# Event Risk Assessment

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.

Please complete this form and return to [infhs@inf.ed.ac.uk](mailto:infhs@inf.ed.ac.uk) for the event to be approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Event:** | |  | | |
| **Date and time:** | | *Eg 12th July, 10.00-15.00* | | |
| **Event Format:** | | | | |
| **Time** | **Venue** | | **Activity** | **Numbers** |
| *Example:*  *9.00-9.30*  *9.30-17.00*  *12.30-13.30* | *Atrium*  *G.07*  *Atrium* | | *Welcome refreshments*  *Conference*  *Lunch* | *20*  *50*  *30* |
| **Activities involved in the event:** | | * *Activities involved in the event eg:*   + *Seminar*   + *Workshop session*   + *Robotics demonstration*   + *Catering*   + *etc* | | |
| **Event management plan:**  *Please include information detailing:*   * *How the event will be managed. This information must include:*  1. *Name of event organiser* 2. *Name of event controller* 3. *Any arrangements for social distancing. Social distancing is not required in Scotland but it is recommended events be set up to allow attendees to practice social distancing if they choose. Practical examples include splitting the event into smaller groups, seating plans, multiple catering stations etc.* 4. *Arrangements for supervision of visitors* 5. *How attendees from outside School of Informatics will be informed of required information (eg fire and first aid emergency arrangements - see Informatics Events Guidance for all details)*   **The implementation of all control measures detailed in this risk assessment, and any other relevant risk assessments, are the responsibility of the event organiser.** | | | | |

**Hazard Identification:** Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. See Informatics Events Guidance

| **Hazards** | **Present Risk**  (L/M/H) | **Control Measures** | **Risk after controls**  (L/M/H) |
| --- | --- | --- | --- |
| Covid-19 | M | * Organiser should advise that anyone with Covid symptoms should not attend * Hands should be washed/sanitised upon arrival and frequently throughout the day * Room occupancy must not be exceeded * Where available windows/vents should be opened to allow fresh air to circulate * Face coverings are encouraged | **L** |
| Fire | M | * Organiser should advise attendees of:   + location of fire escape routes   + muster point (George Square Gardens or Crichton Street beside Informatics)   + whether a drill/test of the alarm is due on the day of the event * On any emergency alarm activation, organiser should ensure that attendees leave the building by the nearest fire exit without delay * Prior to the event, organisers should ask attendees to declare if they have any mobility issue which may mean they require assistance to evacuate in case of alarm   + In such cases the person should be guided to the nearest refuge point by the meeting organiser, then use the call point to notify the Fire Controller of their presence. An evacuation team will be arranged. | L |
| Trip hazards | L | * Organiser to ensure walkways are kept clear * Equipment to be sited in position which keeps cables out of walkways   + Any that must intrude on walkway to be taped down | L |
| Spills – slip hazard | L | * Within the meeting space, drinks should be in sealable containers (eg bottle, Keep Cup etc) * In case of a spill, organiser should arrange for this to be cleaned up asap using implements from cleaners’ store | L |
| Electricity | L | * Regular electrical testing takes place on native electrical equipment within events spaces * External attendees should ensure that any electrical equipment being brought on site is safe for use (for example through Portable Appliance Testing, etc) | L |
| Catering – food allergies | L | * Prior to the event, organiser should canvas attendees to identify dietary requirements   + Anyone with severe allergies should be encouraged to identify themselves to event organisers and make them aware of location of medicines, etc * Approved caterer to be used and food to be served clearly identified | L |
| Security | L | * Any attendees from outside the School are to be advised not to leave event space * Should access through School areas be unavoidable, organisers should accompany attendees * UoE attendees (including from the School) should wear their UoE ID card | L |
|  |  |  |  |

*Add rows as necessary*

**Engineering Controls:**

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| Mechanical ventilation will be used in combination with natural ventilation (where possible) to reduce the theoretical risk of Covid-19 in the air. Mechanical ventilation is routinely checked by estates and has been optimised to ensure consistent and suitable airflow patterns in line with technical standards and recommendations (based on maximum room occupancy numbers) |

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic staff |  | Technical staff |  | Postgraduate students |  | Undergraduate students |  | Maintenance staff |  | Visitors |  |
| Office staff |  | Cleaning staff |  | Emergency personnel |  | Contractors |  | Others |  |

**Additional Information:**

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**Assessment carried out by:**

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

**Approved by:**

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