

## Health and Safety Office

### Open Day Risk Assessment Guidance Note

<b>Topic:</b>	Open Days
<b>Date:</b>	February 2011
<b>Version:</b>	3.0
<b>Legislation:</b>	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999
<b>Status:</b>	Guidance Note
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#### Introduction

The University of Bristol organises two large open days a year for students and their families to visit Bristol and gather information on what the University and individual Departments are able to offer.

The open days take place annually in June and September and currently start at 9.30am and finish at 4.00pm. The days are extremely busy with approximately 13,500 places available that are filled by students, parents, guardians, teachers and journalists.

The aim of this guidance is to assist Schools and Departments in producing risk assessments for the event and provide a checklist of things that should be in place to ensure that the days run as smoothly as possible.

#### Risk Assessment

The Management of Health and Safety at Work Regulations 1999 imposes a duty on employers to carry out suitable and sufficient assessments of all the risks to employees and others arising out of or in connection with any work activity. Carrying out a risk assessment for the open days ensures compliance with legislation and is an important step in protecting those who are working at or attending the event.

#### How to complete a risk assessment

A risk assessment is simply a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Open days are generally low risk being similar to regular activities such as large lectures or seminars. Any such event must comply with the University and School/Departmental health and safety regulations.

5 steps to carrying out a risk assessment,

- 1. Identify the hazards** in the workplace. Methods of identifying hazards may include inspection of areas, knowledge of the detail of the activity, accident or incident records from any previous Open days and asking employees and Safety Representatives.
- 2. Decide who might be harmed and how.** Consider those who come in to the department during the event and whether they are at risk including visitors and students but also staff and contractors. Also consider those who will be working at the event including stewards. Give greater consideration to those who may be at greater risk including those with disabilities and any special requirements of younger or elderly persons.
- 3. Consider the risks.** Are the precautions already in place adequate to deal with the risks? If not consider what additional/alternative control measure can be put in place.
- 4. Record the findings.** Record your risk assessment for any significant risks. Have a procedure in place that ensures that all relevant staff are aware of the findings of the risk assessment.
- 5. Review the risk assessment.** Review the risk assessment regularly and before the next event to ensure that it is relevant and especially if there has been any accidents or incidents or changes to the arrangements.

Further information and guidance on completing a risk assessment is available from the Health and Safety Office at;  
<https://www.bris.ac.uk/safety/policy/cop/riskassessmentcop.doc>

An event guide has been produced by the Health and Safety Office and is available at;  
<http://www.bristol.ac.uk/safety/guidance/events/gn07-01.pdf>

The Health and Safety Executive website also provides very useful guidance available at; <http://www.hse.gov.uk/risk/>

### **Main Open Day risk assessment**

The main risk assessment for each Open day is completed by the Widening Participation and Undergraduate Recruitment Office. This document is updated prior to each event and provided to the Schools/Departments that are taking part in the main event. This risk assessment outlines the University wide control measures for the event and includes road closures, park and ride facilities, fire, security etc.

### **School/Department Risk Assessments**

The responsibility of carrying out the risk assessment specifically for individual Schools/Departments is with those directly involved who are able to provide information on the arrangements and risks associated with the plans.

Arrangements for health and safety within the University is outlined in the document titled 'University of Bristol health and Safety Organisation' available at; <http://www.bristol.ac.uk/safety/policy/organisation/safetyorganisation.doc>.

To summarise it is the responsibility of the Departmental Safety Advisor to ensure that risk assessments are recorded in compliance with the relevant legislation. The Head of School/Department is responsible for ensuring that risk assessments are carried out and will ensure that employees and safety representatives are involved in the process. This applies to the Open days as for any other department activity. It is good practice to have a named person for each School/Department to be the open day organiser to ensure effective arrangements are in place that includes the health and safety aspects.

The following provides guidance on what should be taken into account when completing the Open Day risk assessment;

- **Access to the building** - depending on the timing of the event additional consideration for ingress/egress may be necessary. Under normal daily operation the main and rear entrances provide safe access for large groups to the teaching and common areas of the building.
- **Room capacities** - these must never be exceeded and further precautions should be put in place, e.g. a porter or steward should be on hand to oversee entry/exit to rooms occurs in an orderly fashion and that room capacities are not exceeded.
- **Over crowding** – In some areas there may be bunching of groups, this should be addressed by staff and stewards by splitting the group into more manageable sizes.
- **Evacuation procedures** - for events such as open days where the attendees are not familiar with the school basic health and safety information should be given at the beginning of any gatherings such as lecturers. For areas where the public have general access the current information and signage will be sufficient.
- **High risk areas**- there may be some areas that are not suitable for members of the public to access. The School/Department open day organiser must make arrangements that these areas are inaccessible by either locking doors or taking other appropriate steps.
- **Fire** – all stewards and lecturers must be familiar with the fire alarm and evacuation procedures of the building that they are assigned to. If they are not already familiar with the building they need to do so before the day.
- **Vehicles** – Departments must try and ensure as far as possible that due to the heavy pedestrian traffic around the precinct that any delivery is effectively managed. Where possible deliveries should be rearranged from the Open day, if not information must be given to any delivery company outlining the road closures and any precautions that are necessary to reduce risks. Management of any delivery is essential especially where delivery areas are around main entrances to buildings used by the public.
- **Any specified activity** – Each activity will need to be assessed. If visitors are only accessing common areas, lecture theatres, viewing static posters or displays this risk should be low. If access to labs or any workshops is envisaged or an interactive lecture is planned then a more detailed assessment will be necessary for the particular circumstances involved.
- **Display stands** – care must be taken in the erection of any display stand ensuring that it does not obstruct any fire exits, trailing wires across walkways must be

avoided and re-routed where possible. Display stands must be stable and solid in construction.

- **Catering** – The Widening Participation Undergraduate Recruitment Office is responsible for liaising with the Hawthorns regarding the provision of additional catering for the expected numbers. Any separate catering arrangements must follow the University catering policy which is available at; <http://www.bristol.ac.uk/cms/go/handbook/other/catering.html>
- **Emergency arrangements** – all departments must have adequate emergency arrangements in place, fire has been mentioned above but such resources as first aiders must be sufficient to cover the additional numbers present in the workplace and any additional risks.



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Risk Assessment Checklist**

**Department:**

**Risk Assessment Completed by:**

**Date:**

Description and location of Hazard	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments /Actions
Slips, trips and falls All areas	Staff and visitors at risk of slips, trips and falls	<ul style="list-style-type: none"> <li>• Good housekeeping maintained in buildings by the School</li> <li>• Venues to be used by visitors will be inspected by School Open day Organiser (named person) before the day to check that conditions are satisfactory</li> <li>• Staff and stewards to report any issues immediately to Open day Organiser or building managers</li> <li>• Stewards to immediately clear any spillages etc and take responsibility to make areas safe</li> <li>• Stewards to make sure that stands in their areas do not obstruct walkways or impede fire exits</li> <li>• Any high risk areas such as workshops must be risk assessed to ensure that they are suitable to be open to members of the public. The School Open day Organiser (named person) to ensure high risk areas have been secured and access prevented.</li> <li>• No trailing wires must be allowed across walkways. Any wires must be rerouted or if this is not possible they should be covered.</li> </ul>	2	2	4	
Fire All buildings	Staff, visitors and Contractors	<ul style="list-style-type: none"> <li>• The School Open day Organiser (named person) will be familiar with the fire alarm and evacuation arrangements for all buildings involved.</li> <li>• Fire evacuation procedures and assembly points communicated to all stewards prior the</li> </ul>	3	1	3	

		<p>event.</p> <ul style="list-style-type: none"> <li>• Stewards advised not to use the fire extinguishers unless they have been trained to do so.</li> <li>• If event venues have a maximum number, staff must be on site to ensure that this is not exceeded. The open day team are responsible for providing information on capacity numbers. Maximum numbers adhered to and monitored</li> <li>• Any venue that it undertaking any high risk activities that require the fire alarm to be disabled a permit to work system must be in place.</li> <li>• Any high risk activities such as chemical experiments etc must have a detailed risk assessment that it signed off by the appropriate Departmental Safety Advisor or Head of School/Department.</li> <li>• The Widening Participation and Undergraduate Recruitment team will exchange information as far as possible with School Open day Organiser (named person) prior to the day about individual(s) who may need assistance during an evacuation.</li> </ul>				
Vehicles	Staff, visitors and Contractors	<ul style="list-style-type: none"> <li>• The School Open day Organiser (named person) will make arrangements for reception and departure, including vehicle parking and drop off, to be separate from areas where vehicles are manoeuvring and reversing (e.g. to avoid congregating in loading bay areas).</li> <li>• If the Open Day involves visitors crossing car parks or delivery areas within their area of responsibility, the School Open day Organiser (named person) will need to consider the safest route and ensuring a steward is able to supervise as necessary.</li> </ul>	3	1	3	
Manual Handling All areas	Staff	<ul style="list-style-type: none"> <li>• Staff are told that they must used trolleys to transport heavy pieces of equipment</li> </ul>	2	2	4	

		<ul style="list-style-type: none"> <li>Stewards reminded that they must not attempt to lift items that appear too heavy but ask for assistance</li> </ul>				
Electrical hazards	Staff and visitors	<ul style="list-style-type: none"> <li>Visitors must not use any electrical equipment other than equipment in common usage (light fittings and basic installation) maintained by Estate Services.</li> <li>The School Open day Organiser (named person) will ensure that any practical use of electricity within the department is detailed here together with the safety precautions.</li> </ul>	2	1	2	
Illness/accidents All areas	Staff and visitors	<ul style="list-style-type: none"> <li>Adequate number of qualified first aiders and first aid provision is available through the normal School/Department cover. Additional cover may be required for higher risk activities (add detail).</li> <li>Procedures communicated to all the staff and stewards prior to the day.</li> </ul>	2	2	4	
Building maintenance All buildings	Staff and visitors	<ul style="list-style-type: none"> <li>Building Services have been made aware of the event from Widening Participation. Building Services have been asked to make any contractors aware of the event and if possible avoid doing any work that will disrupt the smooth running of the event</li> <li>Close liaison necessary to ensure safe access and egress into buildings for contractors and members of the public visiting the premises</li> <li>Areas secured off to prevent unauthorised access where necessary</li> </ul>	2	2	4	
Food poisoning	Staff and visitors	<ul style="list-style-type: none"> <li>The School Open day Organiser (named person) must ensure that they are in compliance with the University Catering Policy with regard to the provision of food.</li> </ul>	2	1	2	
Welfare	Staff and visitors	<ul style="list-style-type: none"> <li>Toilets and washbasins available through out the precinct that are adequately signed for staff and members of the public.</li> <li>Steward training</li> </ul>	1	1	1	

Any specified activity e.g. use of equipment, lab experiment etc. Hazard will be various such as exposure to chemicals, moving parts etc	Staff and visitors	<ul style="list-style-type: none"> <li>• <b>Each separate activity will need to be assessed. If visitors are only assessing common areas, lecture theatres, viewing static posters the risk should be low.</b></li> <li>• <b>Any access to labs or workshops a more detailed assessment needs to be added here for the risks and circumstances involved.</b></li> </ul>				
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<b>Score</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Column A: Severity of Injury:</b>	Major Injury or death	Injury requiring medical treatment	Minor or no injury
<b>Column B: Likely Occurrence:</b>	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

<b>Risk Score</b>	<b>Response Times</b>	<b>Risk Score</b>	<b>Response Times</b>
<b>9</b>	Immediate cessation of activity until interim controls are agreed and implemented	<b>3&amp;4</b>	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring.
<b>6</b>	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<b>&lt;3</b>	Review before next event (date of next Open Day). No real changes in procedure required to reduce risk further