**Risk Assessment, Unusual Use of a Student Group Room/Space – 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)** | **Severity** |
| 1 Unlikely | 1 Trivial (on site First Aid) |
| 2 Possible | 2 Minor (on site First Aid) |
| 3 Happens Occasionally | 3 Significant Injury (Hospitalisation) |
| 4 Happens Periodically | 4 Serious injury (Hospitalisation) |
| 5 Happens Frequently | 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** | | | | | | | | | | |
|  | Manoeuvring of furniture (e.g. tables, chairs, sofas) | Personnel | Physical injury could be endured if furnishings are incorrectly lifted/dropped | 3 | 3 | 9 | Only trained and competent persons are to manoeuvre any heavy objects | 2 | 3 | 6 |  |
| **2** | **Venue** | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Audience Welfare** | | | | | | | | | | |
|  | Crowd Control | Attendees | Overcrowding could cause injury to attendees | 2 | 3 | 9 | Designated committee member at the door to monitor people entering and stopping attendees should the room reach capacity. | 1 | 3 | 3 |  |