**[Action by Risk Assessor - amend this content to accurately represent your event]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business Unit:** Enter BU | **Location(s) of Activity:** Enter location | | **Risk Assessment Ref:** Enter a reference if applicable | |
| **Activity Title:** Enter title | | | **Date of Event:** | |
| **Activity Outline:**  Provide brief details of event. If complex, link to other documents | | | | |
| **Those at risk / affected parties:**  Event staff (including helpers and volunteers), event participants, infrastructure staff, estates, contractors (add/delete as applicable to your event) | | | | |
| **Author (Produced original master risk assessment)**  Name: Sarah Watson, UoN Health and Safety | | Signature: S C Watson | | Date: March 2020 |
| **Risk Assessor, (Has reviewed Master and adapted to local area as required)**  Name: | | Signature: | | Date: |
| **Responsible Person / Line Manager Approval**  Name: | | Signature: | | Date: |
| **Review Period:**  Annually if a repeat event or applicable to multiple similar events | | **Related procedure references or links:** for example:  Event itinerary  Event Management Plan (required for large-scale and complex events) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| Fire | Burns, asphyxiation, potentially multiple fatal injuries | High | * All UoN buildings subject to a Fire Risk Assessment and actions taken to remedy any shortfalls. * Automatic fire detection installed and maintained * Appropriate fire extinguishers in place and maintained * All fire exits and routes correctly signed and maintained clear throughout the event * Assembly point(s) designated and signed * Emergency evacuation procedures are in place * Event Organiser responsible for ensuring evacuation of guests can be managed appropriately * All contractors, suppliers, exhibitors are provided with safety and emergency information * Emergency evacuation training is provided to all event staff and Security (UoN and third party if applicable) * Event staff supporting emergency evacuation are easily identifiable and wear hi-vis jackets * Event staff are briefed to remain with visitors/participants at the assembly point until advised to re-enter the building by Security or the Fire Brigade. * No smoking in all buildings, including temporary structures | Low |
| Over-crowding | Crush injuries  Trip injuries | High | * Barriers, signage and staffing in place to guide flow of visitors / participants * Numbers monitored by event staff/helpers to keep within set limits for the location/room. * Sufficient event staff/helpers to take action in overcrowding situations | Low |
| Slip and trip hazards | Injuries relating to falling | Medium | * Pre-event safety check of all areas to be used to ensure appropriate standard of housekeeping. * Event staff/helpers to report any hazards identified during the event to the organiser * If immediate mitigation not possible, location will be segregated and/or warning signage posted | Low |
| Electrical - related to items of equipment | Electrocution, burns | High | * All UoN-owned portable electrical equipment tested in line with UoN Electrical Policy. * Third parties to supply evidence of their portable electrical equipment being formally tested. * All additional power suppliers managed by UoN Estates or their appointed contractor. * Any trailing cables are routed away from pedestrian walkways and thoroughfares or are suitable covered and warning signs posted | Low |
| Service failure or faults (Electricity, Water, Gas) | Panic  Injuries relating to lack of visibility (power cut), slips (leaks, floods), etc. | High | * Event Organisers to immediately establish the extent of the problem with UoN Estates and collaborate to implement measures to mitigate risks * Event organiser will communicate with Event Staff and Visitors/Participants as appropriate * Emergency lighting in place if power failure during hours of darkness/in spaces with no natural light. * Consider impacts on event related to vital equipment. * For larger events, evacuation management procedure in place should it be decided that evacuation is necessary to minimise risks to visitors/participants and event staff | Low |
| Hospitality | Food poisoning  Allergies | High | * University catering or University-approved suppliers used for all refreshments * National Food Hygiene standards applied throughout to avoid food poisoning. * Hospitality supplier to ensure all food and drink is clearly labelled in relation to allergens and normal health & safety precautions are followed * Good housekeeping maintained with spillages promptly cleared by catering staff. * Sufficient rubbish bins in place and regularly emptied. | Low |
| Environmental conditions / Weather | Ill –health dependent on nature of problem | Medium | * Appropriate clothing to be worn by event staff. * Provision of drinking water in hot conditions and advice on sun-protection measures. * Consideration to length of duty slots, particularly if involving long periods of standing. * Shelter, shade and cool drinks provided for visitors/participants at outside events depending on weather. | Low |
| Activity-related hazards | Dependent on nature of activity, where located and who participating | To be assigned as appropriate | * Enter the control measures in place for the safety of any activities you are having as part of your event, e.g. practical activities, special effects such as fireworks, etc. * Activities under the sole jurisdiction of another University section or a third party are the responsibility of that section/provider. The Event Organiser will carry out due diligence to check risk assessments and other safety-related procedures are in place. | Aiming to reduce to Low |
| Setting up / Dismantling  Site transport  Contractor management | Injuries from falling, tripping, slipping, being struck by objects, striking against objects, impacts | High | * Enter the control measures in place for any hazards associated with Event staff setting up or dismantling the event. Consider manual handling, work at height, etc. * Setting up / Dismantling b=-y other University sections or third parties is the responsibility of the relevant manager/section and is risk assessed to minimise likelihood of injury/ill-health. Due diligence will be carried out by the Event Organiser. * Complex set ups / dismantling with multiple tasks being undertaken concurrently are managed by the Event Organiser / Site Manager as applicable. * Enter how this is controlled. E.g. Site traffic is managed as appropriate by the Event Organiser / Security / Estates | Low |
| Accessibility-related hazards | Trapped in a building or structure  Other injuries | High | * Location accessible for mobility-impaired * Sufficient space for wheelchairs to be accommodated considering fire safety * Locations above ground floor considered for emergency evacuation of mobility-impaired and procedures in place, e.g. evac-chair trained staff, refuges | Low |
| Safeguarding (U18s and vulnerable adults) | Physical injury and/or mental distress | High | * Event staff/helpers trained in relation to applying UoN Guidance on Protection of Children and Vulnerable Adults. * Event staff DBS-checked as appropriate to the type of event and their role * Any concerning behaviour towards children/vulnerable adults will be reported to Event security and investigated by the Event Organiser | Low |
| Visitors/Participants getting lost | Distress | Medium | * Pre-event orientation information supplied * Appropriate signage and event staffing during the event to assist visitors/participants | Low |
| Traffic (vehicular & pedestrian)  Carparking | Impact injuries, potentially fatal | High | * For larger events, with many visitors/participants arriving by car, UoN Security will draw up a car parking Operational Order which they manage as appropriate. * For use of soft surfaces such as grass for driving or parking, temporary roadways and pedestrian walkways are laid down as appropriate for the season/weather. Grounds section can assist where vehicles become stuck in mud. * Provision of transport for Event staff and/or guests/participants is procured from reputable and approved third parties. Drivers are approved UoN drivers or reputable and approved third parties. * There is sufficient segregation of vehicles and pedestrians achieved through event staffing, signage and barriers. * Appropriate signage is posted to enable safety and an efficient process for accessing/egressing the event * Event staff are posted as appropriate to provide directional guidance and to assist those unfamiliar with the campus * Emergency Vehicle Access is maintained to all parts of the event * Parking for mobility impaired guests is provided close to venue(s) * Campus speed limits are signed and enforced by Security | Low |
| Temporary Structures such as marquees, gazebos | High |  | * External structure is flame retardant. Safety certificate obtained and validity checked by the Event Organiser or Estates as appropriate. * Approved suppliers used for supply, installation and dismantling of large temporary structures such as marquees * Third party provided structures: Safely erected, securing and disassembly signed over from suppliers to Estates who are responsible for managing such contractors. * UoN owned structures: Estates or structure owner responsible for safe erection, securing and disassembly * A ground scan for the presence of buried cables and services is carried out (through Estates) whenever stakes or similar need to penetrate the ground by more than 300mm * Emergency evacuation procedures in place with event staff in place to coordinate. * All exits properly signed and visible throughout the structure. * All exit routes kept clear during any occupation. * Appropriate fire extinguishers in place * No smoking * Temporary floor surfaces monitored regularly in line with event inspection regime * Capacity calculated (considering activity taking place, size of structure and number and width of exits) and monitored during event to ensure it is not exceeded. Event staff to control numbers and report issues to Event Organiser * Accessibility considered in line with earlier section * Weather conditions, particularly wind speeds are monitored to ensure remedial action can be implemented. For lightweight structures such as gazebos, these will be taken down in strong winds. | Low |

**Justification for selection of controls**

|  |
| --- |
| Summarise justification for selecting control measures that are not to the highest, reasonably practicable standard or compliant with industry standard e.g. use of personal protective equipment rather than engineering means of control:  State N/A if not applicable |

**Additional Requirements (if not recorded in an Event Management Plan or other document, avoid duplication)**

(See also separate [Event Checklist](https://www.nottingham.ac.uk/safety/documents/event-checklist.docx), recommended for larger and more complex events)

|  |  |
| --- | --- |
| **Event Communications** | State how Event Organiser and Event Staff will communicate with each other and other UoN services. Consider emergency comms. |
| **First Aid and Medical** | For small low-risk events during normal working hours, this might be reliance on building first aiders agreed with the local Health and Safety Coordinator.  For more complex/large events, this may be recorded separately. It would detail the medical arrangements (e.g. first aid, para-medics, ambulance service) and the emergency procedures for the event. |
| **Waste handling** | Small events will not need specific measures but for larger events, state what has been put in place. |
| **Emergency** | As for first aid above. Arrangements depend on size, nature and time of event. |
| **Training, supervision and competency** | State what training / briefings are being provided and who to and where records of attendance/receipt are kept. |
| **Liaison with other University Sections** | Outline other University sections such as Estates, Security and Catering who are involved in the organisation/setting up of the event. |
| **Third parties / Contractors** | All third party providers of services to the event are required to submit their relevant safety documentation and evidence of valid Public Liability Insurance (minimum £5m) to the Event Organiser who maintains a record of these due-diligence checks. Each provider is responsible for managing the safety of the activities they carry out on site. A copy of this risk assessment will be made available to third party service providers. |
| **Other** | Add as needed for the event in question |

**Training / Competency Record (if training/briefing recorded elsewhere, please state where)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of worker (event staff / helper/volunteer)** | **Measure of competency if applicable** | **Assessor comments** | **Competent to perform activity Y/N?** | **Signature (Worker)** | **Signature (Assessor)** | **Date** |
|  |  |  |  |  |  |  |

**Guidance on completing the form**

This form may be used to record the risk assessment for any University activity whether that be lab or workshop-based, an event, on or off-site working, etc. Separate templates exist for Biological work, Laser work and Fieldwork.

Only complete a risk assessment if you have a good understanding of the activity being assessed and you have been instructed in the principles of carrying out a risk assessment (refer to your Business Unit arrangements on risk assessments).

* **Responsible Person**

The manager who is responsible for the activity should approve the risk assessment, this indicates they agree the risk assessment is sufficiently detailed, they agree the control measures are appropriate and will be implemented and they authorise the work to commence. The Responsible Person may be a PI in the academic setting or a local line manager or head of section in non-academic sections of Schools/Faculties and Professional Services.

* **Those at risk / affected parties**

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the publics, volunteers and others who could be affected.

* **What are the hazards?**

The definition of a Hazard is the potential for something to cause harm, e.g. chemicals, radiation, lasers, fire. In the Hazards column, list the hazards which could reasonably be expected to result in significant harm.

* **List the harm associated with the hazard**

For each hazard, there may be one or more types of harm that could occur. For example, working with cryogenic substances - harm may be asphyxiation, cold burns or fire/explosion and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

* **Risk Evaluation – High (H), Medium (M) or Low (L)**

Decide whether the hazard presents a high, medium or low risk, based upon your knowledge of the severity of harm, frequency of activity and number and nature of the people involved. This is subjective which is why you must have good knowledge of the activity in order to undertake the risk assessment. Hazards that remain high risk once evaluated after control measures are put in place, must not proceed without further consideration.

* **What control measures are, or will be put, in place:**

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. They should also take into account the hierarchy of control and favour elimination, substitution, engineering methods over administrative controls. Fundamentally, ensure the risks are reduced so far as is reasonably practicable.

* **Review Period:**

The University advises that all risk assessments are revised every two years to ensure validity. For activities undergoing change, consider a shorter timeframe for review. For lower risk activities, you may consider a longer timeframe. Comply with your Business Unit arrangements.

* **Justification for selection of controls**

In brief, the hierarchy of control in terms of robustness is: (1) Elimination (2) Substitution (3) Engineering Control (4) Administrative Control. If not implementing a higher level of control, justify the reasons why a low level is appropriate in the situation.

* **Areas for additional consideration in your risk assessment or associated procedures**

Consider training and supervision, manual handling, waste disposal, first aid, emergency situations such as spillage, access to medical assistance. It may be more appropriate for these to be covered as part of a safe working procedure or standard operating procedure.