

Risk Assessment



Form Ref. HS 003

Site

1. Activity and area to be assessed

Activity Hire of Conference Rooms	Generic Assessment	x	Assessment made by: EW	Assessment No: 001
Area Conference Rooms	Task Specific		Assessment date: 09/03/2016	Review date: 09/03/2017
	Initial Assessment	x		

2. Persons Exposed

Employees	x
Other Employees	x
Public	x

3. Hazards Identified

Likelihood	Severity	Risk Rating	Scores Between	
1. Very Low (unlikely)	1. Nuisance (discomfort – no lost time)	Scores multiplied Likelihood X Severity	1-4	LOW RISK
2. Low (may occur)	2. Minor (up to 3 days off)		5 – 7	LOW TO MEDIUM RISK
3. Medium (could occur)	3. Moderate (off more than 3 days)		8 – 14	MEDIUM RISK
4. High (likely to occur)	4. Serious (lengthy incapacity to work)		15 – 19	MEDIUM TO HIGH RISK
5. Very High (near certain to occur)	5. Very Serious (immediately notifiable)		20 – 25	HIGH RISK

Hazards Identified	After Controls			Controls
	Likelihood	Severity	Risk Rating	
Slips, trips and falls	2	4	6	Floors and walkways to be kept clear of bags, wires and objects by room hirer and participants. Lights to be kept on to aid visibility. Stair hand rails to be used while using the stairs.
Electric shocks from equipment	2	5	10	Room hirers must only use pat tested equipment in the conference rooms. Hirers should keep liquids away from all electrical items within the conference rooms. Nothing should be placed in an electrical socket other than an electrical plug.
Manual Handling	3	2	6	Hirers need to use standard manual handling techniques for moving furniture within the rooms. Large scale room layouts moves should be booked with the Science Park office in advance to minimise furniture movement on the day of hire.
Fire	1	5	5	Hirers need to make sure their delegates are aware of the fire evacuation notices depicted in each hireable room. Fire exits must be kept clear at all times.

Vehicle movement in car park	2	5	15	Hirers and their delegates must use caution when walking from their vehicles to the buildings on the Science Park.
Food Safety	2	2	4	Catering provided onsite by Lattes will be within health and safety standards. Catering provided by external companies and by hirers will be their own responsibility and should adhere to food safety standards.
Food Allergy	1	5	5	Lattes need to be notified of all food allergies 4 working days before the catering is due to be delivered. Catering not provided by Lattes will be the responsibility of the hirer who booked it. Hirers need to make their delegates aware of allergens in the food provided. Delegates need to be mindful of their own allergies and requirements.
Head injury from TV screens	4	2	6	When not in use the right side screen needs to be folded away and the left side screen needs a large plant placing underneath it to prevent delegates walking under it by accident. Hirers and delegates should be aware of their environment while walking around.

Further Controls Required or In Place?	
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Method Statement Required?		No	If yes, state Method Statement document reference number
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Notes

<ol style="list-style-type: none"> 1. If possible avoid the risk altogether 2. Where possible combat risk at source 3. Give priority to measures which protect the whole workplace 4. Wherever possible, adapt work to the individual 5. Take advantage of technological & technical progress 	<p>Having reviewed the hazards and risks, I believe that if the control measures identified are applied, the USSP will, so far as is reasonably practicable, have met the requirements of this assessment.</p>
	<p>Signature:</p> <p>Issue date: 09/03/2016</p>