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| --- | --- | --- | --- |
| **Event Organiser -** | **Yes** | **No** | **Evidence** *(please complete with notes for all sections)* |
| Have you considered the nature of the event and the wider implications it may have? Is the event deemed suitable to go ahead? |  |  |  |
| Have all relevant departments been notified of the event and been part of the planning process (e.g. PAF, Security, CitySport etc.)? |  |  |  |
| Have you produced an Event Plan detailing the sequencing and timings of the event, ensuring control measures identified in the Event Risk Assessment remain sufficient? |  |  |  |
| Has the briefing meeting between all parties taken place/scheduled? |  |  |  |
| Have you nominated sufficient fire wardens (1 per venue exit) for the event? They must be briefed and aware of the evacuation procedures, escape routes, and refuge areas for the event. They must also have Hi Vis vests available. |  |  | *(please name your fire wardens here)* |
| Are all event staff/volunteers aware of the first aid procedures for the event? |  |  |  |
| Have you ensured that emergency exits, routes, and fire detection systems and signs will not be blocked or interfered with at any time? |  |  |  |
| Has the **Event Approver** (Office Use Students Union)– | **Yes** | **No** |  |
| Confirmed that PAF has been made aware of the event? |  |  |  |
| Confirmed approvals/permissions have been provided in writing (i.e. PAF, Security, CitySport etc, where applicable) |  |  |  |
| If applicable, confirmed the Safety Office has been notified of the event? *(Please refer to Section 5.4.3 in SP31 Event Management Procedure)* |  |  |  |
| Confirmed an Event Plan has been produced? |  |  |  |
| Confirmed that any necessary licenses/notifications have been applied for/received? |  |  |  |
| If external service providers/contractors are being used for all or part of the event, confirmed that the required health and safety documents have been obtained and reviewed (i.e. proof of competence, risk assessments, method statements and insurance) and inductions have been arranged? |  |  |  |
| Fully understood and accepted the risks created as part of the event? |  |  |  |

***Please see the guidance and suggested hazards at the end of the document for help completing the Event Risk Assessment, or contact your local DSLO or the Safety Office.***

| **Hazards-***additional hazards created by the event* | **Type of injury or harm** | **People affected and specific considerations** | **Risk Rating** | **Current Control Measures already in place-***these must be adhered to at the event.* | **Further Control Measures required-***What else do you need to do to control the hazard?* | **Residual Risk** | **Person responsible** | **Date Completed**  *(complete on day of event)* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trips over cables from Mic. | Cuts, bruises, broken bones, scratches | Students or Staff | 8 | Where possible all wires and cables will be hidden. No wire will be left high up or tight and will remain loose to prevent trips. | If anyone notices wires which are present they will report to staff and event lead will deal with it as appropriate | 4 | Event Lead  Referrer |  |
| Fire | Life of all affected, damage to property | Everyone in venue could be at risk of death should there be a fire. | 5 | SU reps will tell people at the event where fire exits are there are clearly labelled in the bar.  Nothing will block fire exits for the event.  Staff will be present to help with evacuation should there be a fire. They will be familiar will the nearest escape routes.  The designated fire warden will be wearing high vis and have a torch and extras which can be distributed to staff. |  | 4 | Event Lead |  |
| Slips, Trips and Falls | Broken bones, scratches, cuts, bruises | Students  Staff | 5 | Any trip hazards will be identified and then resolved as soon as possible and as is deemed appropriate by the event lead. | None | 5 | Event Lead |  |
| Overcrowding and exceeding maximum capacity | Cuts, bruises, broken bones, scratches, fainting | Students  Staff | 3 | Events staff won’t let the venue capacity over the limit for the event, monitoring attendance.  Ensuring the venue is large enough for the intended number of attendees. |  | 1 | Event Lead |  |
| Blocked fire exits | Life of all affected, damage to property | People inside the venue would be at risk if the fire exits or walk ways are blocked by boxes or people loitering | 5 | Staff will help to keep exits clear of people loitering.  If staff need to continuously ask people to leave a named location, a staff member will be situated nearby to keep this area clear. |  | 5 | Event Lead  Lead |  |
| Manual Handling | Back injuries, scratches | Staff | 6 | All staff have completed manual handling training. No student staff or volunteers will be asked to shift boxes  Staff will use porters or trolleys to move equipment where necessary. | Student staff will be supervised by event lead if lifting | 3 | Event Lead |  |
| Poor Waste Management | Trips, falls, damage to property | Can cause trip hazards and damage to property. | 3 | Staff will identify waste disposal locations and notify students to use these so rubbish and waste isn’t left lying around. Waste will be collected up |  | 2 | Event Lead |  |
| Delay/Overrunning of event | Noise | A delayed event may cause issues for the community who may be unhappy about noise or anti-social behaviour. | 4 | Staff will remain aware of the timings of the event and manage this closely to ensure it is on schedule and can be moved along where necessary. |  | 3 | Event Lead |  |
| Allergies | Anaphylaxis, hives, discomfort | This could trigger allergic reactions in students. | 5 | All allergens will be labelled.  Packaging kept for additional information.  Students with allergies will be asked to identify themselves to staff so we can support them and ensure they are catered for |  | 5 | Event Lead |  |
| Emergency – critical | Serious injury, death, accident | Students  Staff  Public | 5 | In case of an emergency refer to emergency procedures paper and refer up as necessary.  Event lead is in charge of contacting emergency services/providing first aid where trained. |  | 5 | Event Lead |  |
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| **Likelihood** | Certain | **5** | **10** | **15** | **20** | **25** |
| Very Likely | **4** | **8** | **12** | **16** | **20** |
| Likely | **3** | **6** | **9** | **12** | **15** |
| Unlikely | **2** | **4** | **6** | **8** | **10** |
| Very Unlikely | **1** | **2** | **3** | **4** | **5** |
|  | | No lost time/injury | Minor injury/illness (7 days or less off work) | Reportable injury (more than 7 days off work) | Specified injury/illness/major damage (RIDDOR) | Fatality or disabling injury/illness or catastrophic loss |
| **Severity** | | | | |

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| **Likelihood x Severity = Risk** | |
| **HIGH** | These risk are unacceptable; significant improvements in risk control are required. The activity should halted IMMEDIATELY until risk controls are identified and implemented which reduce the risk to an acceptable level |
| **MEDIUM** | Control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practical |
| **LOW** | Minimal control measures are required to be implemented to satisfy the level of risk. Arrangements should be made to maintain current measures for risk control. |