

Risk assessment for events involving speakers, participants or audiences from outside SOAS

This risk assessment must be completed for all events taking place onsite involving speakers, participants or audiences from outside SOAS. It must be completed and returned to the Conference Office at least five working days in advance of the event. The Principal Organiser may be contacted by the Conference Office for further information. Consideration will also be given to the School's requirements under the Prevent Duty.

In some cases, the Conference Office may need to refer the event to the Head of Security or Responsible Officer. This does not necessarily mean that the event will not be permitted to go ahead, but further arrangements may need to be made, such as ticketing, crowd control or other security requirements.

Please complete the assessment below. If the answer to any question is yes then the booking request must be escalated to the Conference Office for further consideration.

		Yes
1.	Is the event likely to attract media attention, or have similar events in the past attracted media attention? If so, please contact the SOAS Press Office.	
2.	Could demand for the event exceed the size of the room booked?	
3.	Is the topic likely to attract protest or serious disagreement?	
4.	Has there been disruption to events that have addressed the same topic in the past, at SOAS or elsewhere?	
5.	Is the speaker likely to attract protest or serious disagreement?	
6.	Has there been disruption to events that have involved the same speaker in the past?	
7.	Is there any identified security threat to the speaker?	

Guidance on Risk Assessment

There is a requirement under Health and Safety Law that a suitable and sufficient assessment of risk to employees and others affected by our activities (such as students, contractors and visitors) is undertaken by the School. Risk Assessments are also required for particular people who may be at risk, such as young people or pregnant women, or for a particular event.

An 'Assessment of Risk' is a careful examination of what could cause harm to people in the work place. It is a way of establishing whether the precautions in place to avoid harm are sufficient, or whether more should be done. Risk Assessments should aim to keep the risk as low as "reasonably practicable"- i.e. the quantum risk versus the sacrifice (in terms of money, time and trouble) in averting the risk.

Hazard is anything that can cause harm (i.e. slippery floors, electricity, equipment not secured correctly etc.)

Risk is the chance, great or small, that someone will be harmed by the hazard.

ALL PEOPLE WHO NEED TO BE AWARE OF THE RISKS SHOULD SIGN AND DATE A COPY OF THE RISK ASSESMENT TO SAY THEY HAVE READ AND UNDERSTOOD IT.

When to do and review a Risk Assessment

- Before the work starts
- Review after any alterations
- Review after time (at least annually)
- Review after any new hazards are identified
- Review if no longer valid

How to Assess Risks

- Concentrate only on significant hazards that could result in serious harm or affect several people.
- Don't over complicate!
- You are probably aware of most hazards, but you need to check that all reasonable precautions have been taken to avoid causing harm
- You should ask all people who are exposed to the hazard what precautions they consider are necessary
- If you have any problems in the completion of a Risk Assessment, you should ask your Manager or the Health and Safety Officer.

1. Look for the hazards

- Look afresh at what may cause harm in your workplace.
- Ask other employees for their input.
- Manufacturer's instructions will help spot hazards
- Accident or hazard report forms may also help.

2. Decide which people are at risk and how

- Think about who might be harmed by the hazard, including members of the public, visitors, cleaners, contractors, maintenance personnel etc.
- There is no need to list individuals by name - just think about groups who may be affected.
- Are there any obligations to the School under the Prevent Duty

3. Are existing precautions adequate or should more be done?

- Even after precautions have been taken usually some risks remain, you should consider each hazard, and how to reduce the risk to a minimum.
- Have you done all the things required by law to prevent risks? (Consult the HSE website: www.hse.gov.uk or ask the Health and Safety Officer if you are unsure)
- You need to assess whether you can get rid of the hazard altogether, or if not, can the risks be controlled so that harm is unlikely?
- Have you considered all possible options for reducing risks?
- Has everybody at risk been provided with sufficient information, instruction or training?
- Have you considered all those who may be affected, such as other employees or visitors?

GET ALL THE PEOPLE WHO NEED TO BE AWARE OF THE RISK ASSESMENTS TO SIGN AND DATE TO SAY THEY HAVE READ AND UNDERSTOOD IT.

4. Review and Revise

- Changes over time, new equipment or work practices may result in new hazards which will need to be assessed.
- It is also good practice to review your assessments from time to time for ongoing activities.

Area:		Date:	
Author:		Proposed Review Date:	
Location/Event/Activity:			
<p>Hazards</p> <p>Look for hazards which you could reasonably expect to result in significant harm, e.g. <i>Slipping hazards e.g. spilt drinks</i> <i>Food hygiene</i> <i>Electricity / Fire</i> <i>Tripping hazards e.g. wires/leads</i> <i>Poor weather</i> <i>Physical activity</i> <i>Positioning/space/confined work areas</i> <i>Equipment usage</i> <i>Noise/Lighting/Heat/Temperature</i> <i>Access</i> <i>Duties under the Prevent legislation</i></p> <p>List hazards / draw plan as necessary</p>	<p>People at Risk</p> <p>Think of groups of people who may be affected, e.g. <i>General public</i> <i>Staff</i> <i>Cleaners</i> <i>Pregnant people</i> <i>People with disabilities</i></p> <p>List groups of people at risk from hazard</p>	<p>Existing Controls of the Risk</p> <p>Have you already taken precautions against the hazards you have listed? <i>e.g. have you given adequate information, training or instruction and are there adequate systems/procedures in place?</i> <i>Do the precautions meet legal requirements, represent good practice and reduce risk as far as reasonably practicable?</i> <i>If you aren't sure about legal requirements, check with the School or SU.</i></p> <p>List existing controls or state where information may be found.</p>	<p>Further Steps Required to Control the Risk</p> <p>What more can be reasonably done for those risks that are not already adequately controlled? <i>Apply the following principles, in order:</i> <i>Remove the risk completely</i> <i>Try a less risky option</i> <i>Prevent access to the hazard</i> <i>Organise work to limit exposure to the hazard</i> <i>Issue protective clothing/equipment</i> <i>Provide welfare facilities e.g. door locks, first aid</i></p> <p>List further steps taken to control risks that are not adequately controlled. Consider what is reasonably practicable in the situation.</p>