

RISK ASSESSMENT TEMPLATE



Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g. discomfort, slight bruising, self-help recovery, no significant harm to health or mental health) 2 – Minor (e.g. small cut, abrasion, basic first aid need, temporary ill-health leading to discomfort, stress / distress) 3 – Moderate (e.g. strain, sprain, incapacitation or other injury or diagnosable mental health condition > 7 days absence from work or amended duties,) 4 – Serious (e.g. fracture or hospitalisation (for >24 hrs) or incapacitation (<7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition. 5 – Catastrophic (single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts).	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent but not frequent) 5 – Very likely (occurs frequently)

(B)↓	(A)→	Trivial	Minor	Moderate	Serious	Fatal
Remote		1	2	3	4	5
Unlikely		2	4	6	8	10
Possible		3	6	9	12	15
Likely		4	8	12	16	20
Very likely		5	10	15	20	25

LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessment Record

Risk Assessment Title: Conference and Events Template	Date Produced: 31/03/2026	Review Date: March 2027
Overview/Description of Activity: Conferences and general summer commercial activities, excluding specific individual events which will require separate risk assessments	Duration/Frequency of Activity: Summer period each year (though some activities may fall at other periods)	
Location of Activity: Chancellor's building, The Edge, East Building and 10E	Generic or Specific Assessment: Generic	

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
1	Fire: Electrical equipment	Staff Visitors Contractors Students	<ul style="list-style-type: none"> Fire alarm systems are tested weekly with comprehensive maintenance schedules also in place Signage, trained staff (security) Evacuation presentation provided to event organiser FRA's for individual buildings are available Buildings not over 18m and not residential GEEPs and PEEPs 	4	1	4	<ul style="list-style-type: none"> Guests are not allowed naked flames, smoking is prohibited, and designated smoking areas can be found on campus.

2	<p>Safeguarding:</p> <p>Under 18's and other vulnerable groups</p>	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Students</p>	<ul style="list-style-type: none"> • Safeguarding and code of conduct agreements sent out to all relevant parties • Chance that U18 groups may be in the building at the same time, however efforts made by Conference & Events team to ensure that these groups are kept on separate floors. • GEEPs/PEEPs for venerable adults • Commercial bookings are only taken from over 18. • Commercial Guests / Clients must sign upon arrival to confirm they have no U18's or that they are responsible for them. • U18 students list is circulated pre arrival, and Procedures in place to ensure staff only work in pairs in rooms containing at risk under 18's • Any concerns regarding the safety of an individual are raised immediately to Manager who will alert/escalate Security /Campus Services Designated Safeguarding Officers; Clare Cobb, Residence Experience Manager and Andrew Nash, Head of Campus Services Facilities. • FoH staff are trained in using reservations system to ensure that they do not house any commercial guests in empty bedrooms occupied by youth groups. 	4	1	4	
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#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
			<ul style="list-style-type: none"> Staff are trained on Safeguarding issues. Safeguarding policy is reviewed annually by Jane Loveys and Andrew Nash. U18s if employed by Campus Services, staff cannot lone work and must be supervised by two over 18's. 				
3	<p>Food allergens and other food safety issues:</p> <p>Food provided internally by the team</p> <p>Food available in outlets on campus</p>	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Students</p>	<ul style="list-style-type: none"> Internal catering is subject to FSMS, stringent processes and procedures regarding allergens All groups are asked about dietary requirements at booking stage. Event organisers advised to highlight to Conference & Events staff which delegates have severe allergens and dietaries at least 2 weeks prior to event. These are logged on Kx system and also allergen spreadsheet bespoke to each commercial group is uploaded to Summer Commercial Business MS teams channel. Chefs and catering staff advised prior to reach out to Conferences & Events team with any further questions. 	5	2	10	<ul style="list-style-type: none"> - Sarah Amro/Laima Machin to complete Level 2 Food safety course. - Steve Schilizzi to complete Level 3 Food safety course.

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4	Slips, trips and falls: Stairs, wet flooring, upper levels	Staff Visitors Contractors Students	<ul style="list-style-type: none"> Wet floor signs should be placed next to any spillage at the time of occurrence. Banisters/barriers to provide support when needed. 	4	1	4	•
5	Asbestos: If applicable based on building	Staff Visitors Contractors Students	<ul style="list-style-type: none"> Full Asbestos registry across the University, this is actively monitored and will likely not affect your event venue Clients advised not to pin items/drill into walls and any Asbestos concerns to report these issues immediately to Conference & Events team. 	5	1	8	•
6	Other activities conducted in the area: Other groups in the vicinity	Staff Visitors Contractors Students	<ul style="list-style-type: none"> Groups are generally separated on different levels. There may be some cross over when entering the building Any activities that require further risk assessments will be thoroughly investigated for all parties involved 	3	1	3	•

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
7	Access and egress (accessibility): Lifts	Staff Visitors Contractors Students	<ul style="list-style-type: none"> Two sets of lifts in the Chancellors' Building and maintained by Campus Infrastructure. Fully accessible route from Chancellors Building to Parade, Claverton Restaurant via Skywalk. All lifts have alarms in the event of emergencies. Fault reports directed to Campus Infrastructure Helpdesk and Security out of hours. 	3	1	1	•
8	Electricity – use of equipment: AV equipment in theatres and rooms	Staff Visitors Contractors Students	<ul style="list-style-type: none"> All UoB electrical equipment is PAT tested by the AV team and any UoB electrical equipment should not be tampered with in event spaces. AV/Campus Infrastructure/Conferences & Events to approve of the use of any external electrical equipment provided by clients. AV to assist with supporting the client with set up to ensure usage is managed appropriately. Any wires will be covered if in walkways, should be hidden in cabinets where applicable 	3	1	1	•

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9	First aid provision:	Staff Visitors Contractors Students	<ul style="list-style-type: none"> All security staff are first aid trained in the event immediate assistance required. Clients are given Security emergency and non-emergency number as part of their pre-arrival information and advised they are available 24/7. 	4	2	6	<ul style="list-style-type: none">
10	Falls from height:	Staff Visitors Contractors Students	<ul style="list-style-type: none"> Within certain events spaces e.g. Gantry in the Edge Building is off limits for clients and only accessible to trained staff. Doors to access these zones is always locked and appropriate signage is visible on doors. 	4	1	4	<ul style="list-style-type: none"> Guests are not permitted to put up any materials at height – however, if required to place any materials at height, please speak to a member of the Conferences & Events team for assistance.

Assessor signature: <i>S.Schilizzi</i>	Print name: Steve Schilizzi	Date: 31.03.26
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Risk Assessment Action Plan

Hazard No.	Action to be taken	By whom	Target date	Review date	Outcome at review date
2	To request Safeguarding policies of WP and all visiting Summer Schools and communicate any changes to all relevant internal stakeholders.	Steve Schilizzi	End of March 2026	March 2027	
Responsible manager's signature:					Responsible manager's signature:
Print name:					Print name:
Date:					Date

Risk Assessment Sign-On Sheet

Sign on Sheet to acknowledge understanding of Risk Assessment:

Names and Signatures of other workers/researchers/PG/UG students

All others undertaking the process described must signify that they understand the hazards and risks.

Print name:	Signature:	Date: