HEALTH AND SAFETY RISK ASSESSMENT FORM

Goldsmiths
UNIVERSITY OF LONDON

Activity assessed: One-off or infrequent events held on College premises **Date, time and brief description of your event here:** Realising Opportunities National Conference; Saturday, 5/3/2016, 8.00-5.00	**Department:** Student Recruitment & Engagement **Contact details of lead organiser Newcastle:** Realising Opportunities, Amy Lively. 0191 208 8904 Amy.lively@ncl.ac.uk **Contact details of lead organiser Goldsmiths:** 020 7919 3366 l.jenks@gold.ac.uk
Location (building name/room number/area): Great Hall, various rooms in the RHB, PSH .IGLT	
Name(s) of assessor(s): Lucy Jenks	**Date of this assessment:** 18/11/2015 **Date of next review:**

List significant hazards here:		**Controls and precautions against the hazards:**	**List arrangements for your event (including who and when):**
1. Over-crowding in rooms/areas used		How many people invited or expected? ▪ Check maximum capacity when booking room ▪ Check room has suitable layout for event e.g. do you need tiered seating or not	Expected audience in the region of 600 Talks and presentations will be taking place in various rooms in the RHB and Whitehead building and be allocated to departments who need rooms of a certain size to safely house their audience. The Great Hall, Refectory, and a variety of lecture and seminar rooms in RHB and Whitehead building will be used with, disability access, adequate seating, ventilation and a.v. equipment will be requested. Staff and ambassadors will be placed in specific areas to reduce the risk of overcrowding.

2. People unfamiliar with buildings		▪ Display signs directing visitors to room(s) ▪ Designate stewards to direct larger numbers (over 25 people)	Directions and signage will be in place for visitors to direct them to the campus and to the rooms in use. Student Ambassadors wearing branded t-shirts and event staff (approx. 30) will be available to direct visitors throughout the day. Ambassadors will be on hand to meet and greet visitors and direct appropriately from New Cross and New Cross Gate Stations and at all campus access points. All rooms in use will have signage displaying activities taking place within and a programme of events with maps of the campus will be given to visitors upon arrival. RO partner universities will be sent a map indicating coach drop off and pick up points with specific timings and asked to share these with coach drivers. Staff and Student Ambassadors will be appointed to manage coach arrivals throughout the event.
3. Security		▪ Inform College Services in advance of event ▪ Extra security cover may be needed at weekends and evenings ▪ If ticketed event, designate staff to collect tickets at entrance ▪ Ask guests to bring invitations or ID with them	The College Superintendent is informed of all event activities and appropriate security will be organised. Staff and Student Helpers will manage visitor welcome and the registration process for all visitors on the day.
4. Fire		▪ Ensure all staff and stewards know what to do if the fire alarm sounds or they discover a fire ▪ Staff and stewards clear room and direct people to fire assembly point ▪ More information at	All event team staff will be fully briefed on the fire evacuation procedures for all rooms and buildings used. Evacuation procedures are displayed in each room and staff leading the sessions will be directed to these. Maps will also be displayed to advise staff and visitors on the appropriate evacuation procedures for the

		http://www.gold.ac.uk/health-safety/fire-safety.php ▪ If activity likely to activate fire alarm (dust, steam etc), check with Health and Safety before covering smoke or heat detectors	Whitehead Building and RHB. Checks will be made prior to the event to see if a test alarm is scheduled for the date of the event.
5. First aid		▪ Ensure staff and helpers know location of first aid box and nearest first aider ▪ More information at http://www.gold.ac.uk/health-safety/first-aid.php	All Staff and Student Ambassadors will be briefed to report any first aid incident or request assistance via the RO Helpdesk. First aid trained staff will be on hand throughout the event. Visitors will be asked to make the RO team aware of any medical conditions before the event. Emergency contact details will be held for students at the RO Helpdesk.
6. Electrical safety		▪ Avoid trailing cables – position equipment near power/data sockets ▪ Avoid overloading sockets – check sufficient power sockets in room, use fused extension sockets ▪ Equipment from outside the College should be tested before use ▪ Keep electrical equipment and cables at least 1 metre away from liquids ▪ Use purpose designed cables etc for outdoors events	Provision of electrical supply will be subject to availability and signed off by the Goldsmiths Maintenance.
7. Accessibility		Are people invited or expected, who have impaired mobility, sight or hearing? ▪ Request details of individual needs	All invited guests who have declared a disability or special educational need will be contacted prior to the event and necessary arrangements will be made.

		on invitations ▪ Check wheelchair access to rooms and facilities, induction loops, arrangements for helper or guide dog etc, if needed ▪ Contact College Services to book car parking for invited disabled visitors	All rooms used on the day have suitable access for disabled visitors. All Staff and Student Ambassadors will also be briefed to be vigilant for disabled visitors and to offer support if necessary. Session leaders will be briefed on any attendees' special requirements where appropriate.
8. Children and young people		Are people under 18 invited or expected? ▪ Children must be supervised at all times while on college premises ▪ Check you have enough experienced supervisors (includes parents and teachers) ▪ Check if staff and helpers need criminal record bureau (CRB) clearance - see Child Safeguarding Policy ▪ Are planned activities safe and suitable for children and young people?	Approximately 550 of the visitors will be under 18. Each group of students will be accompanied by a representative from their host university. Planned activities are safe and suitable for young people.
9. Food and refreshments		▪ Inform the Conference Office if you plan to sell alcohol at the event (licence required) ▪ Check with College Services that food can be delivered/ consumed in the building/room ▪ Information about food hygiene law and good practice at http://www.food.gov.uk/	Refreshments and lunch will be provided at the event. All visitors will be asked about dietary requirements prior to the event and where dietary requirements are declared they will be catered for. Food will be labelled clearly. Event organisers are working with the catering team at Goldsmiths to ensure catering is delivered, consumed and removed appropriately.

		▪ Ensure caterers will remove leftover food, rubbish and crockery afterwards ▪ If self catering, designate staff to clear and dispose of leftovers and rubbish etc.	
10. Barbeques and cooking		▪ Only with the agreement of College Services ▪ Designate experienced staff to operate barbeque/ cooking equipment ▪ Ensure there is plenty of clear space around barbeque/ cooking equipment ▪ Keep a fire blanket and first aid box near barbeque/ cooking equipment ▪ Set up barbeque away from windows and ensure cooking smells are vented	There will be no barbeque. Any cooking will be done by a chef from the Goldsmiths catering team.
11. Car parking and deliveries		▪ Warn visitors that car parking is limited and provide details of public transport ▪ Travel details to campus available at http://www.goldsmiths.ac.uk/find-us/ ▪ Notify College Services in advance of deliveries of marquees, equipment etc to campus	Visitors who are brining resources will be told in advance of the event where they are able to drop off/park. Other deliveries for the exhibition are being made in advance of the event.
11. Noise		▪ Be a considerate neighbour and keep noise levels below 60decibels outside the room where possible ▪ Schedule noisy events for times and	No part of the event is being held outside. There will be some noise when students are moving between buildings for session but this will not be sustained.

		dates to cause least disruption to other staff, students and residents ▪ Inform College Services in advance, and also inform External Communications if local residents could be disturbed	
12. Campus tours		• Tours will avoid any areas still under construction or being refurbished. • Tours will be step-free access areas only and ground floors of buildings.	Prior to event will contact Estates &Facilities regarding any planned works. Any tour route will take into account any planned works and accessibility. The tour route is to be advised by Goldsmiths' staff and led by trained Goldsmiths' ambassadors.
13. Heavy Lifting		• Portering service to be arranged to move heavy items • Where heavy items are moved by staff or adult helpers trollies to be used • Student Ambassador to be advised of safe practice during briefing session	Deliveries of materials will be made to place that they are being used as often as possible. Most of the heavy lifting will be completed the day before the event by portering services. Student Ambassadors will be advised of safe practice for any lifting on the day of the event.
14. Coach drop off/pick up and parking		▪	Coach pick up/drop off will be in an area designated to Goldsmiths. Staff and event staff and ambassadors will be present to supervise. RO Partner universities will be sent details in advance to share with coach drivers. Consideration will be given to road closure to improve accessibility. There is no parking on site.
High risk activities		▪ High risk events, e.g. involving fire hazards, dangerous activities or unusual locations, must be agreed with the Head of Health and Safety.	

Useful contacts		▪ healthandsafety@gold.ac.uk ▪ college-services@gold.ac.uk ▪ conference-services@gold.ac.uk ▪ ext-comms@gold.ac.uk	