



**Risk Assessment Form**

**Task Overview**

Assessment Ref:	12	Issue No:		Issue Date:	27/10/21	Review Date:	28/09/22
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Description of Task:	Gillespie Centre						
Details of Activity:	External Guests holding meetings and conferences						
Frequency of task:	Daily						
Additional Information to be read:							

Assessor Name:	Sally Johnston	Assessor Signature:	Sally Johnston
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Head of Department Name:	Sally Johnston	Head of Department Signature:	Sally Johnston
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<u>Likelihood</u>		
1	Unlikely	A slim chance that harm will be caused
2	Possible	Harm could be caused unless action taken
3	Likely	Harm is likely to be caused unless action is taken
4	Probable	Little doubt that harm will be caused unless action is taken
5	Certain	Harm will certainly be caused unless action is taken

1 - 4 Low
5 - 12 Med
15 - 25 High

<u>Severity</u>		
1	Minor	1st Aid injury
2	Moderate	1st Aid injury requiring off site treatment resulting in a lost time
3	Major	Reportable to the HSE as over 7 day reportable
4	Serious	Immediately reportable to the HSE
5	Catastrophic	Fatal or multiple serious injuries

Likelihood (L)

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Severity (S)

**Any risk 15 or over after control measures have been put in place must not commence until the task has been discussed with the Head of Department**

Hazard	Those Affected	Uncontrolled Risk Level			Current Controls	Controlled Risk Level			Further Controls Required
		L	S	R		L	S	R	
Fire	Staff and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	4	4	16	<ul style="list-style-type: none"> <li>☐ Full fire risk assessment which is available from the Health &amp; safety Officer.</li> <li>☐ Constant checks to ensure all control measures in fire risk assessment is in place.</li> <li>☐ Alarm is an audio system.</li> <li>☐ Escape routes are clearly signed and lit.</li> <li>☐ Assembly point is on the grassed Area outside the main entrance.</li> <li>☐ Event organizer is responsible for the registration and safe evacuation of all delegates and speakers.</li> </ul>	1	1	1	<p>No further action necessary at this stage – reviewed annually or if a change in circumstance.</p> <p>The College's Fire Officer continually checks the building is safe for external guests and will inform the conference office staff if any changes needs to be implemented at any time.</p>
Slips, trips and falls	Staff and public may suffer serious, possibly fatal, injuries if, they fall from or on stairs, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.	2	2	4	<ul style="list-style-type: none"> <li>☐ All stairs have handrails.</li> <li>☐ All enclosed stairwells have Handrails on one side.</li> <li>☐ All carpets firmly secured.</li> <li>☐ Adequate lighting, particularly on Stairs.</li> <li>☐ Good housekeeping – staff 'see it And sort it'.</li> <li>☐ Electrical cables managed so as not to pose a trip hazard.</li> </ul> <p>All conference organisers are sent Health and safety guidelines and agree</p>	1	1	1	No further action necessary at this stage.

					to be responsible for their guests while using the College facilities.				
Slips, trips and falls – car parking	Users of the car park may suffer injuries such as fractures or bruising if they slip or trip.	2	2	4	<ul style="list-style-type: none"> <li>☐ Car park surface maintained to be as even as possible.</li> <li>☐ Parking spaces for visitors with disabilities available close to entrance.</li> <li>☐ Good lighting in car park.</li> <li>☐ Snow and ice cleared when necessary</li> </ul>	1	1	1	No further action necessary at this stage.
Electricity	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	3	3	9	<ul style="list-style-type: none"> <li>☐ Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary.</li> <li>☐ Staff report any defective plugs, discoloured sockets, damaged cable and on/off switches and defective equipment taken out of use.</li> <li>☐ Electrical technicians know how to safely turn the electricity off in an emergency.</li> <li>☐ Clear access to fuse box</li> </ul>	1	2	2	No further action necessary at this stage – reviewed annually or if a change in circumstance.
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park.	2	2	4	<ul style="list-style-type: none"> <li>☐ For large events, parking controlled by marshals/porters wearing high-visibility jackets/vests.</li> <li>☐ Car park well lit.</li> </ul>	1	1	1	No further action necessary at this stage.
Manual handling	Staff and guests may suffer serious injury by	2	2	4	<ul style="list-style-type: none"> <li>☐ Staff have Manual Handling Training</li> <li>☐ Furniture not to be moved unless by Clare College staff</li> </ul>	1	2	2	

	moving furniture and equipment.								
Personal injury	Staff and public	2	2	4	<p>☐ All Porters are First Aid at Work trained and some support staff are Emergency First Aid at Work trained.</p> <p>All conference organisers are sent Health and safety guidelines and agree to be responsible for their guests while using the College facilities.</p>	1	1	1	No further action necessary at this stage.
Contracting Covid-19	Staff and conference guests	4	2	8	<p>☐ Mechanical ventilation fitted to building. Windows open where possible in all rooms. Ventilation levels monitored by CO2 monitor.</p> <p>☐ Hand sanitizer available throughout building.</p> <p>☐ Notices displayed throughout the building encouraging the wearing of faces masks.</p> <p>☐ All rooms cleaned regularly and the toilets, washrooms and kitchens deep cleaned.</p> <p>Meeting rooms deep cleaned before each group.</p> <p>☐ All meeting rooms are empty for at least one hour before each group arrives.</p> <p>☐ College staff encouraged to take twice weekly lateral flow tests.</p> <p>☐ All event organisers are sent guidelines prior to their arrival advising them to ask all guests not to travel to</p>	2	2	4	

					College if they have any Covid symptoms.				
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