



Risk Assessment

Event Name	Heritage Trail Day	Date	7 May 2017	Time	Event 11.00-17.00 (Setup 10.00 Tile activity 12.30-2.30)
Location	Meadow Suite Whiteknights Campus	Event organiser	The Friends of the University of Reading	Event safety controller	The Friends of the University (Dennis Wood)
Assessor	Annette Haworth	Date	6/5/2017	Permission given by	University of Reading Events Dept via The Friends of UoR

1.	Fire hazards		7.	Layout and traffic routes		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		33.	Vehicles, driving	X
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects	X	11.	Electrical equipment		17.	Violence to attendees or		23.	Fireworks		29.	Work with animals		35.	Other - please specify	X

					staff											Tile activity	
6.	Manual handling		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

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

Volunteers	X	Contractors		Students	
Children	X	Visitors	X	Special needs	

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
3	Slips, trips, housekeeping				X	Rug secured with specialist tape supplied by the venue controller (UoR Venue dept.)
5	Fall of objects				X	Easel for poster display erected correctly and out of way of main pedestrian walking routes
33	Vehicles - driving				X	Special care when delivering in Park House drive – awareness of other vehicles, pedestrians
35	Tile activity	Pens specially designed for the purpose used.			X	Parental/carer supervision