

1. THE NEED FOR RISK ASSESSMENT

This document is designed to protect University staff and anyone involved in events organised through the Conference Office (CO). Evidence of risk assessment is increasingly required by insurers. Once completed, the document should be made accessible to event participants prior to the event (normally via the web).

2. THE TEMPLATE

The template below has been developed with the support of the University Safety Office. The template identifies potential risks associated with events. It provides a checklist for event organisers that enables potential hazards/risk areas to be identified and rated, and appropriate measures taken to minimize the hazards. The template must be tailored by the organiser to each individual event.

3. ACTION REQUIRED

The Event Organiser must read and complete the checklist, indicating with a ✓ and an initial in the right hand column, those actions that have been taken. The Session Leader is then asked to read the list, implement any action required, and complete section 8 if there are other potential hazards to be considered. Once completed by both parties, the final document provides a comprehensive Risk Assessment for the event concerned.

RISK ASSESSMENT FOR:		
Name of Event: The Swing Thing 2011	Age group/range of participants: 18+	
Valid From: 29/10/11	to: 30/10/11	Supervisory ratio of : (Adults : Pupils) (if required)
Prepared by: Mr Andrew Smith	Title: Organiser	Date of Assessment: 15/05/11

Definition of Terms

Event Organiser is the person who has lead responsibility for the organisation of the event.

Session Leader is the person or persons that have been identified to *run* or *supervise* a particular event.

POTENTIAL HAZARD/ RISK AREA	WHO IS AT RISK?	RISK RATING (Before Controls)	CONTROL MEASURES <i>Not all control measures will apply to each event. Delete those that do not apply.</i>	RISK RATING (After Controls)	CONTROL MEASURES TAKEN <i>Please indicate with a ✓ and initial EO (Event Organiser) or SL (Session Leader) once a Control Measure has been implemented</i>
1. HEALTH & SAFETY					
1.1 General Safety	University staff, event organisers and attendees	MEDIUM	<p>Event Organiser to ensure that an appropriate number of trained first aiders are present at the event.</p> <p>Organisation representative to be aware of the location of the nearest first aid kit.</p> <p>Event Organiser to identify and assess any general risks to Health and Safety with reference to the University's Health and Safety Policy.</p> <p>University Health and Safety Policy available at: http://www.safety.ncl.ac.uk/Home.aspx?tabindex=6&tabid=81</p>	LOW	<p>✓ (EO)</p> <p>✓ (EO)</p> <p>✓ (EO)</p>
1.2 Medical conditions/ special needs	Event attendees	MEDIUM	<p>Registers of attendees to be available. Must include any medical conditions/special needs, food allergies and emergency contact details.</p> <p>Copies to be held by both Session Leader and Event Organiser and preferably also at a central Help Desk.</p>	LOW	✓ (EO)

2. FIRE (or other cause for evacuation)					
2.1 General	Attendees	MEDIUM	<p>Session Leader to be aware of evacuation procedures from any room/building used for an activity</p> <p>Participants given guidance by the Session Leader about evacuation procedures in the event of a fire</p> <p>Where appropriate, a register of all participants attending the event must be held by the Session Leader in the room or building where the activity is taking place to enable the checking of names in the event of an evacuation</p>	LOW	<p>✓ (EO)</p> <p>✓ (EO)</p> <p>✓ (EO)</p>
3. ROOMS					
3.1 Accessibility	Attendees	LOW	Rooms should be checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access/fire escapes/existence of induction loops.	LOW	✓ (EO)
3.2 Evacuation	University staff, Pupils, visitors	MEDIUM	When booking rooms, restrict, as far as possible, to those that can be easily evacuated	LOW	✓ (EO)
3.3 Room Capacity	University staff, pupils, visitors	MEDIUM	<p>Event Organiser and Session Leaders to be aware of the safe capacity of any room used for an event</p> <p>Leaders must ensure that this capacity is not exceeded on the day of the event.</p>	LOW	<p>✓ (EO)</p> <p>✓ (EO)</p>

4. OTHER (To be completed by Session Leaders. Must include additional risks not listed above that relate to a specific session eg those involving fieldwork or practical work).					
GENERAL DISCLAIMER	EVENT ATTENDEES	MEDIUM	Lindy Hop is an aerobic activity, Attendees take part at their own risk. Those at the Newcastle Swing Thing and Newcastle University cannot take responsibility for any injury caused whilst participating at the camp. Disclaimer on website and must be agreed to before registration can be completed.	LOW	✓ (EO) ✓ (EO)

Notes

1. *The University has taken all practicable measure to ensure the health and safety of all attendees. All activities are being carried out in accordance with the University's Health and Safety Policy. This can be viewed at <http://www.safety.ncl.ac.uk/Home.aspx> A thorough Risk Assessment of the range of activities organised has taken place and organisers are confident that attendees are not exposed to significant or unreasonable risk. Potential hazards/risk areas are listed above, together with measures taken to counter these.*
2. *The University has a procedure for the reporting and recording of accidents and incidents. Any recorded accident involving attendees must be reported to site Reception.*
3. *The University is insured against its legal liability as a result of bodily injury to persons and/or damage to material property arising out of the negligence of the University.*
4. *General questions on Health and Safety in the University should be addressed to Vincent Theobald, Head of Safety, 0191 222 6320.*