

Event Risk Assessment:

Title: Event Risk Assessment

Date: 23/04/18

Event Description	Hospitality Event, Hot beverages will be available.
Department:	Swansea Business Campus.
Event Location:	UWTSD canteen and social area, 3rd floor café, Swansea Business Campus.
Event Organiser (Module Lead) Name	Marie Pitson.
Student Event Manager	Rebecca Davies
Student Treasurer	Abigail Hanney
Numbers of students attending	35
Students with additional needs (please describe)	Students in wheelchairs (Three)
Numbers of staff attending	One
Number of first aiders attending	One
Start Date:	Monday 23rd April 2018
Return Date:	Monday 23rd April 2018
Event Details:	
Route:	Main Route, using lifts.
Charity chosen:	Donations to UWTSD Student Experience.

Examination and Description of Health and Safety Legislation Included (750 words minimum)

The Health and Safety at Work etc Act 1974 (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA) is the primary piece of legislation covering occupational health and safety in Great Britain. Health and safety law in the UK places duties on employers to ensure the health, safety and the welfare of employees and others who are not employees, such as contractors, visitors and members of the public. This means making sure that people are protected from anything that may cause them harm or may make them come into any harm, controlling any risks of injury or ill health that could arise during work or events. The Act has a duty to produce a written policy that explains how they intend to manage health and safety to employers; and consult with staff or union representatives on the process. There are various regulations that sit under the Act, which impose more explicit duties around specific hazards, processes or groups of workers. Regulations are supplemented by Approved Codes of Practice (ACOPs) and guidance. The regulations cover a range of issues, including the use of computers within the workplace, working with chemicals, work equipment, lifting operations, manual handling, radiation, personal protective equipment (PPE) and the working environment. As part of the Health and Safety act comes a Risk Assessment which identifies all the potential hazards that could cause harm to people. They could be mechanical, ergonomic, or physical workload. They are used to workout who would be harmed by these hazards and how they could be potentially harmed. It looks into how someone would be harmed, how likely it would be and how serious the harm would be.

Risk assessments must be carried out following consultation with the employees or union safety reps, there are also legal requirements on employers to consult with their workers through their union reps and to take their input into account in making decisions that could affect health and safety at work. This will then ensure that any measures will work in practice so new hazards will arise. Employers need to tell staff about the different risks that would have been identified by the assessment and the different control measures that have been introduced. In 2015 there were 149 work related accidents in the United Kingdom. The Management of Health and Safety at Work Regulations 1999 (Regulation 3) is there to make sure that the employers of the organisations risk assess any of the buildings or the rooms registered to their organisations. The legislation covers most work related possible accidents, such as trip hazards and electricity problems. The electricity at work legislation ensures that all electrical sockets and plugs are PAT tested, this makes sure that electrical equipment is not a hazard to those using the organisation which is being risk assessed. Trip can happen to anyone that is around any hazard, carpet on floor is coming away from the floor (caretaker should maintain the carpet and repair it asap), Electrical wiring should be properly covered or kept out of harms way. Regulation 4 sets a hierarchy of protective and preventative measures to voids all the different risks within the workplace. Thousands of people are injured, or even killed, through work each year to lack of risk assessments, Even more find that work has damaged their health in any of a variety of ways some suffer with limb disorders, back injuries or mental health difficulties caused through stress. Not only factory/construction workers suffer from, a lot of these injuries and illnesses can occur while working in office jobs. There is no requirement to carry out any specific or separate risk assessments for a disabled person. If the employer becomes aware of a worker (or others, e.g. visitors) with a disability, they may need to review the existing risk assessment to make sure it covers risks that might be present for them.

Health and safety legislation should not prevent disabled people finding or staying in employment and should not be used as a false excuse to justify discriminating against disabled workers

The equality act 2010 states that employers to make reasonable adjustments to to accommodate their disabled employees within their organisation. The former Disability Rights Commission published several 'codes of practice' that set out what sort of treatment disabled people should receive while at a place of work and what actions employers could take to eliminate discrimination. The Code of Practice for Employment and Occupation devotes 235 pages to describing appropriate treatment for disabled workers. It covers everything from job applications to pensions to reasonable adjustments, and everything in between.

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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	Trips and Falls, from cables running from computers	Anyone using the computers	Wires are placed behind the computers and in between the desks	Ensure that no wires are exposed by using plastic covering for the wires. Ensure that trips and falls are identified and the specific standards are met by the "Management of Health and Safety at Work etc. Act 1974"	Faculty manager	27/04/2018
2	No access to disabled toilets/wheelchair access	Wheelchair users/People with disabilities	Disabled toilets are put in place	Ensure that every floor of the building has a disabled toilet that has wheelchair access to meet the needs for students and the public	Faculty manager	27/04/2018
3	Only one emergency exit wheelchair	Wheelchair users	More than one emergency exit wheelchair	Make sure there is more than one emergency exit wheelchair as there potentially could be more than one wheelchair user on the floor	Faculty manager	27/04/2018
4	Chairs being left out after use	Anyone one in the area	Chairs to be tucked under tables after use	To ensure that there is a rule put in place for chairs to be tucked back under a table as it can cause a potential hazard during an emergency	Students	27/04/2018
5	Food and drink around electric's	Anyone eating and drinking	Eat and drink away from any electrics	To ensure that there are no spills of food or drink around computers or wires while using them	Students	27/04/2018

Review of Risk Assessment (250 words minimum; to be completed after event)

Review Date:	10/5/18 0:00:00
There have been changes to the different hazards on the floor of the university. Wires have been covered to a certain extent so they are covered from getting tripped over during an emergency. There isn't much drinking or eating around computers or electrics but there is room for slight improvement. No disabled toilet has been put in place on the floor which is a massive concern for wheelchair users that could potentially be on the floor and might need to use the toilet and they would have to go in the lift to a different floor to use one. There is still only one emergency exit wheelchair which also needs to be improved as there could be a emergency on the floor where there could be more than one wheelchair user there at the same time which is not acceptable in an emergency if they have to wait for the wheelchair to be returned to the floor. Cables that are running from different electrics were a cause for concern but since carrying out the risk assessment they have been properly placed in a safe position which they would not be a hazard during an emergency. Chairs that were being left out are being tucked under in there rightful place after use which has lowered a potential hazard. Some of these problems were spotted by students themselves where they were concerned for their own safety and the safety of others. Its begging to improve a lot more but there are room for improvements which hopefully will be completed in the near future.	

FULL RISK ASSESSMENTS MUST BE COMPLETED FOR ALL VISITS

NOTES:

- (i) 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.

- (ii) 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.
- (iii) The Event Manager must deliver to Module Lead of the proposed Educational Visit ALL names and mobile numbers of all Students who have agreed to participate in the Activity.