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**Events Office:** Activity overview and risk assessment

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| **1. LEAD DEMONSTRATOR** |
| Name | Title / Position | Faculty / Department / Section |
|  |       |       |
| **2. PERSON COMPLETING OVERVIEW / RISK ASSESSMENT (if different from above)** |
| Name | Title / Position | Faculty / Department / Section |
| **3. ACTIVITY TITLE** |
|       |
| **4. OVERVIEW OF ACTIVITY If the activity is a demonstration or workshop, please describe in detail what is involved (do not cut-and-paste the marketing pitch from Events website)** |
| Type: | Talk / Demonstration only [ ]  | Audience participation involved [ ]  |
| Description |       |
| Date of event  |       |
| **5. LOCATION OF THE ACTIVITY (Complete as relevant)** |
| Campus |       | Building |       | Exact Location |       |
| Location not on College premises (describe) |       | Location type(e.g. lab,marquee, public space) |       |
| **6. DECLARATION (Please complete as appropriate)** |
| Confirm that this activity does not present any significant hazard [ ]   | If you CANNOT confirm this, then you must complete the risk assessment overleaf.If you CAN confirm that there are no significant hazards associated with the activity, then please enter details below and forward the form directly to the Events Office.**(see Guidance Notes on Page 4)**  |
| Name      | Date      |

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| **Risk assessment** |
| **1. HAZARD SUMMARY(each identified hazard must then be detailed in Section 2 below)** |
| Moving machinery | [ ]  | Public areas | [ ]  | Genetically-modified Micro-organisms | [ ]  |
| Lifting, carrying or pulling | [ ]  | Explosions or implosions | [ ]  | Non- GM biological agents | [ ]  |
| Sharps | [ ]  | Noise | [ ]  | Live animals | [ ]  |
| Electrical | [ ]  | Extreme hot or cold items | [ ]  | Laboratory animal allergens | [ ]  |
| Working at height | [ ]  | Pressure/steam | [ ]  | Flammable substances | [ ]  |
| Falling objects | [ ]  | Naked flames | [ ]  | Chemicals hazardous to health | [ ]  |
| Environmental factors (terrain, water, weather) | [ ]  | Cryogenic liquids | [ ]  | Emotive or security issues | [ ]  |
| Slips, trips or falls | [ ]  | Compressed gasses | [ ]  | Ionising Radiation | [ ]  |
| Traffic | [ ]  | Travel | [ ]  | UV/lasers/microwave/ other non-ionising radiations | [ ]  |
| Other       |
| **2. Brief description of the hazardous aspect of the activity** | **Precautions (controls)** | **Emergency Actions** | **Is risk high, medium or low?** |
|       |       |       |       |
|       |       |       |       |
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| **3**. **Who might be harmed?** |
| Presenter only [ ]  | Audience plus presenter [ ]  |
| Support staff [ ]  | Other [ ]  Describe:       |
| If audience participation is involved, do any participants need to be excluded e.g. children? |       |
| **4. Describe the waste disposal routes for any hazardous or contentious items** |
|       |
| **5. How often is the activity to be carried out?** |
|       |

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| **7. REVIEW & SIGN OFF (Refer to matrix below)** |
| **Name**  | **Position** | **Date** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| If activity is to take place on the premises of a host organisation, confirm that the organisation been provided with a copy of this risk assessment and that no objections have been raised | [ ]  |
| If activity is to take place in a public location, confirm that any relevant permissions have been obtained. | [ ]  |

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| **REVIEW & SIGN-OFF MATRIX** **The matrix below describes the minimum review and sign-off requirements for the risk assessment in relation to the type of activity being undertaken** |
| **Activity Description** | **Local Safety Officer\*** | **College Safety Department** | **Estates Facilities** | **Host Organisation** | **Local Authority or any other relevant body** |
| Carried out by College staff on College premises |  |  | if taking place in non-Faculty space |  |  |
| Carried out by College staff on the premises of another organisation |  |  |  | Acknowledgement that the risk assessment has been provided to the host organisation |  |
| Carried out by College staff in a public location |  |  |  |  | Acknowledgement that necessary permissions have been obtained (where relevant) |
| Carried out by a visiting organisation on College premises |  |  |  if taking place in non-Faculty space |  |  |

\*Local Safety Officer refers to Faculty Safety Manager, Campus Safety Manager or Departmental Safety Officer. See <http://www.imperial.ac.uk/safety/who-we-are/local-safety-staff/> for a current list of Local Safety Officers.

Note: The College holds Employers and Public Liability Insurance that covers events organised by the College. It is not therefore necessary for the College Insurance Manager to sign-off individual activity assessments.

**GUIDANCE NOTES**

The College has a responsibility to undertake risk assessments before we engage in any activity that may present a risk of injury of ill health to both our own staff and others who may be affected by our activities e.g. members of the public.

1. Completed forms must be returned promptly to the Events Office to avoid delays and allow plenty of time for review and sign-off by the relevant stakeholders. Reviewers require a minimum of two weeks prior to the event.
2. A degree of judgement will be required in determining whether the risk assessment section requires completion. Straightforward lectures or simple demonstrations requiring minimal equipment are unlikely to present any significant hazard that warrants recording. In general, if any of the hazards in Section 1 of the form are identified, then it is likely that the risk assessment section will require completion.
3. It must be absolutely clear from the form where the activity is to take place. If it is off-site (particularly in a public place), then this may present additional challenges and arguably heightens our liabilities.
4. Activities involving hazardous substances must as a minimum record:
	1. The name of the substance, the hazards presented (including any Hazard Statements or Workplace Exposure Limits).
	2. The quantity being handled (this has a direct bearing on the consequences should something go wrong).
	3. Consider any transport issues (both within College premises and outside). If hazardous substances are taken outside the College, they may fall within the scope of the transport of dangerous goods regulations. There may also be insurance implications if private vehicles are used for business purposes.
	4. Consider what precautions need to be in place to prevent exposure (including PPE).
	5. Consider any waste disposal issues.
	6. Consider emergency procedures including spillage control and first aid.

The precautions only need to be proportional to the type and quantity of substance involved.

1. Precautions need to be realistic. If a source of running water is required in the event of an eye splash, a source must be readily available. If a spillage can be envisaged, the materials to deal with it need to be at hand. If hazardous waste is generated (including that from a spillage clean-up) it needs to be disposed appropriately – this may involve getting it back to the laboratory in the first instance. These issues can become more problematic when working off site. It is not uncommon to see risk assessments where text is cut—and-pasted from the safety data sheet without consideration as to whether the necessary means are actually available or workable.
2. The issues covered in points 4 & 5 can broadly be applied to biological agents.
3. Remember to consider the risk of transmitting/being infected by COVID-19 as part of your assessment.
4. Any activities involving radioactive sources need to be approved by the Departmental Radiation Protection Officer or the Safety Department Radiation protection team.
5. Consider any lone working issues. Can a lone worker manage the task on their own (particularly if something goes wrong)?
6. Consider what documentation and ID needs to be carried if working off-site, particularly in public places. If College staff are challenged, they will need to demonstrate that the activity is legitimate and that any necessary permissions have been obtained.

**LINKS:**

Events: <https://www.imperial.ac.uk/advancement/advancement-operations/institutional-events/>

Running an event: <https://www.imperial.ac.uk/events-and-hospitality/>

Imperial Festival: <http://www.imperial.ac.uk/festival>

Prevent Duty: <https://www.imperial.ac.uk/admin-services/secretariat/secretariat/what-we-do/prevent/>