

Event Management **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	Employees of the RS. Invited visitors. Contractors working for the RS. H&J Catering Staff. Members of the Public.	Welcome mats are in situ for visitors to wipe their feet upon entry in to the building. The top step of the entrance No.6 is highlighted using hazard tape and have hand rails. The steps to the podium are highlighted with hazard tape and carpeted. All staircases have handrails. Should there be any trailing cables i.e. extension leads, they are to be taped to the floor. The cleaner will mop any spillages and will highlight the area with the appropriate signage.	L	L	L	The disabled lift at No.7 Entrance is available for use for persons with mobility issues. Ramps for No.6 steps are available to use. Umbrella bags can be used for umbrellas when for when it has been raining. Marketing materials, stands or exhibits must not protrude into walkways. In icy weather conditions de-icing salt is applied to the forecourt.	Facilities / Security / Cleaner	Ongoing	L	L	L

Fire	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&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.</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 to rubbish bins.</p> <p>The Facilities Dept carry on their persons a pager that links to the Fire Panel.</p> <p>The Fire Panel links to the fire brigade upon activation.</p> <p>In the event of an emergency evacuation, Fire Wardens will direct all persons to the Duke of York Steps.</p>	L	H	L	<p>The most recent Fire Risk Assessment is dated 6 September 2017. Reviewed periodically.</p> <p>Emergency lights tested annually.</p> <p>Regular inspections of extension leads are undertaken, including PAT Testing every 12 to 18 months. The next PAT Test is due February 2018.</p> <p>Fixed electricals tests are carried out every 5 years.</p> <p>Fire Evacuation briefing to be passed to the appropriate staff in Conferencing and Public Engagement sections.</p>	Facilities / Security	Ongoing / March 2019	L	H	L
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<p>Persons and/or objects falling from height -</p> <ul style="list-style-type: none"> Balcony to staircases i.e. Main stairs and the President's staircase. Parapet wall of the 1st floor Wolfson Room balconies. Parapet wall of the podium. Ladders 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&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 Podium to monitor persons when in use.</p> <p>Ladders are seldom used for when events are set up and are used by clients only.</p>	L	M	L	No further controls required.	Facilities / Security	As required	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&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. Security guards will be patrolling the open areas of the building. Queuing systems are put in place on the forecourt, and internally if needed. CCTV monitors the public areas of the building. Event signage is located at Reception. A maximum of 400 people will be allowed to access the podium at any one time. Structural loadings for the podium have been identified that allow 4 people per 3m² Area.</p>	<p>L</p>	<p>M</p>	<p>L</p>	<p>A one out/one in policy must be adhered to should the building capacity be reached.</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 / Security Threat –</p> <ul style="list-style-type: none"> • Protests • Bomb blast • Terrorist attack 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&J Catering Staff.</p> <p>Members of the Public.</p>	<p>CCTV is in operation in common areas of the building.</p> <p>Extra guards are hired in from Unitrust as required.</p> <p>Some events are by invite only; photographic ID is required at registration desk</p> <p>All visitors will only be allowed access to the Ground floor, 1st floor and Basement areas of the building.</p> <p>Most doors will be locked to prevent access to unauthorised areas; other areas will be roped off with appropriate signage.</p> <p>Coats, bags etc. to be kept in designated cloakrooms.</p>	L	L	L	<p>Bags to be checked upon entry for public events.</p> <p>Suspicious packages / bags must be left and not touched, the police must be called dialling 999 and an evacuation of the building must be completed in a calm manner. Persons should evacuate to a minimum of 400 meters clear of the building.</p> <p>Mobile telephones and / or radios must not be used upon discovery of a suspect package.</p> <p>In the rare event of a terrorist attack – RUN - to a place of Safety. HIDE - it is better to hide than confront. Remember to turn your phone to silent and turn off vibrate. TELL - call the Police on 999.</p>	Security / Facilities / Public Engagement / Conferencing	As required	L	L	L
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<p>Alcohol consumption –</p> <ul style="list-style-type: none"> • Vomiting • Possible threatening behaviour • Losing self-control 	<p>Employees of the RS. Invited visitors. Contractors working for the RS. H&J Catering Staff. Members of the Public.</p>	<p>Restrict consumption of alcohol as determined by the Premises Licence (to follow these guidelines). Security on Patrol to ensure good behaviour. First aiders to deal with injuries. Cleaners to assist with any potential clean up issues.</p>	L	L	L	No further controls required	H&J Catering / Security	As required	L	L	L
Hygiene	<p>Employees of the RS. Invited visitors. Contractors working for the RS. H&J Catering Staff. Members of the Public.</p>	<p>Welfare toilet facilities are on site with washing facilities. Sanitary conveniences are provided. A day cleaner is onsite to clean and replenish toilet facilities and empty rubbish bins. 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"> • Ultra Violet Rays from the Sun – Heat Stroke • Radio waves 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&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 Podium, earlier or later in the day.</p> <p>Electromagnetic fields are extremely low and pose no risk to the user of site radios.</p>	L	L	L	No further controls required	Facilities	As required.	L	L	L
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<p>General Accidents/Incidents –</p> <ul style="list-style-type: none"> • Visitors feeling unwell / having minor accidents. • Heart attack 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&J Catering Staff.</p> <p>Members of the Public.</p>	<p>10 members of staff are first aid trained, in addition to security officers and some catering staff.</p> <p>Dial extension 8888 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 999 for an Ambulance.</p>	L	M	L	<p>Public Liability Insurance cover: 1 July 2017 to 30 June 2018.</p> <p>First Aiders from Ambulance Solutions are hired in for large events. i.e. Summer Science Exhibition & Anniversary Day</p>	<p>First Aiders / Facilities / Security / Catering</p>	<p>Ongoing</p>	L	M	L
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Electric shock	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&J Catering Staff.</p> <p>Members of the Public.</p>	<p>RS extension leads and portable appliances are PAT Tested every 12-18 months.</p> <p>Brought in in electrical equipment must be PAT Tested and detailed in the organisers RAMS.</p> <p>Power must be turned off at the end of each day unless specifically requested to be kept on.</p>	L	L	L	No further controls required.	Facilities / Event organiser	Ongoing	L	L	L
<p>Environment –</p> <ul style="list-style-type: none"> • Temperature • Noise • Lighting 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&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, ideally set to 21°C.</p> <p>Dyson fans can be used to provide additional cooling & oil heaters can be used to provide additional heating.</p> <p>Noise levels are low and do not exceed 80 dB(a) (Decibels).</p> <p>A hearing induction loop has been installed in the WTLH.</p> <p>Rooms are sufficiently lit.</p>	L	L	L	No further controls required.	Facilities	Ongoing	L	L	L

<p>Ergonomic issues –</p> <ul style="list-style-type: none"> • Standing / Sitting for long periods. 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&J Catering Staff.</p> <p>Members of the Public.</p>	<p>Chair or sitting points should be available.</p> <p>Chairs that are provided should be stable.</p> <p>Staff rotation (or walk arounds) will prevent undue discomfort.</p> <p>Sensible footwear to be worn for staff expected to be on their feet for long periods.</p>	L	L	L	No further controls required.	Public Engagement / Conferencing / H&J Catering staff / Security	Ongoing	L	L	L
<p>Manual Handling & Transportation of equipment –</p> <ul style="list-style-type: none"> • Impact or Crushing from Tables & Chairs • Heavy lifting 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&J Catering Staff.</p> <p>Members of the Public.</p>	<p>Catering and RS staff have been trained in Manual Handling.</p> <p>Identified travel routes around the building.</p> <p>Catering and RS staff wear the appropriate uniform and PPE.</p>	L	L	L	No further controls required.	H&J Catering / Facilities	Ongoing	L	L	L

<p>Toppling or instability</p> <ul style="list-style-type: none"> • Pop up stands and/or poster boards • Other equipment 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&J Catering Staff.</p> <p>Members of the Public.</p>	<p>Stands and equipment to be checked thoroughly by the user before opening.</p> <p>Have a minimum clear area of 3ft (1 metre) around the pop up stand to avoid tripping or leaning against.</p>	L	L	L	No further controls required.	H&J Catering staff / Event organiser.	Ongoing	L	L	L
<p>Transportation of hot food and drink –</p> <ul style="list-style-type: none"> • Burns / Scalding 	<p>Employees of the RS.</p> <p>Invited visitors.</p> <p>Contractors working for the RS.</p> <p>H&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>	L	L	L	First Aid provisions are available.	H&J Catering / Facilities	Ongoing	L	L	L

<p>Food Preparation & Consumption.</p> <ul style="list-style-type: none"> • Knives • Food Poisoning • Allergic Reactions • Dermatitis • Choking 	<p>H&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; including knife training.</p> <p>Kitchen staff must avoid contact with cleaning products, food and water where possible and use the correct cooking utensils.</p> <p>Kitchen staff wear the appropriate PPE.</p> <p>Through H&J the RS has an 'Allergen Accreditation' and H&J managers are trained allergen champions.</p> <p>In the event someone is choking; dial the extension 8888 hunt line for a First Aider.</p>	L	L	L	<p>Persons suffering minor allergic reactions must control their symptoms using their own prescribed medication.</p> <p>Allergic reactions causing anaphylaxis / anaphylactic shock; first aiders to call emergency services 999.</p>	H&J Catering / First Aiders	Ongoing	L	L	L
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<p>Clients -</p> <ul style="list-style-type: none"> 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. 	<p>Employees of the RS. Invited visitors. Contractors working for the RS. H&J Catering Staff. Members of the Public.</p>	<p>Clients are sometimes 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>Clients' apparatus to be maintained, must be fit for purpose and in good state of repair; i.e. ladders.</p> <p>User responsibility to pre-check tools for damage.</p> <p>In the event of an accident; dial extension 8888 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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Young Persons including Children – <ul style="list-style-type: none"> Getting Lost and/or separation from Parents Minor accidents 	Young Persons including Children.	A missing and found policy is in place. Competent Staff have undertaken Child Safeguarding Training and are DBS Checked. Children are registered upon arrival. Nappy Changing Facilities are onsite. Dial extension 8888 hunt line for a First Aider.	L	L	L	Lost and Found Children’s points arranged as required. Meeting Points arranged as required, for Young Persons to meet their Parents/Guardian.	Public Engagement / Facilities	As required.	L	L	L
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Risk Rating

Likelihood: The chance of the hazard or event actually occurring.
<p>High (H): Harm is certain or near certain to occur</p> <p>Medium (M): Harm will often occur</p> <p>Low (L): Harm will seldom occur</p>

Severity: The extent of the harm (injury or ill health) should the hazard occur.
<p>High (H): Death or major injury (as defined by RIDDOR)</p> <p>Medium (M): 7 day injury or illness (as defined by RIDDOR)</p> <p>Low (L): All other injuries or illnesses</p>

Risk Rating: Once the likelihood and severity have been determined, the risk can be calculated below.			
	Likelihood		
Severity	H	M	L
H	High	High	Medium
M	High	High	Medium
L	Low	Low	Low

Method Statement

Event Organisation

All events at the RS are booked and arranged through the Conferencing dept. and the Public Engagement team. Weekly meetings are held to discuss the requirements of each event.

Event signage will be displayed in the Reception Area detailing where and the timings the event or meeting is taking place within the Royal Society.

Invited guests will report to the Registration Desk for their event and present their identification as necessary.

Access and Egress

The Facilities dept. will ensure compliance with the Health and Safety at Work Act etc. 1974 Section 2.2 (d) that states:... so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.

In brief, access routes will be sign posted and the Facilities dept. will set up the ropes and poles as queuing systems. Daily checks of access routes are carried out by the Facilities dept. and onsite Security.

The building and room capacities are never exceeded; when public events take place, our event security guards will monitor numbers in to and out of the building by means of a click counter. CCTV also monitors the public areas of the building, which is viewed by the Building Security at Reception.

Fire Safety

Fire Exits are checked daily by Security and the Facilities Team.

Fire safety is paramount, all combustible items will be removed by the event organisers and taken away off site, or removed by the cleaners and disposed in the rubbish bins ready for collection from City of Westminster Council.

All our Fire Wardens are fully trained in fire safety by 1st Attendance Limited.

In the unlikely event a fire occurs, our fire wardens will clear the building and direct all persons to the Duke of York steps in the event that the fire alarm sounds.

We have CO₂ and Water Fire Extinguishers onsite which are serviced every year by CHUBB in compliance with the Fire Safety (Regulatory Reform) Order 2005.

The Fire Alarm is tested every Friday between 08.00 and 09.00 Hours.

Unauthorised Access and Security Threats

The Royal Society will ensure compliance with the Building Regulations 2010 part Q1 Unauthorised Access, which states; reasonable provision must be made to resist unauthorised access to:

- a) any dwelling; and
- b) any part of a building from which access can be gained to a flat within the building.

CCTV is in operation in all public areas of the building which is monitored at Reception and is on a monthly recording loop.

The building is manned by Security 24 Hours per day and Unitrust Event Guards are hired in for public events and events with high profile persons in attendance.

Falling from height

The Royal Society will ensure compliance with the Working at Height Regulations 2005.

Ropes and Poles are situated to the 1st floor landings adjacent to the handrails ensuring persons do not lean over the balconies and objects are not dropped from height. Safety barriers to be hired in and placed on the Podium when necessary for example for the London Marathon and Trooping the Colour events.

In addition and times that the Podium will be in use, hired in Unitrust Security Event Guards will patrol the area.

H&J Catering Staff

The Harbour and Jones Catering Team are trained in Health and Food Safety - Level 2 food hygiene; Online Manual Handling; Fire Safety.

The H&J Managers

The manual handling of catering equipment will be handled by two operatives or more when required. The Harbour and Jones Catering Team are provided with uniform and PPE where necessary.

The Royal Society holds a Premises Licence in order to serve alcohol. Alcohol consumed onsite is controlled by the H&J Catering staff bar tenders.

Environment

Room temperatures are set accordingly using the Building Management System (BMS) or Air Conditioning thermostat controls; and are within the approved code of practice guidelines and Workplace (Health, Safety and Welfare) Regulations 1992.

Noise levels are low and do not exceed 80 dB(a) (Decibels).

All rooms are sufficiently lit and are continuously maintained.

General Accidents and Incidents

The Royal Society has a First Aiders hunt line, dialling extension 8888 to make contact with a first aider quickly.

All our First Aiders have attended a First Aid at Work training course with St John Ambulance and have demonstrated competence in accordance with the Health and Safety (First Aid) Regulations 1981. They will be required to attend to and deal with incidents as necessary.

The first aid room is located off the Marble Hall on the Ground Floor and the Accident book is located at the Reception Desk.

The nearest Hospital is St Thomas Hospital, Westminster Bridge Road, Lambeth, London, SE1 7EH.

Hygiene and Welfare

The toilets are cleaned and replenished daily by the cleaners.

Sanitary bins are provided and are located in all ladies toilet cubicles including the disabled toilet behind Reception.

Two baby changing units are in place, one located in the Ground Floor Disabled Toilet with a permanent nappy bin in situ; the other is located in the basement ladies toilet and an additional nappy bin is hired as required.

The plumbed in drinking water machine is located in the basement in the corridor leading to the Gents toilets.

Clients

The Royal Society will ensure compliance with the Provision and Use of Work Equipment Regulations 1998; and safeguard all powered and non-powered equipment used for working operations.

Clients will be required to provide their Public Liability Insurance and their own Event Risk Assessment.

Young Persons

The Royal Society will ensure a child safeguarding officer is onsite for when events are attended by young persons and children.

The Royal Society have three trained Child Safeguarding Officers (CSO's). They have the responsibility for promoting a safe environment for young persons and children here at the Royal Society.

The CSO's will ensure all staff are aware of how to raise safeguarding concerns; staff will understand the symptoms of child abuse and neglect; refer any concerns to Social Care; monitor young persons and children who are the subject to protection plans; and maintain accurate and secure child protection records.

Organisational Arrangements:

Conferencing

Barbara Wutte – Head of Conferencing, extn. 2232.

Barbara has overall responsibility of Conferencing Services and the departmental operations; Barbara is also a trained First Aider.

Gwendoline Gatti – Senior Event Planner, extn. 2611.

Gwendoline is responsible for organising events onsite at the RS; Gwendoline is also a trained First Aider.

Teresa Popoola – Internal Events Organiser, extn. 2206

Teresa is responsible for organising events onsite at the RS. Teresa is also a trained First Aider and Fire Warden.

Scientific Programmes

Polly Williams – Head of Scientific Programmes, extn. 2571

Polly has overall responsibility of the Scientific Programmes department. Polly is also a trained Fire Warden.

Matthew Fargo – Scientific Programmes Manager, extn. 2555

Matthew has responsibility for overseeing Scientific Programmes events. Matthew is also a trained Fire Warden.

Rebecca Burns – Senior Scientific Programmes Officer, extn. 2515

Rebecca has responsibility for organising Scientific Programmes events. Rebecca is also a trained Fire Warden.

Reisha Simmonds – Scientific Programmes Officer, extn. 2573

Reisha is responsible for organising Scientific Programmes events. Reisha is also a trained Fire Warden.

Anh Ho – Scientific Programmes Officer, extn. 2275

Anh is responsible for organising Scientific Programmes events.

Annabel Sturgess – Scientific Programmes Officer, extn. 2609

Annabel is responsible for organising Scientific Programmes events.

Jessy Juneja - Scientific Programmes Officer, extn. 2266

Jessy is responsible for organising Scientific Programmes events. Jessy is a trained First Aider and also a trained Fire Warden.

Public Engagement

Tracey Hughes – Head of Marketing and Public Engagement, extn. 2247

Tracey has overall responsibility of the Public Engagement events. Tracey is also the child safeguarding officer for the Royal Society.

Trudy Monk – Public Engagement Manager, extn. 2574

Trudy is responsible for organising public events at the Royal Society.

Emma Slater & James Upton – Public Engagement Officers, extn. 2242 & 2513

Emma and James are responsible for organising public events at the Royal Society, most noticeably the Summer Science Exhibition. James is also a trained Fire Warden.

Risk Assessment and Method Statement:

Compiled by (print and sign name) Marc Burnham.....*Marc Burnham*.....

Acknowledged by (print and sign name) Barbara Wutte.....*Barbara Wutte*.....

Updated date: 24/01/2018.