**Risk Assessment for Indoor public events at St John’s**

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| Hazard Activity | Person at risk | What might happen | Likelihood of risk | Risk control measures in place | Residual Risk | Further action required |
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| Site Hazards | Attendees | Injury due to foreign objects/glass e.g cuts, abrasionsInjury due to trips/falls | 3 | 3 | 9 | Ensure that all surfaces are clear of debrisLitter bins placed in prominent places | 2 | 3 | 6 | Daily check requiredStaff proactive in enforcing use of binsRegular checks to be carried outReport any concerns to specialist contrators if staff are unable to fix  |
| First Aid arrangements | Attendees | Attendee or participant unsure of how to access first aid assistance or delay in getting first aid assistance to them, particularly in a life-threatening situation. | 3 | 4 | 12 | First aid personnel specifically assigned to the event, present in the building whilst the event taking place | 2 | 3 | 6 |  |
| Fire | Attendees | Delayed response from attendees to an evacuation situation, e.g. fire alarm not clearly audible because amplified sound  | 3 | 5 | 15 | School Fire risk assessment implementedSmoking not permitted.Furniture, fabrics etc of flame retardant material.Combustible material displays positioned away from heat sources, routes and doors forming part of means of escape | 2 | 3 | 6 |  |
| Emergency arrangements | Attendees | People unsure of actions and routes to take in an emergency evacuation situation, both out of and away from the building | 4 | 4 | 12 | Exit routes clearly signed and easily identifiable.Overall supervisor conducts ‘on-the-day’ check of venue, including means of escape.Fire warden present to assist attendees in evacuating out of and away from the building and have received necessary briefing to carry this out effectively. | 2 | 2 | 4 |  |
| Refreshments | Attendees | Food poisoning from incorrectly prepared, handled or stored foodPeople slipping on spillages of food, drink onto floors. | 23 | 44 | 812 | Engaging competent catering providers.Spillages cleaned up as quickly as possibly and stewards aware of importance of promptly dealing with any spillages they discover or are made aware of. | 22 | 22 | 44 |  |