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| **ON-CAMPUS EVENT RISK ASSESSMENT** | uclanlogo July 2007 |

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| **Risk Assessment For** |  | **Assessment Undertaken by:** |  | **Assessment Reviewed by:** |
| **Faculty / Service / School / Section**: FCCI |  | Name: Tania Callagher |  | **Name: Peter Hill – SHE Section**  |
| **Location of Activity**: Venue 53 – for check-in, welcome, lunch, Q&A session and 4 service standsLamb & Packet pub – pub set workshopStreet set behind Kirkham building – street set workshopKirkham 011 – interactive story workshopFylde car park – parking of cars and mini busesME239 tv studio booked for street set contingency in case of bad weather. |  | **Date:** 08/03/18 |  | **Date: 09/03/2017** |
| **Activity:** BA (Hons) Continuing Drama Production launch event for prospective applicants. Wed 21 March, 10.30am-2.30pm. We are expecting around 100 attendees – a mix of college/sixth form groups and individuals with family members. The Q&A session with industry professionals will be set up on the stage area of Venue 53 and will be live streamed on Facebook by LIS Learning and Technical Resources. Arrangements for heating and layout of Venue 53 (tables, chairs) has been organised via Estates Services.The Lamb & Packet pub set (ground floor) is currently being refurbished by the appointed contractor. We will have access the full day prior for set up of the rigging. An early recce is also taking place the week prior in liaison with the Masterplan Capital Projects Team. A member of LIS Learning & Technical Resources present.The pub set and street set will each involve a scene with two UCLan acting students, academic staff, a member of LIS Learning and Technical Resources and current media students. Hands on roles will be assigned to the visiting students.  |  | **Signed by Dean of Faculty / Head of School / Director of Service or their nominee:**John Holloway |  |  |
|  | **Date: 9/03/18** |  |  |

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| **List significant hazards here:** | **List groups of people who are at risk:** | **List existing controls, or refer to safety procedures etc.** | **For risks, which are not adequately controlled, list the action needed.** | **Risk level** |
| **General Public Safety**Injury due to overcrowding, lack of information provision, stewarding, security, etc. | Staff, students, visitors | [Health & Safety Procedural Guidance for the Management of Staff or Student Organised Events on the Preston Campus](http://www.uclan.ac.uk/safety_health_environment/assets/FM_SHE_058_Health_and_Safety_for_on_Campus_Events.docx)All students and staff must familiarise themselves with the [Code of Practice to ensure Freedom of Speech](https://intranet.uclan.ac.uk/ou/hr/Documents/code-of-practice-to-ensure-freedom-of-speech.pdf#search=Code%20of%20Practice%20to%20Ensure%20Freedom%20of%20Speech) and ensure any event they organise complies with the code.Suitability of venue to be evaluated prior to selection, taking into account numbers to be accommodated and the adequacy of fire safety arrangements.Events open to the public will be notified to the Premises License holder;Room capacities to be adhered to.Persons to be briefed in [UCLan emergency procedures](https://www5.uclan.ac.uk/ou/fm/resource-centre/External%20Library/Visitors%20%20and%20Contractor%20leaflet.pdf) and their role in an emergency.Housekeeping announcement at beginning of event;Stewarding of members of the public;Public Liability Insurance [First aid,](http://www.uclan.ac.uk/safety_health_environment/assets/Visitors__and_Contractor_leaflet.pdf) [accident reporting procedures.](https://intranet.uclan.ac.uk/ou/fm/resource-centre/External%20Library/Accident%20Report%20Form.doc) |  | Low |
| **Fire**Flammable materials, arson, electrical fault, burns | Staff, students, visitors | University [fire safety procedure](http://www.uclan.ac.uk/safety_health_environment/assets/Visitors__and_Contractor_leaflet.pdf)s, no smoking buildings, fire alarm system, fire marshals.Use of smoke machines or anything else that produces smoke or flame must be approved by Estates Helpdesk / SHE Section.Fire exists, routes, corridors, stairwells, etc. must be kept clear of obstructions;Combustible materials must not be placed in stairwells;Fire doors must not be wedged open;Sets / backdrops etc. must be made of, or treated to be flame retardant. | Any events that will entail the use of the Media Factory Atrium areas should be discussed with the [SHE Section.](http://www.uclan.ac.uk/safety_health_environment/index.php) | Low |
| **Manual Handling:****Moving/using equipment, tables, boxes, etc. Loading/unloading vehicles,** Injury due to poor lifting techniques. | Staff, students, visitors | [Information provision;](http://www.uclan.ac.uk/safety_health_environment/assets/Manual_Handling_Lifting_CodePDF.pdf)Maintain good posture when lifting or lowering equipment;Avoid twisting or bending to reduce the chance of back injury;Wear protective gloves to reduce the risk of damage to hands;Do not single-handedly attempt to lift anything that is “too heavy”;Be aware of awkward shaped loads and unevenly balanced loads. | Manual handling training has been completed by the organiser and best practice will be shared should this be needed.Estates Services are setting up the tables and chairs. | Low |
| **Working at height** (e.g. on ladders / step ladders to decorate venue)Injury due to fall from height, falling objects, etc. | Staff, students, visitors | Step stool and ladder risk assessments and [Working at Height Procedures.](http://www.uclan.ac.uk/safety_health_environment/assets/FM_SHE_020-Working_at_Height%281%29.docx)   | For set up of the Q&A stage set (7ft banners) low step ladders required to help join banners together with magnetic strips. | Low |
| **Slip / Trip / Falls**Poor lighting, trailing cables, discarded litter, obstructions in walkways, poor housekeeping | Staff, students, visitors | General ‘good housekeeping’ procedures;Walkways to be kept clear.Cables to be taped down/covered. Floor socket covers kept closed.Potential trip hazards to be monitored by events team. General inspections by Building Manager.Fault / maintenance reporting procedures.[First aid,](http://www.uclan.ac.uk/safety_health_environment/assets/Visitors__and_Contractor_leaflet.pdf) [accident reporting procedures.](https://intranet.uclan.ac.uk/ou/fm/resource-centre/External%20Library/Accident%20Report%20Form.doc) |  | Low |
| **Personal medication needs**Pre-existing medical conditions worsened by a particular activity | Staff, students, visitors | Persons advised to ensure personal needs are met and to inform staff where appropriate. | Specific risk assessment as required for persons with pre-existing medical conditions which may be worsened by the activity or egress to the building in the event of fire alarm activation.Visitors have been asked to indicate at the point of booking of any special requirements. | Low |
| **Violence/Aggression Unwanted visitors**Verbal and/or physical assault, loss / damage of equipment | Staff, students, visitors | Unwanted visitors to be notified to**:** [Security](http://www.uclan.ac.uk/visit/how_to_find_us.php) (24-hour security lodge) 01772 892068. Email: sservice1@uclan.ac.uk Out-of-hours building access procedure.University staff / student discipline procedures.Staff/Student Counselling |  | Low |
| **Electricity**Electric shock**,** burns | Staff, students, visitors | All UCLan electrical equipment PAT tested and regularly inspected for faults, faulty equipment to be removed from use immediately.Extension leads not to be linked together and adaptor blocks not used to join cables.All electrical maintenance and repairs are undertaken by competent personsA system of fault reporting is in place. Equipment awaiting repair or disposal is taken out of use[First aid,](http://www.uclan.ac.uk/safety_health_environment/assets/Visitors__and_Contractor_leaflet.pdf) [accident reporting procedures.](https://intranet.uclan.ac.uk/ou/fm/resource-centre/External%20Library/Accident%20Report%20Form.doc) | Any hired equipment must have appropriate PAT certification users of equipment must be competent to do so. | Low |
| **Food Safety** - **provision by UCLan catering**Food hygiene incidents, food contamination, allergies; | Staff, students, visitors | University HACCP, risk assessment & food safety management procedures. |  | Low |
| **Posters, notice’s, literature etc.** | Staff, students, visitors | [Regulations Governing Posters, Notices, Temporary Signs & Distribution of Literature](https://www.uclan.ac.uk/study_here/assets/images/governing-posters-temporary-signs-current.pdf) |  | Low |
| **Safeguarding Issues** Risk of abuse or false allegations | Staff, students, visitors | [University Safeguarding Policy and Procedures.](https://intranet.uclan.ac.uk/ou/student-services/prevent_safeguarding/SitePages/Home.aspx)Supervision by parents / guardians / school teachers / carer;DBS checks where appropriate;Staff/students should not work with children/VA’s on a 1-2-1 basis unless specifically assessed.Parental consent will be required especially if filming / photography is taking place.Do not contact or allow yourself to be contacted by a child or vulnerable adult through social networking sites such as Facebook.Do not give a child or vulnerable adult your personal contact details or ask for such from a child or vulnerable adult. | Mandatory training completed by the organiser. Visitors will be mainly for Sept 2018 entry – so mainly aged 17+.Teachers have been made aware at the point of booking that the staff:student ratio is their responsibility throughout the visit. | Low |
| **Use of car parks for events**Accident with vehicle | Staff, students, visitors | Approval and booking via Estates Estates / Car Parking Services.UCLan Car Parking Procedures.Speed restrictions in car parks.Well lit and well surfaced car parks. | Event attendees and vehicles using the car park must be kept separated - delineated area required.A1 pavement signs, a member of the car parking team and student ambassadors will be in position to guide visitors to the area (high vis jackets).  | Low |
| **Exhibition stands**Unstable, collapse, striking or hitting persons, trips. | Staff, students, visitors | Ensure stands are stable, flooring is level and suitable, stands that may be subject to wind should be weighted down. Stand legs/bases, boxes of leaflets, bags, etc., should not protrude into walkways or present a trip hazard to attendees or persons staffing stand. |  | Low |
| **Waste** | Cleaning / Building Staff | Waste materials must be removed and the room left in the state and design layout you found it. |  | Low |
| **Movement between locations** | Staff, students, visitors | A student ambassador assigned to each group for the sessions and will ensure road crossing will be via pelican crossing. |  | Low |
| **Tech set up** | Staff, students, visitors | LIS Learning & Technical Resources will complete their own risk assessment. |  | Low |
| **Third parties**Accidents related to insufficient knowledge of campus and UCLan safety procedures | Staff, students, visitors | Organisations, businesses, etc., undertaking activities on University premises should provide a risk assessment for that activity and evidence of public liability insurance.[General UCLan safety/emergency information to be provided to third parties.](https://intranet.uclan.ac.uk/ou/fm/resource-centre/External%20Library/Visitors%20%20and%20Contractor%20leaflet.pdf)[Ensure compliance with UCLan policy on Freedom of Speech](https://intranet.uclan.ac.uk/ou/sds/resource-centre/External%20library/Code%20of%20Practice%20to%20ensure%20Feedom%20of%20Speech.pdf) | Visiting College and Sixth Form groups will complete their own risk assessments. With agreement to do so via the online booking form. | Low |
| **Fire (Pub Set)*** **False activation**
* **Real fire situation**
 | Staff, students, visitors | Operational and commissioned fire alarm system with automatic detection located within main rooms and call points on means of escape routes within the building.Accessible areas restricted to the main bar/seating area only. All other areas locked-off and un-accessible for this event/building usage.Very short travel distances with two means of escape routes available.Two means of escape signed and available: main entrance door and rear means of escape via the yard.Emergency lighting provided and maintained/commissioned for safe operation.Directional means of escape signage provided as part of the emergency lighting provision for the building. | Display fire procedure notices with assembly point noted as rear car park.Building to be supervised throughout set-up and applicant day by nominated /designated person(s) responsible for notifying UCLan Security on 01772 896333 (emergency number) of any fire alarm activations to instigate emergency response by UCLan Security. Building must be emptied and fully secured when designated person(s) not present. Building not provided with land line so nominated/designated person(s) must have access to a mobile phone.Any temporary heating to be provided by UCLan and agreed with the Maintenance Section of Estates Services.Any electrical equipment used must be portable appliance tested.No sources of ignition to be introduced. | Low |