Risk Assessment for events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Who may be harmed** | **Risk control measures managed by college** | **Further action for organiser/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.  ‘Guest information card in bedrooms’ | * *Hirer to confirm if any attendees will need assistance in the event of an emergency:*   + 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. * *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.* * *‘Information for Guests’ document sent to organiser to issue if desired.* * *Be advised that a Guest information card displayed in bedrooms with key safety information and a QR code link to* [*https://www.queens.ox.ac.uk/guest-information*](https://www.queens.ox.ac.uk/guest-information) * *Point of contact to advise if a fire drill is required.* | Hirer to complete. |
| **First Aid** | All | Trained First Aiders on site.  First aid box available.  ‘Information for Guests’ provided in advance.  ‘Guest information card in bedrooms’ | * *‘Information for Guests’ document sent to organiser to issue if desired.* * *Be advised that a Guest information card displayed in bedrooms with key safety information and a QR code link to* [*https://www.queens.ox.ac.uk/guest-information*](https://www.queens.ox.ac.uk/guest-information) * *Let Conference Office know if any of your team members are first aid trained.* | Hirer |
| **Security** | All | Lodge porter presence 24 hours per day.  High street gates closed to entry from 21:00.  Secure coded access provided for late/early entry into the college buildings.  ‘Information for Guests’ provided in advance.  ‘Guest information’ card in bedrooms. | * *Advise Conference Office of any arrivals after 21:00 or early morning departures.* * *‘Information for Guests’ document sent to organiser to issue if desired.* * *Conference Office staff not present at al times out of office hours. 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.* * *Guests to have ID displayed, such as lanyards/badges (if OU Bod cards) with them.* | Hirer |
| **Slips/Trips/Falls**  **Uneven, wet, slippery surfaces** | All | Notices are in place.  Floor is kept dry and well maintained.  Staff trained to keep walkways clear.  ‘Information for Guests’ provided in advance.  ‘Guest information’ card in bedrooms. | * *Advise if level access is required.* * *Advise organiser to send ‘Information for Guests’ document to delegates in advance.* | Hirer |
| **Poor lighting** | All | Temporary lights can be installed.  Conference Office staff to assess this hazard and route taken through College. | * *Confirm timing of event to decide if additional lighting is required.* | Hirer |
| **Electrical shocks and burns** | All | Periodic inspection of fixed electrics undertaken.  All portable appliances inspected and tested annually (at least)  ‘Information for Guests’ provided in advance. | * *Any electrical appliances /equipment brought on site for the event 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, this advises guests for socket use in bedrooms.* | Hirer/  Hirer to obtain from Contractor |
| **Contractors/suppliers** | All | College permission required.  Insurance/ Method Statements/PAT certificates required.  Site and safety information document provided. | * *To gather all documentation 14 days prior to event.* | Hirer |
| **Display Screen Equipment** | All | DSE is maintained in a good state of repair. | * *Ensure breaks from DSE are suitably planned.* | Hirer |
| **Manual handling** | All | Assistance/trolleys from Porters available.  Level access from Late Gate available. | * *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.* * Ask in advance if delivering equipment from a vehicle, level access from Queen’s Lane can be arranged. | Hirer |
| **Work equipment** | All | Conference organisers are shown how to use AV equipment safely.  Manufacturer signs and warnings are in place and handbooks available. | * *Book a demonstration of AV equipment booked if required.* | Hirer |
| **Hygiene and Comfort** | All | Heating and ventilation adequate.  Toilet and hand wash facilities available.  Appropriate facilities for eating meals. | * *Contact the appropriate operational team on the day (e.g. Lodge/Catering Team) if heating/ventilation is not adequate.* | Hirer |
| **‘At risk’ attendees** | Children and vulnerable adults | Safeguarding Policy in place and Safeguarding Officers implement this. | * *Please let us know if you have any 16-18 year olds attending and any known vulnerable adults.* * *Provide specific risk assessment for children and vulnerable adults.* * *Staff ratios. Waking hours/non-waking hours.* * *Escalation policy.* | 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 ………………………………………………………………..…