|  |
| --- |
| Risk Assessment  |
| Event Organiser & Contact Details (Organisation / College / PSU)  | \* | Assessment Date & Assessor Name: | \* |
| Location Of Event (Campus / Building / Room Numbers) | \* | Date & Times (including Build up and Break down times if applicable)  | \* |
| Activity / Event NamePlease provide an overview of your event and main activities involved. Include number of people attending, if alcohol is permitted, external contractors, marquees, stages, inflatiables etc  | \* |

**Part 1: Event Summary - Please return to** **events@swansea.ac.uk**

As event organisers you have the responsibility under the [Health & Safety work Act 1974](http://www.hse.gov.uk/event-safety/) to ensure that your event and any contractors are operating legally and safely*.*

Under the Management of Health & Safety at Work Regulations, there is an absolute requirement to carry out a ‘suitable and sufficient’ risk assessment that identifies significant risks and this should be carried out by a competent person that is knowledgeable about the particular event and/or the activity taking place.

More information on running your event can be found on the HSE website <http://www.hse.gov.uk/event-safety/>

**Part 2: Risk Assessment**

| **What are the hazards Associated wth your event/ activities** | **Who might be harmed?** | **How could they be harmed?** | **What are you already doing to prevent likelihood of harm?** | **Do you need to do anything else to manage this risk?** |
| --- | --- | --- | --- | --- |
| **E.g Slips, Trips & Falls**  | **University Employees, Visitors, etc**  | **A wide range of muscoskeletal injuries including sprains & strains, bruises & contusions, fractures abrasions & lacerations** | * **Ensure any trip hazards such as loose flooring are reported to Duty Manager or staff member on site**
* **Ensure all spills are reported and cleaned up immediately.**
* **Ensure all thoroughfares are well lit and report any issues**
* **No trailing cables**
* **Keep work areas free of obstructions eg no boxes or crates to be left in walk ways, all deliveries stored away immediately**
 | * **Event organisers / Duty managers to undertake routine walk about during event to ensure all walk ways are free of trip and slip hazards**
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Part 3: Details of any actions arising from risk assessment**

| **Actions** | **Lead** | **Target Date** | **Done Yes/No** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |