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| Principal Organiser Name: (Responsible for the event) |  | Date(s) of the event: |  |
| Start time: |  |
| Your Name:(If Different) |  | Contact Details: |  |
| Title of the event: |  | Location(s) of Event: |  |
| Purpose of the event:(Brief description of the event) |  |
| How many attendees are you anticipating? |  | Could demand for the event exceed the size of the room booked? |  YES [ ]  NO YES [ ]  |
| How many people will be facilitating this event (names)? |  | Is event organiser on the day familiar with SOAS emergency evacuation procedure and what to do in the event of an emergency evacuation or alarm? |  YES [ ]  NO YES [ ]  |
| The audiences of this event are: | Students & Staff [ ] External Guests [ ] Both Internal & External [ ]  | Will people who need additional help to evacuate safely in the event of an emergency be attending? |  YES [ ]  NO YES [ ]  |
| Will the event involve external speakers? |  YES [ ]  NO YES [ ]  | Has there been disruption to events that have addressed the same topic in the past? |  YES [ ]  NO YES [ ]  |
| Please Name all the speakers: |  | Is the speaker likely to attract protest or serious disagreement or security threat? |  YES [ ]  NO YES [ ]  |
| Do you require security present during your event? |  YES \* [ ]  NO YES [ ]  | Is the topic likely to attract protest or serious disagreement? |  YES [ ]  NO YES [ ]  |
| Where are you going to advertise your event? |  ONLINE [ ]  FLYER & POSTERS [ ]  BOTH [ ]  | Is the event likely to attract media attention, or have similar events in the past attracted media attention? |  YES [ ]  NO YES [ ]  |
| Do you require AV support? |  YES \* [ ]  NO YES [ ]  | Would you like to book any catering/ hospitality? |  YES [ ]  NO YES [ ]  |
| Do you require a specific room layout / set up? |  YES \* [ ]  NO YES [ ]  | Will alcohol be provided?(Only through SOAS hospitality) |  YES [ ]  NO YES [x]  |
| Are any temporary structures or moveable props or decorations required? |  YES \* [ ]  NO YES [ ]  | Will any attendees be young people or children under the age of 18? |  YES [ ]  NO YES [ ]  |

\* INTERNAL Please use [IT Portal](https://soas.unidesk.ac.uk/tas/public/login/saml) for AV/IT requirements & [Estate Portal](https://soas-prod.planoncloud.com/home/BP/WebClient?2) for Security, Maintenance or Logistics requirements.

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| **Guidance Notes:** 1. People carrying out assessments should have sufficient knowledge, skills, and experience to carry out the assessment – if you need help, please ask your line manager.
2. Make sure you consider people who may be affected who have requirements, such as young people; people with disabilities, new and expectant mothers, new/ temporary workers. General types of people who may be affected could include staff, students, contractors, or visitors for example.
3. Controls are to meet legal standards and reduce risk as far as reasonably practicable. They are to follow a hierarchy of controls approach, for example by favouring measures to eliminate the hazard first where practical, then substitution, then by applying controls to reduce the number of people that could be affected,
4. Consult / involve others involved in the activity or who may be affected before the activity starts, to confirm control measures identified will control risks as far as reasonably practical and be coordinated, communicated, and monitored, to check they work.
5. Risk assessments must be approved by the person in management control of the work. Some activities may require a higher level of approval because of the risk posed by the work even with controls identified and approval from the overall senior risk owner is to be sought.
6. Make sure the people conducting the work understand the significant risks and controls and monitoring actions they are to carry out.
7. The risk assessment must be reviewed if changes are made to who/ how the work is conducted, or the circumstances affecting the activity change, and at any rate, after any accident, incident or near miss.
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| **Generic Risks to Consider** |
| 1. Events Planning
 | 7. Children and Young Person  | 13. Catering & Food Safety & Alcohol  | 19. Amusements / attractions promotional displays  |
| 1. Site/Environment/ Venue selection
 | 1. Transport and vehicle/pedestrian access, egress, and parking.
 | 14. Outdoor Events/ Activities  | 20.Special effects  |
| 1. Contractors and service providers
 | 9. Waste Management  | 15. Marquees and temporary structures | 21.Weather and Contingency Arrangements  |
| 1. First Aid and Emergency arrangements
 | 10. Welfare Facilities  | 16. Manual Handling  | 22. Working at height |
| 1. Crowd / Venue Management / Security
 | 11. Electrical safety  | 17. Noise and Vibration  | 23. Hazardous Substances |
| 1. Fire safety and Emergency evacuation.
 | 12. Disabled Access and Egress  | 18. Alcohol Consumption  |   24. COVID -19 |

**Key to Scoring Severity and Likelihood of hazards (Severity x Likelihood = Risk):**



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| LIKELIHOOD |
| **5**  | Extremely likely – common occurrence |
| **4**  | Highly likely/ Probable  |
| **3**  | Likely – foreseeable under some circumstances |
| **2**  | Possible – but rare  |
| **1**  | Very unlikely to happen  |
| SEVERITY OF HARM |
| **5**  | **Extreme –** acute fatal diseases; sever life shortening disease; fatality, permanent substantial disability; ill health impacts may cause chronic disability or exposure to a probable carcinogen, loss of consciousness caused by head injury, inhalation of substance or asphyxia; property damage may lead to loss of building. |
| **4**  | **Major –** For example: serious injury, major fracture/ illness or long-term health consequence; reportable injury or disease, sickness absence 7 or more days, Health effects caused by hazardous substances due to toxic by inhalation / contact with skin or swallowed; damage to eyes, respiratory system, skin sensitization, effects on fertility, prolonged exposure risks Damage to property likely to be major. |
| **3**  | **Serious -** For example: serious injury such as serious sprains, minor fractures e.g. to fingers, thumbs or toes, burns not causing significant damage to eyes or vital organs; injury resulting in absence from work for less than 7 days; ill health leading to minor chronic or long term effects; e.g. dermatitis; work related upper limb disorder, damage to property serious but confined |
| **2**  | **Minor –** For example: minor injury; non-permanent injury or harm nuisance and irritation temporary ill health leading to discomfort, first aid needed; minor cut; light abrasion; health impacts may be temporary and not significant or recurrent, minor damage to property; lost time from work less than three days  |
| **1**  | **Insignificant/ trivial –** For example no injury or delay to task only, or only minimal damage to property. First aid not needed; no hospitalisation needed; nor time taken off work.  |

**Rating Outcome:**

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| **VERY LOW**  | **LOW** | **MODERATE**  | **HIGH**  | **VERY HIGH**  |
|  No action required | Continue with existing control, however, monitor for changes and implement any additional control measures required Ensure controls are maintained and reviewed regularly or if there is a meaningful change. | Consider whether risks can be lowered Further control measures are likely to be required to reduce risk as far as is reasonably practicable. Where additional risk reduction controls need to be implemented, specify a defined time for action and keep under review. **Where the severity outcome is ‘extreme’ you must ensure rigorous controls are maintained and regularly reviewed**  | Requires urgent substantial efforts to bring the risk down to an acceptable level within a suitable defined timescale. It may be necessary to suspend or restrict the activity or put in place immediate temporary mitigation controls to reduce risks and to keep these under regular review to allow activity to continue.   | Risk intolerable Stop immediately, the risk is too high. Take immediate action to reduce the risk to the lowest level possible.  |

**RISK ASSESSMENT**

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| **What are the Hazards?** | **Who might be harmed and how?** | **Risk Rating** | **What controls can be put in place to mitigate the risks** | **Risk Rating after controls put in place.** | **Who is responsible?** |
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| Please add further rows if needed |  |  |  |  |  |

I hereby confirm that all the details in this document are accurate to the best of my knowledge, and I have considered all the relevant risks associated with this event. I understand that I am responsible for the health and safety of the attendees and shall comply with all [SOAS Policies](https://www.soas.ac.uk/about/governance/policies-and-procedures/key-policies) and the Code of Practice for the Booking and Conduct of Events.

FULL NAME:

SIGN HERE:

