Events Risk Assessment

|  |  |
| --- | --- |
| 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) |  |

Have you engaged / contacted:

|  |  |  |  |
| --- | --- | --- | --- |
| Function: | Yes | No | N/A |
| Strategic planning | ☐ | ☐ | ☐ |
| Security | ☐ | ☐ | ☐ |
| Estates | ☐ | ☐ | ☐ |
| Site Services | ☐ | ☐ | ☐ |
| Grounds | ☐ | ☐ | ☐ |

**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** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 1 | **Physical Hazards present at site / in room**(For example but not limited to drowning in a river, falling down steep slope, closeness of traffic or condition of flooring). |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 2 | **Slip, Trips and Falls**(For example but not limited to Injuries arising from slips, trips and falls from uneven ground or obstructions in access /egress routes and pedestrian areas) |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 3 | **Manual Handling**(For example but not limited to musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 4 | **Weather Issues**(For example but not limited to extremes of weather can cause injuries such as wind blown debris e.g. tree branches, ice causing slipping hazards, etc.) |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 5 | **Equipment and Electrical Failure**(For example but not limited to injuries to those using or working on equipment). |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 6 | **Lack of First aid and Emergency Arrangements**(For example but not limited to adequate provision for size and nature of event) |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 7 | **Catering**(For example but not limited to issues relating to food hygiene and licensing arrangement if alcohol is sold / supplied) |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 8 | **Crowd Management** (For example but not limited to lack of adequate evacuation procedures leading to crowd crushing and associated injuries) |  |  |  |  |  |  |  |

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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 (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 9 | **Waste Management**(For example but not limited to poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited) |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 10 | **Covid-19**(For example but not limited to the spread of Covid-19) |  |  |  |  |  |  |  |
| No | Hazard & Potential Consequences | Persons at Risk(Who might be harmed?) | Control Measures(What is currently being done?) | Current Risk Rating (High, Med, Low) | Additional Control Measures Required | Residual Risk Rating (High, Med, Low) | Action by Who? | Action by When? |
| 11 | **Other identified hazards – insert as many rows as appropriate** |  |  |  |  |  |  |  |

**Section 3:** Identify any other assessments which might also be required, ✓ if required:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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)