

**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

Event Name		Event Date		Event Time	
Location <i>rooms, buildings and/or external spaces</i>		Event organiser name/s		Event safety controller <i>must be present at event</i>	
Risk assessment completed by		Date of completion		Name of head of school/department who has given permission	
Area Health & Safety Controller					

Identify hazards – tick the hazards that are relevant to the event (*for further information on the risks please refer to COP 33 Event Management Guide*)

1.	Fire hazards	7.	Layout and traffic routes	13.	Pressurised equipment	19.	Inflatables	25.	Seating arrangements	31.	Confined space
2.	Crowd control	8.	Lighting levels	14.	Noise and vibration	20.	Other temporary structures	26.	Welfare	32.	Lone working
3.	Slips, trips, housekeeping	9.	Lighting systems	15.	Environmental risks (Inc. noise)	21.	Fairground equipment	27.	Sanitation	33.	Vehicles, driving
4.	Fall of person	10.	Heating and ventilation	16.	Communication	22.	Lasers	28.	Food provision	34.	Machinery/lifting equipment
5.	Fall of objects	11.	Electrical equipment	17.	Violence to attendees or staff	23.	Fireworks	29.	Work with animals	35.	Other - please specify
6.	Manual handling	12.	Use of portable tools	18.	Marquees	24.	Pyrotechnics	30.	Chemicals, fumes dust		

Who may be at risk – tick the boxes of all relevant persons at risk.

Employees	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Students	<input type="checkbox"/>	Children	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Additional needs	<input type="checkbox"/>
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Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section. *(For any non-applicable hazards please delete the line)*

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed (please review and edit as required)
			High	Med	Low	
1	Fire Hazards	University’s fire procedures. Stewards monitoring areas		X		<i>Visitors to events that will be left unaccompanied to be informed of assembly procedures/points. Any equipment bought or hired to be checked for fire safety instructions.</i>
2	Crowd Control/ Overcrowding	If crowding is expected sufficient staff are recruited for crowd-control during the event. Ensure allotted numbers per room are not exceeded			X	<i>Ensure staff are aware of emergency exits in rooms that could become crowded</i>
3	Slips, trips, housekeeping	Areas are cleaned/tidied before and after events. Trained staff from central catering serve drinks/food, who can monitor spillages			X	
4	Fall of Person	University’s safety guide on working at height	X			<i>A separate risk assessment should be carried out for any events that involve working at height.</i>
5	Fall of objects	Areas where items are stored at height are checked for safety before used for an event	X			<i>Hard hats to be provided if events are in areas such as building sites or where objects are likely to fall</i>

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			High	Med	Low	
6	Manual Handling	Rearrangement of furniture to be done or supervised by porters. Contracts to carry out own manual handling		X		
7	Layout and traffic routes	Car parks are reserved if required and adequate signage is put out			X	
8	Lighting Levels	Adequate lighting is provided in all University rooms.			X	
9	Lighting System	If contracts are providing lighting equipment proof of electrical checks obtained		X		<i>Ensure all contracts have completed contractors competency questionnaire</i>
10	Heating and ventilation	Rooms to be used to be assessed for adequate temperature prior to use. If event is outside, invitees to be advised of appropriate dress			X	<i>Out of hours heating to be requested via the Estates Helpdesk if needed.</i>
11	Electrical Equipment	University's procedure on electrical safety. Contractors to install own electrical equipment Only those trained in its use to use electrical equipment. No electrical equipment to be used unless PAT tested.		X		

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed (please review and edit as required)
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12	Use of Portable Tools	Only those trained in use of portable tools to use. No portable tools to be used unless PAT tested		X		<i>Ensure use contracted suppliers for purchasing/hiring portable tools</i>
13	Pressurised Equipment	Not used unless trained. Contractors to install and manage equipment		X		
14	Noise and Vibration	If noise likely to be loud issue staff with ear defenders			X	<i>Issue warnings of potential loud noise. Rotate staff working in areas of loud noise to keep exposure to a minimum</i>
15	Environmental Risks (inc. noise)	Sustainability Services notified of additional risks. Spill kits and method statements provided. If noise expected, notify communications office and local residents. Noise monitored regularly, particularly near boundaries. No noise after midnight			X	<i>Additional waste facilities needed plus litter pick required after the event. Drip tray required for generator. If loud noise expected loan noise meter from Health and Safety Services to check levels do not exceed 5dB(A) above background.</i>
16	Communication	Briefing sessions before and after event are held. All staff have mobile phones and are aware of who event managers are				
17	Violence to attendees or staff	University staff to avoid confrontation and seek advice from security to deal with any issues that arise		X		<i>Contractors to complete contractors competency form</i>

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18	Marquees	Requirements for marquee: Steel frame – no pegs Flooring – plastic and non-slip Fire Exit signs illuminated Fire extinguishers provided All access levels accessible for wheelchair users	X			<i>Contractors to provide Risk Assessments/fire certificates</i>
19	Inflatables	No inflatables used				
20	Other temporary structures	Obtain risk assessments from contractors		X		<i>Ensure contractors complete competency form</i>
21	Fairground equipment		X			<i>If fairground equipment to be used a separate risk assessment to be completed</i>
22	Lasers			X		<i>If lasers to be used a separate risk assessment to be completed</i>
23	Fireworks		X			<i>If fireworks to be used consult with Health and Safety Services</i>
24	Pyrotechnics		X			<i>If pyrotechnics are to be used consult with Health and Safety Services</i>

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			High	Med	Low	
25	Seating arrangements	Seating arrangements to be planned in advance. Ensure does not block fire exits and adequate gangways are left so people can move around easily			X	
26	Welfare	Ensure there is first aid provision for event either provided by University or event host if external		X		
27	Sanitation	WC and hand washing facilities should be made available to guests. Disabled/ambilent wc facilities should also be available			X	
28	Food Provision	All food is served by either University catering staff. If using an external venue, ensure venue provides trained catering staff			X	
29	Work with Animals			X		<i>If an event involves working with animals, Health and Safety Services should be consulted and a separate Risk Assessment produced</i>
30	Chemicals, fumes, dust	Contracts to ensure all work that may cause fumes/dust is carried out well in advance of event		X		<i>If chemicals are to be used refer to Hazchem information and consult with Health and Safety Services if necessary</i>
31	Confined space				X	<i>If events involve confined spaces a separate risk assessment to be carried out based on the needs of attendees</i>

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			High	Med	Low	
32	Lone Working	University's Lone Working Policy		X		
33	Vehicles, Driving	Ensure adequate insurance is in place		X		<i>Staff only to drive vehicles covered by their licence</i>
34	Machinery/Lifting Equipment			X		<i>Contractors to complete contractors competency form</i>
35	Other	Please specify and complete a separate risk assessment				