**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

**Mandatory COVID-19 event requirements**

As the Event Organiser, you agree to implement the [**safety control measures for campus events and activities**](https://www.reading.ac.uk/events/-/media/events/files/safety_for_campus_events). Read more about these measures and other safety guidance on the [**Events webpages**](http://www.reading.ac.uk/internal/events-guide/evtg-index.aspx).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Name** |  | **Event Date/s** |  | **Event Time/s** |  |
| **Location/s *(list all rooms, buildings, external spaces etc)*** |  | **Event organiser name/s** |  | **Event safety controller**  ***(must be present at event)*** |  |
| **Risk assessment completed by** |  | **Date of completion** |  | **Name of Head of School/Department who has given permission** |  |
| [**Health & Safety Controller**](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/hsc-list-june-2021.xlsx?la=en&hash=74DDE193DA7C0D72472035E4B2F409DB) |  | | | | |

**Identify hazards – tick the hazards that are relevant to the event (*for further information on the risks please refer to COP 33 Event Management Guide*). Please note Item 36: COVID-19 must be checked for all events. This field is mandatory until further notice.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  | 9. | Lighting systems |  | 15. | Environmental risks (Inc. noise) |  | 21. | Fairground equipment |  | 27. | Sanitation |  | 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. | Other - please specify |  |
| 6. | Manual handling |  | 12. | Use of portable tools |  | 18. | Marquees |  | 24. | Pyrotechnics |  | 30. | Chemicals, fumes dust |  | 36. | COVID-19 - specify | x |

Who may be at risk – give an estimate number for each of the relevant groups/persons at risk

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employees |  | Contractors |  | Students |  | Children |  | Visitors |  | Additional needs |  |

**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

**Risk controls**

For each hazard identified in Section 1 and for the persons identified in Section 2:

1. Where it is irrelevant to your event, delete text in the ‘further action needed’ box. Then detail the risk mitigating actions the event organiser and safety controller will prepare/deliver for the specified event. Add this information to the ‘further action needed’ column.
2. Ensure the risk level for each applicable hazard is appropriate for your event. Adjust where required.
3. For any non-applicable (numbered) hazards below, please delete the line from your table.

| Hazard no. | Hazard description | Existing controls | Risk level | | | Further action needed (please review and edit as required) |
| --- | --- | --- | --- | --- | --- | --- |
| High | Med | Low |
| 1 | Fire Hazards | University’s fire procedures.  Stewards monitoring areas |  | X |  | *Visitors to events that will be left unaccompanied to be informed of assembly procedures/points.*  *Any equipment bought or hired to be checked for fire safety instructions.* |
| 2 | Crowd Control/ Overcrowding | If crowding is expected sufficient staff are recruited for crowd-control during the event.  Ensure allotted numbers per room are not exceeded |  |  | X | *Ensure staff are aware of emergency exits in rooms that could become crowded* |
| 3 | Slips, trips, housekeeping | Areas are cleaned/tidied before and after events.  Trained staff from central catering serve drinks/food, who can monitor spillages |  |  | X |  |
| 4 | Fall of Person | University’s safety guide on working at height | X |  |  | *A separate risk assessment should be carried out for any events that involve working at height.* |
| 5 | Fall of objects | Areas where items are stored at height are checked for safety before used for an event | X |  |  | *Hard hats to be provided if events are in areas such as building sites or where objects are likely to fall* |
| 6 | Manual Handling | Rearrangement of furniture to be done or supervised by porters. Contracts to carry out own manual handling |  | X |  |  |
| 7 | Layout and traffic routes | Car parks are reserved if required and adequate signage is put out |  |  | X |  |
| 8 | Lighting Levels | Adequate lighting is provided in all University rooms. |  |  | X |  |
| 9 | Lighting System | If contracts are providing lighting equipment proof of electrical checks obtained |  | X |  | *Ensure all contracts have completed contractors competency questionnaire* |
| 10 | Heating and ventilation | Rooms to be used to be assessed for adequate temperature prior to use. If event is outside, invitees to be advised of appropriate dress |  |  | X | *Out of hours heating to be requested via the Estates Helpdesk if needed.* |
| 11 | Electrical Equipment | University’s procedure on electrical safety.  Contractors to install own electrical equipment  Only those trained in its use to use electrical equipment. No electrical equipment to be used unless PAT tested. |  | X |  |  |
| 12 | Use of Portable Tools | Only those trained in use of portable tools to use.  No portable tools to be used unless PAT tested |  | X |  | *Ensure use contracted suppliers for purchasing/hiring portable tools* |
| 13 | Pressurised Equipment | Not used unless trained. Contractors to install and manage equipment |  | X |  |  |
| 14 | Noise and Vibration | If noise likely to be loud issue staff with ear defenders |  |  | X | *Issue warnings of potential loud noise.*  *Rotate staff working in areas of loud noise to keep exposure to a minimum* |
| 15 | Environmental Risks (inc. noise) | Sustainability Services notified of additional risks. Spill kits and method statements provided.  If noise expected, notify communications office and local residents. Noise monitored regularly, particularly near boundaries.  No noise after midnight |  |  | X | *Additional waste facilities needed plus litter pick required after the event. Drip tray required for generator. If loud noise expected loan noise meter from Health and Safety Services to check levels do not exceed 5dB(A) above background.* |
| 16 | Communication | Briefing sessions before and after event are held.  All staff have mobile phones and are aware of who event managers are |  |  |  |  |
| 17 | Violence to attendees or staff | University staff to avoid confrontation and seek advice from security to deal with any issues that arise |  | X |  | *Contractors to complete contractors competency form* |
| 18 | Marquees | Requirements for marquee:  Steel frame – no pegs  Flooring – plastic and non-slip  Fire Exit signs illuminated  Fire extinguishers provided  All access levels accessible for wheelchair users | X |  |  | *Contractors to provide Risk Assessments/fire certificates* |
| 19 | Inflatables | No inflatables used |  |  |  |  |
| 20 | Other temporary structures | Obtain risk assessments from contractors |  | X |  | *Ensure contractors complete competency form* |
| 21 | Fairground equipment |  | X |  |  | *If fairground equipment to be used a separate risk assessment to be completed* |
| 22 | Lasers |  |  | X |  | *If lasers to be used a separate risk assessment to be completed* |
| 23 | Fireworks |  | X |  |  | *If fireworks to be used consult with Health and Safety Services* |
| 24 | Pyrotechnics |  | X |  |  | *If pyrotechnics are to be used consult with Health and Safety Services* |
| 25 | Seating arrangements | Seating arrangements to be planned in advance. Ensure does not block fire exits and adequate gangways are left so people can move around easily |  |  | X |  |
| 26 | Welfare | Ensure there is first aid provision for event either provided by University or event host if external |  | X |  |  |
| 27 | Sanitation | WC and hand washing facilities should be made available to guests. Disabled/ambilent wc facilities should also be available |  |  | X |  |
| 28 | Food Provision | All food is served by either University catering staff. If using an external venue, ensure venue provides trained catering staff |  |  | X |  |
| 29 | Work with Animals |  |  | X |  | *If an event involves working with animals, Health and Safety Services should be consulted and a separate Risk Assessment produced* |
| 30 | Chemicals, fumes, dust | Contracts to ensure all work that may cause fumes/dust is carried out well in advance of event |  | X |  | *If chemicals are to be used refer to Hazchem information and consult with Health and Safety Services if necessary* |
| 31 | Confined space |  |  |  | X | *If events involve confined spaces a separate risk assessment to be carried out based on the needs of attendees* |
| 32 | Lone Working | University’s Lone Working Policy |  | X |  |  |
| 33 | Vehicles, Driving | Ensure adequate insurance is in place |  | X |  | *Staff only to drive vehicles covered by their licence* |
| 34 | Machinery/Lifting Equipment |  |  | X |  | *Contractors to complete contractors competency form* |
| 35 | Other | Please specify and complete a separate risk assessment |  |  |  |  |
| 36 | COVID-19 | Event specific control measures | X |  |  | *Field cannot be deleted, must be completed. Add event specific covid-19 risk mitigating actions, preparations, and information here:* |