

Event Risk Assessment: Location lesson/workshop.

Details: On location lesson/workshop using The Masonic Hall Swansea.

Event Description	Lesson/workshop on location
Department:	Art & Design/Film & TV
Event Location:	Masonic Hall 152 St Helens Rd, SA1 4DF
Event Organiser Name	Timi O'Neill, Chris Buxton, Rob Jones, Kylie Boon, Adam Shailer
Numbers of students attending	40-60 students
Students with additional needs (please describe)	
Numbers of staff attending	2-5
Number of first aiders attending	-
Start Date:	15 th November 2019
Return Date:	15 th November 2019
Assessment Approved by (Line Manager):	Yes / No

Print name: __Kylie Boon_____

Signed: _____

Authorised by: __Caroline Thraves_____

Event Risk Assessment

A handwritten signature in black ink on a light grey background. The signature is written in a cursive style, starting with a large 'C' and ending with a horizontal stroke. The name 'Chrane' is clearly legible.

Print name: _____

Event Risk Assessment

Ref	Hazard / Task / Activity Area of Concern	Persons at Risk	Existing Controls	Describe Any Further Controls Actions Needed	Actions By Whom	Action By When
1	Unfamiliar environment	Students, staff & public	- Advise students of general health and safety and to be aware of potential hazards such as slips and trips. - Prior access has been granted to assess building. - Students and staff briefed on appropriate clothing beforehand. - Good housekeeping enforced on site, so that no obstacles such as bags do not restrict walkways. - Students informed of areas that are accessible.	Ensure students are briefed on general health and safety. If dynamic risk assessment required on site, staff present to ensure adequate and/or to add additional controls if required.	Trip supervisors	On the day
2	Students lost or separated from group, inadequate supervision.	Students	- Competent staff who understand their roles. - Plan and use suitable group control measures. - Discuss itinerary and arrangements with students. - Briefing on what to do if separated from group.	None		

			Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.			
3	Illness or injury	Students & staff	1st aid cover accessible and appropriate - Leaders know how to call emergency services. - Students are reminded to bring individual medication and this is securely kept. - First aid equipment carried. - Mobile phones carried.	Medication brought by students.	Staff and students	On the day
4	Public safety/ appropriate behaviour/ consumption of alcohol/ smoking or vaping	Students	- Advise students of their ambassadorial role on behalf of UWTSD, to act accordingly and in the best interest of themselves and the University - Advise that alcohol is not permitted. To be consumed prior to or at the event. - Smoking or vaping is not permitted whilst at the location.	None		
5	Special needs of students – medication, behavioural, educational.	Students	- Obtain information from records - Make necessary arrangements for individual pupils including individual risk assessment and additional	Ensure if further risk assessments are needed.	PD provide needed information and staff	a.s.a.p

			staffing as necessary.		carry out any further individual risk assessments	
6	Fire	Students, staff	- Venue to provide fire safety briefing at start of visit. - No smoking is permitted by anyone whilst on the premises.	None		
7	Waste materials	Students, staff	No waste such as rubbish or props to be left at location.	Non		

Version Control

Author:	Kylie boon
Department:	Art & Design / Film & TV
Location:	Swansea
Line Manager:	Mark Cocks (LM for techdems), Caroline Thraves (LM for academics, HoS)
Date:	11/11/2019
Applicable Equipment:	
Associated Risk Assessment(s):	
Version:	1
Review Date:	One-off event
Approved by:	
Reason for latest update	-

FULL RISK ASSESSMENTS MUST BE COMPLETED FOR ALL VISITS

NOTES:

- (i) This form must be approved by the Head of School before the date of the visit.
- (ii) In the event of any student or member of staff listed below failing to attend for whatever reasons his/her name must be given to the Faculty Secretary.
- (iii) For purposes of Health Insurance, the Tutor-in-Charge of the visit must make known to all members participating in the visit, the provisions contained in the relevant Insurance Notes.
- (iv) If travelling overseas, check the Foreign and Commonwealth Office Website www.fco.gov.uk.

The Tutor / Organiser of the proposed Educational Visit must record the names of Students and Staff who have agreed to participate in the Visit / Fieldwork or other Educational Activity.