

EVENT RISK ASSESSMENT FORM – MAJOR/STANDARD EVENTS



Event name:	Urban Arts Events		Event type:	Major <input checked="" type="checkbox"/>	Standard <input type="checkbox"/>
Location/site/premises:	Reid Lecture Theatre		Date (period) and time of event:	28 th June 2018	
Executive Group Sponsor confirmation (please refer to Section 3.2 of the Event Risk Assessment document and tick one relevant box):	As Executive Group Sponsor, I confirm I will be responsible for authorisation and sign-off of this event <input checked="" type="checkbox"/>		As Executive Group Sponsor, authorisation and sign-off for this event has been delegated to the nominee below <input type="checkbox"/>		
	Executive Group Sponsor name:	Jane Doe	Delegated Nominee name:		
	Position:	Director of Development	Position:		
Event Organiser information:	Name:	Joe Bloggs	School/Department:	Development	
	Telephone:	Ext. #####	Email:	J.Bloggs@gsa.co.uk	
Description of event:	<p>The Urban Arts Events will be a collaborative event between the Glasgow Urban Lab and GSA. The School will host an external audience of up to 100 guests.</p> <p>Time: 18.00pm – 20.00pm</p> <p>Format: drinks reception in the foyer of the Reid Lecture theatre, followed by a discussion event in the auditorium.</p>				

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/ or If acceptable, list general observations	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"> • Check the maximum capacity of the room/area when making the booking. • Eventbrite (or equivalent) should be used when appropriate to monitor numbers of attendees. • Check if the room/space has suitable layout for event, if not this should be arranged to take into consideration fire safety and access/egress 	Staff, public	Yes	<p>Up to 100 guests invited. Between 80 – 100 anticipated.</p> <p>Full guest list will be provided by collaborators and visitors will be checked in to the event.</p> <p>All catering details will be verified with GSA internal caterers.</p>	1	Joe Bloggs	20.06.18
2	People unfamiliar with buildings	<ul style="list-style-type: none"> • Signs should be displayed to direct attendees. • For large numbers, stewards should be used to direct attendees through buildings/areas e.g. Student helpers. 	Staff, public	Yes	Two members of GSA Development staff and GSA janitorial staff will be on hand to guide and direct visitors.	1	Joe Bloggs	28.06.18

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3	Stewarding	<ul style="list-style-type: none"> • Extra local stewarding cover may be needed at weekends and evenings at entrances this may include members of staff, students and/or volunteers • For very large events external stewards may be required such as InHouse Stewards etc. • Estates Department should be informed in advance of the event. • Building to be checked at the start of event and cleared and checked at the end to ensure all attendees have left the building. 	Staff, public	Yes	<p>Two members of GSA development staff will be present for the duration of the event.</p> <p>Estates Department have been made aware of the event in advance.</p>	1	Joe Bloggs	28.06.18
4	Fire	<ul style="list-style-type: none"> • Ensure all staff and stewards know what to do if the fire alarm sounds or they discover a fire • Staff and stewards clear room and direct people to fire assembly point Garnett Hill Park 	Staff, public	Yes	All staff and attendees will be provided with health and safety information – including evacuation procedures - at the start of the event, during the welcome talk.	1	Joe Bloggs	28.06.18

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		<ul style="list-style-type: none"> • More health and safety information at http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/ • If activity or installation likely to activate fire alarm (dust, steam etc), check with Health and Safety Officer prior to activity for advice • Where partition walls have been erected, ensure additional escape route directional signs are placed in line of sight to nearest fire exit 						
5	First aid	<ul style="list-style-type: none"> • You should refer to the HSE guidance, in particular Table 2: http://www.hse.gov.uk/pubns/in dg214.pdf • If there are no trained staff members available, you may 	Staff, public	Yes	One first aider from the Development Department will be present for the duration of the event.	1	Joe Bloggs	28.06.18

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		<p>need to source First Aid provision from an external supplier e.g. Red Crest.</p> <ul style="list-style-type: none"> Staff and helpers should be familiar with the location of first aid box and who the nearest first aider is. 						
6	Electrical safety	<ul style="list-style-type: none"> Avoid trailing cables. Equipment should be positioned near power/data sockets. Any trailing cables should be covered by cable protectors. Floor boxes should be used correctly ensuring they do not cause a trip hazard and that all cables are fed in/out of the boxes safely. Avoid overloading sockets – check sufficient power sockets in room, use fused extension sockets and RCD's (residual current device). 	Staff, public	Yes	A member of GSA IT staff has been appointed for the event and will be present for the duration of the event.	1	Joe Bloggs	28.06.18

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		<ul style="list-style-type: none"> All electrical equipment older than one year should be portable appliance tested. Keep electrical equipment and cables at least 1 metre away from liquids Use purpose designed cables for outdoors events For further guidance on this you should refer to The GSA Guide to Safe Use of Electrical Extension Systems 						
7	Manual Handling	<ul style="list-style-type: none"> Manual Handling should be avoided where possible. Any planned manual handling should be assessed in line with the GSA Manual Handling Risk Assessment Procedure. 	n/a	n/a	There are no manual handling activities planned for this event.			
8	Accessibility	<ul style="list-style-type: none"> Are people invited or expected, who have impaired mobility, sight or hearing? 			This will be confirmed in advance of the event, with appropriate		Joe Bloggs	28.06.18

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		<ul style="list-style-type: none"> • Request details of individual needs via Eventbrite registration. • Check wheelchair access to rooms and facilities, induction loops, arrangements for helper or guide dog etc, if requested 			measures implemented where necessary.			
9	Children and young people	<p>Are people under 18 invited or expected?</p> <ul style="list-style-type: none"> • Children must be supervised at all times while on GSA premises • Check if staff and helpers need Scottish Criminal Records Office (CRO) or Disclosure Scotland clearance - see HR Policy • Are planned activities and art installations safe and suitable for children and young people? 	n/a	n/a	There are no children or young persons expected to attend the event.			
10	Food and refreshments	<ul style="list-style-type: none"> • Information about food hygiene law and good practice at http://www.foodstandards.gov.scot/business-and-industry/industry-specific-advice/catering-and-retail 	Staff, public	Yes	Catering is being provided by GSA internal caterers.		Joe Bloggs	28.06.18

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		<ul style="list-style-type: none"> • Ensure caterers will remove leftover food, rubbish and crockery afterwards • If self-catering, designate staff to clear and dispose of leftovers and rubbish etc. • 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. • It is recommended that plastic glasses are used for events to aid cleaning up and further reduce glass breakages which could spoil the event. 						
11	Noise	<ul style="list-style-type: none"> • Schedule noisy events for times and dates to cause least disruption to other staff, students and residents • Inform Strategy and Marketing in advance if local residents could be disturbed 	n/a	n/a				
12	Building Activities	<ul style="list-style-type: none"> • All works, partition walls, structures must be built to 	n/a	n/a				

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		<p>suitable construction standards and be checked prior to public access by a named member of staff.</p> <ul style="list-style-type: none"> • Good practice must be carried out including working at heights, electrical & equipment safety, and manual handling for information on this you should refer to the Occupational Health and Safety page of the GSA website. • A General Risk Assessment should be carried out for all installation works. Further information can be found within GSA Health and Safety Risk Assessment Procedure 						
13	High Risk Activities	<ul style="list-style-type: none"> • 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 assessment 	n/a	n/a				

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		<ul style="list-style-type: none"> • 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 						
14	Off-site Events	<ul style="list-style-type: none"> • You should discuss with the off-site venue their arrangements for items such as: <ul style="list-style-type: none"> ○ Emergency arrangements including fire assembly point and exit procedures. ○ Disabled access and egress ○ First Aid provision ○ Security provision ○ Insurance ○ Any other restrictions/arrangements <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>	n/a	n/a				

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		<ul style="list-style-type: none"> You should also refer to the GSA Health and Safety in Fieldwork Procedure : http://www.gsa.ac.uk/media/1323761/GSA-OHSMS-Procedure-H-and-S-in-Fieldwork.pdf 						
15	Other hazards							

Sign off

Event organiser	Name	Joe Bloggs	Event Type	Major <input checked="" type="checkbox"/> Standard <input type="checkbox"/>	Event sign off*	Name	Jane Doe
	Signature					Signature	
	Position	Development Officer				Position	Director of Development
	Date	26.04.18				Date	26.04.18

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*For Major or Standard Events, sign-off must be obtained from Executive Group Sponsor or their delegate nominee.

EXAMPLE

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

Risk Rating	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).
	General Risk Rating
Tolerable (1 to 4)	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.
Medium (5 to 10)	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.
High (12 to 20)	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.
Extreme (25)	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.