

MICE Hall: method statement/risk assessment

VIP tours of the MICE Hall, 09 and 11 July 2015

Tour protocol

The tour leaders will be aware of the “Supplementary instructions for access to the MICE Hall; Action in the event of an alarm from the temporary ODH monitor”. Should the ODH alarm sound during a tour, the guide will lead the party out of the Hall by the shortest available route.

Risks:

- **Slips, trips and falls:**
 - The Tour guide take care to point out the various hazards.
- **Guides:**
 - The guide (list provided below) will lead the party, Ryan Bayes (MOM) and Roy Preece will “backstop” the tour to ensure all participants remain with the party and leave the Hall at the end;
- **Route:**
 - The party will enter by the Potterax door and procede via the North Mezzanine to the North Mezzanine extension. The party will exit the Hall by the same route.

Tour guides and backstops:

- Chris Rogers:
- Ken Long:
- Victoria Blackmore
- Roy Preece:
- Ryan Bayes: