

Risk Assessment for SciFest 2024 – School of Creative Industries Stand and Screen School Tour

	Risk Type	Risk Assessed	Risk Likelihood Rating (Low, Medium or High)	Risk Severity Rating (Low, Medium or High)	CONTROL MEASURES PUT IN PLACE TO REDUCE RISK
	Fire alarm	<p>Risk from fire and smoke</p> <p>Risk from incorrect use of fire extinguishers</p> <p>Risk of tripping during evacuation</p> <p>Risk of being trapped in elevators</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>High</p> <p>Medium</p> <p>High</p> <p>High</p>	<p>Fire evacuation procedures to be explained to tour participants.</p> <p>No use of fire extinguishers to be allowed except by properly trained staff.</p> <p>Visitors asked not to run during evacuation.</p> <p>No use of elevators to be allowed during evacuation</p>
	Setting up and breaking stand down in courtyard	risk of injury	Low	Medium	Relatively low risk but we can ensure trained technical staff are involved with this
	setting up electrics	risk of being electrocuted	Low	High	As above

	greeting and interacting with public	Risk of human contact – viruses, spread of germs	Low	High	Identify any vulnerable participants and offer masks and sanitisers for them.
	SAFEGUARDING OF YOUNG PEOPLE AND VULNERABLE ADULTS THROUGHOUT THE VISIT	Risk of harm	Low	High	Ensure tour groups are accompanied by more than one responsible adult at all times.
	TRIPPING HAZARD WITH ELECTRICAL LEADS OF STUDIO VISUAL EQUIPMENT IN STUDIOS and around PCs	risk of slips, trips and falls	Low	High	Warn tour visitors of dangers prior to and during visit.
	MISBEHAVIOUR OF VISITORS/FAILURE TO FOLLOW INSTRUCTIONS ON CAMPUS	Risk of injury	Low	Medium	Induction to advise visitors of expected behaviour and alert visitors to any building work being carried out. Adequate supervision at all times by school and/or university staff/student ambassadors. University staff to report to school any incidents and misbehaviour.
	MATERIAL SHOWN TO STUDENTS – EG FILM CLIPS	Risk of psychological and reputational harm	Low	Medium	Ensure showreels and content of displays are suitable for a family audience or provide warnings where appropriate.

