

Event health and safety risk assessment form

Event Name	Heritage Open Days at the Acacias	Date	8,9,15,16 Sept 2018	Time	12.00-18.00
Location	The SCR, Acacias, London Rd	Event organiser	Annette Haworth	Event safety coordinator	Annette Haworth
Assessor	Evangelia Konstantinidou	Date	27/3/2018	Permission given by	Senior Common Room
Name of Local Health & Safety Co-ordinator who has been consulted					

Section 1 - Identify hazards - consider all the activities with the event and tick the boxes of significant hazards, then complete sections 2 and 3

1.	Fire hazards		7.	Layout and traffic routes	X	13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping	X	9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation	X	33.	Vehicles, driving	
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Temporary event notice required	
6.	Manual handling	X	12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust		36.	Other - please specify in risk assessment	

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees		Contractors		Students	
Children		Visitors	X	Special needs	

Section 3 - Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed – by whom and by when
			High	Med	Low	
3	Slips, trips	The spaces are already used for events such as graduation and are kept tidy and without trailing wires etc			X	Those manning the exhibition and area to check there are no hazards both at the start of each day and throughout the opening.
6	Manual handling				X	If heavy object to be carried use trolley. Safety controller to oversee installation of exhibition.
7	Layout and traffic flow				X	To prevent visitors wandering into private areas or into areas where they are not overseen, the stair will be cordoned off. Residents will be informed of the event and obviously won't be prevented from using the stairs.
27	Sanitation	Toilets available in the building under usual University control			X	Event Safety Controller to check that all OK each day
32	Lone working				X	No lone working. At least two people on site when open. And they will have had a training session. There will also be staff in the Dairy café at the same time and we have liaised on this.
36	Other - Temporary notices about the event (e.g. banners from National Trust) [NOT TENS in the way UoR H&S uses it – alcohol etc]				X	Use whatever Events dept recommend – will require to put up National Trust's Heritage Open Day and exhibition banner street-side. Also liaising with the MERL on their HOD event and on possible joint poster/flier and with Reading UK CIC on potential signage (likely to be a map).
36	Other – UoR requirement for first aider					First aider to be on site (and also check with café and museum that they also have first aiders should backup be required)
36	Other – lawn games				X	Children to be supervised by accompanying adult