



RISK ASSESSMENT FOR DINNERS, DAY MEETINGS, GROUP ACCOMMODATION.

Hazard	Who may be harmed	Risk control measures managed by college	Further action for visitor/contractor	Who needs to carry out the action
Fire	All	Fire Risk Assessment in place. Fire Emergency procedures displayed. Fire detection and warning provided. Adequate means of escape provided. 'Information for Guests' provided in advance.	<ul style="list-style-type: none">• <i>Hirer to confirm if any attendees will need assistance in the event of an emergency:</i><ul style="list-style-type: none">○ We do/ do not have persons with special needs who may need assistance during an emergency situation.○ We do/ do not have sensory impaired persons who require specialist equipment to allow for recognition of the alarm system.• <i>Advise the Lodge on the day or Conference Office in advance of any attendees who may find it difficult to use the ordinary means of escape in an emergency. We will then arrange for suitable warning and assistance depending on need.</i>• <i>'Information for Guests' document sent to organiser to issue if desired.</i>	Hirer to complete.
First Aid	All	Trained First Aiders on site. First aid box available. 'Information for Guests' provided in advance.	<ul style="list-style-type: none">• <i>'Information for Guests' document sent to organiser to issue if desired.</i>• <i>Let Conference Office know if any of your team members are first aid trained.</i>	Hirer



Security	All	<p>Lodge porter presence 24 hours per day.</p> <p>High street gates closed to entry from 21:00.</p> <p>Secure coded access provided for late/early entry into the college buildings.</p> <p>'Information for Guests' provided in advance.</p>	<ul style="list-style-type: none">• <i>Advise Conference Office of any arrivals after 21:00.</i>• <i>'Information for Guests' document sent to organiser to issue if desired.</i>• <i>Client organiser to advise the client contact attending 'on the day' to have a guest list to hand and to introduce themselves to the Lodge on arrival as the contact for the event.</i>• <i>Guests will have lanyards/badges (if OU Bod cards) with them..</i>	Hirer
Slips/Trips/Falls Uneven, wet, slippery surfaces	All	<p>Notices are in place.</p> <p>Floor is kept dry and well maintained.</p> <p>Staff trained to keep walkways clear.</p> <p>'Information for Guests' provided in advance.</p>	<ul style="list-style-type: none">• <i>Advise if level access is required.</i>• <i>'Information for Guests' document sent to organiser to issue if desired.</i>	Hirer
Poor lighting	All	<p>Temporary lights can be installed.</p>	<ul style="list-style-type: none">• <i>Confirm timing of event to decide if additional lighting is required.</i>	Hirer



Electrical shocks and burns	All	<p>Periodic inspection of fixed electrics undertaken.</p> <p>All portable appliances inspected and tested annually (at least)</p> <p>'Information for Guests' provided in advance.</p>	<ul style="list-style-type: none">• Any electrical appliances /equipment brought on site must be PAT tested and a certificate provided. Equipment must be in good working condition.• Contractors must provide method statements and insurance certificate before bringing anything on site or working on site.• Do not overload sockets with extension leads unless approved by the electrician.• Only bring suitable plug adapters.• Send 'Information for Guests' document to your attendees.	Hirer/ Hirer to obtain from Contractor
Contractors/suppliers	All	<p>College permission</p> <p>Insurance/ Method Statements/PAT certificates required.</p> <p>Site and safety information document provided.</p>	<ul style="list-style-type: none">• To gather all documentation 14 days prior to event.	Hirer
Display Screen Equipment	All	<p>DSE is maintained in a good state of repair.</p>	<ul style="list-style-type: none">• Ensure breaks from DSE are suitably planned.	Hirer
Manual handling	All	<p>Assistance from Porters available.</p>	<ul style="list-style-type: none">• Take care when moving equipment and ask for a trolley if required.• If storing heavy luggage in the luggage store, the store is located down two flights of stairs, ask for help if needed.	Hirer
Work equipment	All	<p>Conference organisers are shown how to use AV equipment safely.</p>	<ul style="list-style-type: none">• Book a demonstration of AV equipment booked if required.	Hirer



		Manufacturer signs and warnings are in place and handbooks available.		
Hygiene and Comfort	All	Heating and ventilation adequate. Toilet and hand wash facilities available. Appropriate facilities for eating meals.	<ul style="list-style-type: none">• <i>Contact the Catering Team on the day if heating/ventilation is not adequate.</i>	Hirer
'At risk' attendees	Children and vulnerable adults	Safeguarding Policy in place and Safeguarding Officers implement this.	<ul style="list-style-type: none">• <i>Please let us know if you have any 16-18 year olds attending and any known vulnerable adults.</i>	Hirer

Please sign to confirm you have read the above risk assessment:

Signed (for and on behalf of the Client)

Name (please print)

Position/Title

Date