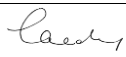


Risk Assessment

Risk Assessor:	Ellen Brady Head of Oxford University Event Venues (Interim)	Area / Department	Oxford University Event Venues, Strategic Facilities Management, Estates Services: Examination Schools		
Senior Facilities Manager:	Tom Mitchell	Signature		Date of assessment:	January 2024
Event Venues Operations Manager:	Claire Knowles				

Summary description of tasks to be undertaken: **The use of the Examination Schools as a venue for hosting events**
 This venue risk assessment details the risks and control measures, from a venue perspective, of hosting events in the venue. If required, the separate building risk assessment which details the additional risks and control measures in place for the general operation of the building can be consulted. Third party suppliers, organised by the venue, are also required to have conducted a risk assessment which will be made available to the customer on request. As per the terms and conditions of booking the venue, the venue risk assessment must be supplemented by an event risk assessment for each specific event, conducted by the event organiser. The customer must supply this event risk assessment, and that of any third party suppliers organised by themselves on request by the venue. Customers may find the Health & Safety Executive guidance on risk assessments helpful: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Ref	Identify Hazard & Description of Harm	Those at risk	Current Control Measures	Evaluate Risk			Additional Control Measures	Re-Evaluate Risk		
				Current Risk Rating	Additional Control Measures required to reduce the Current Risk Rating			Final Risk Rating	If the Final Risk Rating is above 5 then find further control Control Measures until its 5 or below.	
Hazards / Harm				Current Control Measures that are in place now. <small>If Current Risk Rating is above 5 then look to identify & implement Additional Control Measures</small>				Final Risk Rating		
				L	S	R				

General use and accessibility of the venue

1	General movement around the venue / Injury (e.g. musculoskeletal) Incident (e.g. collision, damage)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Event organisers are provided with health and safety information before each event and are expected to pass on relevant information to the event attendees on the safe use of the venue. Trailing wires are covered with cable ties and / or appropriately laid to prevent trip hazards. Wet floor signs are put out in the event of any spillage or leak which is cleaned up immediately. Internal tiled flooring, and external stone paving is regularly monitored for safety. Repairs are conducted as required, and salt laid externally in inclement weather. Staff monitor the venue throughout the event and will deal with any hazards either by immediate action or reporting. Event organisers are asked to also report any hazards immediately.	2	2	4	Annual review to ensure measures are still effective.			
2	Barrier mats causing slip, trip or fall / Injury (e.g. musculoskeletal) Incident (e.g. collision, damage)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Barrier mats are in place at entrances to help avoid slip, trips and falls. Should barrier mats be disturbed this can cause a trip hazard so these are regularly checked throughout events and corrected if needed.	2	2	4	Annual review to ensure measures are still effective.			
3	Use of stairs causing slip, trip or fall / Injury (e.g. musculoskeletal) Incident (e.g. collision, damage)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	All areas of the building are illuminated, with additional lighting provided on the stairwells in darker months. Safety signage is in place on the stairwells and event organisers are briefed on arrival to ensure users take care due to the marble surface. Steps and stairwells are regularly cleaned and kept free of debris. The lift is available to individuals who require it. The stairs are not recommended for the moving of items around the building, trolleys are provided and the lift should be used. Care should be taken not to overload trolleys to avoid items falling, particularly when using ramps.	2	2	4	Regular review as required and to ensure measures are still effective.			
4	Collapse or falling components from marquees, stage sets, exhibits/ Injury (e.g. musculoskeletal)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	All such items are set up according to relevant risk assessments and method statements. The majority of the time such items are provided by third party suppliers and so the relevant risk assessment should be consulted.	1	3	3	Annual review to ensure measures are still effective, or as necessary depending on the requirements of the event.			
5	Ensuring accessibility / Incident (e.g. non compliance with EDI)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	The venue has accessible access, egress and movement around the venue via the use of ramps and the lift. Event organisers are aware of this so they can pass on the information to event attendees. Where possible, accessibility requirements will be communicated by the event organisers to OUEV in advance of the event.	2	2	4	Annual review to ensure measures are still effective.			
6	Use of prohibited items within the venue / Incident (e.g. damage, fire including electrical)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	OUEV advise event organisers of what is and is not possible as well as what items are prohibited within the venue for events. This is documented in the venue customer information guide. All venue requirements for the event are detailed on the running order. The terms and conditions of venue hire stipulate that event organisers will adhere to the regulations in place at the venue. The event organiser must have the appropriate level of public liability insurance in place for their event as detailed in the terms and conditions of venue hire.	1	1	1	Annual review to ensure measures are still effective.			

Manual handling

7	Manual handling of items / Injury (e.g. musculoskeletal) Incident (e.g. collisions, damage to items or venue)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Staff responsible for moving items are trained in manual handling. Staff responsible for moving items wear appropriate personal protective equipment. The lift is used where necessary along with trolleys. Staff are monitored to ensure they adhere to the above and avoid overloading themselves or trolleys leading to visual impairment by carrying items in front of their face, or causing injury by carrying items that weigh too much. Event organisers and suppliers are provided assistance by staff or the use of trolleys to ensure the event organisers have their own event risk assessments which should detail the risks and measures they have in place for their own manual handling requirements. Suppliers have to provide their own risk assessment for the safe unloading and loading of equipment in, out and around the venue.	1	3	3	Annual review to ensure measures are still effective.			
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Security

8	Security of VIPs or individuals who may generate controversy / Injury (e.g. personal harm) Incident (e.g. disruption)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Event organisers must inform OUEV of any individuals attending this event that fall into this category. Event organisers will include security arrangements for such individuals in their event risk assessment. OUEV will liaise with the relevant bodies; e.g. Security Services, Proctor's Office, Thames Valley Police and others as necessary to ensure the venue has the security measures in place as identified in the event risk assessment. OUEV have radios for communication which link to Security Services and have a panic button in the event of an emergency.	1	3	3	Annual review to ensure measures are still effective, or as necessary depending on the requirements of the event.			
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9	Protest or activism / Injury (e.g. personal harm) Incident (e.g. disruption)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Event organisers must inform OUEV if they are aware of any planned activism in relation to their event and vice versa. Event organisers must assess the risk of such activities in the event risk assessment. OUEV will detail any additional risks and control measures in the event running order. OUEV will liaise with the relevant bodies; e.g. Security Services, Proctor's Office, Thames Valley Police and others as necessary to ensure the venue has the security measures in place as identified in the event risk assessment. OUEV have radios for communication which link to Security Services and have a panic button in the event of an emergency.	1	3	3	Annual review to ensure measures are still effective, or as necessary depending on the requirements of the event.			
10	Lost property or theft / Loss of valuable or sentimental items including potential data protection risks	Venue staff; Visitors	On site CCTV is in place and is monitored which covers the communal areas. Visitors have to keep all personal belongings with them during their visit. Event organisers may choose to operate a cloakroom which can be a lockable room, and / or they can provide a member of staff to stay with the belongings stored there. OUEV are unable to accept any responsibility for cloakrooms. Staff are provided with secure areas in which to store their personal belongings.	1	3	3	Annual review to ensure measures are still effective.			
11	Terror threat / Injury (e.g. personal harm, fatality) Incident (e.g. disruption)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	NPCC 'run, hide, tell' guidance is in place and OUEV are aware of this. OUEV will liaise with senior colleagues, Oxford University Security Services, Thames Valley Police and others as necessary to ensure the appropriate handling of incidents. OUEV have radios for communication which link to Security Services and have a panic button in the event of an emergency.	1	5	5	Annual review to ensure measures are still effective. Head of OUEV working with Senior Facilities Manager on assessment and implementation of Martyn's Law measures.			
Wellbeing										
12	General personal safety / Injury (e.g. verbal abuse or personal harm)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	All venue occupants are to be treated with dignity, respect and courtesy at all times. OUEV are entitled to remove from the venue any individual who behaves unacceptably in this regard, including that resulting from irresponsible alcohol consumption, and will do so in liaison with the event organiser and Oxford University Security Services, or any third party security services on site.	1	3	3	Annual review to ensure measures are still effective.			
13	Infectious illnesses / transmission	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	No one should attend an event or work at the venue if they are unwell with any infectious illness e.g. Covid, flu, etc to avoid transmission. The wearing of face coverings is a personal choice and anyone wishing to wear one will be respected in this choice. The venue will be cleaned before and after events as standard. 'Catch it, kill it, bin it' guidance – catching coughs and sneezes and then washing / sanitising hands – should be followed.	1	3	3	Annual review to ensure measures are still effective.			
Food safety										
14	Management of dietary requirements / Potential for allergic reactions, and sickness	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	All catering at the venue is provided by the approved in house supplier, a copy of whose risk assessment is available to event organisers on request. Event organisers are required to provide details of all dietary requirements in advance of the event so that attendees can be suitably catered for. Catering staff can provide event attendees with written information to assist them in the food choices.	1	4	4	Annual review to ensure measures are still effective.			
Fire safety and emergency evacuations										
15	Confirmed fire / Injury (e.g. smoke inhalation, burns) or fatality	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Annual fire risk assessment in place. Weekly fire alarm test conducted. Fire detection is on a preventative and planned maintenance contract. Emergency lighting checked and maintained regularly by approved contractor. Staff trained to evacuate the building safely and control the incident, including First Aid provision. Event organiser is briefed on fire safety and evacuation processes in advance of the event.	1	4	4	Annual review to ensure measures are still effective.			
16	Emergency evacuation / Injury (e.g. smoke inhalation, burns) Incident (e.g. trapped in unfamiliar surroundings)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Fire detection is on a preventative and planned maintenance contract with an approved contractor. Weekly fire alarm test conducted. Annual fire evacuation drill carried out. Exits are checked on a daily basis by staff to ensure they remain clear. Staff trained to evacuate the building safely and control the incident, including First Aid provision.	1	3	3	Annual review to ensure measures are still effective.			
17	Emergency evacuation for those with accessibility requirements / Injury (e.g. smoke inhalation, burns) Incident (e.g. trapped in unfamiliar surroundings)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Where possible, accessibility requirements will be communicated to the venue in advance of the event. An Evacuation Chair is available for use, and this will be operated by staff who have received the correct training. Event organiser may request personal emergency evacuation plans (PEEPs) for any individuals they feel require this.	1	3	3	Annual review to ensure measures are still effective.			
Electrical safety										
18	Use of electrical items / Injury (e.g. electrocution, burns, cuts) or fatality	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	Building circuits undergo mandatory five year fixed wire testing. All electrical items within the building are PAT tested annually. Only items carrying a valid PAT testing sticker will be in use. Only authorised staff permitted to work with electricals. Event organisers are briefed on PAT testing requirements in advance and asked to provide certification for items being brought into the venue.	1	4	4	Annual review to ensure measures are still effective.			
Third party suppliers - including catering, AV, marquee and equipment hire, agency staff										
19	Non-compliance of third party suppliers with venue H&S measures / Injury (e.g. musculoskeletal) Fatality, Covid-19 transmission and Incident (e.g. damage, fire including electrical)	Venue staff; Event organisers & attendees; Suppliers; Other venue occupants	All third party suppliers are required to provide a risk assessment regarding the provision of their service within an OUEV venue which is reviewed and feedback provided as appropriate. Third party supplier risk assessments will be issued to the event organisers along with the venue risk assessment. Where appropriate, public liability insurance must be in place and suppliers should provide evidence of this to OUEV. Third party suppliers will be required to adhere to measures put in place by OUEV specific to the venue in question. Any third party suppliers selected by event organisers, rather than OUEV, will also be required to provide a risk assessment and follow OUEV measures as appropriate.	2	2	4	Regular review in response to updated government guidance and University of Oxford policy, or specific requirements for a particular event. Otherwise annual review.			
GDPR										
20	Loss or unintentional sharing of the event organiser or event attendees personal data / Personal data could be used illegally or to cause harm	Event organisers & attendees	As per clause the terms and conditions of hire, the venue will comply with all applicable data protection law and the OUEV privacy policy. https://www.venues.ox.ac.uk/venue-terms-and-conditions/ https://www.venues.ox.ac.uk/privacy-policy/	1	3	3	Annual review to ensure measures are still effective.			
Review Record										
This Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed										
Review Date	Reviewed By	Findings					Signed			
29 April 2024	Vickie Dimelow, Head of OUEV	Removal of risk 18 reference planned power outages as no longer relevant					