# **Risk Assessment – Demonstrations / Exhibits**



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| **Provider** | **Who you are** |
| **Activity Title** | **As written in EMS / Programme** |
| **Activity Date** | **When the event takes place** |
| **Activity Location** | **Where the event takes place** |
| **Activity description** | **What you are planning to deliver** |
| **Who will be exposed to the hazard** | **staff, speakers, members of the public** |
|  | This risk identification document considers any hazards specific to the activity greater than every day hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments. |
| **Hazard** | **Control measures** | **Rating after control measured applied** |
| * What potential is a risk
 | * What actions you will take to minimise or remove this risk
 | Low / Medium / High – please detail one. |
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| EXAMPLE – Use of materials in a demonstration – Staff and member of the public may be at risk from the materials used.  | * This will be specific to your event - Hazardous/unhygienic substances/objects/equipment you may be using ( see footnotes)
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| EXAMPLE - Manual handling – movement of heavy boxes and equipment* Event coordinators and staff may suffer injuries such as strains or bruises from handling heavy or bulky equipment
 | This will be specific to your event |  |
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| EXAMPLE - HousekeepingSlips, trips and fallsBlocked isles* Anyone attending the event may slip and trip over obstacles which could result in injury. This slip risk may be increased in wet weather as water is trailed into the buildings, as people rush into buildings and do not pay attention.
 | This will be specific to your event |  |
| Electrical equipment* Risk of serious injury due to electrical shock
 | * All electrical equipment will be PAT tested and must display an in-date test sticker
* A visual inspection will be conducted before using any electrical equipment
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| **Coronavirus- Venues**  | * **Please check with and follow all venue requirements about public health and the mitigation of Coronavirus that are in place at the time of your event. Your venue will be able to inform you of these. These may relate to face coverings – ventilation – hand washing - social distancing and venue capacity. Please detail these here.**
* **For information please refer to University Coronavirus advice here:** [**https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni**](https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni)
* **Advice on practical measures you should follow in regard to physical spaces can be found here:** [**https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/practical-safety-measures**](https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/practical-safety-measures)
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| Fire* Risk of panic and major injury from burns and smoke if the people are trapped in buildings
 | **For serious incidents, Emergency Services will be contacted immediately on 999 or 112 from a mobile giving the exact location of the event*** All fire exits will be kept clear
* All event stewards will be made aware of emergency evacuation procedures and assembly points
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| Food safety* Potential risk of food poisoning
 | * Food provided will be bought in, industrially made and freshly opened
* Items requiring refrigeration will be stored appropriately until service
* Hot drinks are only to be drunk in a designated area during designated times.
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| Overcrowding * Overcrowding of venues may lead to fire risks, accidents and panic.
 | * Room capacities will not be exceeded
* Tickets will be checked at the door
* If tickets are made available on the door, it will only be up to the event limit
* Adequate staffing will be provided for the number of people expected
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| Evacuation * Large scale evacuation of buildings may lead to overcrowding and panic.
 | * All visitors will be made aware of the evacuation strategy, including emergency exit locations, routes, and meeting points
* staff will lead evacuations and ensure all people have been removed from the building
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| Disruptive audience members | If an audience member disrupts an event by talking/shouting at the speaker* Let the person have their say for a short time. Interrupt and thank them for their comment. Ask if they have a specific question
* If no question and they continue to comment or their language becomes unacceptable, interrupt and say that the audience has come to hear the speaker/complete the event, that there may will be time at the end of the event for constructive discussion, that we would appreciate if they allowed the event to continue and if they continue they will be asked to leave.
* If this negative interruption continues, ask the speakers to take a short break. Ask the person to leave.
* If the disruption becomes physical, the person is immediately asked to leave and the police called immediately to report the situation
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| Child Protection including vulnerable adults* Accusations of abuse or complaints relating to children and vulnerable adults
 | **Safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999.**The Cambridge Festival aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable.Event Co-ordinators will fully assess any situations of lone working or lone contact with children/vulnerable adults, minimise these where possible, and ensure all necessary safeguarding is pursued in these instances.* Physical contact with children and vulnerable adults should be avoided
* Do not take a child or vulnerable adult to the toilet
* Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others
* Do not engage in a personal relationship with a child or vulnerable adult
* Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted
* Good practice includes valuing and respecting children and vulnerable adults as individuals and modelling of appropriate conduct which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism

If a child or vulnerable adult accuses a member of staff/student helper of abuse, report this immediately to the event co-ordinator or designated person* If you are the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said.
* If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the event co-ordinator or designated person, who will access the Children Protection Issues Manager (UC HR)
* Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
* If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the event co-ordinator or designated person

Typically the event co-ordinator would take the following steps:* Write down everything that has given cause for concern and say why. This would be done as soon as possible, and certainly within 24 hours of the allegation
* Ask the member of staff/student helper against whom the allegation has been made to keep records of all conversations, meetings attended, and letters received and telephone calls relating to the allegation;
* Record any dates and times of incidents and any contact with the child/vulnerable adult’s parents/ carers. Only the facts would be recorded, not personal opinions or assumptions unless supported by facts
* Record any explanation for the injuries of behaviour given by the child/vulnerable adult and/or member of staff/student helper
* Record who the child or vulnerable adult has come into contact with and in what context since the allegation (where known)
* Follow the procedure laid down in the CSC’s Child and Vulnerable Adult Protection Policy.
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| Name of eventco-ordinator:  | Signature: | Date: | Supervisor/ Safety Officer: | Signature: | Date: |

Please complete and adapt this risk assessment to suit your organisation. Please forward to the Safety Officer in your organisation to be signed off, before returning a copy to the Public Engagement Office in order to benefit from the University’s PLI cover. Before the event takes place, please ensure that this risk assessment is circulated to all staff and volunteers involved in running this event so that they may familiarise themselves with arrangements. See also the co-ordinators’ volunteer briefing document for a guide to communicating essential information to all involved on the day. For any question, the Festival co-ordinators are based remotely and at The Old Schools, Trinity Lane, Cambridge, CB2 1TN and can be contacted on CambridgeFestival@admin.cam.ac.uk

1 A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures High pressures **Chemical hazards** **Biological hazards Genetically Modified Organisms**

**Ionising radiations** **Lasers**  Sharp objects **Dusts** Work at heights **Animal houses**

Magnetic fields Machinery hazards Electricity **Manual Handling** Noise Vibration

Falling objects Collapsing structures Flooding Slips, trips and falls Asphyxiant gases **Flammable gases**