

Summary

Reference: RA059323/1

Sign-off Status: Authorised

Date Created:	08/03/2022	Confidential?	Yes
Assessment Title:	Generic risk assessment for low-risk in-person events hosted by the Department of Chemical Engineering		
Assessment Outline:	This risk assessment details the control measures that should be adopted when the department hosts low risk events such as meetings and conferences on site at UCL. This risk assessment must be given to the event organiser to read through and implement any controls that are applicable. Where there are additional hazards that are not accounted for in this risk assessment, a new risk assessment would have to be created by the event organiser to control these risks. Where there are items which the event organiser must complete, these can be delegated to responsible persons where appropriate.		
Area Responsible (for management of risks)		Location of Risks	
Division, School, Faculty, Institute:	Faculty of Engineering Science	Building:	Off-Site
Department:	Dept of Chemical Engineering	Area:	
Group/Unit:	All Groups/Units	Sub Area:	
Further Location Information:	N/A		
Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:	Click SELECT to change ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment		
Assessment Start Date:	07/04/2022	Review or End Date:	07/04/2023
Relevant Attachments:	<p>Description of attachments:</p> <p>Location of non-electronic documents:</p>		
Assessor(s):	Hick, Ralph G H		
Approver(s):	EVA SORENSEN		
Signed Off:	EVA SORENSEN (06/04/2022 11:32)		

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

CATEGORY
Employees
Post-Graduates
Undergraduates
Members of the Public
Visitors
Disabled Persons
Young Persons

Who Made By	Date/Time Received	Comments
SORENSEN, EVA	06/04/2022	Rejected: Start date should be 7 April.

1. General Hazards

Description of Activity:

This activity pulls together general hazards associated with low hazard events, such as meetings and conferences. For events that involve experimentation or equipment demonstration, an additional risk assessment to cover these risks must be completed, as they are not covered by this general risk assessment.

Where there are items which the event organiser must complete, these can be delegated to responsible persons where appropriate.

Hazard 1. Emergency Access / Egress

Visitors (the attendees) to the building may be unfamiliar with the Escape Routes and be unsure of the action to take in an emergency.

Existing Control Measures

The organiser must ensure that:

- They know the fire route and exits from the meeting place and that they can identify the fire route using signage.
- The fire exit routes are clear prior to the event. All walkways should be kept clear of obstructions. If they are not, this must be reported as a Hazard Observation on riskNET (<https://www.ucl.ac.uk/safety-services/risknet>)
- They communicate the nearest Fire Escape Route to the attendees at the start of the event, and inform them if there are likely any fire alarm drills to happen during the event.
- If the Fire Alarm does sound, to ensure that all visitors / attendees evacuate.
- If there is an evacuation, the SFEM is informed if there are any attendees that are unable to evacuate.
- Occupancy limits for booked rooms are adhered to. For example, by having a ticketed event / registering for the event.

Fire Evacuation Marshals (FEMs)

- FEMs must be nominated for the event (a minimum of 1 per 100 attendees).
- FEMs are deemed competent once they have completed the UCL Fire Safety Training (https://ucl.learnupon.com/saml/init?redirect_uri=/catalog/courses/741774).
- If the event is taking place in an unfamiliar location, FEMs must perform a walk of the fire escape route.
- If the fire alarm sounds they must:
 - Ensure that all attendees leave the building speedily and safely (while taking due regard to their own safety).
 - After leaving the building to report to the Senior Fire Evacuation Marshal (SFEM) whether the area is clear or not.

Hazard 2. Fire

Fire can be produced from many different ignition sources, and spreads easily when fuel (including any flammable material, like paper) is present.

Existing Control Measures

Participants must be informed that if they discover a fire:

- To activate the fire alarm.
- To dial 222 (from an internal phone) or 0207 679 2222 (from a mobile).
- To evacuate and close any doors and windows (if there is time to do so) on your way out.
- To go to the designated assembly point (for the Roberts building this is the Print Room café, in the South Junction).
- If it is an electrical fire, switch off power to prevent re-initiation.

The organiser must ensure that:

- There is good housekeeping and flammable items (such as cardboard boxes) have not been left to pile in the area.

If any highly flammable materials are brought into the event (not including moderate amounts of papers and posters) a new risk assessment will need to be completed to account for the additional risk not covered by this assessment.

Hazard 3. Electrical Equipment

Faulty or damaged electrical equipment can cause electrical shocks and fires.

Cables from electrical equipment could be a trip hazard, resulting in cuts and bruises.

Existing Control Measures

The organiser must ensure that:

- All electrical equipment to be used is visually inspected for damage, corrosion, etc. before use.
- All equipment provided by the department is PAT tested before use.
- Any damaged or faulty equipment is reported to the Electronics Technician or the Departmental Safety Officer, so that it can be taken out of circulation.

The organiser must ensure that:

- Any leads / trailing cables are tidied up or securely taped down / trip mats used to ensure that participants cannot trip over them.
- There is sufficient lighting for participants to see cables.

Hazard 4. First Aid

Accidents can happen in any circumstance and can vary wildly in severity.

Existing Control Measures

The organiser must ensure that:

- The nearest first aider is identified and made known to all attendees.
- The nearest first aid kits have been identified prior to the event.
- If potential hazards include first aid outside of the scope of this general risk assessment, produce a specific risk assessment in addition to this one.

First aiders are deemed competent when they have completed either the one-day or three-day First Aid course provided by Red Cross, or Safety Services have deemed the training provided by another institution is sufficient.

Hazard 5. Wellbeing Facilities

Wellbeing facilities, such as WC's, are necessary to have available for events.

Existing Control Measures

The event organiser must ensure that:

- There are sufficient toilet facilities and wash basins available for the attendees.
- These facilities are in good repair. Report to Estates via a service request if not: <https://www.ucl.ac.uk/maintenance-service-requests/>
- There is a reasonable temperature and lighting for the event. Report to Estates via a service request if not: <https://www.ucl.ac.uk/maintenance-service-requests/>
- There is an availability of drinking water and notify the attendees where this is located.
- Rest breaks are provided for longer events.

Hazard 6. Equipment / Experiment Demonstrations

During a conference a company or researcher may be given a platform to demonstrate a piece of equipment or experiment.

The potential hazards for these types of activities are beyond the scope of this risk assessment.

Existing Control Measures

If invited companies or researchers are performing experiments or equipment demonstrations, the organiser must ensure that:

- Appropriate designated space is provided for the demonstrator.
- The demonstrator has been given the relevant safety information that all attendees have been given (emergency egress routes, how to report a fire, available first aid, location of wellbeing facilities, etc.)
- Risk assessments for the display have been completed and authorised by the person in control of the work. This can be done by asking for authorised copies of the risk assessments.

Risk Level

With Existing Controls:

Risk
Level

A -
Very
Low /
Trivial

2. Food and Drink

Description of Activity:

This activity pulls together general hazards associated with food and drink at events such as meetings, conferences, and social gatherings. For events that more hazards, an additional risk assessment to cover these risks must be completed, as they are not covered by this general risk assessment.

Where there are items which the organiser must complete, these can be delegated to responsible persons where appropriate.

Hazard 1. Allergies

Allergic Shock can happen suddenly and lead to choking and in extreme cases, death.

Existing Control Measures

The organiser must ensure that:

- All food has been ordered through a reputable catering company.
- All food and drink is correctly labelled with allergens.
- Cross contamination does not take place.
- Pre-existing allergies have been notified (e.g. requested through registration or using a MS Form).

In the event of a medical emergency, the organiser or First Aider must:

- Call 222 (from an internal phone) or 020 7679 2222 (from a mobile phone). This allows security to direct emergency services to the correct location.
- Call 999.
- If they have a known allergy, use their auto-injector. Follow the guidance on the packaging.

Hazard 2. Choking

Where food becomes lodged in an airway, the person may start to choke.

Existing Control Measures

The nearest First Aider must follow the following First Aid advice for people who are choking:

- If someone is choking, encourage them to cough. If the blockage is severe, they may be holding their chest or neck and won't be able to speak, breathe or cough, and you will need to help them.
- Bend them forwards and give up to 5 back blows to try and dislodge the blockage. Hit them firmly on their back with the heel of your hand between the shoulder blades. Hitting them on their back creates a strong vibration and pressure in the airway, which is often enough to dislodge the blockage. Dislodging the blockage will allow them to breathe again.
- If they are still choking, give up to 5 abdominal thrusts: hold around the waist and pull inwards and upwards above their belly button. Abdominal thrusts squeeze the air out of the lungs and may dislodge the blockage.
- If they are still choking call 999. Repeat the steps until they can breathe again or until help arrives.

Instructional Video: <https://www.redcross.org.uk/first-aid/learn-first-aid/choking>

Hazard 3. Food Preparation

Illness caused by food on the premises and cross contamination could happen.

Existing Control Measures

Where food is being prepared, the event organiser must ensure that:

- Reasonable precautions have been taken to ensure that there is no cross-contamination between foods that could present allergies. For example by:
 - Ensuring the people preparing / serving the food are wearing gloves,
 - Ensuring food is covered / sealed until ready.
- Packaging / manufactures guidelines have been followed for the storage of food.

Hazard 4. Alcohol

Providing alcohol can lead to people becoming drunk, whereby they could become a danger to themselves or others.

Existing Control Measures

Where alcohol is provided the organiser must ensure that:

- People are encouraged to drink responsibly.
- If they notice someone who is intoxicated or acting inappropriately, they will issue first a verbal warning, then ask the attendee to leave.
- There are reasonable precautions to stop people becoming too drunk (e.g. by providing drink tickets, or informing servers to stop serving specific people).

Hazard 5. BBQ

Cooking food on a BBQ has the potential for burns and cuts.

Existing Control Measures

The organiser must ensure that:

- The BBQ equipment is checked before use. Any damaged equipment must be taken out of use, by notifying the DSO for quarantine and disposal.
- The equipment is placed on a stable base away from sources of ignition and flammable materials. For example, by placing the BBQ on non-flammable concrete blocks.
- The hot surfaces are guarded to limit contact.
- Hot surfaces are cooled before handling.
- Water mist fire extinguishers are available and have been identified nearby.
- The First Aider and nearest First Aid Box have been identified.

The organiser must ensure that:

- PPE, including heat proof gloves, is provided to the user.
- The user has been trained on how to use the grill, where necessary.
- The user has been informed and is not wearing any loose clothing.

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**

3. Children / Young Persons / Inexperienced Workers

Description of Activity:

This activity pulls together general hazards associated with children (anyone under the age of 18) and young persons (children aged 16 to 17) at events such as meetings and conferences.

For events that have more hazards, an additional risk assessment to cover these risks must be completed, as they are not covered by this general risk assessment.

Where there are items which the organiser must complete, these can be delegated to responsible persons where appropriate.

Hazard 1. Children / Young Persons / Inexperienced workers

A child is any individual who is under 18 years of age. Their possible inexperience and immaturity, as well as a lack of awareness of existing or potential risks means that they must be included in this risk assessment.

Existing Control Measures

The event organiser must ensure that:

- The event does not start before 7 am or finish after 10 pm.
- The event does not last longer than 8 hours in a day.
- There are sufficient breaks (at least 30 minutes in 4.5 hours).
- Any attendees are given clear instructions / inductions.

The event organiser must ensure that:

- Clear, detailed instructions are given to the attendees.
- They act as an appropriate role model.
- They challenge unacceptable behaviour by others including abusive youth/peer activities, bullying, harassment or sexual misconduct,
- They avoid use of language, terminology or behaviour which could be interpreted as having a sexual connotation or innuendo.
- If a student or staff member has a safeguarding concern about a member of the public, they should contact a designated safeguarding officer.
- Attendees are not allowed to be left alone or unsupervised.

Please refer to the UCL safeguarding policy for more information: <https://www.ucl.ac.uk/human-resources/safeguarding-children-and-adults-risk-policy-and-procedure-staff-and-students>

Where a young person is doing work, and not just attending a conference or workshop, this is outside the scope of this risk assessment. A separate risk assessment should be completed to cover these additional risks.

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**

4. Disabled Persons

Description of Activity:

This activity pulls together general hazards associated with disabled persons at events such as meetings and conferences. For events that more hazards, an additional risk assessment to cover these risks must be completed, as they are not covered by this general risk assessment.

Where there are items which the organiser must complete, these can be delegated to responsible persons where appropriate.

Hazard 1. Emergency Access / Egress

Disabled persons may have increased difficulty when leaving the building during an escape.

Existing Control Measures

The organiser must ensure that:

- A Personal Emergency Evacuation Plan (PEEP) has been completed if disabled persons are to attend an event if known beforehand.
- PEEPs are reviewed if the event is taking place in a location not already covered by the PEEP.
- If a person less able to evacuate quickly in an emergency attends an event without prior notice, a quick assessment of the area and conditions should be taken. The results must then be communicated to this person.
- Where possible, ground floor rooms, or rooms where refuges are readily available, should be booked for the event.
- The disabled person should be informed of the emergency evacuation route / refuge if it is different from the other escape routes.

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**