processes; exhibitors briefed on GDPR.	WCVA team / Exhibitors – Pre-event	■
Working at Height / Setup Safety	Contractors, Venue Staff	Only qualified contractors permitted to rig equipment. Harnesses used	Ensure method statements and RAMS received for any high-risk tasks.	Contractors / Learning and Events Manager – Before 2/7	■

		where required.		setup	
Vehicle Movement During Load-In/Out	Staff, Contractors	Designated loading area, marshalled by venue. Delivery times staggered.	No pedestrian access during van loading. Hi-vis PPE worn.	Venue / Learning and Events Manager – Setup and breakdown	

*WCVA staff first aiders:

Tracey Lewis, Mandy Harvey-Cooke, Hannah Lewis, Matt Brown, Sara Sellek, Rajma Begum and Rhodri Jones