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| **Date:** (1)Feb 2024 | **Assessed by:** (2)Heather Richards | **Checked / Validated\* by:** (3) Checked: School Safety Advisor Validated: Claire Alexander, Head of School | **Location:** (4)On-campus locations& Off-campus locations (University supplier approved venues only)  | **Assessment ref no** (5)SoSS Generic Risk Assessment (F) – Events | **Review date:** (6)Aug 2025 |
| Task / premises: (7) **This Generic Risk Assessment has been approved by the Head of School (HOS) for SoSS events.**This risk assessment applies to SoSS staff and students and their visitors. It is suitable for the following types of event:* Open Days held at University buildings– involving information stand, lectures, videos, Q&A sessions and tours of the buildings and campus.
* Talks, Lectures, & Workshops – held off and on-campus
* Receptions – held off and on-campus
* Networking events – held off and on-campus

A full risk assessment must be completed for any extra hazards not covered by this Generic Risk Assessment and must be sent to soss.risk@manchester.ac.uk for School approval. Key to Result Column: T = trivial risk A = adequately controlled, no further action U = unable to decide, further information required N = not adequately controlled, action plan required for improvements to risk control |
| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
| Permission to undertake activity  | Poor planning Financial riskUniversity’s reputation might be damagedActivity not fit for University businessPoor communication | ParticipantsUniversity’s reputation might be damaged | * Read through the [HSE’s event safety website](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTEsInVyaSI6ImJwMjpjbGljayIsInVybCI6Imh0dHBzOi8vd3d3LmhzZS5nb3YudWsvZXZlbnQtc2FmZXR5L3J1bm5pbmcuaHRtP3V0bV9zb3VyY2U9Z292ZGVsaXZlcnkmdXRtX21lZGl1bT1lbWFpbCZ1dG1fY2FtcGFpZ249Z3VpZGFuY2UtcHVzaCZ1dG1fdGVybT1ldmVudHMtMSZ1dG1fY29udGVudD1kaWdlc3QtMTctbWF5LTIzIiwiYnVsbGV0aW5faWQiOiIyMDIzMDUxNy43Njg1NjU2MSJ9.zOQmI4v-VPTwEBCuswKZ6Bl6weI_iVigQBta8gcNtNc/s/1307780501/br/196250181846-l) when planning an event
* For each activity, permission should be sought via line manager approval
* Activity must follow risk assessment measures
* Activity should not proceed until permission has been given.
* Permission has been given to book the venue.
* If booking external venues they must be a University approved supplier.
 | Low | A |
| Accessibility facilities | Not following accessibility legislationRisk of not being able to evacuate person from venue | Participants | * The school has created an environment whereby all staff, visitors and students are able to access/exit school premises safety and efficiently. For off-campus venues, activity leaders must ensure accessibility facilities in place if required by participants
* Suitable arrangements for access to the venue are made for disabled participants and any participants who identify need for assistance.
* A personal emergency evacuation plan (PEEP) is offered to participants who may require assistance evacuating the venue(s)
* Activity leaders to be aware of nearest refuge areas for venue and inform participants with a PEEP of where they are located.
* Accessibility issues are considered including access, comfort, moving around the venue, emergency evacuations.
 | Low | A |
| Accident, incident, near miss | Damage,Injury,Ill-healthMissed learning and resolving larger issue from near miss | ParticipantsDamage,Injury,Ill-healthMissed learning and resolving larger issue from near miss | * The Activity Leader to familiarise themselves with the [University’s first aid procedures](https://www.staffnet.manchester.ac.uk/campus-management/faqs/#health)
* Activity organisers will consider the provision of adequate first aiders and first-aid kits for each activity.
* Any accidents or incidents must be reported using the [Accident/incident/near-miss/illness report form](http://www.healthandsafety.manchester.ac.uk/)
* Event organiser to brief participants in any emergency evacuation requirements.
* It is good practice to carry out a visual check of the event space 48 hours before, if practicable.
* Any faults, repairs or maintenance issues identified should be reported immediately to Estates Helpdesk for repair/replacement for on campus, or event venue staff if off-campus
* Reasonable standards of housekeeping are maintained and checked prior to activity.
* Participants are reminded of housekeeping during introductions.
* Trailing cables must be positioned neatly away from walkways or highlighted with hazard tape.
* Floors kept clean, dry and clear of obstructions particularly exit routes. Spillages to be cleared immediately
* Waste bins are supplied for general and recyclable waste
* Cabinet drawers and doors are kept closed when not in use
* Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification.
 | Low | A |
| Action in the event of an emergency | Not being aware of the evacuation procedure in the event of an emergency. | Participants Injuries/chemical contaminationLack of assistance out of hoursLack of awareness/unacceptable behaviours when the fire alarm sounds resulting in delayed evacuation /trapped by fire or other life-threatening incident. | * Users are instructed and empowered to act if they suspect an emergency situation to activate the fire alarm to trigger evacuation of the building.

On-campus venue:* First aiders are available and First Aid Notices are situated in prominent places around the venue if first aid is required.
* Contact Security (0161-306-9966, or 69966 from an internal phone). All Security staff are first aid trained.
* Defibrillators are located throughout campus, please see [map](https://www.manchester.ac.uk/discover/maps/interactive-map/?defibrillators) for nearest location

Off-campus venue:* Event organisers consider if University first aid trained staff required to attend event or if sufficient first aid help available in venue’s staff and emergency services
* Event organisers check if defibrillator available nearby for public use
 | Low | A |
| Consumption of food | All individuals at risk of illness caused by • allergy• failures of temperature control or food handling  | ParticipantsRisk of illness | * Order catering from University supplier that will be delivered and served fresh at the event
* Organiser to seek dietary requirements and alerted of any allergies
* The food will remain covered until it is time to eat, so that it remains as fresh as possible.
* If burners supplied by catering team, they must be supervised and not left unattende
 | Low  | A |
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| Electrical equipment (use of both Personal and University Owned) | Electric shocksFireDamage to other electrical equipmentMisuse of electrical appliance, faulted electrical appliance. | ParticipantsBurns, Smoke inhalation, Damage | * All University equipment should undergo Portable Appliance Testing (PAT).
* Check equipment has a valid PAT label before use.
* Damaged equipment should be taken out of service and either replaced or repaired.
* Equipment whether personal or UoM owned must comply with relevant standards such as the British Standard or EU standards.
* All office equipment used in accordance with the manufacturer’s instructions.
* In lecture theatres eating or drinking is discouraged to minimise the risk of spillage onto electrical equipment.
* Bottles of water should be kept closed when not in use and stored beneath desks to avoid spillage onto any equipment.
* Liquid spills should be cleaned up immediately.
* Visual checks before use to make sure equipment, cables and free from defects
 | Low | A |
| Fire prevention and protection | FireSmoke | ParticipantsDamageIll healthInjury | * Organisers responsible for safety and, if required, evacuation of visitors.
* Introductions cover security and fire awareness and include how to locate and use a fire door to exit the building and the location of the fire assembly point(s). Introductions also cover the need for high general housekeeping standards.
* On campus:
* fire alarm systems are in place and tested weekly on day at time. Participants to be made aware if test is to be expected. Evacuation marshals attend suitable training and assist where possible during evacuations during normal working hours.
* Direct participants to fire action notice at entrance to buildings.
* Ready access to fire extinguishers is available for use by trained users.
* Ensure participants are aware of no smoking policy at all inside venues in the UK and no smoking policy on campus by entrances
 | Medium  | A |
| General comfort | Temperature/ ventilation/ lighting/ furniture | ParticipantsFailure of the infrastructure can result in discomfort | On-campus venue: maintained by Estates* Building defects should be reported to [Estates Helpdesk](https://www.estates.manchester.ac.uk/) or by calling 0161 2752424
* Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification.
* Emergency lighting will turn on if standard lighting system is faulty to ensure there will always be light in the areas.
* Access and egress must be kept free from obstructions and trip hazards

Off-campus venue: organisers to consult with venue contact if issue arises during activity | Low | A |
| Interaction with members of the public | Damage to University’s reputation | Members of the local communities where activity is heldUniversity’s reputation might be damaged | * Any concerns that the activity might raise with local communities are considered. Under these conditions, having clear permissions to hold the event is important
* Be sensitive to how members of the public may view the activity.
 | Low | A |
| Line of command | Poor communication | ParticipantsUniversity’s reputation might be damagedEvent programme may not be followed | * Activity Leaders must be members of staff and are responsible for the overall supervision of the activity
* Activity Leaders must manage the attendance of each activity
* Where applicable, participants will be issued the Activity Leader’s contact details in the event they become separated from the rest of the group
* Participants must understand and comply with any instruction given to them by a leader or supervisor, as well as reporting any potential hazard.
 | Low | A |
| Manual handling of loads | Back and other injuries | ParticipantsInjuryAccidentDamage | * Deliveries of items required for the event should be in situ before the event commences.
* Only medium weight items moved (boxes of brochures, exhibition stands, furniture)
* Trolley used to move loads between buildings/floors
* Assistance sought for movement of more significant loads
* Staff trained in correct manual handling techniques
* Equipment and literature used for the event should be displayed and stored in an orderly fashion

On-campus venue:* Untrained staff to contact House Services to arrange for items to be moved
 | Low  | A |
| Photography or filming  | Flash photography, strong lighting. Sip/trip hazard, unsecured wires or cables  | Persons sensitive to strong light, flashing lights may be affected | * Signage should be displayed in the vicinity advising building users that flash photography will be taking place
* Trailing cables for lighting to be positioned correctly.
* Care to be taken when positioning people for photographs.  Avoiding falls, slips or trips.
 | Low | A |
| Security | Suspicious people in and around venue | Participants Safety threatened to self or belongings | * Must not enter any area unauthorised
* Do not allow any one you do not know to follow you into a building out of hours.
* When entering and exiting the building, keep to well-lit area and be vigilant of surroundings

On-campus venue: * If participants see any suspicious activities in and around the premises, get to a safe place and call Campus Security immediately on 0161 3069966 or Police
* All building occupants must use their ID cards to gain access.

Off-campus venue: * If participants see any suspicious activities in and around the premises, get to a safe place and call venue security or Police
 | Low | A |
| Touring the campus / taking groups of visitors between venues / movement of participants to buildings in use | Traffic hazardsAccidentsMissing people | ParticipantsAccidentsGetting lost | * Tour Groups must contain no more than 10 visitors, with one or more members of staff or student volunteers supervising them
* Proper road safety must be followed by members of staff or volunteers leading the tour
* The group must use a proper crossing point when crossing the road
* Clear and visible leadership must be given to visitors
* Maps distributed if necessary and participants made aware of the different venues involved.
* Rooms in buildings used clearly signposted
 | Low  | A |
| Welfare facilities | Infection, personal comfort | ParticipantsDiscomfort, ill health | * Provision of WCs (well signposted and staff to assist visitors), drinking water provided by Estates
* System of reporting defects on [Estates Helpdesk](https://www.estates.manchester.ac.uk/)
 | Low  | A |

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| **REMINDER OF EMERGENCY PROCEDURES ON CAMPUS** |
| Fire | * Fire safety details are displayed on Fire Action Notice.
* Fire alarms in all University building are tested weekly.
* Evacuation plans are located in the stairwells and the building entrance. During an evacuation, follow the green Emergency Exit sign to leave the building via the most direct exit.
* Fire refuge points are located in protected stairwells.
* Assembly points can be identified by a green Assembly Point sign
* Safezone App
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| First aid | * First aid notices can be found on the stairwells and the main entrance to the buildings.  Please use the QR code to identify your

 nearest first area* First Aid kits are available throughout the building, in high risk areas, receptions and with first aiders
* If in doubt call Campus Security staff who are all trained first aiders
* Safezone App
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| Personal Security | * Avoid lone working
* Keep to well-lit places when transiting between buildings, the car park or public transport
* During incidents of unease or suspicious activities, users should immediately go to a safe location and contact University Security staff on 0161 306 9966 or the Emergency Services where appropriate (999)
* Download the SafeZone App onto your mobile phone, see [Personal safety on campus](https://www.staffnet.manchester.ac.uk/campus-management/news/display/?id=26047)
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| Emergency contact details | * Campus Security can be contacted 24/7 by internal extension 69966 or external 0161-306-9966
* Building users are encouraged to store this contact number on their telephones.
* Safezone App.
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| **Action plan** (14) |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
|  | Activity leaders to have full knowledge of evacuation procedures within venue, including the location of assembly point.  | Activity leader | Before the event |  |
|  | Areas where the event is due to take place are to be inspected by the organiser before the event, to check for any defects in flooring, lighting etc. that might give rise to slips, trips or falls. Any problems relating to the premises should be identified and reported to Estates helpdesk immediately when at a campus venue, or the venue staff when at an off-campus venue.  | Activity leader | Before the event |  |
|  | Adjustments to furniture set ups and evacuation plans are in place for visitors with accessibility requirements, where necessary.  | Activity leader  | Before the event  |  |
|  | Activity leader to share risk assessment with all involved parties for the event including line manager and attendees | Activity leader | Before the event |  |
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**Notes to accompany General Risk Assessment Form**

This form is the one recommended by Safety Services and used on the University’s risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues, alternative layouts may be used.

1. **Date**: Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.
2. **Assessed by**: Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments (THS 15 Principles of Risk Assessment)
3. **Checked / Validated\* by**: Delete one.

**Checked by:** Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

**Validated by:** Use this for higher risk scenarios, e.g., where complex calculations must be validated by another “independent” person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University’s risk assessment course or equivalent and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items overpopulated areas, and similar situations.

1. **Location**: Insert details of the exact location, i.e., building, floor, room or laboratory etc. If off-campus, provide information about expected location(s) or attach itinerary.
2. **Assessment ref no**: Use this to insert any local tracking references used by the school or administrative directorate.
3. **Review date**: Insert details of when the assessment will be reviewed as a matter of routine. This might be in one year, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
4. **Task / premises**: Insert a brief summary of the task, e.g., typical office activities such as filing, DSE work, lifting and moving small objects, use of misc. electrical equipment. Or research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
5. **Activity**: Use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include: use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc
6. **Hazard**: For each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, repetitive actions, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (e.g. use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments e.g., for laboratory processes, should be recorded on the specific COSHH forms.
7. **Who might be harmed and how**: Insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g., someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, e.g., an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of an ultraviolet light source could burn eyes or skin.

1. **Existing measures to control the risk**: List all measures that already mitigate the risk. Many of these will have been implemented for other reasons but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (e.g. for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g. COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
2. **Risk Rating**: The simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

 The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

 The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury.

 The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

 Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from Safety Services. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

1. **Result**: This stage of assessment is often overlooked but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

 **T = trivial risk**. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

 **A = adequately controlled, no further action necessary.** If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

 **N = not adequately controlled, actions required**. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

 **U = unable to decide. Further information required.** Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. One example is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

 **For T and A results**, the assessment is complete.

 **For N or U results**, more work is required before the assessment can be signed off.

(14) **Action Plan**. Include details of any actions necessary to meet the requirements of the information in Section 11 ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.