Risk Assessment for events

To cover the majority of hazards encountered, Event Organisers are provided with the following information in advance:

1. ‘Information for event organisers’ PDF with link to [Conference organiser information - The Queen's College, OxfordThe Queen's College, Oxford](https://www.queens.ox.ac.uk/conference-organiser-information/)
2. ‘Information for your attendees’ PDF document to issue to delegates in advance if desired.
3. Asked to complete their own Risk Assessment for the activities they are carrying out.
4. Required to complete a Fire Evacuation Plan.
5. Once the event is taking place there is a Guest Information card in each bedroom: [Guest information - The Queen's College, OxfordThe Queen's College, Oxford](https://www.queens.ox.ac.uk/accommodation-and-bb/guest-information/)
6. There is a Meeting Room information sheet with key H&S information.

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| **Hazard** | **Who may be harmed** | **Risk control measures managed by college** | **Further action for organiser/visitor/contractor** | **Who needs to carry out the action** |
| **Risk of Fire** | All | College Fire Risk Assessment in place.  Fire Emergency procedures displayed.  Fire detection and warning provided.  Adequate means of escape provided. | * *Hirer to complete a Fire Evacuation Plan (template provided by College).* * *Hirer to have (accessible) a roll call of attendees on-site at all times.* * *Hirer to give a safety/housekeeping announcement at the start of the event - Welcome Talk template available within the above documentation.* * *Hirer to update the Lodge and Conference Office on the day if they identify any attendees who may find it difficult to use the ordinary means of escape in an emergency.* * *Hirer to advise the Conference Office in advance if they are working with a contractor or bringing any equipment e.g., electrical/flammable items onto site.* | Hirer |
| **Any injuries requiring First Aid** | All | Trained First Aiders on site.  First aid box available. | * *Be aware and let your team know that the Lodge are your first point of contact for all emergencies including First Aid. Retain the Lodge phone number:* 01865 279120. * *Let Conference Office know if any of your team members are first aid trained.* * *If you phone for an ambulance whilst on site, please let the Lodge know you have done so.* * *Provide dietary requirements/ allergies and medical information of all delegates as appropriate.* | Hirer |
| **Any breach of 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.  Fobs issued to residents. | * *Advise Conference Office of any arrivals after 21:00 or early morning departures.* * *Conference Office staff may not be present at all times, for example after office hours. Client organiser/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.* * *Hirer to confirm if attendees will have ID displayed, such as lanyards/badges (if OU Bod cards) with them.* * *Day delegates to access the College via the Lodge for admittance to the event.* | Hirer |
| **Uneven, wet, slippery surfaces**  **(Slips/Trips/Falls)** | All | Notices are in place.  Floor is kept dry and well maintained.  Staff trained to keep walkways clear. | * *Advise if level access is required.* * *The Conference Office will put directional signage out, please use signed routes to locations as these will have been assessed to be the safest/most level route even if not the most the direct/shortest.* * *Please let the Conference Office know the title of the event for signage.* | 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 |
| **Unsafe/faulty equipment - Electrical shocks and burns** | All | Periodic inspection of fixed electrics undertaken.  All portable appliances inspected and tested annually (at least) | * *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.* * *All documentation to be provided 14 days prior to event.* * *Do not overload sockets with extension leads unless approved by the electrician.* * *Only bring suitable plug adapters.* | Hirer/  Hirer to obtain from Contractor |
| **Eye strain from Display Screen Equipment** | All | DSE is maintained in a good state of repair. | * *Ensure breaks from DSE are suitably planned.* | Hirer |
| **Injury from carrying/lifting - Manual handling** | All | Assistance/trolleys from Porters available.  Level access from Late Gate available. | * *Let the Conference Office know when/what you are bringing so we can advise how you contact the Lodge prior to arrival and use of gate on level access or the most conveniently located gate for your event.* * *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 |
| **Stress from work equipment** | All | Conference organisers are shown how to use AV equipment safely.  Manufacturer signs and warnings are in place and handbooks available. | * *Let the Conference Office know in advance what AV equipment you are bringing/what you are doing – how many presentations/ start times incase you will need AV support.* * *Let us know which devices you will be using. We can connect you with our IT department for advice on adapters for various laptops/Mac books etc.* * *Let us know if you would like to use a College laptop and bring all presentations pre-loaded for use it.* * *Book a demonstration of AV equipment booked if required.* | Hirer |
| **Overheating/ insufficient hygiene/comfort facilities** | All | Heating and ventilation levels pre-set.  Toilet and hand wash facilities available.  Appropriate spaces for food/drink. | * *Contact the appropriate operational team on the day (e.g. Lodge/Catering Team) if heating/ventilation is not adequate in the venue space.* * *Spare towels/blankets available at the Lodge for residents.* * *Advise residents that fans/air-con is not provided (if appropriate)* | 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/or any known vulnerable adults.* * *Provide specific risk assessment for children and vulnerable adults, including staff ratios for waking hours/non-waking hours and your Escalation policy.* | Hirer |

Please sign to confirm you have read the above risk assessment and remember to send us your Public Liability Insurance certificate to the value of £5 million.

Signed (for and on behalf of the Client) ………………………………………………………………..…

Name (please print) ………………………………………………………………..…

Position/Title ………………………………………………………………..…

Date ………………………………………………………………..…