# University of Cambridge Science Festival talks: Monday 13 March – Sunday 26 March 2017

RISK ASSESSMENT for talks at New Museums Site, Downing Site, University Centre, The Pitt Building, Mill Lane Lecture Rooms, Cambridge Corn Exchange, St Columba's Hall, Cambridge Union and Cambridge Guildhall, Departments on the West Cambridge Site, Centre for Mathematical Sciences, Institute of Astronomy, The Clinical School, Addenbrookes Treatment Centre, Deakin Centre, CRUK Cambridge Institute.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Cambridge Science Festival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity description</td>
<td>Talks</td>
</tr>
<tr>
<td>Who will be exposed to the hazard</td>
<td>Cambridge Science Festival staff, speakers, volunteers and members of the public.</td>
</tr>
</tbody>
</table>

These risk identification documents consider any hazards specific to the activity greater than every day hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Control measures</th>
<th>Rating after control measured applied</th>
</tr>
</thead>
</table>
| **Overcrowding** | • Inform custodians of the event well in advance – to include date, time and expected numbers  
• Ensure room capacities are not exceeded  
Pre-booked events: check tickets against booking form at door  
Non-ticketed events: use clickers to ensure room capacities are not exceeded.  
Operate a first come, first served policy  
• Use pedestrian control barriers as required to manage queues  
• Provide adequate stewards for the number of people expected | Low |

| **Accidents** | For serious accidents, contact the Emergency Services immediately giving the exact location of the event  
• Red Cross staff will be present on Science on Saturday and Sunday events. Provide all coordinators, volunteers and Cambridge Science Festival staff with the Red Cross contact telephone number before the start of the event  
• Ensure a designated first aider is present at all events  
• All accidents should be reported to the Health & Safety Office on the University’s Accident Dangerous Occurrence and Incident Report Form, available on [http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/index.html](http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/index.html) | Low |

| **Fire** | For serious incidents, contact the Emergency Services immediately giving the exact location of the event  
• Ensure all fire exits are kept clear  
• Make all event stewards aware of emergency evacuation procedures and congregation points  
• The University's Fire Safety Office will be contacted as required: Tel 37822 | Low |

| **Electrical equipment** | • Ensure electrical equipment is PAT tested and has an in-date test sticker  
• Conduct a visual inspection before using any electrical equipment  
• For any electrical safety issues contact the Health & Safety Office: Ext. 33301 | Low |

| **VIP Guests** | • Assess the suitability of the venue and conduct a full risk assessment  
• Notify the University Advisor if VIP Guests are attending Tel 32839 | Low |

| **Housekeeping** | • Before event, conduct a visual check to ensure trailing cables are tidied away or securely attached to the floor using cable covers to prevent trip hazards  
• Conduct regular checks to ensure corridors and stairways are free from clutter and trip hazards | Low |
| **Manual Handling** | • Ensure lighting is adequate and lighting on staircases and in toilets is left on at all times  
  • Clean up spills immediately to prevent slip hazards  
  • Check toilets on a regular basis to ensure hygiene standards are maintained, contact domestic staff if cleaning required or The Safety Office if hazardous materials are found  
  • Provide umbrella tubs at venue entrances and ensure they are used to store wet umbrellas to prevent them dripping water and causing slip hazards in wet weather  
  • Provide extra matting at entrances during wet weather to ensure shoes and wheels of pushchairs and wheelchairs can be dried before entering the building | Low |
| **Events discussing controversial topics** | If the subject of the event is likely to prove controversial, inform the University Security Service so they have advance notice that they may be called upon during the event  
  • If prior evidence is available that a protest is planned, work with the University Security Service to ensure additional security staff are on duty during the event  
  • Advise event organisers to provide their own specialised security support  
  • Take advice from Security as to whether to continue to run the event  
  • FOR ADVICE IN AN EMERGENCY CALL SECURITY ON 101 (network) or 767444 (outside University network). For routine advice, call (3)31818 | Low |
| **Disruptive audience members** | If an audience member disrupts an event by talking/shouting at the speaker  
  • Let the person have their say for a short time. Interrupt and thank them for their comment. Ask if they have a specific question  
  • If no question and they continue to comment or their language becomes unacceptable, interrupt and say that the audience has come to hear the speaker, that there may will be time at the end of the event for constructive discussion, that we would appreciate if they allowed the event to continue and if they continue they will be asked to leave.  
  • If this negative interruption continues, ask the speakers to take a short break. Ask the custodian to ring security for support and ask the person to leave.  
  • FOR ADVICE IN AN EMERGENCY CALL SECURITY ON 101 (network) or 767444 (outside University network). For routine advice, call (3)31818  
  • If this behaviour continues, phone the police on 999 | Low |
| **Child Protection (including vulnerable adults)** | • It is essential that events organisers understand the needs of vulnerable groups and that children and vulnerable adults are accompanied by a responsible adult, teacher, parent, guardian or carer  
  • Ensure volunteers/staff/students are never left alone with a child or vulnerable adult  
  • Ensure all volunteers read the full Science Festival risk assessment which gives more details of working with vulnerable groups  
  • If staff and students come into regular contact with children, contact HR Division for child protection training and DBS clearance | Low |

| Name of assessor: | Signature: | Date: | Supervisor: | Signature: | Date: |