<table>
<thead>
<tr>
<th>Description and location of Hazard</th>
<th>Who might be harmed</th>
<th>Existing Control Measures</th>
<th>A. Likely severity of injury (1 to 3)</th>
<th>B. Likely Occurrence (1 to 3)</th>
<th>Risk Rating (A) x (B)</th>
</tr>
</thead>
</table>
| Slips, Trips, Falls              | Visitors, Staff, Students, general public, organisers | • Contracted room cleaning system in place  
• Yard cleaning on regular basis, cleaning & sweeping  
• Carpet floor covering  
• External lighting to car park installed and operative  
• Regular room inspections carried out (H&S)  
• Cabling secured to floor when necessary  
• Any work at height covered by qualified persons  
• Presentation equipment put in place and secured | 2 | 1 | 2 |
| Manual Handling                  | Visitors, Staff, Students, general public, organisers | • All Departmental staff given Manual Handling training  
• Organisers advised not to move furniture  
• Room preparation carried in accordance with booking form | 2 | 1 | 2 |
| Electrical                       | Visitors, Staff, Students, general public, organisers | • All portable equipment is PAT tested  
• Names of contractors provided if PAT testing done elsewhere  
• Drinks machine serviced by contractors regularly  
• Experienced users only to use audio visuals  
• Users are required to report defects to Office  
• H&S Instruction card given to users  
• Fixed electrical appliances tested by Estates | 2 | 1 | 3 |
| Accident                         | Visitors, Staff, Students, general public, organisers | • First Aid kit in Mess Room (next door)  
• Details on Instruction card of First Aid location  
• Security details on instruction card for calling Security Services  
• Telephone in Mess Room  
• All accidents reported to Office | 2 | 2 | 4 |
| Fire                             | Visitors, Staff, Students, general public, organisers | • Fire point in Room (water and CO2)  
• Fire equipment tested regularly  
• Smoke detectors regularly checked  
• Telephone in mess room  
• Security details on instruction card  
• Fire exit signage in place | 3 | 1 | 3 |
| Poisons                          | Visitors, Staff, Students, general public, organisers | • Tutors advise students of materials that may cause an irritation and remove after use.  
• Students advised to wash their hands after handling plant material. | 2 | 1 | 2 |

**Score**

<table>
<thead>
<tr>
<th>Column A: Severity of Injury:</th>
<th>1</th>
<th>3</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Injury or death</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injury requiring medical treatment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor or no injury</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column B: Likely Occurrence:</th>
<th>1</th>
<th>3</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular exposure of several employees to hazard.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occasional exposure of few employees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exposure to hazard very rare.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>