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| Prifysgol **BANGOR** University EXAMPLE RISK ASSESSMENT  |  |

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | EXHIBITION ON UNIVERSITY PREMISES |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 3 |

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| **Summary of Activity RA Covers** |
| Internal conference arranged by University department.External exhibitors from a range of different organisations setting up and overseeing approximately 45 stalls (trestle tables, pop up stands) in PJ Hall to promote various careers opportunities to Bangor University students. Capacity expected to range from 150 – 200 at any one time, with maximum of 100 exhibitor personnel overseeing stalls / exhibits. The Conference will take place on 21st May. Set up will be from 8am – 10.30am. The event will be open to students from 11am – 3pm. |

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| **Location(s) RA Covers** | PJ Hall – Main Arts | **Person(s) RA Covers** | Students, staff and exhibitors attending Conference  |
| **College / Service** | Service | **School / Section** | ... |
| **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 exhibition |

**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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|  | **Venue / Location** – injuries, ill health if venue is unsuitable or too small for activity or activities are poorly managed | Students, staff, exhibitors | * PJ Hall is used regularly for such events
* PJ Hall and facilities (eg toilets) maintained in good order and cleaned regularly
* Exhibit numbers is within capacity for PJ Hall
* Exhibits consist of pop up stands, handouts, IT use, free gifts
* Staff will monitor numbers of person(s) entering PJ Hall and regulate if needed
* Exhibits will be set up with a 2.5m gap (min) between rows and at the end of rows to enable safe access
* Doors and fire exits kept clear at all times
 | 1. Check PJ Hall and facilities (eg toilets) week before event and report faults to the Maintenance Helpdesk
2. Display signs to direct people to the event
3. Monitor walkways, doors, fire exits during event to ensure remain clear
4. Remind exhibitors of smoking area – covered walkway to Outer Quad
5. Check facilities again post event to ensure there are no ‘legacy’ risks created as a result of the event.
6. Report concerns identified to relevant Services as necessary eg Campus Service (CS) Helpdesk
 | Event Organiser“Staff at Event“““ |  |
|  | **Accessibility** – distress if access arrangements unsuitable and individual excluded | Students, staff, exhibitors | * Level entrance to PJ Hall
* Accessible parking directly outside building
* Accessible welfare facilities available on Powis Hall side of PJ Hall
* A platform / passenger lift available to other areas of Main Arts / New Arts if required
 | 1. If attendees with mobility issues require access to PJ Hall stage contact Maintenance Helpdesk and arrange for transportable lift to be set up and staff to be instructed in its use
2. If attendees with mobility issues are to visit other floors in Main Arts / New Arts provide instruction in Refuge Point system
 | Event OrganiserStaff at Event |  |
|  | **Traffic / Parking** – incidents due to pedestrian / vehicle interaction in car park, especially when exhibitors dropping off / collecting | Students, staff, exhibitors, visitors, other drivers | * Exhibitors instructed they can ‘drop off’ items at Main Arts Car Park between 8am – 9am
* Except for accessible parking, exhibitors advised that after ‘drop off’ they must then park in Bryn Afon Car Park
* Exhibitors issued with a temporary Conference Permit to display in their vehicles
* Staff will be on site to guide exhibitors
 | 1. Contact CS to arrange for Bryn Afon Car Park barrier to be raised
2. Contact CS to arrange for 6 parking bays to be coned off in the Main Arts Car Park for exhibitor drop off / pick up
 | Event Organiser“ |  |
|  | **Food** – people could become ill from eating / drinking contaminated food | Students, staff, exhibitors | * Exhibitors provided with refreshments arranged through University ‘Catering to You’
* Exhibitors asked to inform staff about special dietary needs so can be catered for
 | 1. If ‘declared’ check specific dietary needs catered for
 | Event Organiser |  |
|  | **Young People / Children** – lost child, unsupervised child placing self at risk | Children | * Children have not been invited to attend the attend and should not be attending
* Staff will advise anyone arriving with a child that they are responsible for the supervision of that child at all times whilst on site
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|  | **Manual Handling** – injuries when handling and moving objects during set up / take down. Damage could also occur to property | Students, staff, exhibitors | * University Facilities Team will be asked to set up trestle tables, chairs etc
* Exhibitors responsible for own arrangements for their own ‘brought in’ items
* Staff may have to carry out some local handling of tables and chairs
 | 1. Check trestle tables secure ie legs locked in place before placing items on them
2. Staff to not struggle to move chairs / tables and work in pairs if needed
3. Exhibitors to be advised to seek staff assistance if needing to move items
 | ExhibitorsStaff at Event“ |  |
|  | **Slips / Trips / Falls** – injuries from poor housekeeping eg blocked walkways, spills not cleared | Students, staff, exhibitors | ***See Venue / Location above**** Staff will check walkways / exits kept clear throughout event
* Electrical cables will be positioned to minimize risk of trip hazards
 | ***See Venue / Location above***1. Arrange paper towels / bin bags to clear rubbish and spills
2. Monitor during and post event eg spills, walkways and doors kept clear, cable management and take action as needed
 | Event OrganiserStaff at Event |  |
|  | **Electrical** – injuries or property damage if electrical items not fit for purpose or used incorrectly | Students, staff, exhibitors | ***See Slips / Trips / Falls above**** Only standard portable appliances used eg lap tops, projectors, phone chargers
* Fixed electrical systems inspected and maintained by a CS appointed contractor
* University supplied equipment (eg AV, IT) is PAT Tested at regular intervals
* Exhibitors instructed all ‘brought in’ portable electrical appliances to be PAT Tested
 | ***See Slips / Trips / Falls above*** |  |  |
|  | **Emergencies** – fire, first aid, delay in responding to an accident / incident due to unfamiliarity with procedures | Students, staff, exhibitors | ***See Venue / Location and Accessibility above**** Building fitted with fire detection and notification system inspected and maintained by a CS appointed contractor
* Fire call points throughout building
* Staff will aid evacuation if needed
* Event is on ground floor so use of Refuge Points (for those unable to evacuate via stairs) not envisaged
* Security Staff in adjacent building who are all First Aid and Defibrillator trained (ext 2795)
 | ***See Venue / Location and Accessibility above***1. Brief exhibitors, staff and students assisting at the event in the action to take if the fire alarm sounds, if they require first aid or have general concerns
2. If exhibitors arrive with helium balloons ask Security (ext 2795) to turn off the overhead beam detector in JP Hall which could be triggered if crossed by ‘floating’ objects
 | Staff at Event“ |  |
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