

Risk Assessment, Atrium Takeover – **ADD NAME, DATE AND LOCATION OF EVENT**

Event Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require all employers and self-employed people to identify hazards which could cause harm, assess the risks which may arise from the hazards and decide on suitable measures to eliminate, or control, the risks. It is important you visit our venue to identify potential hazards.

See below for an example on how to layout your event risk assessment:

Likelihood (Probability Rating)

- 1 Unlikely
- 2 Possible
- 3 Happens Occasionally
- 4 Happens Periodically
- 5 Happens Frequently

Severity

- 1 Trivial (on site First Aid)
- 2 Minor (on site First Aid)
- 3 Significant Injury (Hospitalisation)
- 4 Serious injury (Hospitalisation)
- 5 Fatality

Ref No	Subject Area	People at Risk	Hazard- Anything which may cause harm	Rating Likelihood x Severity Rating = Primary Risk on no controls			Control Measures	Rating - Likelihood x Severity Rating = Residual Risk			Further Precautions/Actions
				L	S	R		L	S	R	
1	Build and Breakdown										
	Clearance / Manoeuvre of Atrium Furniture	Personnel	Incorrect manual handling of furniture; Dropping of furniture; Damage to furniture / property / building	3	2	6	All manoeuvre should to be completed by staff who have undergone manual handling training (e.g. University Porter Team).	2	2	4	
	Set up of electrical equipment	Personnel	Unsafe installation of equipment; damage to property	2	3	6	All appliances will be appropriate for environment; GSU equipment to be regularly PAT-tested; Equipment	1	3	3	

							set-up to be checked in final assessment before event by competent personnel				
2	Venue										
	Slips, trips & falls	Personnel; Guests	Spillage of food / liquids; Trailing cables; Insufficient furniture placement; Unsafe equipment / decoration	3	2	6	Organiser to monitor areas for spills throughout; Organiser to ensure wires are located in safe areas OR highlighted clearly as a risk; Organiser to ensure adequate spacing of equipment; Organiser to ensure that attendance does not exceed safe room capacity; Organiser to survey venue before guests arrive	2	2	4	
	Fire	Personnel; Guests	Serious injury or fatality caused by outbreak of fire	2	5	10	Venue is licensed & fire precautions installed and managed, in line with UoG/GSU responsibility; Fire exits to be identifiable, accessible and/or shared with visitors	1	5	5	
3	During Event										
	Crowd Control	Attendees	Overcrowding	2	3	6	Events to be ticketed/monitored prior to event; Organiser to monitor attendance and stop from exceeding; Organiser to employ 'wayfinders' to ensure flow of entry and direction of guests; Exits to be highlighted and accessible	1	3	3	

	Personal Injury/Illness	Personnel; Guests		3	3	9	First aid kit to be accessible; Organisers to be aware of First Aid procedures and providers; Security to be informed of activity taking place	2	3	6	Security to be notified in case of emergency, to contact and guide emergency services; Accident to be reported through UoG system
	Food Provision	Personnel; Guests	Unsafe provision of food; Allergic reaction to food; Fire through live preparation	3	3	9	Organiser to ensure caterers have appropriate Food Hygiene Certificate; Food handlers provided with access to hand washing facilities; Catering Outlets located away from entry/exit points; Risk of ingredients to be on display, and all ingredients available on request	1	3	3	
	Alcohol Consumption	Personnel; Guests	Illness from consumption; Anti-social behaviour; Decreased awareness	2	3	6	Space to be appropriately licenced and conditions strictly followed; Alcohol not provided to those under excessive influence; Organiser to be in position of responsibility, and made aware to personnel/guests	1	3	3	Security to be notified in case of emergency, to contact and guide emergency services;