

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)

- 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										
	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	