

Hall Event Risk Assessment Guidance

Introduction

The following guidance is designed to help anyone organising or managing Hall events to write, check and review their risk assessments. The lists of standard activities, significant hazards and corresponding controls below are not exhaustive. They are offered purely as guidance. They can be adapted, amended or added to as necessary. The information contained in the risk assessment, depends on the activities that are happening at the event, the hazards identified and the level of risk present.

Key areas of guidance

The first section is headed “**Activities**”. The activities listed are reasonably predictable in respect of regular Hall events, however, this list can be added to, as and when necessary.

The second section is headed “**Significant Hazards**”. Most event risk assessments will have significant hazards which will appear regularly in Hall event risk assessments and a list of these hazards appears below. However, there may be some other significant hazards that you may identify which do not appear in this list. These can be added to the Hall event risk assessment as necessary, making the event risk assessment unique to each event.

There is also a list of suggested controls headed; “**Corresponding existing control measures**” that correspond to each **Significant Hazard**. Again, this list is not exhaustive and can be adapted, amended or added to as you see fit. Remember, each Hall event is unique, as is the event risk assessment.

Other areas of guidance

Brief guidance is also included on who might be harmed and how, and how to quantify the risk rating.

The Event Organiser should ensure that any control measures are put into action and monitored for effectiveness. Any additional identified **Significant Hazards** that do not appear in the list must be added and suitable control measures put into action. The risk rating should then be reassessed and reduced to tolerable levels. (**See the risk guidance – rating matrix in the Hall Events Risk Assessment template document**).

Finally, I have included an outline of the Hall event process, a list of key contacts and generic guidance on planning an event (a Hall event safety plan checklist). This will assist those who are putting together an Event Safety Plan. (You can find an “Event Safety Plan and Checklist” at; <http://www.lboro.ac.uk/services/health-safety/topics/event-health-and-safety/>).

It consists of a simple checklist, again, not exhaustive, which, once the questions are answered and the information provided, will form a plan which will support the event risk assessment.

Outline of Hall event process

1. Proposal form completed by the organiser - 2 weeks in advance of the event.
2. Form to Hall Warden - either YES or NO decision from Hall Warden.
3. Event Risk Assessment to be completed by Event Organiser, including generic risk assessment where available supplemented by specific significant hazards and control measures for

the event. The risk assessment is to be signed by the Event Organiser and where applicable, provide a contractor form and permit to dig (for Unite and UPP halls), PA (noise nuisance) forms to be sent to the Community Relations Officer, Security Services and the University Health and Safety Service.

Hall Warden to review risk assessment and sign it off, offer advice or supplementary comments. Further advice can be sought from the University Health and Safety Service (Tel 222181 or email; hse@lboro.ac.uk)

Activity(s):
<ul style="list-style-type: none">■ Provision of catering and refreshments e.g. BBQ's, Hog Roasts, Bars.■ Provision of Inflatable and other types of play equipment. E.g. bouncy castles, slides, Sumo, Gladiators, bungee runs, Fairground rides etc.■ Erection of temporary structures e.g. marquees, gazebos, stages, lighting rigs etc■ Use of live or recorded music, PA systems, crowd noise etc. leading to nuisances.■ Provision of special effects; e.g. fireworks, lasers■ Travel to and back from externally hosted events e.g. River Cruise parties, paintball etc.
Significant hazards:
<ul style="list-style-type: none">■ Fire and Emergency<ul style="list-style-type: none">■ Layout of activities, tables or seating may restrict fire exit routes■ Sources of ignition or fuel for fires, (e.g. electrical equipment, LPG, smoking (external events) and the presence of combustible materials (e.g. decorations, litter etc.) increase the risk of fire and its effects.■ Failure to evacuate quickly and safely. People unaware of evacuation procedure■ People with impaired mobility may have difficulty evacuating■ Unforeseen changes which put the event as a whole, at risk, e.g. severe weather, bomb threat, suspicious packages etc. ■ Slips, trips and falls<ul style="list-style-type: none">■ Large numbers of people trying to move around area may trip and fall or cause an obstruction, leading to injuries.■ Injuries to guests, employees or contractors due to slip and trip hazards in and around the event area, including trailing cables, waste such as discarded cans, glass bottles etc and Bouncy Castle tethering ropes or uneven ground. ■ Overcrowding:<ul style="list-style-type: none">■ Overcrowding of the area may create an uncomfortable room temperature, (internal events). The ingress of uninvited persons may cause tensions. Overcrowding may also delay evacuation of the area in the event of an emergency. It can cause aggressive behaviour as well as fainting and illness.

- **Manual handling:**
- Movement of heavy or awkwardly shaped loads such as chairs or tables, display stands and equipment may lead to back injuries or other manual handling related injuries.

- **Working at height:**
- People falling from height due to :
- Use of unsuitable equipment such as chairs or tables to gain access to height.
- Improper use of inappropriate or damaged stepladders or ladders.
- Overly boisterous or gymnastic behaviour on an item of inflatable play equipment, e.g. Bouncy Castle, causing someone to fall from the equipment or land awkwardly.

- **Electrical equipment:**
- Electric shock, burn, explosion or fire from the use of unsafe transportable or portable electrical equipment.

- **Food borne pathogens or contamination**
- Inadequate attention to food hygiene, inadequate washing facilities or food storage facilities can lead to people suffering ill health through exposure to food borne pathogens.
- Some attendees may have food intolerances

- **Unsafe activities by third parties:**
- Performer, service provider or contractor activities that may put attendees at risk, e.g. fire eaters, stilt walkers etc.

- **Stress**
- Potential stressors are:
- Not allowing sufficient time and resources for planning and delivery of the event. E.g. late notice of the event to stakeholders.
- Noise, food smells or other disturbances may affect the local community or other users of the premises, thereby causing a nuisance.

- **Unruly behaviour / violence**
- Event attendees may engage in horseplay, irresponsible or aggressive behaviour, particularly if under the influence of alcohol, potentially injuring others.
- Overly boisterous or inappropriate gymnastic behaviour on inflatable play equipment
- There is a risk to security if money is being taken during the event, the person responsible for that activity must have adequate security arrangements in place.

- **Welfare facilities**
- Too few toilets (male/female)
- Poor levels of hygiene through overuse, misuse or lack of maintenance of toilets
- Lack of hot or warm water, soap and towels for hand washing.
- Lack of fresh drinking water

<ul style="list-style-type: none"> ▪ Damage to underground Services ▪ Are any marquees, tents or other structures being erected which need securing using pegs or spikes longer than 6 inches? <i>(Note: If yes, a Permit to Dig (PTD) is required from Facilities Management. Contact the FM helpdesk on 222 121 for further information).</i> 	
Who might be harmed?	
<ul style="list-style-type: none"> ▪ Students and their guests ▪ University employees and visiting presenters, service providers and contractors. ▪ People attending the event. ▪ People who may be especially at risk: children, people with disabilities, pregnant or nursing mothers, people with food intolerances ▪ Passers by 	
How might they be harmed?	
<ul style="list-style-type: none"> ▪ What types of injury, ill effects or damage might occur e.g. bruises, lacerations, fractures, loss of consciousness, death, damage to property etc. 	
Initial risk rating	
<ul style="list-style-type: none"> ▪ Using the risk rating matrix attached to the Hall events risk assessment template, assess the risk rating for the identified hazards taking into consideration the existing controls already in place. Decide if this rating is tolerable, or if you need to do more to reduce the level of risk to a more tolerable level. Put the controls in place, monitor their effectiveness, record the risk assessment and review the risk assessment regularly. 	
Corresponding existing control measures:	In Place? Y / N / NA
<p>Fire and other emergencies:</p> <ul style="list-style-type: none"> • Provide fire-fighting equipment (FFE). (Only trained people should use FFE). • Number of attendees plus Event staff must not exceed room or site capacity, (where applicable). <p><i>(NB: If you do not know the room/site capacity, contact the University Fire Safety Officer in good time).</i></p> <ul style="list-style-type: none"> • Ensure means of raising the alarm and communicating quickly with event staff is available (e.g. confirm availability of mobile phones, emergency numbers are distributed prior to the event). Ensure batteries are charged and spares available. • Where appropriate, a suitable number of fire exits are provided in suitable places and clearly signed. • Exits and signage must not be obscured or obstructed. • All event safety staff are made aware of emergency evacuation procedures, assembly points and how to summon the emergency services. • Ensure decorations are not positioned close to heat sources (e.g. spotlights) <p>Candles / naked flames must not be used without prior permission of the University Fire Safety Officer. If used, they must be fire retardant.</p> <ul style="list-style-type: none"> • Where practicable, advise attendees of emergency arrangements at the start of the event. • If practicable, ask attendees to inform you of any disabilities that may impair them in the event of an emergency e.g. mobility issue. Seek advice from the University Fire Safety Officer. 	

- Unplanned changes may introduce risks to the event e.g. severe weather events which cause ground conditions to deteriorate, structure collapse, security threat etc.
- Unexpected events which may lead to last minute changes that could increase risk. (E.g. moving an outdoor event inside leading to overcrowding).

Slips, trips & falls:

- Equipment is arranged so that cables etc do not trail across the floor. If unavoidable, provide cable covers.
- For outdoor events check the ground is level, without holes or slopes and not liable to become excessively slippery. Temporary non-slip surfaces may be required.
- Event organisers should inspect the site on the day of event for potential slip and trip hazards.
- Event organisers to ensure event staff monitor for trips hazards such as discarded litter and that exit routes and gangways are kept clear of obstructions.
- Proper supervision by the contractor and event staff, of inflatable play equipment, to ensure that users do not fall from the equipment injuring themselves.

Overcrowding:

- Room / site capacity numbers to be adhered to. If the event is likely to be popular, consider controlling numbers through issue of tickets, use of “clickers” at access points, monitored by Stewards.
- Take account of furniture and equipment and how it’s arranged. Ensure sufficient space for people to move safely and fire exits are kept clear.

Manual Handling:

- Only employees trained in safe manual handling techniques should consider moving heavy furniture and equipment. Handling aids should be provided where required. A manual handling risk assessment should be undertaken where manual handling is a hazard.
- Manual handling safe lifting techniques training is available from the University Health and Safety Service.

Working at Height:

- A Working at Height risk assessment must be carried out and suitable access equipment provided. Use the right equipment for the job
- Check the condition of equipment prior to the event to ensure it is safe. Report defects and have equipment replaced or repaired as required.
- Provide work at height training to users of ladders and stepladders in their safe use.
- Mobile scaffolds and mobile elevated platforms should only be used by people who are trained and competent to do so.
- Only ladders prescribed as suitable for use in the workplace can be used. (e.g. British Standard (BS) Class 1 ‘Industrial’ or BS EN 131

Electrical Equipment:

- Following an electrical safety risk assessment, all portable or transportable electrical equipment must have undergone a system of visual checks, formal inspections and / or (where necessary) Portable Appliance Tests

(PAT)). Where contractor's portable electrical equipment is used, records of their PAT tests should be accessible and provided upon request.

- Portable electrical heaters must not be used outside.
- Minimise use of extension leads and do not join several together. ("Daisy chaining"). If an extension reel is used, the cable must be fully unwound from the reel before use.
- Only electrical equipment manufactured to the appropriate British Standard, should be used externally.

Food borne pathogens or contamination:

- Where possible, food should only be supplied by Campus Living. Where food is supplied, whether charges for food are made or not, by event staff or members of the Hall Committee, it is strongly recommended that Catering Managers guidance is sought and followed. **(See "Events – Key Contacts")**.
- External Contractors providing services such as catering, e.g. hog roasts, fish & chips, burgers, ice cream and drinks, (alcoholic or otherwise), etc must receive local induction, before they start work. *(Internal contractors e.g. Campus Living, are exempt.)*
- External Caterers must comply with the University Food Safety Policy. External caterers must be on the preferred suppliers list; (For advice contact the catering management team (See "Events Contacts List" below).
- External Caterers must comply with the University external food service provider policy guidance.
- External Caterers must complete the "External Food Service Provider Questionnaire". (Copies can be obtained from Catering Managers (See below "Events Contacts List"). This should be sent to Catering Managers for approval.
- Food suppliers are responsible for ensuring hygiene and food safety requirements are met. They are also responsible for ensuring their catering equipment is safe. The event organiser must ensure that if using external contractors, they are fully insured and competent and carry out their operations safely and in accordance with food safety requirements
- The event organiser should check that the food supplier is registered with their home local authority and ascertain their food rating. E.g. "scores on the doors". *(Go to the Food Standard Agency website; <http://www.food.gov.uk/>)*
- If practical, check whether attendees have any special dietary needs. Foods containing allergens such as peanut oil must be labelled as such, to alert those with a peanut allergy.

Unsafe activities by third persons

- Confirm that performers, service providers or Contractors have up to date Public Liability insurance (minimum £5 million cover). If the Contractor is not from the approved list obtain a copy of their certificate.
- Where proposed activities of performers, service providers or contractors may create significant risks, they must provide their risk assessment, method statements and arrangements for protecting the public, which should be checked by the Event organiser.

- Only Approved Contractors providing inflatable play equipment should be hired to provide such services. **(Where necessary seek advice from University Health and Safety Service).**

Stress

- Plan the event well in advance with agreed milestone dates for achievement of key activities. Put a running order in place and arrange regular event planning meetings. Maintain good communication with stakeholders throughout.
- Consider potential impacts on other premises and neighbours. If unable to avoid disruption, inform them in good time and agree how disruption will be minimised.
- Check what other events are taking place on Campus at the same time as yours to avoid clashes. **(Where necessary seek advice from University Health and Safety Service (Tel; 222181), or Security Service; (Tel;222141).**
- Confirm the event organiser is aware of the University protocol on voice P.A and broadcast music and the event is being organised in accordance with this guidance. **(Note ; where necessary, an “Approval form for – no drinking zone P.A.Systems and broadcast music” should be sent to the Community Relations Officer; (Tel;228696).**

Unruly behaviour / violence

- Ensure the event staff are informed on how to contact the Security Services or Emergency Services.
- Where money is being taken during the event, the person responsible for that activity must have adequate security arrangements in place.
- Agree with event staff beforehand what action to take if attendees are drunk or are behaving inappropriately.
- Games involving drinking alcohol as a forfeit, or in the form of a competition, are prohibited by University Regulations (Reg.XIX).

Welfare facilities

- Confirm sufficient number of male and female toilets for the number of attendees and that they are accessible.
- Welfare facilities should be checked regularly during the event to ensure they remain serviceable, clean and usable.
- Poor light levels: If an event is held after dark, you must provide sufficient additional lighting.

Damage to underground services

- If UPP or UNITE Halls, a Permit to Dig (PTD) is required from Facilities Management(FM). (Contact the FM helpdesk on 222121 for further information). If not, the pre-arranged, pre-scanned temporary structure anchor points should be used. A PTD will not therefore be required.

Additional information;

Events - Key Contacts

Key contacts

- **University Health & Safety Service website;** www.lboro.ac.uk/admin/hse; (Go to: “Specialist Safety Topics” and then click: “Events”, for general event safety advice and guidance webpages).
- **University Health and Safety Service;** 222181 or email hse@lboro.ac.uk. (General health and safety enquiries – risk assessment - anything unusual which might have a health and safety element, have legal implications or is in any way different to normal events – this might include (but is not limited to), funfairs, bungee jumping, barbecues, events involving animals and any events involving children).
- **University Community Relations Officer;** Tel; 228696. (Approval for outdoor events wanting to use certain open spaces such as Shirley Pearce Square – use of PA systems and amplified music).
- **University Events Team;** 222252 / 222393 or email; events@lboro.ac.uk (Permission to use, and take bookings for, certain open spaces including Shirley Pearce Square).
- **University Security Service Managers;** 223750 (Parking (including permits for visitors and contractors– people and traffic movements - emergency and other security issues)
- **University Fire Safety Officer;** 222182 (Fire safety – room capacities – loan of fire-fighting equipment).
- **University Insurance Officer;** 228032 / 222026 (Enquiries around Public and Employers liability insurance matters)
- **Campus Living Health and Safety Co-ordinator;** 228569. (Hall events risk assessment – Contractors inductions – Accommodation).
- **Corporate Service Teaching Support;** 222199 or email; teachingsupport@lboro.ac.uk. 222198 (Room bookings)
- **Corporate Services - Sustainability;** 228085 / 228083 (Travel issues (liaising with Kinch buses to avoid disruption of the campus bus service, & Waste issues)
- **Facilities Manager Sport & Humanities;** 223667 (Specific enquiries around Sports Facilities (liaising with SDC), James France exhibition area, School Of Arts (including Martin Hall).
- **Facilities Management Helpdesk;** 222121 or email; fmhelpdesk@lboro.ac.uk. (General facilities enquiries, electrical connections, repairing defects, caretakers)
- **Facilities Management Grounds and Gardens,** via FM Helpdesk; 222121 or email; fmhelp@lboro.ac.uk. (Guidelines for events to be held on ornamental lawns and all other grass areas – underground services).
- **imago sales office;** 01509 633030 or email; info@welcometoimago.com, (Conference and catering activities, offering outstanding meeting venues and accommodation, food and extensive sport and leisure accommodation and event facilities).
- **Loughborough Students Union;** 01509 635000 (Promotion of your event – Rag office / Community Action office etc).
- **Facebook (Closed group);** “Hall Events Health and Safety Management”.
- **Food Safety – Catering**
Delivered Service - Deliveredservice@lboro.ac.uk / 01509 222666
- **Food Standards Agency;** <http://www.food.gov.uk/>. (Food ratings for checking external caterers and food hygiene advice)
- **Alcohol Licensing / Temporary Event Notice (TEN);** Debbie Price (**Food & Beverage Operations Manager tel; 228516** (If you or a contractor are selling alcohol (or your event has music or dancing), you may need a licence. This is decided on a case-by-case basis).
- **Sports Development Centre Business & Events team;** 226220 (email; sportsevents@lboro.ac.uk)

- **University Unmanned Aircraft Systems (Drones) Operations Coordinator;** uasoperations@lboro.ac.uk or Hugh Weaver Deputy H&S Manager 222183).
- **National Association of Inflatable Hirers;** <http://www.naih.org.uk/>. (*Guidelines on the safe operation of inflatable play equipment e.g. Bouncy Castles*).

Generic guidance on planning an event (an event safety plan checklist)

For each Hall event;	Yes/No
Have key personnel been identified? E.g. Event Organiser and other event staff such as stewards? Who will be responsible for health and safety at the event?	
Do you need any special permissions e.g. temporary road or car park closures, Temporary Event Notice (TEN), etc?	
Is the site suitable for your event?	
Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?	
Have you passed on all the health and safety information to the relevant people at the University and sought the appropriate approval? (See "Events – Key Contacts").	
Have you notified the University Security Services?	
Have you notified the University Health and Safety Service?	
Do you know how many people you are expecting?	
Do you know where the entrances and exits are, in the location you are using?	
Are the entrances and exits controlled, stewarded / students, suitable for disabled persons, and appropriately signed?	
Do you have trained, briefed and clearly identifiable stewards / students?	
Have you met the needs of those with specific needs (e.g. mobility etc)?	
Have you set up a reliable system of communication between key people? E.g. radio / mobile phone	
Have you completed the PA systems form and sent to the relevant persons.	
Are emergency procedures in place? E.g. how will the emergency services be contacted if necessary?	
Can emergency vehicles get on and off the site easily?	
Do you have adequate first aid facilities and trained first aider cover?	
Do you have effective fire control measures in place?	
Are there arrangements for stopping the event during an emergency?	
Have you ensured as far as reasonably practicable that any Contractors are competent? For Contractors not on the approved list, have you obtained Contractors health and safety policies, training document, public liability insurance and safety method statements?	
Have you contacted FM Helpdesk to arrange Contractor inductions and issue of swipe cards? (See "Events – Key Contacts").	
Have you obtained food safety documentation from any external catering contractor? (For Food Safety advice See "Events – Key Contacts").	
Have you arranged for adequate waste provision?	
Have you provided necessary information e.g. maps, site plans, details of gas, Electricity and water supply and an outline of the event?	
Are crowd control barriers necessary?	
Do you need any other special arrangements e.g. for lost property, drinking water, toilets, noise control, car parking?	
Do you have an emergency plan?	
Has a person been allocated to make decisions in an emergency?	
Have you agreed risk assessments for the contracted work and the preventative and protective steps that will apply when work is in progress?	