

# HULL UK CITY OF CULTURE 2017 ACTIVITY RISK ASSESSMENT



Assessment of:	RIBA installation launch	Assessment carried out by:	Chris Clay
Assessment number:	RIBA01	Position:	Technical & Operations Director
Date:	28 <sup>th</sup> September 2017	Review date:	October 2 <sup>nd</sup> 2017

No.	ACTIVITY & WHO IS AT RISK	HAZARDS PRESENT	EXISTING CONTROL MEASURES	No. at risk	Risk factors			FURTHER ACTION REQUIRED & BY WHOM	DATE OF ACTION
					Likelihood	Severity	Risk Level		
1.	Guests & staff using the space	Risk of trips and falls	All temporary cables to be taped down.  All trip hazards to be clearly marked or barriered to prevent public access to the hazard.	200	1	3	Low	Floor area to be checked for hazards by the event team prior to guests being admitted.	2.10.17
2.	Installation and use of temporary electrical equipment. Guests & staff at risk.	Risk of electric shock.	All equipment used to be PAT tested.  Electrical equipment to be installed by competent personnel.	200	1	5	Low	None	

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3.	Guests and staff attending the event.	Risk of fire.	<p>All temporary electrical equipment to be PAT tested and installed by competent personnel.</p> <p>All drapes to be fire retardant.</p> <p>No sources of ignition present at the event.</p>	200	1	5	Low	None	
4.	Guests and staff attending the event	Risk of trampling and/or crushing injuries in the event of an evacuation.	<p>Risk of fire has been reduced (see above).</p> <p>Adequate emergency exits are available for the numbers attending.</p> <p>The floor is level and flat.</p> <p>Event personnel and security staff will manage an evacuation in an orderly fashion.</p>	200	1	4	Low	All event staff to be briefed on evacuation routes and procedures by the event manager prior to guests arriving.	2.10.17

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5.	Guests attending the event	Risk of food poisoning	The caterers are a professional event catering company with appropriate food hygiene standards.	200	1	4	Low	None	
6.	Guests and staff	Risk of anti-social behavior, leading to intimidation or violence	<p>The guest profile indicates that this is very unlikely.</p> <p>Alcohol will be served; it is not anticipated that it will be consumed in large quantities.</p> <p>SIA security staff will be positioned at both entrances to prevent uninvited people from gaining access.</p>	200	1	3	Low	None	

**RISK MATRIX**

SEVERITY \ LIKELIHOOD	1. Very unlikely (no known history)	2. Unlikely (unlikely sequence of events)	3. Possible (Foreseeable under unusual circumstances)	4. Likely (Easily foreseeable – some incidents may have occurred)	5. Very likely (Common occurrence – aware of incidents)
1. Negligible (no visible injury – no pain)	LOW	LOW	LOW	LOW	LOW
2. Slight (minor cuts or bruises – no long term effects)	LOW	LOW	LOW	MEDIUM	MEDIUM
3. Moderate (Heavy bruising, deep wounds, lost time)	LOW	LOW	MEDIUM	MEDIUM	HIGH
4. Severe (Major injuries, lost time accidents, RIDDOR reportable)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
5. Very Severe (Long term disability or death)	LOW	MEDIUM	HIGH	HIGH	HIGH

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<b>NAME OF ASSESSOR:</b>	Chris Clay	<b>DATE OF ASSESSMENT:</b>	28 <sup>th</sup> September 2017
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