

# General Risk Assessment & Event Reference

Proposed by: Arianna

Date: 30/OCT/2016

Checked by: Naomi Pentrel

Review date: 09/NOV/2016

## Event overview

**OxfordHack 2016:** OxfordHack, a 32 hour event running from 09:00 on November 19<sup>th</sup> to 17:00 on November 20<sup>th</sup> 2016, will host 300 students from all across the UK.

**Visitors:** We are also expecting to host visiting professionals who will be representing their employers and in some cases helping to run the event.

**Under 18s:** We hope to host attendees under 18 and have worked to put adequate safeguarding procedure in place (see below). They will need a signed consent form from a parent or guardian to be sent ahead of time or presented on arrival. We will provide volunteers with a DBS check.

**Participant arrival:** Participants are expected to arrive between 09:00 and 10:30 on the 19th of November. Upon arrival, participants will receive a name badge. If the participant is under 18 or has a dietary requirement the participant will receive different colored wristbands that are to be worn throughout the event.

**Participant departure:** Participants are expected to leave latest at 17:00 on the 20th of November.

**First aid:** There will be first aid trained volunteers present, at least one on shift during the entire event. If there is an emergency then the emergency services will be called as appropriate.

**Responsible persons:** The main organizer for this event is Naomi Pentrel ([naomi@oxfordhack.com](mailto:naomi@oxfordhack.com), 07858909938). If there are any problems then this person will need to be contacted and these contact details will be made available to volunteers and attendees.

**Security:** There will be security present throughout the event.

## **Safeguarding**

On arrival, attendees that are under 18 will be provided with a wristband to mark them out as younger participants. At the welcoming ceremony the DBS checked volunteers will be pointed out. Under 18s will be given information regarding who to go to with any questions, issues or concerns.

## **Abuse**

Any form of abuse will not be tolerated. This included verbal, physical, sexual and emotional. Throughout the venue our attendees are working in there will be multiple members of volunteer staff or organizers. Volunteer staff will be made aware and told to listen for untoward behaviour.

- **Verbal and/or emotional abuse:** The offender is taken to the side and made aware that they have impacted another attendee's experience. Offence may be due to a misunderstanding and we do not want to escalate a situation unnecessarily. We reserve the right to eject attendees from the event.

- **Physical and/or sexual abuse:** The offender is isolated and we will discuss what has happened. A statement will be taken and relevant authorities contacted. We reserve the right to eject attendees from the event.

## **Photography**

There will be signs around the venue to make attendees aware of our photographer. Should you not want your photo taken, please let the photographer know. Under 18s will have to sign something to this effect as part of their consent pack.

## **Medical health**

There will be trained first aiders on site and if necessary, attendees may be taken to a local hospital. We will get in touch with their emergency contact and keep them updated. We will log events as they happen. First aiders will be pointed out and a 'first aid point' allocated.

## **Hardware hacks**

Activities like soldering are carried out at the risk of the attendee and are not to be carried out inside the venue.

## **General (venue/event) risk assessment**

**Fire:** The venue has emergency exits which will be pointed out to attendees and volunteers at the beginning of the event.

**Slippery grounds outside:** If weather conditions become icy or wet and there is a risk of slips, trips or falls, signs will be put up.

**Electric shock:** Attendees will be bringing their own devices. We will not be checking every device but we will be ensuring that the power supplies being provided will not overload the building, causing a shortage. No open drinks will be allowed near devices (bottles/lidded cups only). Any broken equipment will be marked. We will not permit electrical repair work to be done by attendees.

**Lost attendees:** A floor plan will be made available to attendees. Volunteers will be briefed and aware of evacuation procedure.

**Slips, trips and falls:** Good lighting and housekeeping (walkways kept clear, spillages mopped up, etc.). Volunteers on shift will be made aware of this and asked to maintain their designated areas.

**Alcohol poisoning:** Alcohol can be consumed at the event in limited quantities at between 6pm and 11pm within the area outside the lecture theaters until the cafe. Under 18s are not allowed to partake in this.

**Unexpected accident or incident:** There are security guards and event volunteers on-site. Event volunteers are the main points of contact for attendees. The event organisers will be alerted and the situation dealt with as necessary.

**Gatecrasher:** Anyone not authorised to be at the event will be escorted off the premises. After 9pm until 7am the venue will be locked and a member of staff will be required to enter or leave the building. Attendees are expected to wear badges at all times.

**Theft:** There will be many personal assets at the event. We cannot guarantee the safety of every device so attendees bring their own equipment at their own risk. Attendees will be notified of this. Volunteers are present should any incident arise to try and prevent theft of event equipment and attendee belongings. On identification, the perpetrator will be isolated, their emergency contact called and kept up to date and the relevant authorities contacted.

**Lighting/Power loss:** The event organiser will contact security to call out the relevant technicians. Only trained personnel will reset switches.

**Food poisoning:** Food will be disposed of after 3 hours. Food will be catered from known delivery services.

**Smoking:** Smoking and vaping will be restricted to outside smoking areas only.

**Sleep and wellbeing:** We will not encourage attendees to stay awake the entire weekend. The sleeping rooms (L1 for male attendees over 18, L3 for female attendees over 18, C5 for male attendees under 18, C6 for female attendees under 18) will be pointed out to participants at the beginning of the event. Participants are expected to bring sleeping bags. Meal times have been designated to encourage breaks and team work is recommended so that the workload is shared among people.

**Noise:** After 9pm until 7am the venue will be locked and a member of staff will be required to enter or leave the building. Attendees are to remain inside the venue unless they are leaving to go sleep at their homes or hotels.

# Child protection policy

OxfordHack will be hosting under 18s and as such, we want to make sure that everyone **feels safe** and can **get on with some learning** so here is our safeguarding policy. We want to be accessible to attendees regardless of age, ethnic group, gender or ability.

**For the purpose of this document, a child is defined as someone who has not yet reached their 18<sup>th</sup> birthday.**

This safeguarding (or child protection) policy is our statement to staff, parents and children as to how we at OxfordHack will keep our under-18 attendees as safe as we can. We will set out why we think it's important, how we intend on doing it, who it applies to and what this will look like in action.

**Keeping children safe:** the purpose of this policy is to safeguard the welfare of all attendees by working to protect them from neglect and physical, sexual and emotional harm.

**Why it's important:** technology is fun, programming doesn't have to be scary and as organisers our focus is on facilitating learning. We do not want to exclude any attendee based on their age, where they are from or what they can do. As this means working with children it is important to lay out what will happen, should it.

**How we'll meet this responsibility:** we will seek to safeguard children by promoting good conduct across our event. Our volunteers, staff and mentors will ensure appropriate behaviour at all times, observe rules established for the safety and security of younger attendees, follow procedure, recognize their position of trust and respect the young people under their care.

**Who this applies or relates to:** this policy applies to all staff (including organisers, volunteers, paid workers, sponsors and anyone working on behalf of OxfordHack). It relates specifically to any child attendees.

**Policy in action:** we are committed to reviewing our policy and good practice, re-evaluating this document before every event.

OxfordHack's point of contact for child safety is currently **Arianna Schuler Scott**.

If this changes we will notify attendees.

For more information, please contact **owl@oxfordhack.com** or call Arianna Schuler Scott at **07771 920 498**.

In case of an emergency, our team are encouraged to call 999 and report the incident.

## Child protection procedure

The following procedures are to guide our staff, volunteers and mentors if they find themselves in a safeguarding situation. They are also a preventative measure, everyone supporting OxfordHack should have an idea and be aware of what such a situation might involve.

Categories of abuse and recognising the signs:

- **Physical:** deliberately hurting a child and causing injuries
  - Bruises, burns, fractures, bites and/or other injuries.
- **Emotional:** includes deliberately trying to scare, humiliate, isolate or ignore a child
  - Struggles to control strong emotion, lacks social skills, mature for their age.
- **Sexual:** forcing or persuading participation in sexual activities (not always physical)
  - Stays away from certain people or avoids being alone.
  - Child shows sexual behaviour that is inappropriate for their age.
- **Neglect:** ongoing failure to meet a child's basic needs
  - Poor appearance and hygiene, poor language, communication or social skills.

If you suspect the abuse of a child or there is a concern, complaint or allegation about an adult or yourself:

- Get in touch with the child safety officer immediately.
- Write careful notes of what you witnessed, heard or were told if you can.
- Sign, date and pass these on, making sure the event poses no further threat.

If a young person tells you about abuse:

- Let them speak, don't interrupt and listen to what they say. Reassure them but don't give your opinion.
- Tell them you will offer support but need to pass this information on. Do not promise to keep secrets.
- If you can write down as much as you can remember then do so and pass those notes to the child safety officer, make sure the event poses no further threat.

Any information that needs to be recorded will be kept and written up by the child safety officer as a Child Abuse Concern Report.

Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child's safety has to come first.

# Photography policy

Please note the following:

1. To distinguish whether an attendee can be photographed or not we will assign them a coloured lanyard.
2. Inappropriate or intrusive photography will be reported. An attendee ignoring the privacy wishes of other attendees may be ejected from the event at short notice.
3. No pictures of sleeping attendees will be used without express permission from that person.
4. Released images will have an international audience.
5. We review our policies before and after our events.

Please delete as appropriate and continue on to our consent form.

## Photographs, filming and live streaming

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- |                                 |                                    |   |
|---------------------------------|------------------------------------|---|
| • Live stream recording         | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not consent |
| • Photographers taking pictures | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not consent |
| • Photographers taking video    | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not consent |

**Media** (in both cases you will be notified and asked to approve the image's use.)

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- |                                     |                                    |   |
|-------------------------------------|------------------------------------|---|
| • Images published in printed media | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not consent |
| • Images published online           | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not         |
| consent                             |                                    |   |

## Image/information use

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- |  |                                    |   |
|--|------------------------------------|---|
| • Reuse for future event promotion     | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not consent |
| • Personal details (i.e. name and age) | <input type="checkbox"/> I consent | <input type="checkbox"/> I do not consent |

● General group images

☐ I consent

☐ I do not consent

## Medical information

For every under 18 attending we need one of these forms filled out. Please email this to us or bring it on arrival.

Full name of young person

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Name of Doctor

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Surgery telephone number

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Name & address of surgery

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Any known medical conditions

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Any regularly taken medication

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## Consent form

Please note that this event is an MLH (Major League Hacking) Member Event and as such, this form authorises us to share information collected at registration. This information will be used for event administration, league rankings, MLH administration and occasional hackathon notices in line with the MLH Privacy Policy which you can read more about at <https://mlh.io/privacy>

For every under-18 attending we need one of these forms filled out. Please email this to us or bring it on arrival.

Full name of young person

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Full name of Parent/Guardian

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Parent/Guardian's phone number

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Full address of Parent/Guardian

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I give permission for the young person in my care to attend OxfordHack and stay at the event between 9:00 AM on the 19th of November 2016 and 05:00 PM on the 20th of November 2016. I acknowledge that they must sign in on arrival and be picked up from PICK-UP POINT.

**Yes / No**

I give permission for the young person in my care to be photographed at this event and have filled out the photography section above.

**Yes / No**

I have filled out the medical form and give permission for appropriate emergency first aid (without this consent, your child cannot attend the event).

**Yes / No**

**Parent/Guardian signature**

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**Date**

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