|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Risk Assessment Form** | | **Department/Service and/or Institute:** | | **Event Title:** | |
| **Date:** | **Assessed by:** | **Event Organiser:** | **Review date:** | | **Manager/ Supervisor for sign off** |
|  |  |  |  | |  |

**SECTION 1 Hazard checklist:**

**Identify Hazards – consider all the activities within the event and tick all hazards that apply:**

The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property. Also, include any additional hazards identified and not highlighted below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Animals |  | Fire hazards |  | Lighting equipment |  | Physical activity / sport / games |  |
| Chemicals, fumes, dust |  | Fireworks |  | Lighting levels / systems |  | Pressurised equipment |  |
| Confined space |  | Furniture |  | Lone working |  | Sanitation eg. Toilets and waste |  |
| Crowd control |  | Food provisions / catering |  | Manual handling |  | Slips / falls |  |
| Electrical equipment |  | Inflatables |  | Marquee |  | Temperature and ventilation |  |
| Environmental noise |  | Laboratories/ workshops |  | Noise |  | Vehicles / driving |  |
| Fair ground games / equipment |  | Lasers/light shows |  | Other temporary structures |  | Violence to attendees or staff |  |
| Fall of an object |  | Layout and traffic routes |  | Over crowding |  | Other - please specify |  |

**SECTION 2: Risk Controls** *-* For each hazard identified in Section 1, complete Section 2 and assign a value for likelihood and severity for each item identified in section 1 using the following table as guidance (please add extra rows if needed).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Severity** | | | | | | | |
|  | | | **Trivial** | **Minor Injury** | **Moderate injury** | **Major injury** | **Incapacity or Death** |
|  | **Likelihood** |  | **1** | **2** | **3** | **4** | **5** |
| Highly Unlikely | **1** | **1** | **2** | **3** | **4** | **5** |
| Unlikely | **2** | **2** | **4** | **6** | **8** | **10** |
| Possible | **3** | **3** | **6** | **9** | **12** | **15** |
| Probable | **4** | **4** | **8** | **12** | **16** | **20** |
| Certain | **5** | **5** | **10** | **15** | **20** | **25** |

|  |  |  |
| --- | --- | --- |
| **Low** | **Medium** | **High** |
| **1-3 = Low risk, some control measures may be required** | **4-6 = Moderate risk, control measures will be required** | **8-25 = Reduce risk The event cannot take place unless significant control measures are put in place** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description and location of ha*z*ard**  e.g. trip, falling objects, fire, explosion, noise, violence etc. | **Who might be harmed**  **(at risk)** | **Existing control measures**  e .g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Signage, Personal Protective Equipment (PPE) | **Likelihood of Hazard** | **Severity of injury** | **Total Score**  **(Likelihood x**  **Severity = )** | **Comments / actions** |
| *Example:*  *Tripping / Falling over* | *Staff/ students / guests* | *Putting out wet floor signs, if necessary, ensuring all trip hazards are made clear to guest.* | *1* | *2* | *3* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Section 3:** Identify any other assessments which might also be required, ✓ if needed:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Manual Handling |  | PAT Testing  (N.B. All electronic equipment should be PAT tested when used on campus) |  | Display Screen Equipment |  | Off Campus Activities |  |

Chartwells are the official catering supplier at Brunel University London. If you require external catering, please first speak to Tim Jones from Commercial Services, who will be able to assist with all queries regarding the hospitality contract and new suppliers.

Please be aware that if you do not use an approved caterer and purchase/make goods yourself you will personally be liable for the health and safety of your guests.

The following information is required for all external hospitality suppliers.

* Trading licence
* Alcohol Licence
* Food safety certification
* HACCP documentation
* Public liability insurance certification
* Risk assessments and method statements.

Once you have completed the form please send to [events@brunel.ac.uk](mailto:events@brunel.ac.uk).