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| **Event:**  **Example event / activity** | **Dates**  Date of event | **Date RA Undertaken**  01/01 |
| **Venue**  University of West London  St Marys Road  London  W5 5RF | **RA Undertaken by**  YOUR NAME | **Distribution**  Who am I send this to!!  Venue staff  Students union staff  Security |
| **Halls/Rooms:**    Weston Hall | **Organiser**  YOUR NAME |
| **Signed for** |

**Scope of risk assessment**

This assessment covers 29/08/2019 – 8am-5pm

**Visitor Profile**

Age range 18-30 Average attendance of 80 students, expecting 1% of visitors to be wheelchair users, 0% of visitors to have access requirements, i.e. visual impairment, hearing impairment, unless disclosed prior to event. 20% of students will NOT have attended events like this before.

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| Probability (P) | Severity (S) | Calculation of Risk (R) | Action Level |
| 5 Almost inevitable  4 Very likely  3 Likely  2 Unlikely  1 very unlikely | 5 Multi death/injury  4 Single death or vsi  3 RIDDOR major injury  2 RIDDOR 3 day  1 Minor/first aid | Probability   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5 | 5.M | 10.H | 15.H | 20.H | 25.H | | 4 | 4.L | 8.H | 12.H | 16.H | 20.H | | 3 | 3.L | 6.M | 9.H | 12.H | 15.H | | 2 | 2.L | 4.L | 6.M | 8.H | 10.H | | 1 | 1.L | 2.L | 3.L | 4.L | 5.M | |  | 1 | 2 | 3 | 4 | 5 |   Severity | Low – No action required |
| Med – Justify/review for each event day |
| High – Immediate action/further controls needed |

**Venue**

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| Hazard | Consequences | Who is at risk | P | S | R | Controls | | P | S | R | Action | STAFF |
| Spills and trip hazards in venue | Sprains, bruises, broken fingers toes, head injury, dislocation, loss of consciousness, | Students and Staff | 2 | 2 | 4 | Ensure all UWLSU staff know to report any spill or trip hazards and deal with them where appropriate.  Ensure all parts of venue are adequately lit | | 2 | 2 | 4 | L |  |
| Food Allergens | Allergic reaction, swelling, rashes | Students and Staff | 2 | 4 | 8 | Ensure that all food are labelled with allergies and  Dietary requirements will be requested prior to the event to prevent this. | | 3 | 2 | 6 | M |  |
| Venue furnishings | Sprains, bruises, broken fingers toes, head injury, dislocation, loss of consciousness, breaks, | Students,  Staff | 2 | 3 | 6 | | Risk assessment provided for each venue.  Ensure there are regular walk rounds of venues checking for any hazards relating to furniture.  Ensure all UWLSU staff know to report any faulty equipment and deal with them where appropriate | 1 | 3 | 3 | L |  |

**Students**

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| Hazard | Consequences | Who is at risk | P | S | R | Controls | P | S | R | Action | STAFF |
| Social Media | Libellous  Offensive/reputation damaging | Students  UWLSU staff  UWLSU  Venue Staff | 2 | 1 | 2 | Comms team to monitor output on social media  Respond and report any action that may cause a risk. | 2 | 1 | 2 | L |  |
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**Staff**

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| Hazard | Consequences | Who is at risk | P | S | R | Controls | P | S | R | Action | | STAFF |
| Tiredness/exhaustion  fatigue | Staff behaviour becomes a risk to them and the people around them | Students  UWLSU Staff  Venue Staff | 1 | 2 | 2 | All staff work to a rota. Must have 8 hours off between shifts. Staff encouraged to leave site when they are not on rota. Encouraged to take regular breaks.  Provide a ‘safe space’ staff room on site.  Ensure the staffs get home safely. | 3 | 4 | 12 | | M |  |
| Dealing with student issues and queries | Staff put into vulnerable situations  Staff put at risk. | UWLSU Staff  Students | 3 | 3 | 9 | Ensure all staff know the staff protocol and adhere to it.  Ensure staff know where to turn to for support when needed.  Ensure all staff know the process for students getting advice from the university | 2 | 3 | 6 | | M |  |

**Fire and electric**

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| Hazard | Consequences | Who is at risk | P | S | R | Controls | P | S | R | Action | STAFF |
| Electric shocks and electric fires | Burns, Single death, multi death. | Students  UWLSU Staff  Venue Staff | 2 | 5 | 10 | All equipment that is brought on site is PAT tested.  All electrics brought on site should be declared to the organiser.  Electrics fitted by one contractor. Ensure contractor employs trained and competent staff. | 2 | 5 | 10 | H |  |
| Fire | Burns, Single death, multi death. | Students  UWLSU Staff  Venue Staff  Contractors  Exhibitors | 1 | 5 | 5 | Ensure all venues have a specific risk assessment.  Ensure all staff and delegates are briefed on evacuation procedure | 2 | 5 | 10 | M |  |

Action points

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| Hazard | Controls | STAFF | Action points |
| Spills and trip hazards in venue | Ensure there are regular walk rounds of site checking for hazards. Ensure all UWLSU staff know to report any spill or trip hazards and deal with them where appropriate.  Ensure all parts of venue are adequately lit  Ensure all venue have their own risk assessment for dealing with this |  | Staff sent risk assessment  Staff told in staff briefing to look out for spills and trip hazards. They should be dealt with if it’s safe to do so or a member of the venue staff should be told about the hazard. |
| Venue furnishings | Risk assessment provided by each venue.  Ensure there are regular walk rounds of venues checking for any hazards relating to furniture.  Ensure all UWLSU staff know to report any faulty equipment and deal with them where appropriate |  | Have a copy of rick assessment on file  timetable regular walk rounds during event  Staff told in staff briefing if the see anything that looks un safe to report it |

**Delegates**

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| Hazard | Controls | STAFF | Action Points |
| Social Media | Comms team to monitor output on social media  Respond and report any action that may cause a risk. |  | communicate risk assessment to Comms and monitor |

**Staff**

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| --- | --- | --- | --- | --- |
| Hazard | Controls | STAFF | | Action points. |
| Tiredness/exhaustion  fatigue | All staff works to a rota. Must have 8 hours off between shifts. Staff encouraged to leave site when they are not on rota. Encouraged to take regular breaks.  Provide a ‘safe space’ staff room on site.  Ensure the staff get home safely. |  | Rota circulated to all staff. Staff briefed on TOIL processes. | | |
| Dealing with student issues and queries | Ensure all staff know the staff protocol and adhere to it.  Ensure staff know where to turn to for support when needed.  Ensure all staff know the process for students getting advice from the university |  | staff briefed on processes for all eventualities, students to be signposted to relevant services | | |

**Fire and electric**

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| --- | --- | --- | --- |
| Hazard | Controls | STAFF |  |
| Electric shocks and fires | All equipment that is brought on site is PAT tested.  All electrics brought on site should be declared to the organiser.  Electrics fitted by one contractor. Ensure contractor employs trained and competent staff. Wires to be slung from roof where possible. Where not to be taped down |  | Check before event that everything is up to standard i.e. PAT tested equipment.  If any PAT tests are out of date, book this in with facilities. |
| Fire | Ensure all venues have a specific risk assessment.  Ensure all staff and delegates are briefed on evacuation procedure |  | Staff briefed on Fire procedure and evacuation routes. |

Appendix 1 **Basic Emergency Scenarios and Contact Details**

* UWLSU CEO | Tye McMahon – 07432418936
* Student Activities & Participation Manager | Charlie Benson - 07821434900
* Sports Development Coordinator | Jamie Traxon – 0208 231 2298
* Community and Development Coordinator | Sian Kincaide – 0208 231 2714
* Community and Development Coordinator | Zander Lavall – 02008 231 2969

**Authorising “non-registered” students**

Non registered UWL students have to be signed in by a current UWL registered student with security. Anyone who signs in a guest is responsible for their guest

**Fire**

Fire procedures will be told to staff at the beginning of each event and everyone will be aware of the appropriate fire evacuation procedure. At external venues, their staff will be in charge of fire evacuation. In the event of a fire UWLSU will take its lead from the external venue.

**Removal**

If a student needs to be removed from an event, special procedures apply and these issues should be referred to Jackie/Charlie before any action is taken. In the event of a student being removed from the premises, security will ensure that they are safely taken home in a taxi and not placed directly on the street.

**Incidents**

A variety of other incidents may occur and all first aid trained staff (Charlie) will be on site. If incident requires further assistance emergency services will be called

**Liaison Point**

In the event of a serious incident or problem, the following should meet in the Directors office in UWLSU: Charlie/Jackie/Felix

**Outside of Normal working hours:** In the event of an emergency outside of working hours the trained members of the management team (or relevant staff members) will be on call. If the incident needs escalating, the call should go directly to Kat. Sabbaticals should not be dealing with emergency issues during events.