

<b>Risk Assessment:</b>	<b>Conference</b>								
<b>Site:</b>	<b>Main College- Trumpington Street</b>			<b>Date of This Assessment:</b>			03/01/2023		
<b>Location:</b>	<b>Main College- Trumpington Street</b>			<b>Risk Assessment No:</b>					
<b>Revision No:</b>				<b>Safe System of Work No: (if applicable)</b>					
<b>Group:</b>									
<b>To Be Reviewed On:</b>	22 August 2023								
<b>Description of Task:</b>	General use of College function rooms.								
<b>Significant Hazard and Adverse Effects</b>	<b>Person/ Equipment at Risk</b>	<b>Existing control measures</b>	<b>Risk Rating</b>			<b>Additional Action required (by whom &amp; when)</b>	<b>Revised Risk Rating</b>		
			C	L	Total		C	L	Total
Trips/falls (uneven ground; steps; trailing cables; equipment)	Organisers; staff; delegates; guests; College members	Walkways, entrances, and reception spaces to be kept clear of cables and equipment; cables should be tied down where possible; ground to be gritted in icy weather. Guests advised to tell Porters Lodge/Conference office of any access or medical requirements so they can be provided with relevant support.	4	2	8				
Overcrowding (at entrance/registration area; queues for catering)	Organisers; staff; delegates; guests; College members	Clients/organisers to be aware of maximum capacities; refreshment stalls/information stands/tables to be arranged with space to move between and with consideration for flow of people. Guests can wear face coverings if they feel more comfortable in enclosed areas or when mixing with people they do not usually come into contact with.	3	2	6				
Equipment (injuries caused by/damage caused to)	Organisers; staff; delegates; guests; College members	Equipment must be requested in advance. Conference stationery is not provided unless requested in advance. Any electrical equipment brought into college by a third party must be PAT tested and disinfected before use by the third party. It is best practice to disinfect microphones if transferring these between different speakers	2	2	4				
Fire safety	Organisers; staff; delegates; guests; College members	Enough staff members on site must have had fire training; signage and adequate equipment; organisers to be aware of fire exits. Fire safety information provided at the start of a meeting including assembly point and signage. Staff are fire marshal/warden trained.	4	1	4				
Security (criminal activity such as theft/violence)	Organisers; staff; delegates; guests; College members	In general, conferences are not open to members of the public/are by invitation only; College staff to be made aware of big events/events which might attract attention or protests; Porters' Lodge to monitor those entering/exiting the site, as well as CCTV; see PREVENT guidance for related information	5	1	5				

Alcohol consumption	Organisers; staff; delegates; guests; College members	If it is thought a guest is becoming drunk they will not be served any more alcohol; if guests are displaying very drunken behaviour they will be asked to leave - organisers shall do this in pairs or threes to ensure that no staff member is alone or vulnerable to abuse or violence; if a guest turns angry/is expressing any worrying behaviour, an organiser must call the Porter to deal with the guest in question; if at anytime any the organiser feels uncomfortable, concerned or worried for their own safety they must walk away from the situation, but ensure they do not leave only 1 person with the drunk guest; if in serious circumstances the guest becomes violent or abusive the organisers must call the police (Porter); in general, conferences are not open to the public/are by invitation. If anyone becomes ill through consuming alcohol first aiders are on site to assist and Porters can call a taxi to ensure they get home safely.	3	2	6			
Insufficient and/or unsuitable first aid cover (delay in casualty receiving first aid)	Organisers; staff; delegates; guests; College members	First aider(s) to be on site at all times; adequate signage of first aid boxes/first aiders; first aid kits to be kept up-to-date; consider additional first aiders for larger conferences. First aiders are on site 24/7 via Porters Lodge. Any member of staff can summon first aid help.	5	1	5			
Allergies (exposure to allergens)	Organisers; staff; delegates; guests; College members	Organisers to provide allergens in advance (where possible); food provided by College to display allergen information; please see Catering risk assessments for further details.	5	1	5			
External suppliers	Organisers; staff; delegates; guests; College members	Organisers to ensure external suppliers have health & safety certificates and liability insurance. External suppliers must book an appointment with the conference office prior to arrival. External suppliers will be require to submit a risk assessment dependent upon what they are asked to do. They will be treated as contractors if needing to be left unattended on site, they will be inducted.	3	1	3			
Cancellation of events by the College	Organisers; staff; delegates; guests; College members	The College is monitoring the global situation and will respond to any changes in government advice.	2	2	4			
Cancellation of events by external organisers	Organisers; staff; delegates; guests; College members	Venue terms and conditions updated to include an infectious diseases clause protecting the College and external parties if cancelations are nessessary due to government guidelines and to protect public health.	3	3	9			
Transmission of virus via person to person contact	Organisers; staff; delegates; guests; College members	Guests and staff are advised to stay at home when not well, take a test if available if they have covid-19 symptoms and wash hands frequently. Windows and doors to be left open where appropriate. Air purifiers are available on request.	5	2	10			

Transmission of virus via surfaces		Enhancing Hygiene: Targeted cleaning protocols for all types of surfaces and material finishes shall be developed concentrating on high use areas. Hand sanitiser stations located at the entrance to each building and outside each meeting room. A deep cleaning protocol is in place to manage the risk of environments where infectious diseases are known to have been present.	5	2	10			
Enhanced threat to vulnerable person(s)		Personal evacuation evaluation plans (PEEP) can be requested in advance at least five days prior to the event date, for vulnerable people. PEEP's are completed by head porter.	5	2	10			
Risks associated with venue staff		Staff are advised to stay at home when not well, take a test if available if they have covid-19 symptoms and wash hands frequently.	2	2	4			
Risk of local lockdown or national spike in infectious diseases		The College is monitoring the global situation and will respond to any changes in government advice.	2	2	4			
Child protection	Organisers; staff; delegates; guests; College members	All people under 16 to be accompanied by supervising adult. Summer schools to appoint supervisors to stay in College with students and these people will be responsible for the behaviour of the students. Regular meetings held between these supervisors and conference office. College to provide rooms which lock when doors and windows close. Master keys are only held by the porters, HoD's, housekeeping staff, maintenance and key fellows. Housekeeping staff and guests to report any issues with locks to the Porters' Lodge. Access to accommodation is restricted to the general public through: - Regular checks and walk around by Porters - Access through doors to be controlled via key card or key - CCTV in operation - Control of persons through the Porter's reception. Housekeeping not to enter rooms when guests are present.  - All summer schools have safe guarding policies in place as well as the Colleges policy. - All summer schools activities and classes to be signed off by the Conference office in advance and risk assessments should be in place for relevant activities.	3	1	3			

**Notes (if any)**

<b>Total Risk Rating Key:</b>	1-4 LOW	No					
	5-9 LOW - MEDIUM	Low					
	10-16 MEDIUM	Medium					
	17 - 25 HIGH	Stop					

<b>Original Assessors Name:</b>	Zoe Stubbings	<b>Assessor Signature:</b>	Zoe Stubbings	
<b>Reviewed &amp; Authorised by: (This risk assessment cannot be used until reviewed &amp; authorised)</b>	Ian Haynes	<b>Authoriser Signature:</b>		
HS/RA/T/01	Please			