**Postdoc Academy Risk Assessment for running events in Sanders Hall or the Multi-Function Space**

Please review our risk assessment for running events in the Sanders Hall or Multi-Function Space and consider if your event poses any additional risks that we need to be aware of.

Any additional items should be added to this document in red and returned to us so that we can consider what further actions are necessary.

It is advised that event organisers ensure that someone attending the event is able to act as a fire marshal in the event that evacuation is required.

Whilst a number of the PdA team is qualified in emergency first aid and first aid kits are provided, we would also recommend that event organisers consider providing their own first aider for the duration of their event.

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| **Risk Category** | **What risks are there?** | **How are/can these be mitigated?** | **Notes/ Further Actions:** |
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| Slips, trips, falls | Wet, slippery floors from cleaning, spillages, weatherTrailing cablesRaised floorboxes – left raised if overfilled with cabling or flaps left raised causing trip hazardTrips on crockery left on floor during event | Cleaning takes places outside of daytime hours.Wet floor signs are in use. Much of the centre is carpeted.Bin provided for wet umbrellasExternal areas gritted during icy conditionsPermanent cabling runs under floor or in trunking. Cable covers are used to cover cables where possible and can be provided for events where cables may be trailing across floorFloorboxes checked regular by PdA team.Signage indicates that dirty cups should be returned to the catering table. |  |
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| Electrical | Shocks from electrical equipment | All items PAT tested annually.AV set up is permanent so limited need for users to operate electrics. Fuse cupboard kept locked.  |  |
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| Manual Handling | Injury from opening/closing movable partition wallInjury from furniture moving | Only PdA staff permitted to operate wall. Wall serviced annually. Tables on wheels. Chair trolley for moving chairs. Furniture left in the room so distance for moving is limited. Doors can be held open using foot-operated door stops to enable ease of moving furniture through them. |  |
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| Fire | Injury/death from fire | Regular testing of alarms, call points, emergency lighting in place.Clear signage to emergency exits.Emergency routes and exits kept clear.PdA and all Uni staff advised to undertake online fire training.Event organisers to be advised to act as fire marshal and take a register of attendees. |  |
| Scalding/Burning | Risk of burns/scald from hot water taps, hot water boiler, portable urns | Burn treatment provided in first aid kit. Hot taps have signs indicating water may be hot.Urns labelled to indicate contents. |  |
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