



## RISK ASSESSMENT FORM

<b>Department: HIC</b>	<b>Division / Section: Events</b>	<b>Risk Assessment No.:</b>
<b>Description of Assessment: Royal Hall - School Visits</b> (Work activity, work area, provision of service)		
<b>Responsible Officer: Royal Hall Event Planner</b>		<b>Assessment Review Date: April 2012</b>
<b>HAZARD RATING INDEX</b> <u><b>Severity Rating (SR)</b></u> No injury (1)    Minor injury (2)    Over 3 day injury (RIDDOR) (3)    Major injury (RIDDOR) (4)    Fatality (5)		<u><b>Outcome Score</b></u> <b>Outcome score =</b> <b>SR x LR</b>
<u><b>Likelihood Rating (LR)</b></u> Highly improbable (1)    Occasional (2)    Fairly frequent (3)    Frequent & regular (4)    Almost a certainty (5)		

<b>HAZARD</b> Identify the hazards likely to affect health and safety?	<b>CONTROLS</b> Identify the controls in place.	SR	LR	Outcome
1. Fire Personal Injury or fatality	<ul style="list-style-type: none"> <li>• Fire Risk Assessment periodically reviewed, controls implemented</li> <li>• Fire Alarm, Emergency Lighting, and Fire Fighting equipment appropriately maintained</li> <li>• Emergency Evacuation procedure in place</li> <li>• Smoking is allowed only in designated external area's</li> </ul>	5	1	5
2. Emergency Evacuation Panic leading to personal injury	<ul style="list-style-type: none"> <li>• Follow instructions given by venue staff</li> <li>• Group leaders to ensure the collection of personal belongings, does not take place.</li> </ul>	3	1	3
3. Auditorium seating Personal injury arising from misuse of seating	<ul style="list-style-type: none"> <li>• All seats to be used as designed</li> </ul>	1	1	1
4. Stairs Personal injury following fall on stairs	<ul style="list-style-type: none"> <li>• Ensure correct behaviour on the stairs</li> </ul>	2	1	2
5. Heights (Circle) Personal Injury following fall from height (Circle)	<ul style="list-style-type: none"> <li>• No person to lean or climb over Circle ledge</li> <li>• Venue Staff to be vigilant to prevent persons attempting to climb over Circle ledge</li> </ul>	5	1	5
Panic or Illness due to vertigo	<ul style="list-style-type: none"> <li>• Group leaders to advise the venue at time of booking of any individual with a history of suffering from vertigo</li> </ul>	2	1	2
Injury from items dropped or thrown from height	<ul style="list-style-type: none"> <li>• Group leaders and venue staff to be vigilant to prevent items being dropped from height</li> </ul>	3	1	3
6. Personal abuse Rowdy, aggressive, or inappropriate behaviour	<ul style="list-style-type: none"> <li>• Each individual to behave in an orderly and considerate manner at all times</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> </ul>	2	1	2
Personal injury to a third party	<ul style="list-style-type: none"> <li>• All staff to be aware of customer profiles and any previous incidents</li> <li>• Any incidence or suspicion of personal abuse to be reported to the Duty Manager instantly.</li> <li>•</li> <li>• Individuals to follow any instruction given by venue staff</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> </ul>	2	1	2

**Person/s affected: -**

Employees  Public  Contractor  Other persons sharing premises

**IMPROVEMENT PLAN**  
 Identify how the hazard can be controlled to reduce risk further by introducing additional controls.

ACTION REQUIRED	REVISED RISK RATING			RESPONSIBLE PERSON	ACTION DATE
	SR	LR	Outcome		
NO FURTHER ACTION REQUIRED					

**SPECIFIC RISK ASSESSMENTS**  
 Identify where specific assessments are required.

New & expectant mothers  Young persons  Individual employees

Manual Handling  Display Screen Equipment  COSHH

**INFORMATION TO EMPLOYEES**  
 Identify how the information on risk assessment and controls will be conveyed to employees. Staff training and master copies to be kept in the Exhibition Halls / Royal Hall / HIC staff rooms and the Event Office

**ACTIONS COMPLETED:**

**SIGNED:**

**DATE:**

# HAZARD RATING INDEX/ACTION TIMESCALE

Likelihood

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

Severity

## KEY



Immediate action



Action as soon as possible



Action so far as is reasonably practical

For Guidance