

RA: SL024 Use of HPW education centre for Events, Conferences and Seminars



Original Date	17 March 2011	Review dates	12/01/2012 GR/VD 28/05/13 RW March 2017 NS/JW January 2019 MT (Interim) January 2020 MT (Interim)
Originator	Gordon Redford; Site Presentation and Safety		
Reviewed by	Nicky Saunders - Environmental Education Coordinator, James Walsh – Education Ranger		
Risk Rating	LOW	Next Review	January 2021

L – Likelihood S – Severity RR – Risk Rating (Min. Rev Periods: Significant Risk (High) – 12 monthly; Medium and Low – 2 yearly)

Hazards and Activity	People at Risk	Risk before controls			Control Measures	Residual Risk after controls		
		L	S	RR		L	S	RR
<p>Slips, Trips, Falls Failure to maintain walkways, lighting and flooring can increase the risk of slips/trips</p> <p>This can result in bruising to broken bones</p>	Hirer's of the room Staff Members of Public	3	4	12	<ul style="list-style-type: none"> Cables to be safely routed and where necessary taped down or covered to avoid a tripping hazard. The general housekeeping of the area including access routes to be checked prior to the event. Managers to monitor housekeeping during preparations and packing up. Staff to be briefed in the importance of dealing with slip and trip hazards as they arise. The group leader to ensure that the room is set up and used in a way to reduce risk of slip/trip hazards Adequate lighting provided All spills to be cleared as soon as possible 	1	4	4
<p>Manual Handling Activities will include moving furniture, setting up equipment Injuries can include strains and sprains and back injuries</p>	Hirer's of the room Staff Members of Public	2	4	8	<ul style="list-style-type: none"> Use furniture that is wheeled and easily moved. Staff instructed not to lift heavy objects. Staff trained in basic safe lifting techniques. Trolleys to be provided to move chairs. Furniture subject to adhoc visual inspection and isolated if repairs are required 	1	4	4

<p>Food Hygiene</p> <p>Food hygiene incidents, food contamination, allergies, broken crockery and glass</p>	<p>Hirer's of the room Staff Members of Public</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • Caterers to be responsible for undertaking a Hazard Analysis Critical Control Point (HACCP) to identify the measures required for food hygiene and food safety. • Only reputable companies to be used to provide catering services and where a new company is used they are asked for their HACCP document before their services are engaged. • A procedure to be implemented for safely collecting broken crockery and glassware (normally as part of the caterers arrangements) • Delegates, staff and speakers to be asked to provide details of any special dietary requirements prior to the event and these to be passed to the caterers. • All food waste to be disposed of in the bins provided. 	<p>1</p>	<p>5</p>	<p>5</p>
<p>Welfare</p> <p>It is essential to provide suitable arrangements for Welfare, such as lighting/heating/ toilets etc to promote well-being within the environment</p>	<p>Hirer's of the room Staff Members of Public</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • First aid equipment to be available- kit located in classroom. • Staff to be briefed in first aid arrangements, procedures for calling an ambulance and details of Milton Keynes Hospital • It is the Hirer's responsibility to arrange suitable first aid cover for any organized events • Lighting is provided and subject to routine maintenance • Under floor heating is available and subject to routine maintenance • Hot drink making facilities are available to hirers. • Suitable toilets and hand washing facilities are provided, including disabled facility and baby change. • The building is covered by an intruder alarm, and linked to the fire brigade 	<p>1</p>	<p>5</p>	<p>5</p>

<p>Fire and Emergency It is critical to reduce the risk of fire occurring but should one be realized a clear escape plan must be followed to mitigate loss of life.</p>	<p>Hirer's of the room Staff Members of Public</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> Suitability of function room to be evaluated prior to selection, taking into account numbers to be accommodated and the adequacy of fire safety arrangements. Room capacities to be adhered to. <table border="1" data-bbox="1173 424 1720 616"> <thead> <tr> <th>Type of accommodation</th> <th>M² per person</th> </tr> </thead> <tbody> <tr> <td>Standing areas, bars without seating</td> <td>0.3</td> </tr> <tr> <td>Assembly halls, dance floors, concert events</td> <td>0.5</td> </tr> <tr> <td>Dining rooms, seated lounge/bar, restaurants</td> <td>1.0</td> </tr> </tbody> </table> Suitable escape signage and emergency lighting to be provided. Suitable fire fighting equipment and fire alarm system to be in place. Where loose seating is used, sufficient numbers and widths of corridors to be provided so that the exits can be easily reached. The chairperson to make safety announcement at the start of the event, including emergency procedures. Emergency procedures to be included with hiring pack. Staff to be briefed in their role in an emergency and clear procedures established for calling fire service. Staff to check that escape routes are unobstructed and unlocked before delegates arrive. Delegates asked to inform of any additional assistance they may require e.g. due to disability. Ensure no additional fire hazards are introduced by users e.g. naked flames, flammable liquids, indoor fireworks 	Type of accommodation	M ² per person	Standing areas, bars without seating	0.3	Assembly halls, dance floors, concert events	0.5	Dining rooms, seated lounge/bar, restaurants	1.0	<p>1</p>	<p>5</p>	<p>5</p>
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					<ul style="list-style-type: none"> This Risk Assessment forms part of the room booking paperwork for all external bookings and clients requested to read and sign. 			
<p>Electricity Use of electrical equipment such as extension leads, lighting, projectors, computers, etc Electrical hazards, trailing cables</p>	Hirer's of the room Staff Members of Public	3	5	15	<ul style="list-style-type: none"> Ensure electrical installation and maintenance meets modern standards. Extension leads to be fully unwound and not over loaded. Extension leads to be safely routed and, where necessary taped down or covered to avoid tripping hazard. Sufficient number of sockets to be provided close to the point of use by using extension leads where necessary. Extension leads not to be linked together and adaptor blocks not to be used. Electrical equipment supplied by ourselves to be subject to a periodic inspection and tested and labeled accordingly. Electrical equipment brought in by clients to be in good working order and covered by a current Portable Appliance Test Certificate. Information about the safe use of electrical equipment to be passed on to contractors/staff. 	1	5	5

New measures required	By whom	Expected date of completion	Status/Comments

A 5x5 risk grid should be used to evaluate the risk; Risk Rating = Likelihood x Severity

		Severity of Harm				
		1 Minor - Causing minor injuries (e.g. cuts, scratches). No lost time likely other than first aid treatment.	2 Low - Causing moderate injuries (e.g. sprains, bruises, lacerations).	3 Medium - Causing temporary disability/significant injury (e.g. fractures).	4 High - Causing permanent disability (e.g. loss of limb, sight or hearing).	5 Major - Death to one or more people. Loss or damage is such that it could cause serious business disruption (major fire, structural damage).
Likelihood of Occurrence		1	2	3	4	5
Unlikely/Remote - Loss, accident or illness could only occur under exceptional conditions. Situation is well managed and all reasonable precautions have been taken.	1	1	2	3	4	5
Low/Improbable - Situation generally well managed but occasional lapses could occur. Also applies to situations where people are required to behave in order to protect themselves but are well trained.	2	2	4	6	8	10
Medium/Occasional - Insufficient or substandard controls. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions.(e.g. keys left in vehicle, obstructed gangways, refresher training required)	3	3	6	9	12	15
High/Probable - Serious failures in management controls. Effects of human behavior or other factors could cause an accident but is unlikely without additional factor.(e.g. equipment not used properly, oil spill, poorly trained staff)	4	4	8	12	16	20
Almost Certain/Frequent - Absence of any management controls. Almost 100% certainty that an accident will happen. (e.g. live electrical conductor , faulty equipment, untrained staff).	5	5	10	15	20	25

Multiplying relevant likelihood of occurrence by severity of harm gave a risk factor priority risk from identified hazards and activities as low/medium/high rating which was then checked in the table below to decide the level of actions required.

15-25	High – unacceptable - immediate actions required
6-12	Medium – efforts should be made to reduce the risk
1-5	Low – acceptable – no action required – to be monitored