

SOCIAL EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

Event Name	Darwin Lecture	Date	24 Nov 2009	Time	1700-2200
Location	Henley Business School (WK)	Event organiser	Fiona Blair	Event safety controller	Fiona Blair
Assessor		Date		Permission given by	Mike Keighley

Section 1 - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

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

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees	X	Contractors		Students	X
Children		Visitors	X	Special needs	

Please go to Section 3.

See Safety Guide 33 (revised) for more guidance on completing this risk assessment.

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Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
2	Full capacity audience expected (250-275) To arrive (and then later depart) within 20-30 minute window and to be in foyer area prior to moving into lecture theatre	Agreed fire capacities adhered to. All attendees have had to register and will be given a ticket upon arrival to ensure capacities maintained.			X	6 x staff on duty during evening to ensure safe movement of staff around building. Only ground floor of building to be used (staff briefed re. no children under 10years on other floors) Staff briefed on fire capacities and regulations
3	Foyer/Room G09 - Possible spillage of food and/or drink during set-up and reception Foyer/Room G09 – possible glass breakages.	Catering Services' staff are to be alert to this and immediately deal with ANY spillages using correct equipment from HBS cleaning staff cupboard. Staff are to be alert to this and immediately deal with ANY spillages using correct equipment from HBS cleaning staff cupboard.			X X	Building Manager to provide access key to cupboard Awareness that Security Control may be the only local provision of 1 st Aid assistance in the event of a medical incident
6	Movement of heavy tables & chairs required around ground floor before and after event	All movement of furniture and equipment to be undertaken by professional University portering staff or suitably trained individuals			X	Fiona Blair to be on hand during set-up and running of event to ensure that all access/fire/safety requirements adhered to esp. during period when building still fully operational.

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28	Correct employment of food handling regulations at all times when handling food and drink	Menu agreed with University catering management team and layout with Resources Manager			X	
		Food prepared offsite and delivered to building			X	