

UCLan SHE Detailed Work Instruction



Procedure Reference	DWI 17.1	Version Number	V1.0
Detailed Work Instruction	LSF23 School Days Risk Assessment		
Policy Reference and Version	DWI 17.1	Detailed Work Instruction Approval Date	Nov 2022
Procedure Approved By	Liz Campbell	Detailed Work Instruction Revision Date	

Risk Assessment For
Service / School / Faculty: External Relations
Location of Activity: Sir Tom Finney Sports Centre, Foster Social Space, Darwin Building, Young Scientist Centre, Foster Building, Harrington Building, Greenbank Building, University Square, Maudland Building, C&T Building, Adelphi Building, Media Factory and Student Centre Routes Between These Locations
Activity: Lancashire Science Festival Thursday 18 and Friday 19 May 2023 - School Days. 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. Event build: 15 - 17 May 2023 Event Dates: 18 - 20 May 2023 (18 & 19 May School Days)

Assessment Undertaken By
Name: Emma Melling
Date: 30/11/22
Signed by Director of Service:

Ginette Unsworth Director of Communications and Events
Date: 26 Jan 2023

Assessment Reviewed By
Name: Kathryn Jones
Date: 26/01/2023
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)

This risk assessment must be read in association with [Procedure PP 17.01 Management of Staff or Student Organised Events on the Preston Main Campus](#) and the University's [Hosting an Event on Campus guidance](#).

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New Risk Assessment: <input checked="" type="checkbox"/>			Amended Risk Assessment: <input type="checkbox"/>			If amended, please state why?		
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 checked="" type="checkbox"/>	Other please state:

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)
Security threat	<p>Festival staff (including Festival events team, UCLan staff volunteers, student ambassadors), visiting staff and students, external providers, exhibitors</p> <p>Obvious security threats, missed/not reported leading to serious injury.</p>	<p>University Emergency Plan and emergency response protocols and processes.</p> <p>In house security with regular campus patrols supported 24hr monitored CCTV</p> <p>UCLan security team, SHE Department and Festival team to remain vigilant throughout the festival and report any suspicious person(s) or activity to the Event Control Centre who will initiate any measures deemed necessary and proportionate at the time based on the available information which may include the activation of the Emergency Plan and/or building evacuation process.</p> <p>Students Ambassadors and volunteers to attend event training, and instructed to report any suspicious person or activity to the Event Control Centre who will initiate any measures deemed necessary and proportionate at the time based on the available information which may include the activation of the Emergency Plan and/or building evacuation process.</p> <p>University Emergency Management Plan with associated command structure activated where necessary.</p> <p>Festival team and SHE staff to conduct pre-event checks, which will highlight any suspicious items.</p> <p>The University has an Emergency Management Plan which can be activated in the event of a significant incident or security threat whereby the duty UCLan Tactical Lead can activate the plan and</p>					Low

		<p>initiate an emergency response over and above the plans developed by the LSF team.</p> <p>Communications Manager to report any potential security threats to the University security team. The security team will assess the incident and, if required, escalate it up to the police and the Head of Safety and Emergency Planning.</p>					
<p>General Public Safety</p> <p>Overcrowding</p>	<p>Festival staff (including Festival events team, UCLan staff volunteers, student ambassadors), visiting staff and students, external providers, exhibitors</p> <p>Fractures, lacerations, bruises due to overcrowding, lack of information provision, stewarding, security, etc.</p>	<p>PP 17.1 Health & Safety Procedural Guidance for the Management of Staff or Student Organised Events on the Preston Campus</p> <p>Security team aware, briefed and contactable via phone and radio by core festival staff.</p> <p>Relevant festival staff to undertake mandatory training which includes emergency evacuation procedures and First aid, accident reporting.</p> <p>Suitability of venue evaluated prior to selection, taking into account numbers to be accommodated and the adequacy of fire safety arrangements.</p> <p>Room capacities adhered to.</p> <p>Access into Harrington LT will be via the main entrance on Adelphi Street.</p> <p>Access into Foster Lecture Theatres is through the back of the lecture theatres to avoid crowding (not via medical centre)</p> <p>Festival events team and SHE to conduct pre-event checks ahead of each day, which will highlight any potential hazards, which can be actioned ahead of visitor arrival.</p> <p>Provision of staff, volunteer staff, student ambassadors, etc, to steward, monitor and assist with running of LSF.</p>	<p>Public Liability Insurance First aid, accident reporting procedures.</p> <p>Walk through of venue queuing areas prior to event, giving time for the additional hire of Tensa barriers if needed.</p> <p>Observing crowds in venues and redirecting if crowd appears uncomfortably close and beginning to walk into each other due to restricted space</p>	Event organiser, event team	Prior to and during event		Low

		<p>Festival staff to remain vigilant throughout the festival and inform the event control centre of any potential hazards, who will action immediately.</p> <p>Procedure pp12.3 Provision of First aid, Procedure PP 12.2 Accident Reporting - (See Accident Reporting)</p> <p>All accidents, incidents, injuries or near misses during the event must be reported immediately to the events team who will alert the event control centre (or will be directly reported to 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> <p>Any building work on Campus will be checked by Estates Project Managers. Festival staff to be made aware of any new developments.</p> <p>All festival staff will undertake training prior to the event. Training will include health and safety monitoring and reporting of all accidents, incidents, injuries or near misses during the event.</p> <p>All student ambassadors, staff volunteers briefed regarding emergency procedures.</p> <p>First aid support can be requested via event control. All event staff to be provided with contact information for event control. Staff to be briefed in their role in an emergency.</p> <p>Housekeeping announcement: There will be a pre recorded video to go through housekeeping announcements and it is the Lecture Theatre Support's responsibility to show this. Failing the video working a live announcement will be made.</p> <p>Suggested walking routes clearly marked on map</p>					
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		<p>Out-of-hours access notified to Security</p> <p>Adequate First Aid provision & First Aid Rooms, which are fully stocked prior to the festival.</p> <p>Regular observations to be made of total site capacity, including outdoor areas. This will need to be conducted through on-site observations by all team members/zone managers and communicated via radios.</p> <p>The festival will comply with general 'good housekeeping' practices;</p> <ul style="list-style-type: none"> • Walkways to be kept clear at all times. • All cables to be taped down/covered. • Socket covers kept closed. • Fault / maintenance reporting procedures followed. 					
<p>Inadequate system in place for communication to all Event staff, emergency services, attendees.</p> <p>Lack of control and command personnel / processes</p> <p>Failure in communication systems / Control Centre</p>	<p>Festival staff, Student ambassadors, staff volunteers</p> <p>Lack of information about event activities could lead to issues and incidents being missed. Serious impact on public safety management.</p>	<p>Full event temporary communication control / command room / processes to be implemented.</p> <p>Personal mobile phones available for use if required. All event staff numbers collected before the event.</p> <p>Staffing Framework completed.</p> <p>Radio system tested prior to the event. Coverage is sufficient for the event.</p> <p>Zone managers, Event Command Team, and First aiders will have whatsapp groups linked with Event Control. This reduces radio communications and offers a back-up should radios fail.</p>					Low
<p>Workshops without a risk assessment</p>	<p>Visitors (adults and children)</p> <p>Activity improperly assessed.</p>	<p>Low risk workshops do not require their own risk assessment. Instead, their activities come under this risk assessment.</p> <p>Workshops to be reviewed by the Events Team and Safety, Health and Environment Team who will identify if the activity planned is low risk.</p>					Low

		Workshop leaders will be asked to show a housekeeping video at the start of each session. Failing the video working they will do a live announcement themselves					
Safeguarding Issues (Children or vulnerable adults participating or attending event)	Festival Staff, visitors, children and vulnerable adults Risk of abuse or false allegations	<p>The University's Safeguarding Policy adhered to throughout the festival.</p> <p>Visiting staff are responsible for their students using the correct staff:student ratio at all times and must carefully supervise students at all times.</p> <p>Visiting staff have a student register and conduct regular head counts throughout the day.</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>Staff DBS checks where appropriate;</p> <p>Event staff should not work on a 1-2-1 basis with under 18s or vulnerable adults unless specifically assessed. It is the visitor's responsibility to ensure adult to child ratio in large groups is adhered to. The University do not take any responsibility or liability.</p> <p>All festival staff to remain vigilant throughout the festival and report any safeguarding issues to the event control centre, who will activate the safeguarding process.</p> <p>Consent will be required if filming / photography is taking place, this is clear on the event website and on all email correspondence with the school prior to the event.</p> <p>Press/internal comms/social media/photo team to be aware that teachers can ask for filming not to include their children.</p>					Low

		<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 your personal contact details or ask for such from a child.</p>					
<p>Visiting staff and students alighting from coaches minibuses etc. and accessing UCLan campus.</p>	<p>Festival staff and visiting staff and students</p> <p>Road traffic accident, fatality, fractures, lacerations, bruises.</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. 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>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, event team</p>	<p>Prior to event and during the event</p>		<p>Low</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 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. 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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<p>Car parking / traffic management / Movement between activities</p>	<p>Student ambassadors, staff volunteers</p> <p>visitors (adults and children), external providers / exhibitors.</p> <p>Vehicles parked on pavements restricting access, vehicles entering site. Road traffic accident, fatality, fractures, lacerations, bruises.</p>	<p>Additional staff managing car parks.</p> <p>Speed restrictions in car parks on outdoor event spaces.</p> <p>UCLan Car Parking Regulations:</p> <p>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.</p> <p>Zero tolerance to abuse.</p> <p>Closing service road in front of STFSC.</p> <p>Majority of Adelphi Street is pedestrian access significantly reducing risk to pedestrians crossing road.</p> <p>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>
<p>Movement between activities</p>	<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.</p> <p>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</p>					<p>Low</p>

		<p>entering Fylde Road car park and the safest route around campus, using zebra crossings & 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.</p> <p>Schools are advised to always stay with their school guide, who will follow the correct pedestrian route around campus.</p>					
Crossing roads	<p>Festival staff and visiting staff and students.</p> <p>Road traffic accident, fatality, fractures, lacerations, bruises. Access issues.</p>	<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 buildings used for the Lancashire Science Festival have disabled access.</p> <p>All staff to comply with the event safety document, which outlines road safety.</p>					Low

<p>Lost/Found Persons</p>	<p>Visiting students</p> <p>Lost children, distressed children, vulnerable persons unable to access required support, abduction.</p>	<p>Visiting staff are responsible for their students using the correct staff : student ratio at all times and must carefully supervise students at all times.</p> <p>Visiting staff have a student register and conduct regular head counts throughout the day.</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 school guides aware of the location of all toilet facilities.</p> <p>Missing/found person procedure in place. Event Search Plan in place.</p> <p>All festival staff allocated a school guide role will undertake specific training for this role.</p> <p>All Festival staff briefed on the missing/found person procedure.</p> <p>Visiting staff issued with contact details for the event control centre who can activate the missing/found person procedure if required.</p> <p>During the school guide briefing with the visiting school, all students made aware of the missing/found person procedure.</p> <p>Where a child or vulnerable adult is found festival staff should alert their zone manager or call event control.</p> <p>Found persons to be supervised by two members of festival staff while the festival team work to locate their guardian/school group lead.</p> <p>Guidance for School Visits to UCLan adhered to throughout the festival.</p>					<p>Low</p>
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<p>General, slip, trips, falls and personal injury</p>	<p>Festival staff</p> <p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors.</p> <p>Poor lighting, trailing cables, discarded litter, obstructions in walkways, poor housekeeping, open floor power boxes.</p> <p>Fractures, lacerations, bruises.</p>	<p>Festival events team and Safety Health and Environment Team to conduct pre-event checks ahead of each day, which will highlight any potential hazards, which can be actioned ahead of visitor arrival.</p> <p>Festival staff to remain vigilant throughout the festival and inform the event control centre of any potential hazards, who will action immediately.</p> <p>First aid, accident reporting - (See Accident Reporting)</p> <p>All accidents, incidents, injuries or near misses during the event must be reported immediately to the events team who will alert the event control centre (or directly to 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> <p>Any building work on Campus will be checked by Estates Project Managers. Festival staff to be made aware of any new developments.</p> <p>All festival staff will undertake training prior to the event. Training will include health and safety monitoring and reporting of all accidents, incidents, injuries or near misses during the event.</p> <p>Each morning of the festival all festival staff must attend a staff briefing to ensure all staff are up to date. This will be run by Zone Managers</p> <p>The festival will comply with general 'good housekeeping' practices;</p> <ul style="list-style-type: none"> • Walkways to be kept clear at all times. • All cables to be taped down/covered. • Socket covers kept closed. • Fault / maintenance reporting procedures followed. • Main theatre lighting to be when arriving / exiting lecture theatres 	<p>Procedure PP 12.03 Provision of First Aid</p> <p>Procedure PP 12.02 Reporting Accidents, Incidents and Near-Misses</p>	<p>Event organizer / Festival Staff</p>	<p>Prior to and during event</p>		<p>Low</p>
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<p>Disabled access / egress</p>	<p>Student ambassadors, staff volunteers</p> <p>Visitors (adults and children), external providers / exhibitors.</p> <p>Injury / ill-health / discomfort caused by restricted access, lack of welfare facilities, egress from building following a fire alarm activation.</p>	<p>Single Equality Act / building Control compliant buildings;</p> <p>PP. 8.11 University Procedure for Risk Assessment for Activities Involving Disabled Staff & Students;</p> <p>Specific risk assessments may be required for persons with significant pre-existing medical conditions / disabilities;</p> <p>Generic Emergency Egress Plans (GEEP) for persons who may have difficulties exiting the building without the use of lifts;</p> <p>Provision of Evac-Chairs for persons with mobility difficulties.</p> <p>Visitors asked to provide information on accessibility requirements prior to the event.</p> <p>Reserved spaces for wheelchair users in shows.</p> <p>Disabled toilet facilities available in all buildings.</p>					<p>Low</p>
<p>Third parties / specific UCLan staff activities, demonstrations, etc.</p>	<p>Festival staff and students</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, 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>Hygiene / Environmental</p>	<p>Student ambassadors, staff volunteers</p>	<p>UCLan Guidance on Thermal Comfort;</p>					<p>Low</p>

<p>conditions / comfort / welfare</p>	<p>Visitors (adults and children), external providers / exhibitors.</p> <p>Heatstroke, sunburn, illness, injury, fatigue, distress.</p>	<p>Temperature / humidity kept to a reasonable level by Estates.</p> <p>Estates Helpdesk to report temperature / humidity issues.</p> <p>Temperatures / humidity monitoring by Safety, Health and Environment Department upon request.</p> <p>Estates Helpdesk to report temperature / humidity issues.</p> <p>Heating and ventilation system in place.</p> <p>No Smoking within buildings including vaping.</p> <p>Male, Female and Disabled toilets provided on all floors with hot and cold running water, soap, hand drying facilities.</p> <p>Toilets cleaned on a regular basis and supplied with hot and cold running water and soap/paper towels.</p> <p>Fresh drinking water available.</p> <p>Rain shower ponchos available to staff.</p> <p>Breaks in place for event staff across the event days.</p> <p>Staff greenroom available for breaks.</p>					
<p>External providers - specific risks related to their event activities</p> <p>Showfloor activities Shows Workshops</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,</p>					<p>Low</p>

		<p>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>UCLan School/Service activities - specific risks related to their event activities</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.</p> <p>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>					Low
<p>Fire</p> <p>(Flammable materials, use of naked flames, arson, electrical fault, false activations, blocked fire escape routes/doors,)</p>	<p>Student ambassadors, staff volunteers</p> <p>visitors (adults and children), external providers / exhibitors.</p> <p>Fatality, burns, smoke inhalation, injury, risk to buildings.</p>	<p>Procedure PP 14.01 General Fire Safety: fire risk assessments, no smoking buildings, fire alarm system, fire marshals.</p> <p>Festival staff must attend a staff briefing, which includes the University's fire evacuation procedure.</p> <p>All Lancashire Science Festival venues have clear fire evacuation points.</p> <p>All festival staff allocated, and Lecture Theatre Support role will receive specific briefings. Training will include welcome/housekeeping announcements video guidance and what to do if this does not work on the day, highlighting all exits to visitors and training on how to safely evacuate a room in the event of an emergency.</p> <p>A Safety, Health and Environment Adviser will approve use of smoke machines or anything that produces smoke.</p>	<p>Any events that will entail the use of the Media Factory Atrium areas should be discussed with the SHE Section.</p>	<p>Event organizer / Festival Staff</p> <p>Estates</p> <p>SHE</p>	<p>Prior to and during event</p>		Low

		<p>Smoke detection temporarily deactivated by Estates/contractor where activities are likely to produce smoke, steam, etc. Detection reactivated as soon as practicable after activity has finished and smoke has dissipated.</p> <p>Manual activation of call point required if a fire occurs, careful monitoring of area required.</p> <p>No smoking or vaping is permitted in any University building.</p> <p>Fire alarms are installed in all campus buildings.</p> <p>All fire exits, escape routes, escape doors etc. within buildings must be kept clear at all times.</p> <p>First aid, accident reporting - (See Accident Reporting)</p> <p>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>					
<p>Equipment</p> <p>Electricity</p>	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors</p> <p>Electrical shock, burns, fire, fatality.</p>	<p>All University provided equipment tested and maintained, faults reported to relevant technical staff.</p> <p>Portable electrical equipment brought into UCLan by staff/students for events must be safe and be PAT certificated. Equipment with loose or uncovered wires should not be used.</p> <p>All UCLan electrical equipment must be PAT tested and regularly inspected for faults, faulty equipment to be removed from use immediately.</p> <p>All electrical supplies installed by a competent electrician.</p>					Low

		<p>Events Team will conduct a pre-opening inspection of all stands.</p> <p>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>Any electrical equipment used outside must be suitable for outdoor use.</p> <p>First aid, accident reporting - (See Accident Reporting)</p> <p>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>					
Food Safety - provision by UCLan catering	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors.</p> <p>Food hygiene incidents, food contamination, allergies;</p>	<p>University HACCP, risk assessment & food safety management procedures.</p>	<p>Following of UCLan Policies and Procedures</p> <p>Relevant licenses in place and control measures to be followed</p>	<p>Catering Manager / Event organizer / Festival Staff</p>	<p>Prior to and during event</p>		<p>Low</p>
Food Safety - provision by third party caterers	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors.</p> <p>Food hygiene incidents, food contamination, allergies;</p>	<p>PP 17.1 Health & Safety Procedural Guidance for the Management of Staff or Student Organised Events on the Preston Campus</p> <p>Staff /students are not permitted under food safety regulations to provide food cooked or prepared by them as part of an event.</p> <p>Use of external caterers to be notified to and accepted by UCLan Catering Manager.</p>	<p>Install of external caterers to be supervised by the Events Team.</p> <p>Relevant licenses in place and control measures to be followed</p>	<p>Event organizer / Festival Staff</p>	<p>Prior to and during event</p>		<p>Low</p>

		<p>Copies of risk assessment, food hygiene certification, public liability and premise food registration must be obtained</p> <p>Caterers to be responsible for undertaking a Hazard Analysis Critical Control Point (HACCP) to identify the measures required for food hygiene and food safety.</p> <p>Allergens to be communicated to customers upon request.</p> <p>Safety, Health and Environment staff will undertake a check of all external food providers before they open for business.</p>					
Outdoor Food Vendors	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors.</p> <p>Vehicle accident Overcrowding Impact of waste Damage to square Fire</p>	<p>Schematic of University Square layout will be produced, ensuring clear routes for egress and ingress.</p> <p>UCLan staff will monitor the ingress and egress of this area for food traders. Ensuring the safe movement of vehicles and the correct location of each trader stand.</p> <p>Safety, Health and Environment staff will undertake an assessment of all trader set-ups. If a trader set-up is deemed to be unsafe they will not be able to trade at this event.</p> <p>A large bin will be provided for trader use. Small bins will be located across the area for visitor use. The area manager and the UCLan estates team will monitor the amount of rubbish in the area and ensure bins are emptied when they become full.</p> <p>In the event of a fire the area will be evacuated by festival staff. Visitors will be directed to the fire assembly area (St Peters Gardens in front of the library) or to other areas of the festival if it is safe to do so.</p>					Low

		<p>All escape routes must be always kept clear.</p> <p>First aid, accident reporting - (See Accident Reporting)</p> <p>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>					
Use of outdoor spaces to hold events	<p>Staff, students, visitors, contractors</p> <p>Vehicle attack, vehicle accident.</p> <p>Fractures, lacerations, bruises, fatalities, space and building damage.</p>	<p>Where outdoor spaces are being used for to hold events, the area should be closed off from vehicle access at all times during an event;</p> <p>Access for vehicles related to the event only. Vehicles will only be allowed to move on the space before or after the event;</p> <p>Bollards in place to prevent vehicle access to University Square/St. Peter's Garden/St. Peter's Square;</p> <p>Security Controlled access barrier in place at the top of Kendal Street.</p>	<p>Consider if additional barriers will be required to manage access to the site.</p>	<p>Event organiser / staff.</p>	<p>Prior to and during event</p>		<p>Low</p>
Exhibition Stand safety	<p>Festival staff and general public</p> <p>Slips, trips, falls, injury</p>	<p>Safety, Health and Environment 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.</p>	<p>Any corrective actions to be completed before opening</p>	<p>Event organizer / Festival Staff</p> <p>Estates</p> <p>SHE</p> <p>External providers</p>	<p>Prior to and during event</p>		<p>Low</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.					
Working at height (e.g on step ladders / during set up)	Festival staff, Contractors Fall from height, falling object hitting someone, injury, fractures, fatality	Procedure PP 05.10 Safe Working at Height. Step stool and ladder risk assessments and always follow working at height procedures as advised by Safety, Health and Environment Department. Working at height to be avoided whenever practicable. Persons working at height must be competent and have been trained to do so. Equipment must be suitable for intended use. All external contractors are approved, trained through own company and required to provide risk assessments and safe working procedures. All working at height to be completed before event opens.	A specific working at height risk assessment may be required, seek advice from the SHE Dept and Estates before and working at height is undertaken.	Event organizer / Festival Staff Estates SHE External Providers	Prior to any WaH commencing		Low
Manual Handling: Moving/using equipment, tables, boxes, etc., loading/unloading vehicles,	Staff, students, visitors Injury due to poor lifting/carrying/moving techniques.	Procedure PP 08.05 Manual Handling Operations Persons undertaking manual handling activities must have been trained to do so. Maintain good posture when lifting or lowering equipment; Avoid twisting or bending to reduce the chance of back injury; Wear protective gloves to reduce the risk of damage to hands; Do not single-handedly attempt to lift anything that is "too heavy"; Be aware of awkward shaped loads and unevenly balanced loads. 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.	Online manual handling training available through Blackboard.	Event organiser, persons lifting and carrying	Prior to any MH commencing	Ongoing	Low

Manual handling - feather banners	Contractors, festival staff Injury due to poor lifting/carrying/moving techniques.	Movement of the 2.5m feather banners will be a two-person job with one person holding the top part and the other holding the 27kg bottom base. The top and bottom are connected with a cable tie so need to be moved together. Where possible the bases will be rolled along rather than lifted. Where actual lifting of the bases is necessary manual handling good practice will be followed: Maintain good posture when lifting or lowering equipment; Avoid twisting or bending to reduce the chance of back injury; Do not single-handedly attempt to lift anything that is "too heavy"; Be aware of awkward shaped loads and unevenly balanced loads.					Low
Waste Insufficient waste and recycling facilities	Festival staff and staff volunteers, festival visitors, contractors. Reputational damage. Slips, trips, falls causing fractures, lacerations and bruising	Waste materials must be removed, and the venues left in the state and design layout you found it. Ensure adequate waste facilities are provided and regularly emptied. Waste issues to be reported directly through Estates Helpdesk	Additional bins to be put in place prior to the event as well as scheduling in emptying of the bins throughout the event.	Event organiser Estates Services	Prior to and during event	Ongoing	Low
Misuse of confidential data	Festival Staff Visitors Risk of breaking Data Protection/GDPR.	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. Zone managers to leave all confidential data in event control overnight during the festival.	Follow Data protection/GDPR regulations and guidance	Event organizer / Festival Staff	Prior to, during and after event		Low
Trapping fingers / hit by lecture theatre doors	Festival staff and visitors Bruise, fracture	Doors to be held open as visitors enter/leave theatre by festival staff	Procedure S 08.03 Provision of First Aid Procedure S 11.02 Reporting Accidents, Incidents and Near-Misses		During Event		Low
Stair guarding	Festival staff and visitors	Festival staff to ensure stairs are not used for queuing. Queues to be managed so they are held					Low

	Falls, bruises, fracture, fatality.	<p>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)</p> <p>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>					
Violence/Aggression on Unwanted visitors	<p>Student ambassadors, staff volunteers visitors (adults and children), external providers / exhibitors.</p> <p>Verbal and/or physical assault, loss / damage of equipment.</p>	<p>Unwanted visitors to be notified to the event control centre, who will notify Security immediately.</p> <p>University staff / student discipline procedures.</p> <p>If needed, staff can contact Security directly. Unwanted visitors to be notified to: Security (24-hour security lodge) 01772 892068. Email: Security@uclan.ac.uk</p> <p>All festival staff briefed to wear their staff or student lanyard. Contractors to wear a contractor lanyard.</p> <p>Staff/Student Counselling available if necessary All staff briefed to contact event organiser if such situation arises</p> <p>No animals to be brought onto site unless part of an independently assessed activity previously agreed by the festival team (except assistance dogs).</p> <p>Regular security patrols, CCTV coverage monitored 24/7.</p>	Attendees to register at the beginning of the event and to be provided with a badge and asked to wear this.	Event organizer / Festival Staff Security	Prior to and during event		Low
Personal medication or disability needs not met, including	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>Procedure PP 08.11 Health and Safety Management of Activities Involving Disabled Staff and Students.</p>	Specific risk assessment as required for persons with pre-existing medical	Event organiser	Prior to and during event	Ongoing	Medium

<p>emergency building evacuation needs not met</p>		<p><u>Use of Generic Emergency Evacuation Plans</u> All venues fully accessible - direct emergency agrees at ground floor levels. Attendees told to bring any personal medication or medical equipment. Add an element to staff training asking them to look out for any individuals that appear unwell and approach them if appropriate.</p>	<p>conditions which may be worsened by the activity or egress to the building in the event of fire alarm activation. Attendees informed that wheelchairs will not be available for use by persons with mobility issues.</p>				
<p>Weather - Possible extremes of cold or wet.</p>	<p>Festival staff and visitors High temperatures - heat stroke, illness, sunburn Torrential rain / flooding High winds Cold - icy roads, travel disruption, snow, icy paths, slips, trips and falls</p>	<p>Correct access to sun cream, water, rest areas, PPE etc., for festival staff/volunteers. Regular checks of weather forecast leading up to festival to ascertain if additional controls or emergency protocols required. Communications with visitors prior and during event Liaison with all attendees if extreme weather conditions are forecast. See also Hygiene / welfare / environmental comfort Factors Weather monitoring to be undertaken on the run up to the event. If temperature is likely to cause ice, gritting will be requested across all external areas that will have foot traffic for the event.</p>	<p>Remove feather banners if wind speed is forecast to be above 24mph.</p>	<p>Events Team, Contractors, Estates Team</p>	<p>Prior to and during event</p>		<p>Low</p>
<p>Carpet in STFSC</p>	<p>Event staff, student ambassadors and staff volunteers, graduating students, accompanying family members, contractors. Fractures, lacerations, bruises from slip, trip, falls</p>	<p>Carpet is rubber backed and should stay in place throughout the event. 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. Daily inspections by the SHE team. Ongoing monitoring by the events team.</p>	<p>Event organiser SHE team</p>	<p>During event</p>	<p>Ongoing</p>	<p>Medium</p>

<p>Long working hours before, during and after the event.</p>	<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>	<p>Ongoing monitoring by team managers.</p>	<p>All managers of teams involved.</p> <p>All event staff.</p>	<p>Prior to, during and after event.</p>	<p>Ongoing</p>	<p>Medium</p>
<p>External Factors</p> <p>Significant event - e.g. Death of senior member of the royal family, train strike/other significant transport delays, other external factor restricting or delaying visitors arrival on campus.</p> <p>Unexpected works around campus</p>	<p>Event staff, student ambassadors and staff volunteers, graduating students, accompanying family members, contractors.</p> <p>Potential event delay or cancellation, non-attendees, late arrivals</p>	<p>Decision made by VCG / Gold command as to event continuance or not</p> <p>Social media release to attendees</p> <p>Specific travel advice provision to graduates</p> <p>Monitor travel issues and works being undertaken around campus.</p> <p>Liaison with all relevant contractors / masterplan team</p>	<p>Ongoing monitoring by events team.</p>	<p>Event Manager / Team / Comms & Engagement</p> <p>Car Parking and Deliveries Manager</p>	<p>Prior to and during event</p>	<p>Ongoing</p>	<p>Low/Medium</p>
<p>COVID-19 Considerations</p> <p>Colleagues, students or visitors attend with symptoms of Covid-19 / become ill with COVID symptoms whilst</p>	<p>Staff, students, visitors, contractors</p> <p>Risk: actual or perceived risk of UCLan Colleagues, students, public contracting the virus, mild to serious illness, fatality.</p>	<p>Schools will be asked that any students or staff testing COVID positive should not attend campus.</p> <p>Staff or students should not attend campus for a minimum of 5 days from start of COVID symptoms/date tested positive if no symptoms if they are experiencing COVID-19 symptoms or have tested COVID positive.</p> <p>Follow national COVID guidance.</p>					<p>Low</p>

on campus including asymptomatic persons Persons contracting COVID-19 from close contact with infected persons or from COVID contaminated regularly touched surfaces.	Risk: further spread of virus to other persons in the local and wider community	Ensure rooms are well ventilated either by opening windows or via mechanical ventilation Ensure hands are regularly washed / sanitised.					
Lift entrapment	Event staff, student ambassadors and staff volunteers, graduating students, accompanying family members, contractors. Panic attacks, anxiety and stress.	Two lifts available in STFSC. Three lifts available in the Student Centre. Lifts in HA, GB, C&T, Adelphi 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. Alternative access to the sports hall available via external doors.					Low
Staffing shortage	Event staff, student ambassadors and staff volunteers, general public, contractors. Insufficient staff to steward	Staffing plan and framework to be created prior to the event. Contingency staff allocated for key roles. Alternative locations secured and made available Use of UCLan internal media Adequate staff in place Staff illness/late process in place.	Ongoing monitoring	Event organiser/ event team Staffing Manager	Prior to and during event	Ongoing	Low
Change in the national security threat level or	Event staff, student ambassadors and staff volunteers, graduating	Safety and Security Team with regular campus patrols supported 24hr monitored CCTV	UCLan Safety and Security team, SHE Department and	SHE Dept	Prior to and	Ongoing	Low

<p>intelligence of a potential incident</p>	<p>students, accompanying family members, contractors.</p> <p>Harm by as yet unknown means</p>	<p>Events team and SHE to conduct pre-event checks, which will highlight any suspicious activities or items.</p> <p>University Emergency Management Plan with associated command structure activated where necessary.</p> <p>Emergency Planning undertaken by key staff.</p> <p>UCLan staff (volunteered for event and not part of the events team), Students Ambassadors and volunteers must all undertake mandatory event training ahead of the Lancashire Science Festival. During this training, all staff instructed to report any suspicious person or activity to the Event Control Room who will respond appropriately and where necessary may activate the Emergency and evacuation process.</p> <p>Head of Safety and Emergency Planning or appointed UCLan Tactical Lead to activate and manage the University Emergency and evacuation plan if required.</p> <p>Early engagement with Lancashire Police and planning in terms of the Lancashire Science Festival.</p> <p>Head of Safety and Emergency Management to check Lancs Police have been briefed.</p>	<p>Events teams to remain vigilant throughout the event and report any suspicious person or activity to the Event Control Room who will respond appropriately and where necessary may activate the Emergency and evacuation process.</p>	<p>All event staff</p> <p>Safety and Security Team</p>	<p>during event</p>		
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In using this on-campus event template risk assessment I agree to take note of the risks identified and abide by the control measures outlined. If my event has inherent risks not covered above I will identify those risks and suitable control measure to mitigate those risks and add to the risk assessment above.