# Event Risk Assessment

This risk assessment contains generic control measures relevant to the management of events at Nucleus and has been pre-populated for the event organiser.

Generic control measures are detailed in black writing and must be read, understood and implemented by the event organiser who has ultimate responsibility for ensuring the event is safely managed.

The writing in red details information that must be included in the assessment to make it specific to your event. A failure to include this information will result in the event risk assessment being rejected which may delay the event.

Completed risk assessments must be emailed to [nucleus.bookings@ed.ac.uk](mailto:nucleus.bookings@ed.ac.uk) for the booking to be confirmed.

Guidance is available and the Event Organiser should seek help from their School/Department Safety Adviser if help is needed in completing the risk assessment.

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| **Title of Activity:** |  | |
| **Description of Work:**  *Please include information detailing:*   * *Where the event will be (room, location, building etc.)* * *Dates and times of the event* * *Numbers of individuals* * *How the event will be managed. This information must include:*  1. *Who is in control of the event and in charge of implementing control measures if required.* 2. *Arrangements for supervision of visitors* 3. *How delegates will be informed of fire and first aid emergency arrangements (e.g. verbally at the start of the seminar- see hazard identification section).* 4. *If your event is taking place outside of core hours, please ensure a first aider is present.*   The implementation of all control measures detailed in this risk assessment, and any other relevant risk assessments, are the responsibility of the event organiser. | | |
| Are you promoting a particular viewpoint or political position? | |  |
| Is the topic/theme potentially controversial?  *E.g. international conflict zone; terrorism or extremism; animal rights; hatred of e.g. certain religious groups; those of a particular sexual orientation; or those who are differently abled.* | |  |
| If you have requested use of the balcony area, please indicate name of person who agrees to supervise its use: | |  |

| **Hazard(s)** | **Present Risk** | **Control Measures** (i.e., alternative work methods / mechanical aids / engineering controls, etc.) | **Evaluation after control** |
| --- | --- | --- | --- |
| Emergency (fire and first aid)  Emergency (fire and first aid)  Slips, trips, falls  *Please insert any other relevant risks e.g. use of balcony, poster boards etc* | .  Medium  Medium  Medium | Emergency arrangements for fire and first aid must be considered for events. Event organisers, and/or supervisors of the event, must be clear on what action to take in an emergency and must ensure that delegates are aware of the evacuation procedures, fire escape routes and fire assembly point for the building.  **Fire Alarm activation**  All individuals must evacuate the area immediately, following the green running man signs to a final exit of safety. Individuals should assembly at the closest fire assembly point. Contact the security department on 2222. Supervisors and staff should be asked to support visitors who may be unfamiliar with the site and/or arrangements.  **Discovery of a fire**  Activate the red break glass point and evacuate immediately as above. Do not fight the fire unless it is blocking your only escape.  **First aid emergency**  Contact event organiser, informing them of your location, situation and that you need a first aider. A first aid kit and defibrillator are located at reception. In the unlikely event you cannot summon a first aider, summon an ambulance directly by dialling 999. Accidents, incidents and near misses should be recorded [here](https://www.ed.ac.uk/health-safety/accident-reporting).  Trailing wires etc are kept away from walking areas. All walkways to be kept clear of bags, coats, extra chairs etc. | Low  Low  Low |

**Engineering Controls:** *Tick relevant boxes*

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# Persons at Risk: Identify all those who may be at risk.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic staff |  | Technical staff |  | P’Grad students |  | U’Grad students |  |
| Maintenance staff |  | Office staff |  | Cleaning staff |  | Emergency personnel |  |
| Contractors |  | Visitors |  | Others |  |  |  |

**Additional Information:** Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

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| After each session a review should take place, identifying what went well, and any problems, and this risk assessment should be updated accordingly to prevent repetition of problems. Any accidents or incidents should be reported using the on line form available at: https://www.ed.ac.uk/health-safety/accident-reporting |

**Assessment carried out by:**

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| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | Review Date: |  |