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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 space 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 or topic likely to attract protest/serious disagreement or security threat? |  YES [ ]  NO YES [ ]  |
| Do you require security present during your event? |  YES [ ]  \* NO YES [ ]  | Is this event for an external or affiliated organisation? |  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 [ ]  |
| 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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| **HAZARD** | **PERSONS AT RISK** | **BEFORE CONTROL MEASURES** | **CONTROL MEASURES** | **AFTER CONTROL MEASURES** | **RISK LEVEL** |
| **L** | **S** | **R** | **L** | **S** | **RR** |
| **Security***Work-related violence, crowd management, emergency procedures, first aid* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Information for visitors / people unfamiliar with the venue – the event organiser will be responsible for making sure that suitable information on what to do in an emergency is provided to attendees at the start of the event at the latest, and for making sure that guests and attendees in the event of an emergency fire evacuation evacuate the campus building and make their way to the assembly point in Malet Street
* Lifts are not to be used in an emergency fire alarm activation, and the list of refuges with communication devices at them is displayed at the entrance to each campus building by the reception desk.
* Emergency arrangements -  in place through estates and facilities, security, e.g., how to obtain first aid response (call ext. 555 or call +44 7548 240542 for a first aid trained Safety Officer to attend)
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| **Slips, trips, and falls** | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Housekeeping arrangements in place through SOAS Cleaning team and Campus Services, please make sure fire emergency escape routes and exits must be kept clear of obstacles and kept accessible at all times, and slip, trip, fall hazards; if there is a spillage please restrict access to the area of the spill and contact Housekeeping to request a cleaner attends to clean up the spillage
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| **Food and Drink***Alcohol use, biological hazards from fungi, bacteria, or viruses and physical (e.g. choking)* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Catering staff at SOAS have received the required Food Hygiene training
* Catering staff will receive adequate information, instruction and training of site standards and rules
* Glass safety: Ensure glass breakage procedures are controlled and safe systems of work implemented
* Spillages: spillages to be cleared up immediately by Catering staff
* Catering will ensure all food served has relevant documentation detailing the status of the 14 allergens in the food being served
* Alcohol sales are licensed. The sale of alcohol must be authorised by the Designated Premises Supervisor (DPS) and the Personal Licence holder (PLH) must remain on the premises whilst alcohol is being consumed
* Effective number of stewards and security on site monitoring events
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| **Fire** *Ignition and transmission of fire, lack of knowledge of emergency procedures* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Fire Warden Cover: Fire wardens will be present and understand the emergency evacuation response procedure and their own responsibility.
* A pre-event visual inspection has been planned for
* Escape routes are clear
* Fire extinguishers are in full working order
* A speaker system can be used in emergencies and can be heard for fire alarms
* There will be no decorative materials that could increase the likelihood of fire or the spread of fire
* Health and safety guidance notes will be provided as part of the event induction
* Further guidance can be obtained from SOAS fire policy
* Smoking area allocated outside the campus gates.
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| **First Aid***Lack of first aid provision or supplies. Access to area by emergency services* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* First aid arrangements are in place, including adequate numbers of first aiders.
* The internal security teams have been notified of the events
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| **Equipment***Lack of training, faulty or defective equipment* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Use of external portable electrical appliance – please confirm no portable electrical appliances are to be brought in and plugged into the main electrical installation
 |  |  |  |  |
| **Infectious Diseases***Transmission or outbreak of infectious disease (e.g. coronavirus)* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Thoroughly cleaning will take place, as and when required
* Ask that guests that are experiencing any COVID symptoms do not attend the event.
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| **Noise***High levels of noise affecting hearing, inability to hear or stress*  | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Event planning has been considered a noise nuisance and has been in touch with the University of London
* The events team will complete dynamic risk assessments to eliminate breach of Noise Workplace exposure limits.
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| **Manual Handling***Back injury, muscle injury, cuts, burns, broken bones etc* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* Staff are to avoid manual handling where possible and consult with campus services, where suitable manual handling training has taken place
* Staff are to use mechanical aids, in the first instance before manual handling
* If unavoidable ensure a manual handling risk assessment and provide suitable information, instruction and training
* Staff at risk of back pain and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights
* Events will be Working with Campus services to move heavy items.
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| **Welfare** *Access to toilet and rest facilities for customers and staff*  | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* There is adequate sanitary provision for the number of guests expected to attend the event
* Toilets are available on all the floors of our campus and all building.
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| **Electricity***Electric shock, burns, fire, explosion, and arcing* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* IT will check equipment is adequately maintained and in a good state of repair have been tested
* Pre-use safety Inspections: any damage will be immediately reported to IT or through PLANON.
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| **Accessibility***Inability to access the space, lack of appropriate equipment or broken lifts* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
* The crowd capacity has been considered and facilities are adequate, including provision of adequate facilities for refreshments, and sanitary requirements. There are toilets available.
* Safe access and ingress: The entrance and exit routes will be clearly signposted to allow good entry and exit routes with no obstructions and allow movement within the ceremony hall.
* Access points will be clearly defined with signage.
* The needs of access for those who have mobility difficulties have been considered all access and exit points are accessible.
* Supervision: There are a sufficient number of Stewards / Co-ordinators who will use mobile phones to receive updates
* Contingency Planning: The event coordinators will brief student ambassadors on how to detect problems and pass to security and coordinators.
* The maximum capacity of the room/space will not be exceeded. We have ensured we have not surpassed this in ticket sales. The reception venue can hold the capacity of 1300 guests and students.
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| **Other***Machinery/equipment in area, specific environment hazards* | Staff [ ] Students [ ] Visitors [ ]  Other [ ]  |  |  |  | * **PLEASE EDIT, ADD, REMOVE SUGGESTED CONTROLS MEAUSRES**
 |  |  |  |  |
| **OVERALL LEVEL OF RISK (MUST NOT PROGRESS IF HIGH)** |  |
| I hereby confirm that all the details in this document are accurate to the best of my knowledge and understand my responsibilities as event organiser. 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.  |
| **NAME OF MANAGER REVIEWING AND ACCEPTING RISK ASSESSMENT AND CONTROLS** | **SIGNED** |
|  |  |
| **Date**  |  |

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