Manual handling operations	Welfare facilities	Noise or Vibration	Work with lasers	Condition of Buildings & glazing	Lone working / work out of hours
5Display screen 5equipment	Electrical Equipment	Fire hazards & flammable material	Radiation sources	Food preparation	Other Hazards specific to your work.

	Employees () Contractors () Pu	blic ()	Life Festival Event on 18 April 2016 at St Andrew's U. R. Church, Upper Hanover St, S3 7RQ Environment: wooden block paving floor with armchairs and elevated					
Visitors () Others () RISK (H) High (M) Me	dium (L) low (O) No Risk							
TASK or ACTIVITY:		INITIAL RISK LEVEL	speakers' platform		FINAL RISK LEVEL			
Significant Hazard	Potential Consequences of Hazard		Existing Control Measures	Additional Control Measures (If Required)				
Slips, trips and housekeeping	Cuts, bruises, sprains or broken bones	L	The floor is cleaned weekly, trip hazards are taped down, there are no mats of carpets. The platform is ca 25 cm high and is restricted to speakers	Warnings to speakers to take care. Passageways clear, no trip hazards	L			
Lighting levels	Bulb failure	L	Multiple bright lamps	Checked daily	L			
Heating	Lack of or excess heating with low ambient temperature	L	Preprogrammed central underfloor and radiator heating	Checked earlier in the day	L			
Layout	Chairs unlinked, aisles not clear	L	Audience on a flat floor, aisles between chairs, which are linked together	Layout inspected prior to event, layout checked and any deviations corrected	L			
Electrical equipment	Failure of projector	L	All electrical equipment PAT tested annually	Replacement available	L			
Fire hazards	First-degree or minor burns and scalds. Entrapment, smoke inhalation, loss or damage to the building	L	Fire risk assessment carried out and alarm system installed. Multiple exits clearly marked and clear and exit strategy announced	No naked lights allowed	L			
Condition of building		L	Good, well maintained building subject to Quinquennial Surveyor inspection		L			
Food preparation	Scalds from preparation and consumption of hot drinks	L	Food hygiene certificated volunteers, but only hot drinks and biscuits offered at this event		L			
Welfare facilities	Fainting from psychological impact of the subject matter. Someone falls ill and requires immediate first aid	L	Safeguarding certification of members involved in working with children and vulnerable adults.	First Aid personnel and kit available.	L			
Falling banner	Cuts, bruises	L	Banner securely fastened		L			
	1	II.	1	Overall Risk:	1 x 1			

Comments The venue is used weekly by ca 300 people; its capacity is ca 200 persons

Prevent Strategy (must be completed)

The University of Sheffield has signed up to the Prevent Strategy implemented in the higher education sector by HEFCE. Prevent is a counter-terrorism strategy to prevent radicalisation and raise awareness of the issue. Universities promote and facilitate the exchange of ideas and opinions, enabling debate as well as learning.

The subject material is reproductive biology without potential for radical interpretation

The government has no wish to limit or otherwise interfere with this flow of ideas but we have a duty of care to protect vulnerable individuals whilst protecting freedom of speech.

Please consider your external public engagement event, including any speakers, in terms of risk of radicalisation of the audience/public. Do you feel there could be any risks?

If so, what steps have you put in place to mitigate against this risk?

Additional References, Tasks Etc