Events Risk Assessment

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| --- | --- |
| Name of event: |  |
| Brief outline of event including location (Please state whether this is an online or an in-person event and whether it originates externally or internally): |  |
| Name of event organiser: |  |
| Name of College / Department: |  |
| Proposed date of event: |  |
| Person(s) completing the assessment: |  |
| Date of assessment: |  |
| Other person(s) commenting upon assessment: |  |
| Person responsible for event: |  |
| Date of review and revision if necessary:[[1]](#footnote-1) |  |

**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 e.g. Toilets and waste |   |
| Crowd control |  | Food / alcohol  |  | 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).

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| **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** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (Red, Amber, Green) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
|  | This is a template risk assessment for club and society events. Please go through the below and remove any hazards/rows that are not relevant to your event, and look through the controls, removing ones that aren’t relevant, and adding any further ones specific to your event.Please add any further risks specific to your event at the bottom of this risk assessment. Any questions, Student Activities will be happy to help. |
| **On the day of your event – take this R.A. and tick off the controls as you check through them** | **Summarise the hazard** | **Who might be harmed by the hazard** | **What are you doing to stop the hazard being a problem/reducing the risk of it happening?** | **Please fill in this column, red, amber, green for High, medium, low risk** | **Do not worry about this for now, if you mark any risks as Red, please speak to Student Activities about additional controls.** |  |  |  |
| ✓ | 1 | Slips, Trips, and Falls | Students, attendees, staff | -Ensure clear walkways and tidy event areas.- Brief participants on safe movement and emergency exits.-Conduct pre-event inspections of floors and pathways. |  |  |  |  |  |
|  | 2 | Overcrowding | Students, attendees, staff | - Limit event capacity based on venue guidelines.- Use Union ticketing to control entry if needed.- Maintain access to exits at all times. |  |  |  |  |  |
|  | 3 | Food Allergies and Poisoning | Students, attendees, staff | - Display allergen information.- Serve only pre-packaged or catering-approved food.- If home made food, ensure all those preparing have Food Hygiene certificate and are aware of processes around preparation and storage. |  |  |  |  |  |
|  | 4 | Injury During Physical Activities | Students, attendees, staff, opposition  | - Warm-up/cool-down for physical activities.- Use qualified coaches/instructors where applicable- First aid kit and responder available at the venue. |  |  |  |  |  |
|  | 5 | Unacceptable Behaviour or Misconduct | Students, attendees, Union and/or University reputation | - Committee members briefed on managing conduct.- Security presence if alcohol served or high turnout expected.- Committee aware of how to contact the Union or Security if an issue occurs-Union staff to be present at larger scale events or events where there is greater potential for issue |  |  |  |  |  |
|  | 6 | Fire or Emergency Evacuation | Students, attendees, staff | - Check fire exits and emergency routes are accessible.-Committee members/event organisers aware of fire exits and processes for in the case of an emergency.-In the event of an emergency, university security will attend and lead on response. |  |  |  |  |  |
|  | 7 | Damage to Venue/Facilities | University/Union property, University/Union/Club/Society reputation | - Use only permitted decorations/materials.- Remind attendees to respect property.- All rooms to be returned to set up they were in prior to the event/activity taking place.- Document pre-event condition of facilities. |  |  |  |  |  |
|  | 8 | Use of candles and fire for cultural activity | Students, attendees, staff, University facilities | -Only # tea lights will be used and lit for less than 30 seconds for ceremonial purposes. -Dispose of tea lights in a bucket water to cool for the duration of the event.-There will be a designated area, which will be barriered off, for safe use of the tea light candles or divas and ensure fire-retardant surroundings.-The rest of the lights will be electric or LED lights instead of open flames.-Fire Officer aware of the event and approved process. |  |  |  |  |  |
|  | 9 | Adverse Weather (Rain, Wind, Snow) | Students, attendees, staff | - Monitor weather forecasts closely.- Provide covered areas or reschedule if needed.- Use weather-resistant equipment.-Postpone event if travel for participants is too dangerous.-- Advise attendees to wear warm clothing. |  |  |  |  |  |
|  | 10 | Heat and Sun Exposure | Students, attendees, staff | - Provide shaded areas and water stations at outside events.- Encourage use of sunscreen and hats.-Provide rest breaks and areas to sit down for participants. |  |  |  |  |  |
|  | 11 | Furniture | Students, Staff, Attendees | -All furniture will be moved/positioned by committee members who have been briefed by the Union on manual handling requirements.-Any furniture that is too heavy to move should be left in position, and the Union contacted to arrange a different plan for event set up. |  |  |  |  |  |
|  | 12 | Transport to and from an event off campus | Students, staff, attendees | -All committee members will have undertaken Union training and will follow the processes laid our in the Transport/Driver handbooks. |  |  |  |  |  |
|  | 13 | Controversial Content or Views | Students, staff, attendees, University/Union reputation | - External speaker approval process in place.- Event form includes speaker details for review.- Potentially controversial speakers may require additional mitigation measures, like balanced viewpoints. |  |  |  |  |  |
|  | 14 | Protests or Disruptive Behaviour | Students, staff, attendees, University/Union reputation | - Notify university security of event details.- Arrange for stewards if needed.- Brief committee on acceptable behaviour and ensure they brief those attending. |  |  |  |  |  |
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**Section 3:** Identify any other assessments which might also be required, ✓ if required:

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| 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 the Events Risk Assessor in your area, a full list is [here](https://intra.brunel.ac.uk/safety/_layouts/15/WopiFrame.aspx?sourcedoc=%7b41864060-6C57-472A-94A5-512E89401FEC%7d&file=Events%20Risk%20Assessors%20IB%20List.xlsx&action=default).

1. For continuing work, the risk assessment must be reviewed when there have been significant changes to materials, equipment, methods, location or people involved, and if there have been any accidents, near misses or complaints associated with the event. If none of these apply and the risk assessment is still applicable, it must be reviewed at least annually. [↑](#footnote-ref-1)