

**Risk Assessment**

Hazard	Who's at Risk?	Existing Control Measures	Risk Rating (L x S = R)			Additional Controls to reduce risk to as low as reasonably practicable, (ALARP)	Control Measures Responsibility & Date		Final Risk Rating (L x S = R)		
							Name	Date			
Slips, Trips and Falls – Steps and Slippery Floors	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Welcome mats are in situ for visitors to wipe their feet upon entry in to the building.</p> <p>The top step of the entrance No.6 is highlighted using hazard tape and have hand rails.</p> <p>All staircases have handrails.</p> <p>Should there be any trailing cables i.e. extension leads, they are to be taped to the floor.</p>	L	L	L	<p>The disabled lift at No.7 entrance is available for use for persons with mobility issues.</p> <p>Ramps for No.6 steps are available to use.</p> <p>Umbrella bags can be used for umbrellas when for when it has been raining.</p> <p>Ramp installed to Terrace marquee will have handrails, hazard tape marking edge and carpet to prevent slipping.</p>	Facilities	Ongoing	L	L	L

Security threat	All	Facilities team monitor of London threat level  Security company hired; all exhibitors and public (including schools) to go through security checkpoint at door 6. Random bag searches and wand searches where required	L	H	L	Specific evacuation and invacuation processes are in place for SSE	Facilities/Katie Weeks		L	H	L
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<p>Fire – prevention</p> <p>Fire – treating</p> <p>Fire – evacuation (public audience, delayed response in evacuation, people wanting to collect buggies and bags)</p>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Smoking is not permitted within the building's demise, including vaping of electronic cigarettes within the building and on the forecourt.</p> <p>All fire exits and routes are identified with the appropriate signage and are kept clear at all times. Fire Doors are kept shut.</p> <p>Red box break glass call points are located on exit routes.</p> <p>CO2 and Water Fire Extinguishers are in place and serviced annually.</p> <p>Combustible items are disposed of in the rubbish bins.</p> <p>Facilities team carry on their persons a pager that links to the Fire Panel. The Fire Panel links to the fire brigade upon activation.</p> <p>In the event of an emergency evacuation, SSE Fire Wardens will direct all persons to the King George steps.</p>	L	H	L	<p>The most recent Fire Risk Assessment is dated 29 May 2019 (part 1 completed on 29 May with part 2 for final completion on 20 June 2019)</p> <p>Emergency lights tested annually.</p> <p>Regular inspections of extension leads are undertaken, including PAT Testing every 12 to 18 months.</p> <p>Fixed electricals tests are carried out every 5 years.</p> <p>Clear evacuation plan</p> <p>Summer Science staff and volunteers trained in evacuation procedures</p> <p>SSE volunteers informed of fire reporting procedures and number to call</p> <p>Emergency number to call provided on all staff and exhibitor lanyards</p> <p>Fire warden jackets provided at information desk for members of the Public Engagement team</p> <p>Fire warden training provided for Public Engagement team</p>	<p>Facilities</p> <p>Facilities</p> <p>Public Engagement</p> <p>Facilities</p> <p>Facilities/Public Engagement</p>	<p>Ongoing / July 2017</p> <p>3</p>	L	H	L
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<p>Marquees -</p> <ul style="list-style-type: none"> <li>• Competency of Marquee Company</li> <li>• Marquee Siting</li> <li>• Marquee Stability</li> <li>• Fire</li> <li>• Strong Winds</li> </ul>	<p>Employees of the RS.</p> <p>Marquee Contractors</p> <p>Other Contractors</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Invited visitors.</p> <p>Members of the Public.</p>	<p>Marquee company will provide their current MUTA Trade Association Member Certificate.</p> <p>Marquee company will provide their current Public Liability Insurance Certificate.</p> <p>Marquee company will issue their site specific Risk Assessment and Method Statements.</p> <p>The Marquee is fire retardant.</p> <p>A designated No Smoking and Vaping Policy is in place.</p> <p>Fire Extinguishers to be in position in the Marquee.</p> <p>Fire Exits signs are in place.</p> <p>Housekeeping measures are in place to ensure walkways and escape routes are kept clear of combustibles and free from slips, trips and falls.</p> <p>The Marquees are secured and weighted down by means of up to 32 water butts each filled with 170 litres of water.</p>	L	H	L	<p>Fire Wardens to extend their checks to the Marquee, including area sweep in the event of an evacuation.</p>	Facilities	Ongoing	L	H	L
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<p>Persons and/or objects falling from height -</p> <ul style="list-style-type: none"> <li>Balcony to staircases i.e. Main stairs and the President's staircase.</li> <li>Parapet wall of the 1<sup>st</sup> floor Wolfson Room balconies.</li> <li>Parapet wall of the terrace.</li> <li>Falling from Ladders</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Ropes and poles and or café banners are in situ on the first floor landings. Including access to the Wolfson Room balconies.</p> <p>Safety barriers are located on the terrace along the length of the parapet wall and sit in the recessed drainage channel to prevent access to the perimeter.</p> <p>Security Event Guards are located on the terrace to monitor persons when in use.</p> <p>Avoid working from height where absolute possible; alternatively to use mobile rigging platforms and eliminate use of Ladders where possible.</p>	L	M	L	<p>Temporary barriers installed on staircases to fill in gaps</p>	<p>Facilities / Security</p> <p>Design/Facilities</p>	<p>As required</p>	L	M	L
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<p>Overcrowding / Exceeding capacities / Crowd control.</p>	<p>Employees of the RS.  Invited visitors.  Contractors working for the RS.  H&amp;J Catering Staff.  Members of the Public.</p>	<p>Safe Access and Egress.  Security Event Guards to monitor the visitor volumes by means of click counter and restrict this to 1000 people at any one time within the building for public events.  Queuing systems are put in place on the forecourt, and internally if needed.  CCTV monitors the public areas of the building.  Exhibition signage is located at Reception and throughout the building.  A maximum of 400 people will be allowed to access the terrace at any one time.  Structural loadings for the terrace have been identified that allow 4 people per 3m<sup>2</sup> Area.</p>	<p>L</p>	<p>M</p>	<p>L</p>	<p>Duty manager to monitor capacities in Wellcome and City of London rooms – if crowded then station available senior volunteers (Duty, exhibition, volunteer managers) to entrances to manage flow.</p>	<p>Facilities / Security / Public Engagement / Conferencing</p>	<p>As required</p>	<p>L</p>	<p>M</p>	<p>L</p>
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<p>Unauthorised access</p>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>All visitors will only be allowed access to the Ground floor, 1<sup>st</sup> floor and Basement areas of the building. Most doors will be locked to prevent access to unauthorised areas; other areas will be roped off with appropriate signage.</p>	<p>L</p>	<p>L</p>	<p>L</p>	<p>Visitors have invitation letters and forms of ID.</p> <p>Signage placed in lifts to indicate which floors are accessible to public</p>	<p>Security / Public Engagement / Conferencing</p>	<p>As required</p>	<p>L</p>	<p>L</p>	<p>L</p>
<p>Alcohol consumption – potential loss of balance, threatening behaviour, sickness.</p>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Restrict consumption of alcohol as determined by the Premises Licence (to follow these guidelines).</p> <p>Security on Patrol to ensure good behaviour, first aiders and cleaners on site to assist with any potential issues.</p>	<p>L</p>	<p>L</p>	<p>L</p>	<p>Volunteers to contact security if an issue arises – number provided in information packs and lanyards</p>	<p>H&amp;J Catering / Security</p>	<p>As required</p>	<p>L</p>	<p>L</p>	<p>L</p>

Hygiene	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Welfare toilet facilities are on site with washing facilities.</p> <p>Sanitary conveniences are provided.</p> <p>A day cleaner is onsite to clean and replenish toilet facilities and empty rubbish bins.</p> <p>Chilled and filtered drinking water is available with suitable drinking cups for use.</p>	L	L	L	No further controls required	Facilities	Ongoing	L	L	L
<p>Non-Ionising Radiation –</p> <ul style="list-style-type: none"> <li>Ultra Violet Rays from the Sun – Heat Stroke</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public - the elderly and young children.</p>	<p>Provide suitable information to employees with regards to the risks from the Sun during a heatwave.</p> <p>Where possible keep out of the heat between 11am and 3pm, and to access the outside areas i.e. the terrace, earlier or later in the day.</p>	L	L	L	No further controls required	Facilities	As required.	L	L	L



<p>General Accidents/Incidents –</p> <ul style="list-style-type: none"> <li>• Visitors feeling unwell / having minor accidents.</li> <li>• Heart attack</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>St John’s Ambulance staff on site at all times</p> <p>10 members of staff are first aid trained, in addition to security officers and some catering staff.</p> <p>Dial extension <b>8888</b> hunt line for a First Aider.</p> <p>The First Aid room is located off the Marble Hall on the ground floor.</p> <p>First Aid boxes are available from Reception and the first aid room. All first aiders have their own first aid supplies.</p> <p>A defibrillator is located at Reception.</p> <p>Dial <b>999</b> for an Ambulance.</p>	L	M	L	Public Liability Insurance cover: 1 July 2018 to 10 July 2019.	First Aiders / Facilities / Security / Catering	Ongoing	L	M	L
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<p>Parking – cars parking in forecourt whilst public visiting</p>	<p>School groups Members of the public</p>	<p>No parking to be allowed on the forecourt – Fellows and visitors to be invited to park in the basement Disabled visitors to park in bays opposite forecourt Security guard in forecourt to prevent parking and accidents</p>	<p>L</p>	<p>M</p>	<p>L</p>						
<p>Signage – displays falling over, signage falling down</p>	<p>Contractors working for the RS  Members of the public  Staff of the RS</p>	<p>Signage installed by professional contractors  Hanging signage is all lightweight  Floor signage is appropriately weighted down</p>	<p>L</p>	<p>L</p>	<p>L</p>		<p>Design/Facilities</p>		<p>L</p>	<p>L</p>	<p>L</p>

<p>Environment –</p> <ul style="list-style-type: none"> <li>• Temperature</li> <li>• Noise</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Most room temperatures are controlled by use of HVAC systems to provide reasonable comfort.</p> <p>Dyson fans can be used to provide additional cooling &amp; oil heaters can be used to provide additional heating.</p> <p>A hearing induction loop has been installed in the WTLH.</p> <p>Additional water fountains installed in terrace marquee and exhibitor green room</p> <p>Water bottles and umbrellas handed out to queues if weather is warm</p>	L	L	L	No further controls required.	Facilities	Ongoing	L	L	L
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<p>Transportation of equipment –</p> <ul style="list-style-type: none"> <li>Impact or Crushing from Tables &amp; Chairs</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Royal Society Facilities staff have been trained in Manual Handling.</p> <p>Catering staff have been trained in Manual Handling.</p> <p>Identified travel routes around the building.</p> <p>Catering staff wear the appropriate uniform and PPE.</p>	L	L	L	No further controls required.	Facilities / H&J Catering	Ongoing	L	L	L
<p>Transportation of hot food and drink –</p> <ul style="list-style-type: none"> <li>Burns / Scalding</li> <li>Slips</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Catering staff use the appropriate trolleys.</p> <p>Catering staff have been trained in Manual Handling</p> <p>Catering staff wear the appropriate uniform and PPE.</p> <p>Cleaners will clean spillages and provide the specific signage.</p>	L	L	L	First Aid provisions are available.	H&J Catering / Facilities	Ongoing	L	L	L

<p>Food Preparation &amp; Consumption.</p> <ul style="list-style-type: none"> <li>• Allergic Reactions</li> <li>• Choking</li> </ul>	<p>H&amp;J Catering Staff.</p> <p>Invited visitors.</p> <p>Members of the Public.</p>	<p>All the Harbour and Jones kitchen staff are trained in Health and Food Safety.</p> <p>Through H&amp;J the RS has an 'Allergen Accreditation' and H&amp;J managers are trained allergen champions.</p> <p>Dial extension <b>8888</b> hunt line for a First Aider.</p>	L	L	L	No further controls required.	H&J Catering	Ongoing	L	L	L
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<p>Clients/Exhibitors -</p> <ul style="list-style-type: none"> <li>• Use of Powered and non-powered hand tools. – Mechanical Entanglement; Cutting; Shearing; Electric Shock; Manual Handling; High Levels of Dust and/or fumes; Loud Noise and High Vibration Levels.</li> <li>• Exhibitors experiments demonstrations</li> </ul>	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&amp;J Catering Staff.</p> <p>Members of the Public.</p>	<p>Exhibitors/Clients are required to provide their own Event Risk Assessment and Public Liability Insurance documents.</p> <p>A General Permit to Work, including (when necessary) Hot Works Permits, must be issued to the client, prior to works commencing.</p> <p>Hand Tools used, must be fit for purpose.</p> <p>Powered tools to be PAT Tested by client</p> <p>User responsibility to pre-check tools for damage.</p> <p>Experiment Risk Assessments and Method Statements are provided by the Exhibitors.</p> <p>Dial extension <b>8888</b> hunt line for a First Aider.</p>	L	L	L	No further controls required.	Conferencing / Public Engagement / Facilities	As required	L	L	L
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<p>Young Persons including Children –</p> <ul style="list-style-type: none"> <li>Getting Lost and/or separation from Parents.</li> </ul>	<p>Young Persons including Children.</p>	<p>A missing and found policy is in place.</p> <p>Lost and Found Children's points arranged as required.</p> <p>Meeting Points arranged as required, for Young Persons to meet their Parents/Guardian.</p> <p>Competent Staff (including hired security staff) have undertaken Child Safeguarding Training and are DBS Checked.</p> <p>School groups are registered upon arrival.</p> <p>Nappy Changing Facilities are onsite.</p> <p>Dial extension <b>8888</b> hunt line for a First Aider.</p>	<p>L</p>	<p>L</p>	<p>L</p>	<p>One designated safeguarding officer in the building at all times</p>	<p>Public Engagement / Facilities</p>	<p>As required.</p>	<p>L</p>	<p>L</p>	<p>L</p>
<p>Incident involving vulnerable adults</p>	<p>Vulnerable adults including public and volunteers</p>	<p>A safeguarding policy for vulnerable adults is in place</p>	<p>L</p>	<p>L</p>	<p>L</p>	<p>One designated safeguarding officer in the building at all times</p>	<p>Public Engagement</p>	<p>As required.</p>	<p>L</p>	<p>L</p>	<p>L</p>

**Likelihood:** The chance of the hazard or event actually occurring.

- High (H):** Harm is certain or near certain to occur
- Medium (M):** Harm will often occur
- Low (L):** Harm will seldom occur

**Severity:** The extent of the harm (injury or ill health) should the hazard occur.

- High (H):** Death or major injury (as defined by RIDDOR)
- Medium (M):** 7 day injury or illness (as defined by RIDDOR)
- Low (L):** All other injuries or illnesses

**Risk Rating:** Once the likelihood and severity have been determined, the risk can be calculated below.

	<i>Likelihood</i>		
<i>Severity</i>	H	M	L
H	High	High	Medium
M	High	High	Medium
L	Low	Low	Low