


## Lancashire Science Festival 2025 – School Days Risk Assessment

<b>Risk Assessment</b>	TRA 17.1 – On Campus Events Risk Assessment Form		
<b>Policy Reference</b>	Policy 17.0 – Management of Events	<b>Version Number</b>	V6.0
<b>Procedure Approved By</b>	Head of Health & Safety		

<b>Risk Assessment For</b>
<b>Service / School:</b> External Relations
<b>Location of Activity:</b> Sir Tom Finney Sports Centre, Foster Social Space, Darwin Building, Foster Building, EIC Building, Media Factory, Harrington Building, Harris Building, Maudland Building, Leighton Building, Greenbank Building, Brook Building, Adelphi Building, Victoria Building, Fylde Road Car Park and Greenbank Road
<p><b>Activity:</b> Lancashire Science Festival school days are Thursday 15 and Friday 16 May 2025. School groups book on to different packages, which give them a personalised itinerary of workshops and shows taking place across campus. Each school/package will be given a school guide (University student ambassador or member of staff) who will be trained and briefed. All responsibility for the school students: school staff ratios is the responsibility of the school and they will also write their own risk assessment for the trip.</p> <p>Event build: 12 – 14 May 2025 Event Dates: 15 – 17 May 2025 (15 &amp; 16 May School Days)</p> <p>This risk assessment must take into account all relevant <a href="#">University events guidance</a>.</p>

<b>Assessment Undertaken By</b>
<b>Name:</b> Anna Williams
<b>Date:</b> 01.04.2025
<p><b>Signed by Dean of School / Director of Service or their nominee:</b></p>  <p>Dr Liz Granger Head of Widening Participation and Public Engagement</p> <p><b>Date:</b> <b>09-04-25</b></p>

<b>Assessment Reviewed By</b>
<b>Name:</b> Nicola Welburn
<b>Date:</b> 02.04.2025
<p>You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)</p>

**All Events held on University premises whether internally or externally must be registered at:**  
<https://msuclanac.sharepoint.com/sites/ExternalRelations2/SitePages/Campus-events.aspx>

<b>New Risk Assessment:</b> <input checked="" type="checkbox"/>	<b>Amended Risk Assessment:</b> <input type="checkbox"/>	<b>If amended, please state why?</b>
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Significant change to workplace, processes or design <input type="checkbox"/>	Training <input type="checkbox"/>	Consultation <input type="checkbox"/>	Audit <input type="checkbox"/>	New machinery, substances or procedures introduced <input type="checkbox"/>	Following, accident, injury or near-miss <input type="checkbox"/>	Regulatory requirement <input type="checkbox"/>	Best practice <input type="checkbox"/>	Other please state:
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**Note: Not all of the hazards or controls listed below will be relevant to your event – you must delete those that are not appropriate**

What are the actual or potential hazards? (List in order of importance)	List groups of people who might be harmed by the hazards and state how they may be harmed?	What are the existing controls in place? (Operational, procedural, policy, instructions, training, competency, PPE, consultation, etc.)	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Status? Complete / outstanding	Remaining level of risk (low, medium or high)
<b>Fire</b> (Flammable materials, use of naked flames, arson, electrical fault, false activations, blocked fire escape routes/doors, call points, firefighting equipment).	Staff, students, visitors, contractors Burns, smoke inhalation, trips/falls, crush injuries, fatality.	<a href="#">Procedure PP 14.01 General Fire Safety</a> : fire risk assessments, no smoking buildings, fire alarm system, fire marshals. Use of smoke machines or anything else that produces smoke, or flame must be approved by Estates Services Helpdesk / SHE Dept. Fire exists, routes, corridors, stairwells, etc. must be kept clear of obstructions. Room/space capacity numbers must be strictly adhered to. No item to be placed in stairwells (including leaflets posters, etc.). Fire doors must not be wedged open. Sets / backdrops etc. must be made of or treated to be flame retardant. Incident / Near-miss reporting though SHE Dept / Estates Helpdesk.  Where smoke alarms are to be turned off, exact timings and locations to be sought and fed through to Estates so that they're off for the show / display only and turned back on straight afterwards.	Any events that will entail the use of the Media Factory Atrium areas should be discussed with the H&S Dept.  Ensure there is adequate Fire Marshal coverage if the event is out of normal working hours.  <a href="#">Procedure PP 12.03 Provision of First Aid</a>  <a href="#">Procedure PP 12.02 Reporting Accidents, Incidents and Near-Misses</a>	Event organiser, event team	Prior to event commencing		Medium
<b>Working at height</b> (e.g. on ladders / step ladders to decorate venue)	Staff, students, visitors  Bruising, fractures, lacerations, fatality from falls from height, falling objects, etc.	<a href="#">Procedure PP 05.10 Safe Working at Height</a> . Persons working at height <u>must</u> have been trained to do so. Suitable equipment to be used in good working order, pre-use inspection. Persons not to stand on chairs or other furniture	A specific working at height risk assessment may be required seek advice from the H&S Dept.  Working at height training available on LearnUpon.	Event organiser, persons working at height	Prior to any WaH commencing		Low
<b>Manual Handling: Moving/using equipment, tables, boxes, etc., loading/unloading vehicles,</b>	Staff, students, visitors  Injury due to poor lifting/carrying/moving techniques.	<a href="#">Procedure PP 08.05 Manual Handling Operations</a> Persons undertaking manual handling activities must have been trained to do so. Maintain good posture when lifting or lowering equipment.	Online manual handling training available through LearnUpon.	Event organiser, persons lifting and carrying	Prior to any MH commencing		Low

		<p>Avoid twisting or bending to reduce the chance of back injury.</p> <p>Wear protective gloves to reduce the risk of damage to hands.</p> <p>Do not single-handedly attempt to lift anything that is “too heavy”.</p> <p>Be aware of awkward shaped loads and unevenly balanced loads.</p> <p>Consider splitting the load up into smaller more manageable pieces which are lighter and easier to lift. i.e. removing leaflets out of a box.</p> <p>Large items are only transported between buildings using tail lift trucks operated by those who are trained and qualified. Any items moved between buildings must be transported in the appropriate trolley and not a ‘yorkie’ trolley.</p>					
<b>Slip / Trip / Falls</b>	<p>Staff, students, visitors</p> <p>Fractures, lacerations, bruises from slip, trip, falls related to poor lighting, trailing cables, discarded litter, obstructions in walkways, spillages, general poor housekeeping</p>	<p>General ‘good housekeeping’ procedures.</p> <p>Walkways to be kept clear.</p> <p>Cables to be taped down/covered.</p> <p>Floor socket covers kept closed.</p> <p>Potential trip hazards to be monitored by events team.</p> <p>General inspections by Building Manager.</p> <p>Fault / maintenance reporting procedures.</p> <p>University First Aiders will be on site and available via Radio. First Aiders to be located at Fylde Road Car Park for school arrivals and departures and then roaming throughout the day.</p>		<p>Event organiser, events team</p>	<p>Prior to and during event</p>		<p>Low</p>
<b>Electricity</b> (fixed installations, items brought into the University)	<p>Staff, students, visitors</p> <p>Electric shock, burns, fatality, fire from faulty electrics, including portable electrical equipment</p>	<p>All UCLan electrical equipment PAT tested and regularly inspected for faults, faulty equipment to be removed from use immediately.</p> <p>Extension leads not to be linked together and adaptor blocks not used to join cables.</p> <p>All electrical maintenance and repairs are undertaken by competent persons.</p> <p>A system of fault reporting is in place. Equipment awaiting repair or disposal is taken out of use;</p>	<p>Any hired equipment must have appropriate PAT certification users of equipment must be competent to do so.</p> <p>For outdoor events – electrical equipment should be suitable for use. And electoral equipment will not be used in wet weather conditions.</p>	<p>Estates Services</p> <p>Event organiser</p>	<p>Prior to and during event</p>		<p>Low</p>

<p><b>Security threat / Violence/Aggression</b> <b>Unwanted visitors including Designated Events.</b></p>	<p>Staff, students, visitors Obvious and or foreseeable security threats, missed/not reported leading to serious injury, disturbance, crimes, etc.</p> <p>Ensuring the University meets its statutory duties to ensure the freedom of speech, protecting our staff, students and visitors from unlawful discrimination and harassment, and maintaining their health, safety and well-being while on all of its campuses.</p>	<p>Event manager must familiarise themselves with the University's <a href="#">PP 17.1 Designated Events Procedure</a> which applies to any meetings or other organised activities falling within the definition of 'Designated Event'. Compliance with <a href="#">University's Code of Practice to Ensure Freedom of Speech</a>. Events that are classified as a designated event will require notification and be subject to an approval process, full details are given within the procedure.</p> <p>In house security with regular campus patrols supported 24hr monitored CCTV.</p> <p>Unwanted visitors to be notified to: <a href="#">Security</a> (24-hour security lodge) 01772 892068. <a href="#">Email: Security@uclan.ac.uk</a> <a href="#">Use of SafeZone App to contact Security in an emergency / call a First Aider.</a></p> <p>Event organiser to conduct pre-event checks, which will highlight any suspicious activities or items. University Emergency Management Plan with associated command structure activated where necessary.</p> <p>Events staff, Students Ambassadors and volunteers must be briefed on their role in an emergency. All staff to remain vigilant throughout the event and report any suspicious person or activity to the Security who will respond appropriately and where necessary may activate the Emergency and evacuation process. Head of Operational Resilience or appointed UCLan Tactical Lead to activate and manage the University Emergency and evacuation plan if required.</p> <p>Early engagement with Lancashire police for large high-profile events.</p>	<p>Staff to complete UCLan Security and Emergency Training on LearnUpon.</p> <p>Staff/students to be aware of <a href="#">Run, Hide, Tell</a> video.</p> <p><a href="#">'Out-of-Hours Building Access Notification Form'</a></p> <p>Large events should have a specific event management safety plan in place.</p> <p>Event management emergency management desktop exercise.</p> <p>Radio communications in place throughout the event. All communications fed via Event Control and logged. Event Control to speak directly with Security if required.</p> <p>Security briefing to be shared with exhibitors to ensure they know what security arrangements are in place at the university generally.</p>	<p>Event organiser / staff.</p>	<p>Prior to, during and after event</p>		<p><b>Low</b></p>
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<p><b>Safeguarding Issues</b></p> <p>(Children or vulnerable adults participating or attending event)</p>	<p>Internal and external persons running the event, public/visitors attending event, UCLan staff and students, contractors, other visitors to UCLan.</p> <p>Risk of abuse or false allegations</p>	<p>Event organisers need to be familiar with and adhere to <a href="#">UCLan's Safeguarding and Prevent Policy and Procedure</a>.</p> <p>Event organisers must understand what to do in a safeguarding emergency and know how to report any safeguarding concerns.</p> <p>Event organisers must ensure that they are familiar with <a href="#">UCLan's Health and safety information for visitors</a>, which includes safeguarding guidance and visitor responsibilities, and share information with visitors, as appropriate.</p> <p><a href="#">UCLan best practice guide for running an activity with children/young people where parents/guardians are not present</a>.</p> <p>University Safeguarding Leads</p> <p>Supervision by parents / guardians / school teachers / carer.</p> <p>DBS checks where appropriate.</p> <p>Staff/students should not work with children/VA's on a 1-2-1 basis unless specifically assessed.</p> <p>School provides assurance around parental consent will be required especially if filming / photography is taking place. Any students without photo consent will wear a wrist band to indicate that they cannot have their photograph taken.</p> <p>Do not contact or allow yourself to be contacted by a child or vulnerable adult through social networking sites such as Facebook.</p> <p>Do not give a child or vulnerable adult your personal contact details or ask for such from a child or vulnerable adult.</p> <p>A school member of staff(s) must be present with the group in accordance with school guidelines (<a href="#">NSPCC</a> gives guidance on minimum ratios) A minimum of two adults is mandatory, one of whom must be a full-time teacher.</p> <p>Ensure communications have been sent to schools to ensure they have relevant ratios in place for children attending.</p> <p>University staff and ambassadors are not responsible for the supervision of children and should only support with directions etc.</p> <p>Lost persons procedure to be in place for the event.</p>	<p>Inform the UCLan Events Team in advance of your event if it will involve children or adults at risk – <a href="mailto:venuehire@uclan.ac.uk">venuehire@uclan.ac.uk</a></p> <p>Any safeguarding concerns to be reported to the university asap via the <a href="#">online safeguarding referral form</a> or calling <a href="tel:+4401772893020">+44 (0) 1772 893020</a> or <a href="tel:+4401772892068">+44 (0) 1772 892068</a>, evenings and weekends.</p> <p>Safeguarding training completed via LearnUpon.</p>	<p>Event organiser, persons working with children / vulnerable adults</p>	<p>Prior to, during and after event</p>		<p>Low</p>
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		All teachers issued with a lost person's procedure lists what to do should they get lost and our contact numbers. Children should be informed of the importance of staying within the group and not wondering.					
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<b>Use of Fylde Road Car Park as Coach / Mini Bus Drop-Off and Parking Area.</b>	<p>Staff, students, visitors, contractors</p> <p>Fractures, lacerations, bruises from accident with vehicle</p>	<p>Approval and booking via Estates Services <a href="#">Car Parking Services</a>; <a href="#">UCLan Car Parking Regulations</a>;</p> <p>Speed restrictions in car parks.</p> <p>Well-lit and well surfaced car parks.</p> <p>Estates Services to ensure effective communication in advance of the event to prevent UCLan users trying to access the car park.</p> <p>Estates Services to complete ground maintenance of Fylde Road car park in advance of the event.</p> <p>Estates services to conduct a visual check of Fylde Road car park before the event, to ensure the surface is safe and any potential hazards are removed.</p> <p>Festival Events Team and Estate Services to activate the Coach Management plan on Thursday and Friday of the festival.</p> <p>Estates Services Staff and Festival events team to have radio communication at all times.</p> <p>Communication on event radios to be focused on the coach park activity during arrival and departure times. Other radio communications to be kept to a minimum.</p> <p>Estate Services and car park festival staff to wear Hi Vis vests at all times.</p> <p>Traffic Management company employed to manage the arrival of coaches and safe access to the car park.</p> <p>Estates team to manage the flow of traffic on Fylde Road car park, ensuring coaches are suitably parked. If coaches do not require parking, the estates team will safely direct coaches to the drop off zone. Once the visiting school has exited the coach, and it is safe to do so, the coach can exit the car park.</p> <p>All coaches companies in advance of the event will be provided with a travel information document, which outlines the 5mph speed limit and safest route to access Fylde Road car park. All coaches are informed in advance of the event that they cannot complete a left turn into the car park and must make a right turn into the car park. On exit, all vehicles can only exit the car park by taking a left turn onto Fylde Road.</p> <p>All vehicle drivers and school guides advised in advance and on the day – if walking out of the car</p>	<p>Implement and follow car parking plan</p> <p>Use Radios to keep in contact with events team</p> <p>Brief Festival Staff working in this area</p>	<p>Event organiser</p> <p>Estates Services</p>	<p>Prior to and during event</p>		<p>Low</p>
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		<p>park they should exit via the pedestrian access route only.</p> <p>Pedestrian route on Fylde Road car park will be created using crowd barriers.</p> <p>All festival staff allocated a school guide role will undertake specific training for this role. School Guides will be instructed to use pavements at all times, using pedestrian crossings to cross roads, and to avoid any shortcuts.</p> <p>All coaches must be stationary before any festival staff board to instruct the visiting school of the health and safety instructions for the day.</p> <p>All children must exit the coach in single file.</p> <p>Visiting schools will be guided off the car park via the pedestrian route. Visiting staff are responsible for their students using the correct staff, student ratio at all times. School guides will supervise group, but the visiting staff must ensure their school follows instruction.</p> <p>Festival team to stagger school groups return to the car park, employing a queuing system on Greenbank Street, which will be closed during the event exit.</p>					
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<b>Car Parking / Traffic Managements / Movement between activities</b>	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors. Vehicles parked on pavements restricting access, vehicles entering site. Road traffic accident, fatality, fractures, lacerations, bruises.</p>	<p>Additional staff managing car parks. Speed restrictions in car parks on outdoor event spaces. UCLan Car Parking Regulations; Where car parks are being used to hold events, the remaining car park spaces should be closed or the area should be marked with barriers to prevent persons and vehicles coming into contact; Well-lit and well surfaced car parks, Security if required. Zero tolerance to abuse. Full Road closure of the service road in front of STFSC to allow guests to move from Foster Building/Darwin Building across to Sir Tom Finney Sports Centre. Majority of Adelphi Street is pedestrian access significantly reducing risk to pedestrians crossing road. Outdoor event spaces closed to vehicle access during events. If access is essential this will be managed by a member of the UCLan Events Team. In busy areas, staff will be positioned to stop pedestrians walking into the route of the vehicle. Number of banksmen required will be decided before a vehicle begins to drive onto the event space.</p>	<p>Actively monitor new crossing points on Fylde Roundabout to assess whether there is any additional risk and whether staff need to be positioned to advise public on crossing protocols.</p>	<p>Event organiser, event team</p>	<p>Prior to and during event</p>		<p>Low</p>
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<b>Movement between activities</b>	<p>Festival staff and visiting staff and Students</p> <p>Road traffic accident, fatality, fractures, lacerations, bruises. Access issues.</p>	<p>Visiting staff are responsible for their students using the correct staff : student ratio at all times. All buildings within the Lancashire Science Festival have disabled access, and pedestrian routes around campus are accessible for those with mobility issues.</p> <p>Visiting groups have a guide to take them to all sessions. All festival staff allocated a school guide role will undertake specific training for this role. Training will include a guided tour of the correct pedestrian route to follow when supervising visiting's schools. The tour includes exiting and entering Fylde Road car park and the safest route around campus, using zebra crossings &amp; pelican crossings. All festival staff instructed to use pavements at all times and under no circumstances guide their visiting school to walk on the road.</p> <p>Each school group has an itinerary to avoid clashes in one space and over -crowding. All student ambassadors and UCLan staff are fully briefed to ensure they know the importance of staying on the approved routes. All routes are on footpaths. Schools are advised to always stay with their school guide, who will follow the correct pedestrian route around campus.</p>	<p>Actively monitor new crossing points on Fylde Roundabout to assess whether there is any additional risk and whether staff need to be positioned to advise public on crossing protocols.</p>	<p>Event organiser, event team</p>	<p>Prior to and during event</p>		<p>Low</p>
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<b>Crossing roads</b>	Festival staff and visiting staff and students . Road traffic accident, fatality, fractures, lacerations, bruises. Access issues.	<p>All festival staff allocated a school guide role will undertake specific training for this role. All festival staff instructed to always use pavements and under no circumstances guide their visiting school to walk on the road. School guides instructed to use pedestrian crossings to cross roads and to avoid any shortcuts.</p> <p>Visiting staff instructed to assist in ensuring the safety of students whilst crossing roads. Visiting staff are responsible for their students using the correct staff:student ratio at all times.</p> <p>All schools are allocated a school guide (part of the festival staff team), whose role is to supervise the school upon arrival, until they leave Fylde Road car park at the end of their visit.</p> <p>All staff to comply with the event safety document, which outlines road safety.</p>	Actively monitor new crossing points on Fylde Roundabout to assess whether there is any additional risk and whether staff need to be positioned to advise public on crossing protocols.	Event organiser, event team	Prior to and during event		Low
<b>Personal medication or disability needs not met</b>	Staff, students, visitors Pre-existing medical conditions worsened by a particular activity	<p>Persons advised to ensure personal needs are met and to inform staff where appropriate.</p> <p><a href="#">Procedure PP 08.11 Health and Safety Management of Activities Involving Disabled Staff and Students</a></p> <p>Compliance with University <a href="#">Accessible Events</a> guide</p>	Specific risk assessment as required for persons with pre-existing medical conditions which may be worsened by the activity or egress to the building in the event of fire alarm activation.	Event organiser	Prior to and during event		Low
<b>Inclusivity considerations</b> - creating a more inclusive space for all diversity groups	Staff, students, visitors, contractors Discrimination, bias and barriers to inclusivity.	<p>Compliance with University <a href="#">Accessible Events</a> guide.</p> <p>The event organiser should from the planning stage proactively consider how different people who may be attending the event may be affected differently by the event activities and/or the location it is being held in. and put in place, <i>actions to prevent discrimination, bias and barriers to inclusion.</i></p>	Eventbrite - <a href="#">The Essential Guide to Inclusivity at Your Events</a>	Event organiser	Prior to and during event		Low
<b>General Public Safety</b>	Staff, students, visitors Fractures, lacerations, bruises due to overcrowding, lack of information provision, stewarding, security, etc.	<p><a href="#">Event registered</a> and reviewed against <a href="#">University Hosting an Event requirements.</a></p> <p>Staff, students and visitors to remain alert and report any suspicious person or activity to UCLan Security / Police as appropriate.</p> <p>Suitability of venue to be evaluated prior to selection, taking into account numbers to be accommodated and the adequacy of facilities, fire safety arrangements, etc.</p>	Public Liability Insurance First aid, accident reporting procedures.	Event organiser, events team	Prior to and during event		Low

		<p>Room capacities must be adhered to.</p> <p>All events team members to be briefed in UCLan emergency procedures and their role in an emergency.</p> <p>Housekeeping announcement to participants at beginning of event.</p> <p>Stewarding of members of the public.</p> <p>Out-of-hours access notified to Security – permission from DoS/Service as required.</p> <p>All students and staff must familiarise themselves with the <a href="#">Code of Practice to ensure Freedom of Speech</a> and ensure any event they organise complies with the code.</p> <p>The University Schools Days Risk Assessment, Lancashire Science Festival Code of Conduct and Important Safety Information document is also to be shared with schools.</p>					
<b>Use of drones to film events</b>	<p>Staff, students, visitors, contractors</p> <p>Accidents related to use of drones, flying without permission / licence</p>	<p>Staff, students, visitors, contractors are not permitted to fly drones (no matter what the weight or purpose) without prior permission from the University's competent person and must comply at all times where permitted with the <a href="#">Use of Unmanned Aerial Vehicles including Drones and Fixed Wing Aircraft</a></p>	Police may require pre-notification to fly drones to prevent false call outs.	Those intending to film with drones	Prior to any drone flight		Low
<b>Third parties working on UCLan premises, including sub-contractors of 3<sup>rd</sup> parties</b>	<p>Staff, students, visitors, contractors</p> <p>Accidents related to insufficient knowledge of campus and UCLan safety procedures</p>	<p>Organisations, businesses, etc., undertaking activities on UCLan premises must provide a risk assessment, method statements for that activity and evidence of public liability insurance.</p> <p>General UCLan safety/emergency information to be provided to third parties.</p>	H&S Dept / Estates Helpdesk can advise on suitability of provided risk assessments.	Third parties Event organiser	Prior to and during event		Low
<b>Waste</b>	<p>Staff, students, visitors, cleaning, building staff</p>	<p>Waste materials must be removed, and the room left in the state and design layout you found it.</p> <p>If additional waste receptacles required contact Estates Helpdesk.</p>		Event organiser	After event		Low
<b>Posters, notice's, literature etc.</b>	<p>UCLan</p> <p>Reputational issues</p>	<p>Compliance with <a href="#">Regulations Governing Posters, Notices, Temporary Signs &amp; Distribution of Literature</a></p>		Event organiser	Prior to and during event		Low
<b>Exhibition stands</b>	<p>Staff, students, visitors,</p> <p>Fractures, lacerations, bruises from stands that are unstable, collapse, strike or hit persons or trip.</p>	<p>Ensure stands are stable, flooring is level and suitable, stands that may be subject to wind should be weighted down.</p> <p>Stand legs/bases, boxes of leaflets, bags, etc., should not protrude into walkways or present a trip hazard to attendees or persons staffing stand.</p>		Event organiser	Prior to and during event		Low

<p><b>External providers - specific risks related to their event activities</b></p> <p><b>Showfloor activities / Shows / Workshops</b></p>	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors.</p> <p>Unsafe working practices, injury, fatality, risk to buildings.</p>	<p>Organisations, businesses, etc. undertaking activities on University premises must provide a risk assessment for their activity and evidence of their public liability insurance.</p> <p>All science communicators and companies who supply stands must provide evidence of public liability insurance and a risk assessment.</p> <p>All insurances and risk assessments must be approved by Events Team and the University Insurance Manager, with support from the Safety, Low Page 16 of 27 Health and Environment Department where required.</p> <p>A generic risk assessment will be created for low risk activities.</p> <p>UCLan staff responsible for their activity must provide a risk assessment.</p>					<p>Low</p>
<p><b>UCLan School/Service activities - specific risks related to their event activities</b></p>	<p>Student ambassadors, staff volunteers</p> <p>Visitors (adults and children), external providers / exhibitors.</p> <p>Unsafe working practices, injury, fatality, risk to buildings.</p>	<p>All UCLan School/Services required to complete a risk assessment for their activities, template risk assessment provided to assist this. All risk assessments must be approved by Events Team and the University Insurance Manager, with support from the Safety, Health and Environment Department where required.</p>					<p>Low</p>

<b>Exhibition Stand safety</b>	Festival staff and general public Slips, trips, falls, injury	<p>Health and safety Adviser will conduct a pre-opening inspection of all stands.</p> <p>Organisations, businesses, etc. undertaking activities on University premises will be provided with health and safety guidance ensuring their proposed activities are safe. Performer and Exhibitor Manager to conduct visual checks to ensure activities are as agreed and safe.</p> <p>Organisations, businesses, etc. undertaking activities on University premises must provide a risk assessment for their activity and evidence of their public liability insurance.</p> <p>All science communicators and companies who supply stands must provide evidence of public liability insurance and a risk assessment. Any corrective actions to be completed before opening Event organiser / Festival Staff Estates H&amp;S External providers Prior to and during event Low Page 21 of 27</p> <p>All exhibitors will be advised to ensure stand legs/bases, boxes of leaflets, bags, etc., cannot protrude into walkways or present a trip hazard to attendees or persons staffing stand.</p>	Any corrective actions to be completed before opening	Event organiser / Festival Staff Estates SHE External providers	Prior to and during event		Low
<b>Misuse of confidential data</b>	<p>Festival Staff</p> <p>Visitors</p> <p>Risk of breaking Data Protection/GDPR.</p>	<p>All printed confidential data to be held in the event control centre or with Zone managers for use during the event and destroyed following event.</p> <p>Zone managers to leave all confidential data in event control overnight during the festival.</p>	Follow Data protection/GDPR regulations and guidance	Event organiser / Festival Staff	Prior to, during and after event		Low
<b>Trapping fingers / hit by lecture theatre doors</b>	<p>Festival staff and visitors</p> <p>Bruise, fracture</p>	Doors to be held open as visitors enter/leave theatre by festival staff	<p>Provision of First Aid</p> <p>Reporting Accidents, Incidents and Near-Misses</p>		During Event		Low

<b>Stair guarding</b>	<p>Festival staff and visitors</p> <p>Falls, bruises, fracture, fatality.</p>	<p>Festival staff to ensure stairs are not used for queuing. Queues to be managed so they are held at the top/bottom of stairs instead. Then attendees allowed to move forward only when there is space for them on the next level.</p> <p>First aid, accident reporting – (See Accident Reporting) All accidents, incidents, injuries or near misses during the event must be reported immediately to the school guide who will alert the event control centre, activating the event accident reporting procedure. An accident report form must be completed for all accidents, incidents, injuries or near misses.</p>					Low
<b>Carpet in STFSC</b>	<p>Event staff, students, student ambassadors and staff volunteers, contractors.</p> <p>Fractures, lacerations, bruises from slip, trip, falls</p>	<p>Carpet is rubber backed and should stay in place throughout the event.</p> <p>Carpet edges at doorways to be covered by matting to ensure the edges do not lift.</p>	<p>Contractor who laid carpet to return and address raised edges where needed.</p> <p>Daily inspections by the H&amp;S team.</p> <p>Ongoing monitoring by the events team.</p>	Event organiser H&S team	During event	Ongoing	Medium
<b>Long working hours before, during and after the event.</b>	<p>Events team, SHE Team, Estates Team, Contractors.</p> <p>Limited number of staff available makes it difficult to reduce working hours for some staff.</p> <p>Stress and tiredness could lead to poor decision making, ill health or injury when undertaking practical tasks.</p>	<p>Monitoring of working hours and use of shift work where possible.</p> <p>Staff welfare checks to be made by managers and team members across the event.</p> <p>Staff rooms to be provided and staff to be encouraged to take regular breaks.</p>	Ongoing monitoring by team managers.	All managers of teams involved. All event staff.	Prior to, during and after event.	Ongoing	Medium

<b>Lift entrapment</b>	<p>Event staff, students, student ambassadors and staff volunteers, contractors.</p> <p>Panic attacks, anxiety and stress.</p>	<p>Two lifts available in STFSC.</p> <p>Three lifts available in the Student Centre.</p> <p>Lifts in HA, GB, C&amp;T, Adelphi</p> <p>Estates and Security teams trained to operate lifts in the event of an entrapment. Engineer on call if on-site teams are unable to release person from the lift.</p> <p>Alternative access to the sports hall available via external doors.</p>					<b>Low</b>
<b>Staffing shortage</b>	<p>Event staff, student ambassadors and staff volunteers, general public, contractors.</p> <p>Insufficient staff to steward</p>	<p>Staffing plan and framework to be created prior to the event.</p> <p>Contingency staff allocated for key roles.</p> <p>Alternative locations secured and made available</p> <p>Use of UCLan internal media Adequate staff in place</p> <p>Staff illness/late process in place.</p>	Ongoing monitoring	<p>Event organiser / event team</p> <p>Staffing Manager</p>	Prior to and during event	Ongoing	<b>Low</b>