|  |  |  |  |
| --- | --- | --- | --- |
| DATE of Assessment: | Xx September 2022 | ASSESSMENT No | ? |
| Assessed by (Name): | Allan Callaghan | DEPARTMENT name or code: | School of Engineering Technology and Design |
| NATURE OF ACTIVITY: | One Day Community Un-Conference. Attendees give talks (May use AV equipment). Food and refreshments provided. | | DATE OF ACTIVITY: Saturday 29th October 2022 |
| LOCATION: | VH  VH.1.07 , VH.1.14a, VH.1.14b, VH.1.29, VH.1.02, VH.1.08 | NEXT REVIEW DATE: | N/A |
| Approved by | TODO: Anne/Scott | APPROVAL DATE: | TODO: Anne/Scott |



**HEALTH AND SAFETY - RISK ASSESSMENT**

| Hazard | Persons  at Risk & Nature of harm | Current Control Measures | Risk Rating  Severity x Likelihood | Additional Control Measures Required  *(Further action required)* | Revised Risk Rating | Action by who | Action by when | Date action complete |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Obstructions/Tripping Hazards | Attendees | Tables and chairs already setup for daily use  Don’t move tables | Low | Floor plan to be provided  Tables are not to be moved from allotted floor plan |  |  |  |  |
| **Large University Equipment** | Attendees touching expensive machinery that requires training to operate. |  | Low | Equipment that requires training to be locked behind shutters.  Doors to equipment area to be locked. |  |  |  |  |
| Bins/Waste |  |  | Low | Bins placed in areas listed by floor plan. Away from walkways.  Waste monitored by identified stewards. |  |  |  |  |
| **Demonstration of Classic Car Engines** | Attendees will watch demo of real classic car engines. Vehicles will not move or be put into gear.  Attendees may be invited to sit in drivers seat and use controls and rev engine. | **Car park bays in VH. Well ventilated.** | Low | Cars to be used in allotted bays under VH.  Engines to be turned off when cars not in use or unsupervised.  Handbreak always on. Vehicles to not be put in gear.  Attendees can look at engine but must not touch. |  |  |  |  |
| **Moving/Setup Attendee Exhibits** | Some attendees will want to bring exhibits and items to demo. | **Exhibits to be placed on maker space tables and powered by ceiling power points (to avoid tripping hazards)** | Medium | Attendees may need help moving large equipment into the exhibit space.  Helpers to be on hand to assist with large items.  Trolleys to be available if needed (Consult with Damian) | Low |  |  |  |
| External Electronic Equipment | Some attendees will bring small electronic devices. (e.g. Old restored computers, sewing machines).  Risk of fire  Risk of electric shock  Risk of equipment damage | Fire extinguishers provided | Low | Attendees advised that equipment that has not been proved by the university are not the university’s responsibility and attendees engage with this equipment at their own risk.  Damage is at the owners risk  (PAT tested on site in morning?) |  |  |  |  |
| **Doors** | Doors electronically locked restricting access by attendees | Doors electronically require student/staff cards. Attendees will not have these. | Low | Security to be informed to disable/open doors for event rooms and between maker-space + rest of building. |  |  |  |  |
| **Kettles for refreshments** | Kettles in food area (see floor plan)  Spillage of boiling water |  | Low | Food area deliberately isolated away from equipment (see floor plan) |  |  |  |  |
| **Food/Drink Spillage** | There has already been a precedent established that food can be consumed in the maker space |  | Low | Equipment to be on hand for stewards to tidy up spills or slipping hazards when identified.  Warning cones to be available. Stewards identified in advance |  |  |  |  |
| **Fire Escape Routes** | Rooms have different fastest escape routes. | Highlighted by green exit signs | Low | At opening talk, floor plan will be projected, and routes will be described. |  |  |  |  |
| **Timetable Display Projection** | Live Room Timetable will be projected |  | Low | Projected TV or Wall to not have trailing cables.  Be clear of any walkways.  Have sufficient space so the timetable is viewable by the largest number of people without blocking walkways.  See floor plan. |  |  |  |  |
| **Safeguarding** | As the attendees are not vetted or screened. Under 18’s must be accompanied by a responsible parent/guardian |  | Low | Ticket signup and code of conduct repeat that under 18’s must be accompanied. |  |  |  |  |
| **Antisocial Behaviour** | Campus security has been informed and will be available on request if an incident occurs |  | Low | Attendees will be reminded of the code of conduct at the opening talk. Available on website. |  |  |  |  |

**All members of staff and where relevant students affected by this risk assessment are to sign and date to confirm they have read and understood it and will abide by it.**

|  |  |  |
| --- | --- | --- |
| NAME | SIGNATURE | DATE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |