**In-Person Event Risk Assessment**

**THIS IS A TEMPLATE RISK ASSESSMENT TO USE AS A GUIDE FOR YOU TO THINK ABOUT THE HAZARDS THAT MAY APPLY TO YOUR EVENT IN COLLEGE AND THE STEPS YOU WILL TAKE TO MANAGE THE RISKS TO PROTECT PEOPLE AS FAR AS PRACTICABLE. YOU MUST THINK ABOUT THE SPECIFIC HAZARDS AND CONTROLS FOR YOUR EVENT, INCLUDING THE VENUE AND ACTIVITIES, AND ADAPT THIS RISK ASSESSMENT ACCORDINGLY.**

**YOUR COMPLETED RISK ASSESSMENT SHOULD BE FORWARDED TO:**

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| Event: |  |
| Date(s): |  |
| Start time and finish time: |  |
| Venue: |  |

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| Name of Risk Assessor: |  |
| Date of Assessment: |  |
| People at risk: |  |

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| Brief description of the event and the activities taking place: |  |

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| Hazard: **Fire and emergencies** – Risk of fire or other emergency |
| Control Measures |
| 1. Capacity of the venue clearly communicated
2. Attendees aware of fire evacuation procedures, fire exits and assembly point via e-mail from organisers and through signage and fire safety induction.
3. Smoking is not permitted indoors. Smoking is **only** permitted adjacent to smoking bins in the College.
4. **No naked flames or flammable material will be permitted.**
5. Pyrotechnics will not be used.
6. Organiser will appoint at least one Steward to be on hand to support the Lodge to handle any incidents.
7. Attendees are aware of fire evacuation procedures, fire exits and fire assembly points.
8. Fire exits lit, signed and kept clear at all times.
9. Fire doors must not be propped open.
10. Emergency lighting provided.
11. Fire extinguisher located close by (only to be used by trained personnel).
12. Access for fire brigade available.
13. Mobile phone available to call emergency services if necessary – **dial 999** and then contact the Lodge’s emergency phone: **01865 277999**.
14. Lodge staff will take charge in an emergency until fire service arrive.
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| Hazard: **Slips, trips and falls** – Risk that a person may suffer serious injury if they have a fall from stairs, or slip on spillages, or trip over objects. |
| Control Measures |
| 1. Floor kept dry and well maintained.
2. Materials available to clean up spills immediately.
3. Organisers ensure walkways are kept clear.
4. Site to be screened for any tripping hazards before event starts.
5. Organisers looking for causes of slips or trips during event.
6. All cables to be run in positions which do not interfere with walkways and if in walkways or crossing walkways to be taped down AND highlighted immediately during laying**.**
7. Lighting in all areas sufficient to enable changes in level to be seen.
8. Stairs and steps have a banister
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| Hazard: **Falls from height** – Risk that a person may suffer serious, possibly fatal, injuries if they fall from height. For example, performers might fall from platforms, technicians working on a lighting rig could fall and people working from ladders could fall. Also, people risk serious injury from objects or a person falling. |
| Control Measures |
| 1. A lighting rig will not be used without permission from the Domestic Bursar or Deputy. If a lighting rig is authorised, only trained and competent technicians will work on the equipment.
2. Any people using ladders to be trained by a competent member of the College. Training to be sought by first contacting the Works Department. User responsible for checking the ladder before use. The ladder should not be used if there are any safety concerns, e.g. it appears wobbly, and the issue should be reported to the Works Department. The ladder should be suitable for the task, regularly inspected, used only for light work and for a short period (less than 30 minutes).
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| Hazard: **Temporary electrics** – Persons may suffer serious and possibly fatal electric shock/burn injuries from faulty electrical equipment |
| Control Measures |
| 1. Only competent persons are to install and supervise temporary electrics. Organiser must contact the Works Department at least 5 working days in advance of the event if they wish to install any temporary electrics.
2. Cables and equipment tested and in accordance with IEE code of practice.
3. Organiser to spot any defective plugs, damaged cable and on/off switches and to take defective equipment out of use.
4. Equipment users know how to safely turn their equipment off in an emergency.
5. All surface laid cables where there are traffic routes will be protected.
6. All lights kept away from combustible materials.
7. Drinks will be prohibited in the vicinity of technical equipment.
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| Hazard: **Manual handling** **– Risk of back pain from carrying heavy or awkward objects** |
| Control Measures |
| 1. Clear guidance to anyone unloading and loading material for the venue.
2. Appropriate footwear and gloves must be worn when manual handling.
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| Hazard: **Hanging drapes, inflatables etc used for decoration** **– Risk they may be flammable and obscure exit routes, signs etc** |
| Control Measures |
| 1. Will not be used without permission from the Domestic Bursar or Deputy.
2. If permission is granted, they will not be hung where there is a risk that they could catch fire and/or hide exit routes, signs etc..
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| Hazard: **First Aid – Risk that inadequate first aid may lead to further injury** |
| Control Measures |
| 1. Lodge staff are first aid trained.
2. First aid kit and defibrillator at the Lodge.
3. Lodge emergency number is 01865 277999.
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| Hazard: **Lone working – Risk that a person may not be able to summon assistance if required** |
| Control Measures |
| 1. There should always be more than one person in the venue at any one time where possible.
2. If anyone is working alone they carry a mobile phone/walkie talkie to be able to summon assistance.
3. They should call the Lodge’s emergency number 01865 277999 if there is an issue.
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| Hazard: **Access to unauthorised areas – Persons may be injured if they enter parts of the venue which they are not supposed to** |
| Control Measures |
| 1. All doors leading to areas where people are restricted from will be kept locked and signs are displayed.
2. Event organisers vailable to help prevent people from accessing areas they are restricted from.
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| Hazard: **Crowd control – Risk of disorder and injury may result if people responsible for an event are not properly trained** |
| Control Measures |
| 1. Number of occupants limited at any one time to the capacity provided for the venue.
2. Attendees are not permitted to bring their own alcohol into the event.
3. Event organiser responsible for ensuring the capacity of the venue does not exceed the maximum (for example by using a ticket system or a clicker counter).
4. Event organiser must ensure that access is restricted to avoid the limit being exceeded.
5. Event laid out to enable adequate circulation.
6. Event organiser(s) and Steward(s) will ensure performers do not use inappropriate or offensive language.
7. Event organiser(s) and Steward(s) must immediately respond to any request to cease activity if requested to do so by authorised personnel in the College, including the Lodge Manager, Lodge Receptionists, Sub-Deans, Dean, Domestic Bursar and Deputy Domestic Bursar.
8. Lodge staff available to support the event organiser to deal with any incidents.
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| Hazard: **Glass – Cuts and lacerations may occur if persons come into contact with broken glass.** |
| Control Measures |
| 1. Only plastic glasses and bottles, or paper cups, will be permitted in the venue. **No glassware.**
2. Participants are not permitted to bring their own alcohol to the event.
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| Hazard: **Use of chemicals – Risk that a person may be exposed to harm if chemicals are not used correctly.** |
| Control Measures |
| 1. Instructions on how to safely use the cleaning products available.
2. First aid kit and first aid support available at the Lodge.
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| Hazard: **Temporary structures – Injury may result if structures are not properly constructed** |
| Control Measures |
| 1. No structures or stages to be installed without permission from the Domestic Bursar.
2. Any approved stages and structures to be installed by competent persons and must be designed and used for which they are intended and are not to be overloaded.
3. All structures to be signed by competent persons as correctly installed.
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| Hazard: **Noise – May suffer permanent or temporary hearing damage from loud music. Complaints from neighbours** |
| Control Measures |
| 1. If amplified music has been approved, it must end no later than the time agreed by the Dean.
2. Regular check of sound system to ensure balance/proper control.
3. The noise level must not exceed 90 dB(A) in the room and 45 dB(A) on the streets outside the College.
4. Ear protection is worn when persons at risk.
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| Hazard: **Transport (if parking approved on site) – Risk of serious injuries if struck by a vehicle e.g. during delivery** |
| Control Measures |
| 1. Liaise with the Lodge about agreeing safe procedures for deliveries on site.
2. Reversing of vehicles to be supervised if other people in the area.
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| Hazard: **Risk of contracting or spreading respiratory infections** |
| Control Measures |
| 1. Reminding participants not to attend the event if they have symptoms of respiratory infections.
2. Toilets checked to ensure they contain adequate soap for handwashing.
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**NOTE: SMOKE AND FOG MACHINES ARE NOT PERMITTED.**