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| Prifysgol **BANGOR** University RISK ASSESSMENT FORM |  |

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | HOSTING CONFERENCE WITH EXTERNAL GUESTS |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 3 |

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| **Summary of Activity RA Covers** |
| Conference is a transdisciplinary and transcultural workshop which brings together students and academic ‘coaches’ from 8 different Universities across Europe, USA and Mexico. Students compete in teams, to find a solution to a real-world problem. The event will mainly be lecture based with some use of the Pontio Innovations Workshop facilities and use of Pontio Innovations machinery and equipment.Social events are arranged as part of the event eg dinners, visits to local attractions. |

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| **Location(s) RA Covers** | Lectures / Workshop: Pontio, Public Areas, PL2, Co-Lab, Co-WorkAccommodation: Management CentreSocial: Various, Kent Mountain Rescue Centre | **Person(s) RA Covers** | Students, staff and exhibitors attending Conference  |
| **College / Service** | College of Human Sciences | **School / Section** | School of Psychology |
| **RA Assessor(s)** | Event Organiser | **Contact Details** | 01248 35 11 51 |

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| **Actions to be Reviewed By** | Event Organiser |  | **Next RA Review Date** | Review before each, future Conference |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.**

| **Ref No** | **What are the Hazards?** | **Who/What is at Risk?** | **Existing Controls** | **Further Controls** | **Action By** | **ActionComplete** |
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|  | **Travel** – road traffic accidents when travelling to / from airport, accommodation and social events. General risks associated with public transport | Students, staff, visitors, other road users, pedestrian | * Visitors responsible for arranging own flights to the UK
* Transport details between airport and accommodation emailed to visitors and made available on Google Docs eg train times, minibus pick up if available, local taxi firms
* Local coach companies, taxis or University staff / students driving minibuses will be used to get guests to / from accommodation and Pontio and to social events
* Every effort will be made to use Students’ Union (SU) minibuses, if not available advice will be sought from SU on which supplier they use
* The Kent Mountain Rescue Centre will arrange minibuses for their own organized activities
 | 1. Arrange to use layby in front of Pontio as drop off / pick up point if coaches / minibuses are to be used
2. If staff / students driving minibuses ensure requirements of Minibus Safety Policy complied with ie MIDAS trained, driver age and minibus capacity restrictions, displaying of small bus permit in each vehicle
3. If using minibuses arrange University vehicle insurance via Finance Website
4. Complete Trip Registration Forms for group trips (copy held on trip, with Security and central School contact)
5. Ongoing – provide visitors with other transport details as needed during their stay (eg taxis, public transport)
 | Event Organiser““““ |  |
|  | **Accommodation** – ill health or injuries if accommodation unsuitable / unsafe  | Visitors | * Academic Coaches will be staying at the Management Centre
* Other visitors will be staying at the Llanberis, Kent Mountain Rescue Centre
 | 1. Check visitors have accommodation details: address, phone number, contact person
 | Event Organiser |  |
|  | **Catering** – ill health from consuming contaminated food / drink | Students, staff, visitors | * Visitors will be asked to ‘declare’ specific dietary requirements
* Refreshments formally booked by Psychology will be arranged with Commercial Services
* Minimum of 4 Food Hygiene Rating required If visiting local restaurants / cafes
* Management Centre has 5 Food Hygiene
 | 1. If ‘declared’ check specific dietary needs catered for
 | Event Organiser |  |
|  | **Pontio Building / Management Centre** – injuries, ill health, property damage due to poorly maintained building related facilities or facilities being unsuitable for the activity taking place | Students, staff, visitors | * Pontio and The Management Centre have their own comprehensive ‘building risk assessment’ which covers infrastructure risks eg fire, fixed electrical systems, water systems, lifts. All maintained as required by a competent contractor
* Facilities maintained in good condition with faults reported by staff locally and actioned as required
* Domestic staff clean throughout the day
* Areas used are bookable public spaces, designed for activities ie lectures
* Set up will be arranged via Facilities Team
* Duty Manager at each venue to assist
 | 1. Report building related concerns to Duty Manager
2. Check facilities again post event to ensure there are no ‘legacy’ risks created as a result of the event.
3. Report concerns identified to relevant Services as necessary eg Pontio Reception, PACS Helpdesk
 | Staff at Event““ |  |
|  | **Accessibility** – distress if access arrangements unsuitable and individual excluded | Students, staff, visitors | **Pontio / Management Centre*** Accessible welfare facilities provided
* Entrance doors powered to aid access
* Accessible parking available
* Lifts available which are fitted with communication systems. On call engineer available in case of lift failure
* Refuge Points installed for persons who cannot evacuate
* Duty Manager present in case of concerns
 | 1. Ask Pontio and Management Centre for guidance regarding Refuge Points in relation to location visitors will be
2. Confirm (if required) accessibility arrangements with Kent Rescue Centre
3. If required, inform relevant persons of Refuge Points and how they operate
 | Event Organiser“Staff at Event |  |
|  | **General Welfare** – ill health, injuries if not prepared for activities | Students, staff, visitors | ***See Emergency Arrangements**** Pontio welfare facilities: toilets, accessible toilets, café, restaurant, bar, shop available
* Management Centre has hotel facilities
* Student volunteers will provide daytime support to assist visitors during their stay
* Relevant pre-event information provided to visitors through email and Google Docs
 | ***See Emergency Arrangements***1. Pre-event provide visitors with information about what they need to bring for outdoor activities eg waterproofs, walking boots
 | Event Organiser |  |
|  | **Recreational Activities** – activity unsuitable for age / health of visitors and / or led by unqualified persons. Guests not prepared for activity | Students, staff, visitors | ***See Welfare and Emergency Arrangements**** Some outdoor activities arranged with Kent Mountain Rescue Centre, an established business that provides outdoor activities to the general public
* The Rescue Centre will be responsible for guests during these activities, ensuring activities are suitable for visitors age / health and that visitors are briefed, supervised and prepared
 | ***See Welfare and Emergency Arrangements***1. NFA
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|  | **Machinery / Equipment**  – injuries if using poorly maintained / unsuitable equipment and / or not being competent to operate equipment | Students, staff, visitors | * The Pontio, Pontio Innovations and Management Centre have arrangements in place to maintain machinery and equipment in their areas eg servicing, PAT Testing
* Innovations Workshop machinery / equipment will only be used under the direct supervision of Innovations staff and in accordance with Pontio Innovation’s own Policies, Procedures and Risk Assessments
 | 1. NFA
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|  | **Emergencies** – fire, first aid, delay in responding to an accident / incident due to unfamiliarity with procedures | Students, staff, visitors | ***See Accessibility above**** All University buildings fitted with fire detection and notification system that links to Main Arts Security Lodge which is manned 24/7
* Staff / student volunteers present during daytime to guide guests in an evacuation
* The Management Centre / Kent Mountain Rescue Centre has Duty Managers to assist guests
* Pontio / Mgt. Centre have first aid provisions, some University staff and all Security staff are First Aiders
* Kent Mountain Rescue Centre have their own first aid arrangements in place
* Refuge Points available in Pontio and Management Centre (for those unable to evacuate via stairs)
* Trip Registration Form completed for group visits away from the University with a copy held by Security and a central School contact
* Event Organiser holds / has access to contact numbers and emergency contact details for all visitors
 | ***See Accessibility above***1. Establish what the fire evacuation procedures for areas used are ie Assembly Point and Refuge Point location
2. Brief visitors in action to take if they hear the fire alarm, need first aid help or have concerns
3. Provide guests with emergency contact details eg Security Lodge, student volunteers, key staff
4. Ensure Trip Registration Form completed for group trips away from the University with copy held by Security and central School contact
 | Staff at Event“Event Organiser“ |  |
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