



Hodder Events - Venue Risk Assessment Form & Event Safety Plan

Key: Risk Levels

1 = Insignificant, 2 = Low, 3 = Medium, 4 = High, 5 = Critical

Event:		Location:			Date of Event:	
Identify Risks	Risk - who might be harmed & how	Qty of people likely to affect	What Precautions and Safety Measures are put in place to minimise risk	Risk Level 1-5	Who will implement any actions required	When will they be implemented
1. Stairs	Students & Teachers could trip or fall.	550	All walkways are clear.	2	Venue	Prior to arrival
2. Seating	Students & Teachers could trip or fall over chair legs or footings.	550	Chairs are reasonably spaced	2	Venue	Prior to arrival
3. Crowds of people & Queue Management	Risk of students and teachers getting crushed or hurt. Risk of injury near entrance regarding disembarking from coaches or buses.		Entry from the street in to the foyer for registration and shown in to the church by staff.	1	Hodder Representatives	On the day
4. Incident requiring medical attention.	Students/Teachers/Speakers/ HE staff may injure themselves and require medical attention.		There is no first aid room but there is a first aider on site.	2	Venue	At time of incident
5. Fire	Students/Teachers/Speakers/ HE staff could suffer from smoke inhalation or burns		The venue provide the Hodder Representatives with fire regs on the morning of the conference so that they can tell everyone once seated.	1	Venue	On the day

6. Noise/Hearing/Lighting	Students and Teachers could experience discomfort if the volume is too high/low or if the level of lighting is not correct.		A technical representative of the church manages all equipment and sound levels.	1	Venue	On the day
7. Hygiene, Welfare & General Well-being	Students and Teachers could experience general discomfort		The venue is clean	1	Venue	Daily
8. Security	Students/Teachers/Speakers/ HE Representatives and venue staff could be subject to violent or abusive behaviour.		Registration to the event is required on arrival	2	HE Representatives	On arrival
			Good behaviour to be expected from all attendees			
9. Trips and falls	Students/Teachers/Speakers could suffer sprains or fractures if they trip over trailing wires/rubbish or slip on spillages		All wiring is fixed. Bins are provided. No refreshments are allowed inside the church area.	2	HE Representatives	On the day
10. Electrical Hazards	Students/Teachers/Speakers could suffer electrical shocks or burns from faulty equipment.		No member of the public is authorised to touch any of the equipment provided on the day.	2	Venue	On the day
11. Hazardous Substances (For Chemistry Events only)	Students/Teachers/Speakers could suffer injury or burns from misuse of chemicals		N/A	1		

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