

# The Glasgow School of Art

## GSA Event Risk Assessment Procedure

August 2017

### Policy Control

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## 1. INTRODUCTION

This document provides guidance on procedures that should be in place at the Glasgow School of Art (GSA) to enable staff and participants to plan and organise events safely. GSA's Health and Safety Risk Assessment Procedure is a separate document which establishes an overarching framework for risk assessment, including event risk assessment.

Events at GSA require to be well planned in advance to ensure that all relevant questions for the event have been resolved. The erection, siting and dismantling of an exhibition/event/display/furniture can present a number of hazards, e.g. fire, electricity, manual handling, activation of the automatic fire detection system, etc.

This covers events under the direct control of GSA and can include a wide range of 'one-off', irregular or recurring activities – for example art installations, book launches, conferences, open days etc.

The appendices to this procedure contain further information and tools to assist in its implementation. These are:

*Appendix 1: Step-By Step Guidance for Risk Management of Events*

*Appendix 2: Event Risk Assessment Flow Chart*

*Appendix 3: Event Risk Assessment Form for Major Events*

*Appendix 4: Minor Event Checklist*

## 2. DEFINITIONS

### **An Event:**

In the GSA environment it is difficult to be specific regarding the definition of an event as 'events' can be many and varied in their content and may also be small or large gatherings.

For the purpose of this document an event is broadly defined as the use of any GSA Building which is not directly related to Research or scheduled Teaching. For clarity, student society meetings, social activities undertaken by internal stakeholders and bookings by external organizations will all be considered to be an event. No matter how large or small the event, it is vitally important that each event is considered separately and that each event has appropriate arrangements in place.

### **The 'Event Organiser':**

An Event Organiser is the person identified locally to control and manage all aspects of the health and safety of the event to ensure it runs smoothly and safely. The Event Organiser takes responsibility for the health and safety of all participants at the event – for a Minor Event this may be the same person who coordinates the whole event (depending on their authority and experience).

Once identified, the Event Organiser should be supported by the Executive Group Sponsor, Head of School or Department and/or their Line Manager, Programme Leader whichever is most applicable. They should, either themselves or with the support of a team, have the authority and experience to make decisions regarding the risks associated with the event. This may include adapting elements of the event 'on the ground' or even in some circumstances, calling a halt to an event.

### **Off-Site Events**

The term “off-site” encompasses all events held on non GSA premises/sites.

### **Licensing:**

Should your event need a license (e.g. if you are selling alcohol or if the event is provided to an audience of more than 500 persons at any one time) you need to ensure this is in place.

Further guidance on licenses can be sought from the Glasgow City Council website. Advice on Public Entertainment Licenses is available here: <https://www.glasgow.gov.uk/index.aspx?articleid=17461>

Please note other Local Authorities will have their own advice, guidance and procedures.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 Heads of School and Professional Support Areas**

Under the GSA Occupational Health and Safety Policy, Heads of School and Professional Support areas are accountable to their respective Executive Group Member. Heads of School and Professional Support areas have responsibility to ensure that within their programmes of risk assessment there is provision for assessing and controlling events and related activities that could result in any injury.

### **3.2 Executive Group Sponsors**

- Initial authorization of planning for event.
- Review and sign-off any relevant event risk assessment and supporting documentation (or enable a delegated nominee to give these on their behalf) for Major and Standard events.
- Ensure that appropriate management arrangements are in place where the event sponsored by them is organized by an external body.

### **3.3 Head of Department/Line Manager**

- Identify the appropriate person (including students if it is an event related to their academic activities) to carry out the Event Organiser role.
- Ensure the Event Organiser has enough support and management supervision to fulfil the health and safety requirements.
- Support the Event Organiser to decide whether extra or specialist support is required ‘on the day’.
- Ensure events within their remit only occur when fully signed off and with control measures in place.
- Give final sign off for Major and Standard events where they have been specifically nominated by the Executive Group sponsor to do so.
- Give final sign off for ‘Minor events’ within their area.

- Ensure the event risk assessment and other related documents are kept for three years after the event if an accident or incident occurs

### **3.4 Event Organiser**

- Plan, control and manage all aspects of the health and safety of the event to ensure it runs smoothly and safely.
- Ensure that any required risk assessment, licenses and authorisations are obtained, recorded and in place, and all relevant control measures implemented, before the event.
- Ensure that the appropriate people are aware of the event risk assessment and any supporting risk assessments and that any health and safety briefings required take place before the event.
- Ensure that contractors have provided risk assessments, Public Liability Insurance and any other documentation before the event occurs.
- Personally attend (or nominate a fully briefed appropriate delegate i.e. similar seniority/level to attend) the whole of a Major event, or be available throughout a Minor event.
- Have enough authority and experience (individually or through the support of a team and/or extra specialist support if necessary), to ensure the event goes safely on the day.
- If an accident or near miss occurs, ensure that it is reported in line with GSA's Procedure for Reporting Accidents, Incidents and Near Miss Events.
- Keep the risk assessments, along with any supporting documentation for at least three years after the event (especially if an accident or near miss occurred)
- Lead a post-event review for Major events to share learning points and ensure relevant staff are aware of any health and safety issues raised at the event.

### **3.5 Health and Safety Team**

- Offer advice and guidance to Event Organisers.
- Advise staff if they need to complete a risk assessment form for a Minor event

## **4. PROCEDURES**

### **4.1 RISK CATEGORISATION AND ASSESSMENT OF EVENTS**

The overall procedure is outlined within the *Event Risk Assessment Flow Chart* (Appendix 2).

In terms of health and safety, there should be focus on the significant risks – e.g. events that may include large crowds arriving, high risk activities that if uncontrolled may cause harm to people or to the fabric of the estate or loud noise.

There are three categories of events which require the relevant documentation to be signed-off by the appropriate person(s):

<b>Major Events</b>	
<p>Major Events incorporate any or all of the following:</p> <ul style="list-style-type: none"> <li>• More than 100 participants at one time (ticketed or non-ticketed)</li> <li>• A non-ticketed event that is open to the public and/or persons from external organisation(s) where the event organizer is unsure of how many people will attend</li> <li>• Children under 18 or vulnerable adults involved</li> <li>• Erecting or using inflatable structures (e.g. bouncy castles, installations), fairground rides</li> <li>• Working with animals</li> <li>• Using heavy machinery or lifting equipment (e.g. generators, cranes, forklifts etc.)</li> <li>• Bringing in external contractors (e.g. Caterers, marquee suppliers, etc.)</li> <li>• Involves any road closures</li> <li>• Using amplifiers or a PA system inside or outside of buildings</li> <li>• Extensive manual handling (e.g. setting up a stage) or erecting tents or marquees</li> <li>• Off-site events</li> <li>• Excavations e.g. digging a deep hole for an art installation</li> <li>• Events where Construction Design Management Regulations 2015 applies</li> </ul>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Phoenix Exhibition</li> <li>• Degree Show</li> <li>• Graduate Degree Show</li> <li>• Major Conference by external body i.e. Fund Raising event, International/professional body</li> <li>• Major conference organised and hosted by GSA held on GSA premise.</li> </ul>
<b>Standard Events</b>	
<p>Your event is categorised as a Standard event if it incorporates any or all of the following and must not include any of the activities listed above under Major Event:</p> <ul style="list-style-type: none"> <li>• Involves between 40 and 100 participants at any one time</li> <li>• A ticketed event that is open to the public and/or persons from external organisation(s) where you are not sure how many people will attend</li> <li>• Provision or selling of alcohol</li> <li>• Bringing in external contractors (e.g. caterers etc.)</li> <li>• Erecting tents or marquees</li> <li>• Using amplifiers or a PA system inside or outside of buildings</li> <li>• Extensive manual handling (e.g. setting up a stage)</li> <li>• Public performances (musical/theatrical; indoors or outdoors)</li> <li>• Working at height (e.g. on a platform)</li> </ul>	<p>Examples include:</p> <ul style="list-style-type: none"> <li>• Exhibition opening where less than 100 people are expected.</li> </ul>

<ul style="list-style-type: none"> <li>• Events held outside normal hours</li> </ul>	
<b>Minor Events</b>	
<ul style="list-style-type: none"> <li>• Minor events where less than 40 people are expected at any one time</li> <li>• Minor events must not include any of the activities listed above under Standard or Major Event.</li> <li>• Minor events do not require a written <b>event</b> risk assessment form, however you should still think through the risk assessment process, using the <i>GSA Minor Event Checklist</i> as an aide-memoire. You should refer to the GSA Health and Safety Risk Assessment Procedure as activities/tasks involved with the event may require general or other Risk Assessments.</li> <li>• If there are any health and safety concerns or think there may be a significant risk, in the first instance speak to your Line Manage. If further advice is required this can be sought from the Health and Safety Team. The event may have to be re-categorised and therefore require a written Event Risk Assessment Form</li> <li>• Once satisfied all significant risks have been minimised, you can go ahead with local authorisation of the event</li> </ul> <p><i>Minor events that would not usually need a written risk assessment include:</i></p> <ul style="list-style-type: none"> <li>• <i>Internally-organised conferences and talks during normal working hours in appropriate GSA buildings</i></li> <li>• <i>People who choose (or pay us) to come onto GSA premises to film or take photographs if they stay outside the buildings, on the ground and without introducing any additional risk provided they adhere to GSA's general Health and Safety requirements and any specific requirements relating to filming/media activities relevant to the type of event.</i></li> </ul>	

## 5. EVENT SIGN OFF

Before a Standard or Major event goes ahead, the Executive Group Sponsor or their nominee should ensure that:

- Any necessary permissions have been provided via internal or external parties
- All necessary risk assessments are completed
- Any necessary insurances and licenses are in place
- If external contractors are used, that the required documents have been reviewed and agreed
- The Event Organiser (or their fully briefed nominee) will attend and manage the event

Before a Minor event goes ahead the Head of Department/ line manager should ensure that:

- Any required permissions are in place
- Any significant risks have been considered and minimised
- The Event Organiser (or their fully briefed nominee) will be available throughout the event

## APPENDIX 1: STEP-BY STEP GUIDANCE FOR RISK MANAGEMENT OF EVENTS

The following steps are illustrated within *Appendix 2: Event Risk Assessment Flow Chart*

### 1. Identify the Event Organiser

Staff member – is identified to take on the role of ‘Event Organiser’.

Students – if the event is being organised by:

- A student as part of their academic activities their tutor/programme leader should support them to carry out effectively the role of Event Organiser.
- An individual student or student society, the event should be overseen by the student’s association, so long as it is not part of academic activities.

### 2. Categorisation

First decide which of the three categories your event fits into:

- Major - Complete your event risk assessment, as appropriate
- Standard- Complete your event risk assessment, as appropriate
- Minor event - You may not need to complete a written risk assessment, however you should still think through the risk assessment process

### 3. Identify Executive Group Sponsor

Area/School	Executive Group Sponsor
Academic	The Deputy Director
Innovation	The Deputy Director
Finance and Resources	The Director of Finance and Resources
Development	Development Director
Professional Support Areas	Registrar and Secretary
The School of Fine Art	The Head of The School of Fine Art
The School of Design	The Head of School of Design
The Macintosh School of Architecture	The Head of The Macintosh School of Architecture
The School of Simulation and Visualisation	The Head of Simulation and Visualisation
The School of Innovation	The Head of School of Innovation
Marketing and Strategic Planning	The Head of Strategy and Marketing
Research and Enterprise	The Head of Research and Enterprise
Learning and Teaching	The Head of Learning and Teaching

### 4. Prepare the relevant documentation

You may need to attach other documents to your Event Risk Assessment Form, for example, if you plan to bring an external contractor on site (e.g. outside catering, performers, PA system, marquee company etc.) you will need to check and attach:

- Proof of the contractor's public liability insurance
- If appropriate a copy of their method statement (a step-by-step plan to explain how they carry out a task which requires careful actions, e.g. erecting a marquee).

## **5. Documentation Sign-Off**

Before the event goes ahead, the Executive Group Sponsor (for Standard/Major events) and the Line Manager (for Minor events) should ensure that any necessary:

- Event Risk Assessment or Minor Event Checklist (dependent on the risk categorisation) is completed
- licenses are in place
- if external contractors are used, that the required documents have been checked and agreed

## **6. During the Event**

The Event Organiser (or a fully-briefed delegate) must be present throughout a Major event. They should hold copies of all relevant documents (e.g. risk assessment, licenses etc.) and ensure it runs smoothly, with emergency plans in place and deal with any issues that may arise. For a Minor Event, the Event Organiser (or a fully briefed nominee) must be available (with all relevant information) throughout the event to deal with any issues and ensure it runs smoothly.

Depending on the event, there may be a need for extra (sometimes specialist) support on the day to ensure that the event goes safely and smoothly.

Make sure that enough information, pre-event instruction or training to relevant people – for example helpers or people who may be affected (e.g. by loud noise or by extra traffic on site).

Should an accident or near miss happen, it should be reported in line with GSA's Procedure for Reporting Accidents, Incidents and Near Miss Events

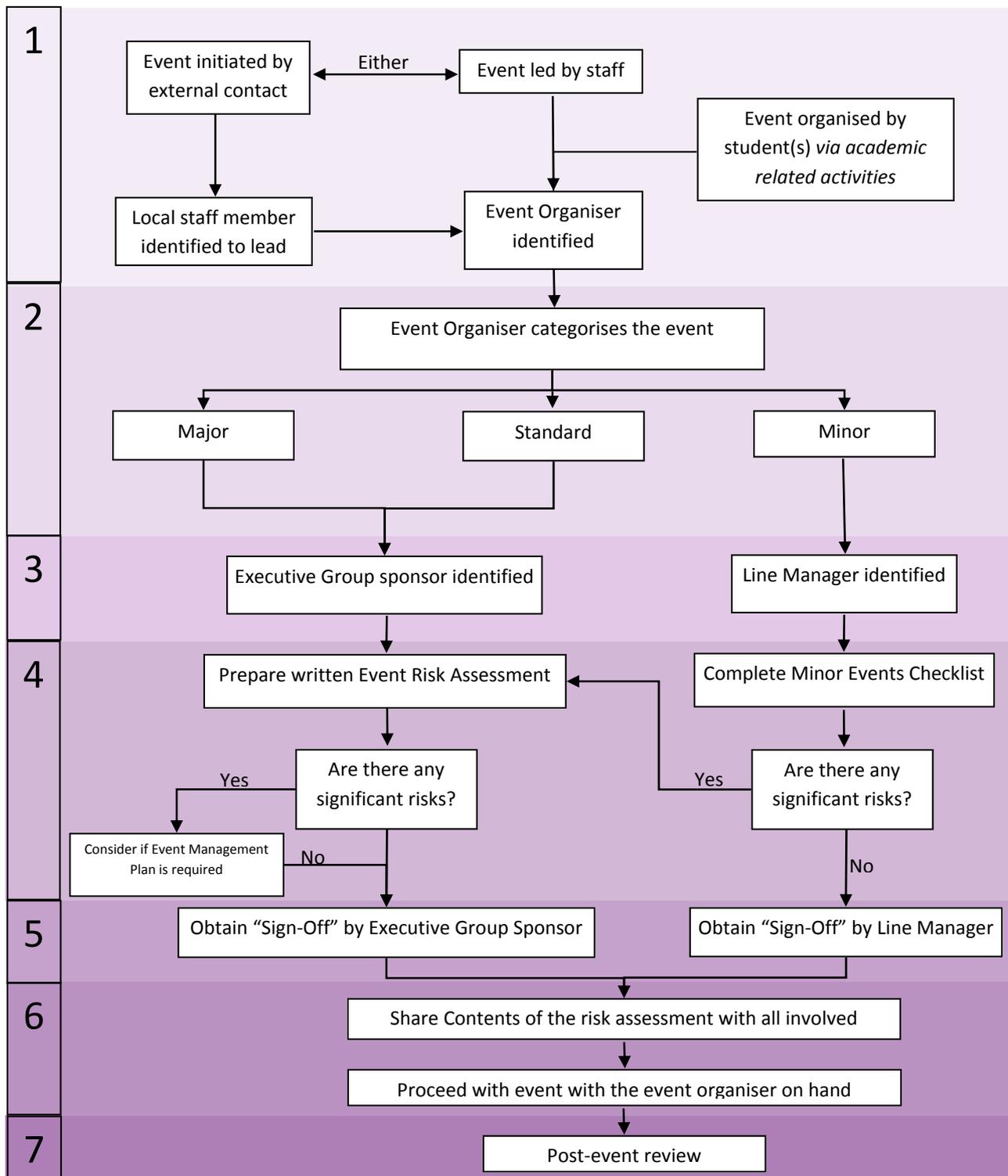
## **7. Post-event review**

After the event, review it and share any relevant health and safety learning points with event organisers, including external parties if appropriate and also the Health and Safety Team.

Keep the event risk assessment forms and other documents on file for at least three years, particularly if there has been an accident or incident.

For further information on document retention you should also refer to the Records Retention Schedules relating to Corporate Management which can be found on the Records Management page of the GSA website: <http://www.gsa.ac.uk/about-gsa/key-information/records-management/>

**APPENDIX 2: EVENT RISK ASSESSMENT FLOW CHART**



**APPENDIX 3: EVENT RISK ASSESSMENT FORM**

**Event Risk Assessment Form for Major and Standard Events**

Section 1				
<b>Event Name:</b>		<b>Event Organiser Information:</b>	<b>Name (print):</b>	
<b>Location/site/premises:</b>			<b>School/ Department:</b>	
<b>Date (period) and time of Event:</b>			<b>Tel:</b>	
<b>Event Type</b>	Major <input type="checkbox"/> Standard <input type="checkbox"/>		<b>Email:</b>	
<b>Description of Event:</b>				

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**Section 2**

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
1	Over-crowding in rooms/ areas used	<p>How many people invited or expected?</p> <ul style="list-style-type: none"> <li>• Check the maximum capacity of the room/area when making the booking.</li> <li>• Eventbrite (or equivalent) should be used when appropriate to monitor numbers of attendees.</li> <li>• Check if the room/space has</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		suitable layout for event, if not this should be arranged to take into consideration fire safety and access/egress						
2	People unfamiliar with buildings	<ul style="list-style-type: none"> <li>• Signs should be displayed to direct attendees.</li> <li>• For large numbers, stewards should be used to direct attendees through buildings/areas e.g. Student helpers.</li> </ul>						
3	Stewarding	<ul style="list-style-type: none"> <li>• Extra local stewarding cover may be needed at weekends and evenings at entrances this may include members of staff, students and/or volunteers</li> <li>• For very large events external stewards may be required such as InHouse Stewards etc.</li> <li>• Estates Department should be informed in advance of the event.</li> <li>• Building to be checked at the</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		start of event and cleared and checked at the end to ensure all attendees have left the building.						
4	First aid	<ul style="list-style-type: none"> <li>• You should refer to the HSE guidance, in particular Table 2: <a href="http://www.hse.gov.uk/pubns/in dg214.pdf">http://www.hse.gov.uk/pubns/in dg214.pdf</a></li> <li>• If there are no trained staff members available, you may need to source First Aid provision from an external supplier e.g. Red Crest.</li> <li>• Staff and helpers should be familiar with the location of first aid box and who the nearest first aider is.</li> </ul>						
5	Electrical safety	<ul style="list-style-type: none"> <li>• Avoid trailing cables. Equipment should be positioned near power/data sockets. Any trailing cables should be covered by cable protectors.</li> <li>• Floor boxes should be used</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		<p>correctly ensuring they do not cause a trip hazard and that all cables are fed in/out of the boxes safely.</p> <ul style="list-style-type: none"> <li>• Avoid overloading sockets – check sufficient power sockets in room, use fused extension sockets and RCD's (residual current device).</li> <li>• All electrical equipment older than one year should be portable appliance tested.</li> <li>• Keep electrical equipment and cables at least 1 metre away from liquids</li> <li>• Use purpose designed cables for outdoors events</li> <li>• For further guidance on this you should refer to <a href="#">The GSA Guide to Safe Use of Electrical Extension Systems</a></li> </ul>						
6	Manual Handling	<ul style="list-style-type: none"> <li>• Manual Handling should be avoided where possible.</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		<ul style="list-style-type: none"> <li>Any planned manual handling should be assessed in line with the <a href="#">GSA Manual Handling Risk Assessment Procedure</a>.</li> </ul>						
7	Accessibility	<ul style="list-style-type: none"> <li>Are people invited or expected, who have impaired mobility, sight or hearing?</li> <li>Request details of individual needs via Eventbrite registration.</li> <li>Check wheelchair access to rooms and facilities, induction loops, arrangements for helper or guide dog etc, if requested</li> </ul>						
8	Children and young people	<p>Are people under 18 invited or expected?</p> <ul style="list-style-type: none"> <li>Children must be supervised at all times while on GSA premises</li> <li>Check if staff and helpers need Scottish Criminal Records Office (CRO) or Disclosure Scotland clearance - see HR Policy</li> <li>Are planned activities and art installations safe and suitable for children and young people?</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
9	Food and refreshments	<ul style="list-style-type: none"> <li>• Information about food hygiene law and good practice at <a href="http://www.foodstandards.gov.scot/user-type/catering-retail">http://www.foodstandards.gov.scot/user-type/catering-retail</a></li> <li>• Ensure caterers will remove leftover food, rubbish and crockery afterwards</li> <li>• If self-catering, designate staff to clear and dispose of leftovers and rubbish etc.</li> <li>• Care should be taken when carrying full and especially part full cases/boxes/ bags of liquid to prevent breakages and minimise the risk to individuals from slips and cuts.</li> <li>• It is recommended that plastic glasses are used for events to aid cleaning up and further reduce glass breakages which could spoil the event.</li> <li>•</li> </ul>						
10	Noise	<ul style="list-style-type: none"> <li>• Schedule noisy events for times and dates to cause least disruption to other staff, students and residents</li> <li>• Inform Strategy and Marketing in advance if local residents could</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		be disturbed						
11	Building Activities	<ul style="list-style-type: none"> <li>• All works, partition walls, structures must be built to suitable construction standards and be checked prior to public access by a named member of staff.</li> <li>• Good practice must be carried out including working at heights, electrical &amp; equipment safety, and manual handling for information on this you should refer to the Occupational Health and Safety page of the GSA website.</li> <li>• A General Risk Assessment should be carried out for all installation works. Further information can be found within <a href="#">GSA Health and Safety Risk Assessment Procedure</a></li> </ul>						
12	High Risk Activities	<ul style="list-style-type: none"> <li>• Higher risk events or art installations, e.g. involving fire hazards, dangerous activities or unusual locations, must be agreed with the Head of Department or equivalent in professional support area and subject to a separate risk</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		assessment <ul style="list-style-type: none"> <li>• If these activities are part of Degree Show/Graduate Degree show, then degree show protocols should be completed for any installations which introduce these risks</li> </ul>						
13	Off-site Events	<ul style="list-style-type: none"> <li>• You should discuss with the off-site venue their arrangements for items such as:               <ul style="list-style-type: none"> <li>○ Emergency arrangements including fire assembly point and exit procedures.</li> <li>○ Disabled access and egress</li> <li>○ First Aid provision</li> <li>○ Security provision</li> <li>○ Insurance</li> <li>○ Any other restrictions/arrangements</li> </ul> </li> </ul> <p>Please note the above list is not extensive however it provides a brief guide of areas which should be taken into account when arranging an off-site event.</p> <ul style="list-style-type: none"> <li>• You should also refer to the GSA Health and Safety in Fieldwork</li> </ul>						

No.	Significant Risk	Controls and precautions against the hazards	Who may be harmed?	Is residual risk acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L x S) Refer to ERA Matrix for clarification.	Action by whom	Action by when
		Procedure : <a href="http://www.gsa.ac.uk/media/1323761/GSA-OHSMS-Procedure-H-and-S-in-Fieldwork.pdf">http://www.gsa.ac.uk/media/1323761/GSA-OHSMS-Procedure-H-and-S-in-Fieldwork.pdf</a>						
14	Other hazards							

Section 3							
<b>Major</b>	Event Organiser	Name:		Executive Group Sponsor (or delegated nominee)	Name:		
		Signature:			Signature:		
		Position:			Position:		
		Date:			Date:		
<b>Standard</b>	Event Organiser	Name:		Head of Department/ Line Manager	Name:		
		Signature:			Signature:		
		Position:			Position:		
		Date:			Date:		

## Event Risk Assessment Risk Matrix

OVERALL RISK (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD	5	5-MED	10-MED	15-HIGH	20-HIGH	25-EXTREME
	4	4-LOW	8-MED	12-HIGH	16-HIGH	20-HIGH
	3	3-LOW	6-MED	9-MED	12-HIGH	15-HIGH
	2	2-LOW	4-LOW	6-MED	8-MED	10-MED
	1	1-LOW	2-LOW	3-LOW	4-LOW	5-MED

<b>Risk Rating</b>	The level of risk for an activity is obtained by matching the likelihood of an accident occurring against the severity of the outcome if that accident occurred (i.e. likelihood multiplied by severity).
	<b>General Risk Rating</b>
<b>Tolerable (1 to 4)</b>	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.
<b>Medium (5 to 10)</b>	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High (12 to 20)</b>	The event should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
<b>Extreme (25)</b>	The event must not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

**APPENDIX 4: MINOR EVENT CHECKLIST**

**GSA Minor Event Checklist**

<b>Event Title:</b>					<b>Location:</b>			
<b>Event Description:</b>					<b>Date/Time of Event:</b>			
					<b>Event Organiser:</b>			
	<b>Points for consideration</b>				<b>Tick Box</b>			<b>Comments</b>
					Yes	No	N/A	
<b>1.</b>	Have you checked that your event includes none of the elements that would make it a Major or Standard event?							
<b>2.</b>	Do you expect less than 40 attendees at any one time?							If no; you may have to re-categorise your event and complete a risk assessment.
<b>3.</b>	Have you read through the event risk assessment procedure?							
<b>4.</b>	If the attendees are visitors, will they be briefed on GSA's safety arrangements around fire and other emergency /evacuation procedures?							
<b>5.</b>	Have you informed estates of your event?							
<b>6.</b>	Have you booked an appropriate room/space for your event?							e.g. correct type, location, size, capacity
<b>7.</b>	Have you considered and identified arrangements for disabled access/egress?							

<b>8.</b>	Has First Aid provision been considered?				If <b>yes</b> , What measures are put in place?
<b>9.</b>	If you are providing food, is the supplier aware of the following? : <a href="http://www.foodstandards.gov.scot/user-type/catering-retail">http://www.foodstandards.gov.scot/user-type/catering-retail</a>				
<b>10.</b>	Have you read through the event risk assessment procedure?				
<b>11.</b>	Have you confirmed that there are no significant risks associated with the event?				If no; you may have to re-categorise your event and complete a risk assessment.
<b>12.</b>	Will you (or an informed delegate) be available during the event?				
<b>13.</b>	Will an after-event debriefing take place to assess the positives and negatives to feed into future events?				
Completed By (PRINT):		Signed:		Date:	
Head of Department/ Line Manager (PRINT):		Signed:		Date:	