

Newcastle St James' Park RISK ASSESSMENT Thursday 21 March 2019

The Oxford and Cambridge Student Conferences are Outreach and Student Recruitment events run collaboratively with the University of Cambridge. The Newcastle event is attended by up to 1500 year 12 students and their teachers, and the conference sessions are run across various rooms in the venue, with students moving between rooms depending on the talk which they wish to attend. Attendees arrive between 9am and 10am, sessions begin at 10am, and the majority of attendees will leave after the final session ends at 3.35pm.

Activity / Area of Concern i.e.: what is taking place as part of the event?	Hazards Identified i.e.: what can cause harm?	Persons at Risk	Current Risk Factor (high, medium or low)	Actions to be Taken to Minimize each Risk	New Risk Factor (high, medium or low) i.e.: risk factor after action taken to minimize the risk
Travel to the event	Risk of injury caused by Road Traffic Accident	Bus driver Event (UAO and CAO) staff Academics Ambassadors	Low	Bus booking is to be arranged through a reputable company, and bus drivers must adhere to government guidance on breaks and daily driving limits as outlined at www.gov.uk/guidance/drivers-hours-passenger-vehicles/1-eu-and-aetr-rules-on-drivers-hours . CAO have a travel risk assessment which should be referred to for further information.	Low
Delivery of materials	Lorries on site	Delivery staff Venue staff	Low	Deliveries of event materials to be made by Wednesday 20 March 2019, to a designated entrance away from pedestrians.	Low
Set-up and breakdown of event	Risk of injury due to improper lifting/carrying.	Event (UAO and CAO) staff Ambassadors	Medium	Staff and ambassadors to read manual handling training document before working on the event.	Low
	Risk of injury from banner poles during setting up of banners	Event (UAO and CAO) staff Ambassadors	Medium	Inexperienced staff and ambassadors to be provided with assistance with banner set-up. Staff and ambassadors to be briefed to be mindful of the space around them when setting up banners, to ensure that it is safe to set up.	Low
Overcrowding of venue	Attendees blocking areas on arrival or while moving between sessions could cause injury or block fire escapes.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors	Medium	Entrance and corridors to be monitored by venue staff and ambassadors/event staff, to guide attendees out of blockages. Movement within venue to be marshalled by student helpers.	Low



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		Attendees		Number of people in the building to be monitored by registering attendees on arrival. Speakers asked to finish their session promptly, and event staff to be on hand to assist with the ending of sessions if necessary.	
	Attendees sitting down and blocking corridors/rooms (particularly the registration and information area) while taking lunch break could cause trips/falls and/or block fire escapes.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Medium	Venue staff, ambassadors and event staff to instruct students not to sit in walkways or in the way of fire escapes. Additional seating should be provided where possible.	Low
	Overcrowding in session rooms during oversubscribed talks could cause injury or block fire escapes	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Medium	Data from the previous year's event should be used to allocate rooms to certain talks, to increase the capacity of the most popular sessions. As many chairs as possible should be placed in the session rooms, and chairs should be hired in if necessary and possible. Ambassadors should monitor the number of people in the session rooms, to ensure that rooms do not exceed their safe capacity.	Low
Traffic movement on site	Movement of coaches and cars (particularly during start and end of the day) may pose a risk to pedestrians.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	Coach parking to be allocated in main car park near venue entrance, and venue staff to marshal the drop off and pick up areas.	Low
Illness/Injury	Risk of unexpected illness or injury which arises during the event.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	The venue has a first aider on site. In the event of an incident where first aid is needed, the first aider should be contacted as soon as possible. Oxford and Cambridge staff will be available from the relevant University stands in the exhibition	Low



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				<p>area and can assist with seeking help as they have direct contact with venue staff.</p> <p>Staff and student ambassadors will be made aware of this procedure. Accessing first aiders during the event is also covered during the first session of the day which most visitors attend.</p>	
	<p>Risk of illness/injury linked to a pre-existing condition.</p>	<p>Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees</p>	<p>Low/ Medium</p>	<p>Teachers are able to make the event organisers aware if any member of their group has additional requirements/adjustments through the booking form. This information is to be passed on to Oxford (in a secure manner) so further enquiries can be made with the teachers who have made the booking. If action is required (such as designated seating for attendee, large print handouts etc.) then arrangements will be made between the teacher/attendee and the Event Organiser to ensure that both parties are aware of what measures are to be taken and by whom.</p> <p>Information about relevant health issues of speakers/event staff/ambassadors/exhibitors to be sought prior to the event, and appropriate action to be taken, if required.</p> <p>Details of these arrangements are to be shared with Cambridge so that their staff (and ambassadors, if appropriate) can also be fully prepared.</p> <p>Event staff and ambassadors to be available from the Oxford and Cambridge stands throughout the day and to assist with seeking help if issues should arise.</p>	<p>Low</p>



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<p>Catering</p>	<p>Risk of allergic reactions caused by food purchased in the venue</p>	<p>Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees</p>	<p>Medium</p>	<p>Catering is not provided for attendees as part of the event. The venue has a number of catering outlets on site and visitors should check before purchase if they have any particular dietary requirements. Attendees are also able to bring their own lunches.</p> <p>Information about relevant dietary requirements of speakers/event staff/ambassadors/exhibitors to be sought prior to the event, and appropriate action to be taken, if required.</p> <p>Venues are to be informed of the importance of clear labelling of all food items that are on sale.</p>	<p>Low</p>
<p>Slips, trips and falls E.g. injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access/egress routes and pedestrian areas.</p>	<p>Risk of tripping/falling on items improperly stored or set up in venue, or uneven/damaged surfaces.</p>	<p>Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees</p>	<p>Medium</p>	<p>Organiser will carry out a site walkthrough on the morning of the event to ensure that the emergency exits are of adequate width and are clear.</p> <p>All display stands and information desks to be set up before the event opens and not dismantled until the event closes, or the room is no longer in use for the event. Prospectuses, personal belongings and other items are to be stored safely and as securely as possible. Importance of clear corridors and access/egress routes to be emphasised to ambassadors during pre-event briefing.</p> <p>Any uneven or damaged surfaces must be appropriately highlighted, usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced.</p> <p>First aid procedures are a part of Ambassador training, and trained first aiders are provided by</p>	<p>Low</p>



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				venue on site and are contactable throughout the event should basic first aid be required. Incidents will be reported following local venue procedures.	
	Risk of tripping on wires or cables.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	Trailing cables and equipment are to be secured by the external AV team. Pre-event venue walkthrough by Oxford and Cambridge staff to include assessment of safety of wires/cables provided by venue.	Low
	Risk of slipping on spilled food or drink.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	All spillages are to be reported to the venue immediately so that they can be dealt with as soon as possible. If signage is not available to warn people of the spillage before it is cleared up, an ambassador or staff member will perform this function in the interim.	Low
Fire risk	Risk of fire	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	Staff and ambassadors are to ensure aisles and fire exits are kept clear, so that evacuation can take place safely and efficiently if necessary. Rubbish is to be collected regularly and disposed of correctly by venue staff. Event staff and Ambassadors will liaise with venue staff in order to facilitate this. Smoking is prohibited in the venues, and fire extinguishers are available throughout. Fire procedures are to be outlined to ambassadors and staff members during the pre-event briefing. Details of these procedures are to be shared with Cambridge so that their staff and ambassadors can also be fully prepared.	Low



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Evacuation	Risk of panic caused by the need to evacuate	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	All staff, ambassadors and exhibitors to be made aware of evacuation procedures and assembly point. Ambassadors/exhibitors to be briefed on the procedure. Fire assembly point details to be clearly available for attendees, and covered in the first session of the day.	Low
Terrorist activity	Risk of terrorist activity due to being in a crowded space at a high-profile event	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	The venue has a Counter Terrorism Plan, incorporating any foreseen incident or attack in line with CPNI, NaCTSo and Counter Terrorism Policing guidance. The CT plan is also passed to the local police force for evaluation and ratification. Security staff have been trained in line with the Government's ACT programme (Action Counters Terrorism). Venue staff will be able to reach senior Oxford and Cambridge staff throughout the day to communicate any risks/procedures necessary.	Low
Equipment and electrical failure	Risk of injuries to those using or working with electrical equipment.	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	Equipment (whether provided by the venue, the AV providers, or either University) is to be well maintained and in a good state of repair. Where equipment requires statutory inspection, this is to have been carried out according to the required frequency and documentation is to be available. Equipment should be visually inspected prior to use to ensure that it has not been damaged and there are no obvious defects.	Low



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Extremes of weather	Risk of physical discomfort caused by waiting outside event at start or end of day if weather is set to be windy/rainy/cold.	Event (UAO and CAO) staff Ambassadors Exhibitors Attendees	Low/ Medium	<p>Staff, ambassadors and exhibitors to be briefed to bring warm clothing and layers.</p> <p>Attendees to be informed of need to bring warm clothing in pre-event communications.</p> <p>Temperature should be regulated by correspondence with the venue throughout the event. If room temperature needs changing then this message should be passed on to the Event Organiser (by the ambassadors or other staff member) so that venue staff can be contacted.</p>	Low
	Risk of overheating or dehydration if weather is hot	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low/ Medium	<p>Water to be available to staff, ambassadors and exhibitors throughout the event, particularly if the weather is hot. This should be brought to the event with the staff, to ensure that there is enough available on the day.</p> <p>Attendees should be informed of the importance of bringing water with them in pre-event communications.</p> <p>Water should be available from bathrooms in the venue.</p> <p>Temperature should be regulated by correspondence with the venue throughout the event. If room temperature needs changing then this message should be passed on to the Event Organiser (by the ambassadors or other staff member) so that venue staff can be contacted. Some rooms, particularly those of more popular subjects, may be full, resulting in a stuffier atmosphere which may be unpleasant for attendees/exhibitors. Windows should be opened where possible, if air conditioning is unavailable.</p>	Low



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	Risk caused by travel disruptions due to extremes of weather	Event (UAO and CAO) staff Academics Ambassadors Exhibitors Attendees	Low	Cambridge to communicate any cancellation due to extremes of weather (for example, weather which results in travelling being dangerous, or which renders the venue inaccessible) in good time via registered teachers.	Low
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