

University of Cambridge Festivals – overall events venues

RISK ASSESSMENT for 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, UTC Cambridge, St. John's College Divinity School, St John's College Fisher Building, Departments on the Sidgwick Site, Departments on the Downing Site.

This risk assessment covers the Festival as a whole. Each activity has its own individual risk assessment.

Provider	University of Cambridge Science Festival, Festival of Ideas, Open Cambridge, Public Engagement Office, OEAC.	
Activity description	Centrally organised events – interactive, hands-on activities and talks	
Who will be exposed to the hazard	Festival staff, speakers, volunteers, members of the public, contractors	
	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.	
Hazard	Control measures	Rating after control measured applied
Equipment set up in advance of the Festival including cars and vans on site. Loading/unloading Serious injury may result if people are hit by vehicles or equipment.	<ul style="list-style-type: none"> • Arrangements for access will be made with site custodians/ gate porters/ Faculty or Department staff • Equipment will be delivered and erected by trained staff at times when public access is limited or restricted • Members of the public or University Staff will asked to keep their distance and barriers will be used if necessary • Site Custodians and Festival stewards will monitor unloading areas to ensure no congestion, moving people and cars on if necessary • Cars must park where directed and display a notice as to how they can be contacted if the vehicle is left unattended while deliveries being made 	Low
Vehicle congestion Serious injury may result if people are hit by vehicles	<ul style="list-style-type: none"> • If stewards are used to manage car parking at larger venues, ensure they are trained, do not walk behind reversing vehicles and wear fluorescent jackets • For larger well publicised events, attendees will be advised to use Park and Ride facilities 	Low
Manual handling – movement of heavy boxes and equipment Event coordinators and staff may suffer injuries such as strains or bruises from handling heavy or bulky equipment	<ul style="list-style-type: none"> • Department/Faculty staff/ Event co-ordinators/custodians should have had manual handling training from their institution • Sufficient members of staff/volunteers should be on duty to ensure the event can be set up safely. • Festival staff/ volunteer stewards will be briefed in manual handling training and appropriate equipment (such as flat-bed trolley or sack barrow) used 	Medium
Housekeeping	<ul style="list-style-type: none"> • All Festival staff and volunteer stewards will be informed of the importance of good housekeeping 	Low

<p>Slips, trips and falls Blocked isles</p> <p>Anyone attending the event may slip and trip over obstacles which could result in injury. This slip risk may be increased in wet weather as water is trailed into the buildings, as people rush into buildings and do not pay attention.</p>	<p>and action to take in emergency situations in RA and briefing documentation circulated in advance and/or at a verbal briefing on the day.</p> <ul style="list-style-type: none"> • 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 • Ensure rubbish is collected on a regular basis • Ensure lighting is adequate and lighting on staircases and in toilets is left on all throughout the event • Clean up spills immediately to prevent slip hazards • 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 wheel chairs can be dried before entering the building • 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 	
<p>Electrical equipment</p> <p>Risk of serious injury due to electrical shock</p>	<ul style="list-style-type: none"> • All electrical equipment will be PAT tested and must display an in-date test sticker • A visual inspection will be conducted before using any electrical equipment • The Health & Safety Office: Ext. 33301 will be contacted for advice 	Medium
<p>Accidents Illness/injury</p> <p>Risk of minor accidents during events as a result of the activities taking place during the event Risk of minor and/or major accidents/illnesses due to the number of people present at the event</p>	<p>For serious accidents or illness, contact the Emergency Services immediately on 999 or 112 from a mobile giving the exact location of the event</p> <ul style="list-style-type: none"> • Red Cross/St. John's staff will be on duty at main Festival weekend sites and will be informed as to expected numbers and venues open on the day • Where available ensure all University AEDs (defibrillators) are accessible, particularly out of office hours. The spare AED unit can be borrowed from the University Safety Office if necessary www.safety.admin.cam.ac.uk/contact-us. • All coordinators, volunteers and Cambridge Festival staff will be provided with the First Aid contact telephone number before the start of the event • All event organisers will ensure a designated first aider is present at all events during the week • All events will be individually risk assessed prior to the event occurring. No event will be allowed to take place unless an approved risk assessment has been received by the Festival team • All accidents will be reported to the Health & Safety Office on the University's Accident Dangerous Occurrence and Incident Report Form, available on www.esc.cam.ac.uk/resources/health-and-safety/safety-forms/hsd020e.pdf 	Low
<p>Fire</p> <p>Risk of panic and major injury from burns and smoke if the people are trapped in buildings</p>	<p>For serious incidents, contact the Emergency Services immediately on 999 or 112 from a mobile giving the exact location of the event</p> <ul style="list-style-type: none"> • All fire exits will be kept clear • All event stewards will be made aware of emergency evacuation procedures and assembly points • Central Security must be contacted for all fires on 101, after the emergency services have been called. • The University's Fire Safety Office will be contacted as required: Tel 37822 	Medium
<p>Food safety</p>	<ul style="list-style-type: none"> • Event coordinators must ensure that all caterers used are registered with the local authority, have carried out and documented a food safety hazard analysis, use trained staff, have public liability 	Low

Potential risk of food poisoning to large numbers of people	insurance cover and will provide appropriate transport, storage, preparation and service of the food.	
Overcrowding Overcrowding of venues may lead to fire risks, accidents and panic.	<ul style="list-style-type: none"> • Custodians and venue hosts (both internal and external) will be informed of the event well in advance – to include date, time and expected numbers, special access requirements. • Room capacities will not be 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 • Pedestrian control barriers will be used as required to manage queues • Adequate stewards will be provided for the number of people expected 	Low
Evacuation Large scale evacuation of buildings may lead to overcrowding and panic.	<ul style="list-style-type: none"> • If an incident occurs in a department requiring evacuation, the Departmental EMERGENCY ACTION PLAN will be put into action. All event coordinators should make themselves aware of this plan. • If an incident occurs which involves more than one department or location, security will be contacted and a wider area Emergency Action Plan will be implemented. • All Festival and Departmental staff/ Exhibitors/ will be made aware of evacuation procedures • FOR ADVICE IN AN EMERGENCY CALL SECURITY ON 101 (network) or 767444 (outside University network). For routine advice, call (3)31818 	Low
Events discussing controversial topics	<ul style="list-style-type: none"> • 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	<p>If an audience member disrupts an event by talking/shouting at the speaker</p> <ul style="list-style-type: none"> • 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 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
Individual, interactive activities	<p>Individual activities will be risk assessed separately by organisers. They are asked to identify risks and put into place measures to be taken, associated with individual activities, to avoid incidents with the following</p> <ul style="list-style-type: none"> • Hazardous/unhygienic substances/objects/equipment being used • overcrowding around their section 	

	<ul style="list-style-type: none"> lost children need for evacuation or First Aid assistance (eg unattended equipment/substances). 	
<p>Lost children</p> <p>Lost children and parents who have lost their children may become anxious and panic</p>	<p>The designated meeting point for lost children will be clearly signed and the location made known to Festival staff, event coordinators and volunteer stewards</p> <p>Visitors will be asked to ensure children less than 16 years old are accompanied by an adult/carer at all times. Unaccompanied children will not be admitted into Festival events</p> <ul style="list-style-type: none"> Children and vulnerable adults will be accompanied by a responsible adult, teacher, parent, guardian or carer at all times All volunteers/staff/students will ensure that they are never left alone with a lost child or vulnerable adult Any lost child will be brought by at least two members of staff to the lost child meeting point All event organisers will be made aware of the needs of vulnerable groups, see policy below <p>As contact with children and vulnerable adults on a one to one basis is minimal at University Festivals, DBS disclosure of staff/student helpers is not normally required. If staff and students come into regular contact with children, HR Division should be contacted for child protection training and DBS.</p>	<p>Low</p>
<p>Child Protection including vulnerable adults</p> <p>Accusations of abuse or complaints relating to children and vulnerable adults</p>	<p>Safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999.</p> <p>The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children (including young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with University staff and student helpers (whether acting in a paid or unpaid capacity).</p> <ul style="list-style-type: none"> Event Co-ordinators will fully assess any situations of lone working or lone contact with children/vulnerable adults, minimise these where possible, and ensure all necessary safeguarding is pursued in these instances. Physical contact with children and vulnerable adults should be avoided Do not take a child or vulnerable adult to the toilet Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others Do not engage in a personal relationship with a child or vulnerable adult Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted Good practice includes valuing and respecting children and vulnerable adults as individuals and modelling of appropriate conduct which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism <p>If a child or vulnerable adult accuses a member of staff/student helper of abuse, report this immediately to the Festival Co-ordinator or designated person. They will access the Children Protection Issues</p>	

	<p>Manager on your behalf (based in UC HR)</p> <ul style="list-style-type: none"> • If you are the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said. • If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the Festival Co-ordinator or designated person. • Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place. • If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the Festival Co-ordinator or designated person. <p>Typically the Festival Manager or Officer would take the following steps:</p> <ul style="list-style-type: none"> • Write down everything that has given cause for concern and say why. This would be done as soon as possible, and certainly within 24 hours of the allegation • Ask the member of staff/student helper against whom the allegation has been made to keep records of all conversations, meetings attended, and letters received and telephone calls relating to the allegation; • Record any dates and times of incidents and any contact with the child/vulnerable adult's parents/ carers. Only the facts would be recorded, not personal opinions or assumptions unless supported by facts • Record any explanation for the injuries of behaviour given by the child/vulnerable adult and/or member of staff/student helper • Record who the child or vulnerable adult has come into contact with and in what context since the allegation (where known) • Follow the procedure laid down in the University's Child and Vulnerable Adult Protection Policy. www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy 	
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Name of assessor:	Signature:	Date:	Supervisor:	Signature:	Date:
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The Festival Coordinators are based at The Old Schools, Trinity Lane, Cambridge, CB2 1TN, M-F during working hours.