



































<b>Risk assessment name</b>	Public/Hospitality Events	<b>Assessment type</b>	 General
<b>Assessor name</b>	Tomas Sonoiki	<b>Affected site(s)</b>	Resource for London (Atlas Only) (N7 6PA)
<b>Assessment date</b>	21/11/23	<b>Review period</b>	Annually
<b>Approved by</b>	Tomas Sonoiki	<b>Review date</b>	21/11/24
<b>Approved date</b>	21/11/23	<b>Reference</b>	









## DESCRIPTION









This Risk Assessment is an example only and must be reviewed/amended to suit your own business practices and working environment.










Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Alcohol	All Staff, Members of the Public, Service user, Visitors  How? Risk of injury as activity could be impaired by the intake of alcohol	 <b>Controlled Alcohol Sales</b> Alcohol consumption is controlled at the event  <b>Visitor Supervision</b> Visitors are under supervision of staff who are aware of existing emergency procedures	1 x 1    Low









Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Crowd Numbers/Ease Of Evacuation</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Too many people on site could make evacuation difficult in the event of emergency.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>Access Into The Premises Is Controlled</b> Access into the premises is controlled so no unauthorised persons can enter.</p> </div> <div style="width: 50%;">  <p><b>Barriers In Place To Prevent Unauthorised Access</b> Barriers In Place To Prevent Unauthorised Access</p> </div> <div style="width: 50%;">  <p><b>Crowd/Fire Marshals In Place</b> The appointment of fire marshals and appropriate training given for crowd control</p> </div> <div style="width: 50%;">  <p><b>Emergency Plan/Procedures Are In Place</b> An emergency plan/procedure is in place which is communicated to employees who have been trained</p> </div> <div style="width: 50%;">  <p><b>Pedestrian Pathway Provided For Traffic Management</b> Pedestrian pathways are provided and used as part of the Traffic Management Plan</p> </div> <div style="width: 50%;">  <p><b>Segregated Vehicle &amp; Pedestrian Routes</b> Pedestrian and vehicle routes are marked and physically separated where possible</p> </div> <div style="width: 50%;">  <p><b>Site Warning &amp; Information Sign Displayed</b> Site safety rules are displayed in a prominent position warning of the control measures to be taken</p> </div> <div style="width: 50%;">  <p><b>Suitable &amp; Sufficient Lighting Provided</b> Suitable &amp; sufficient lighting provided for the workplace activities</p> </div> <div style="width: 50%;">  <p><b>Visitor Rules System Operated</b> Visitor Rules System Operated</p> </div> <div style="width: 50%;">  <p><b>Visitor Supervision</b> Visitors are under supervision of staff who are aware of existing emergency procedures</p> </div> <div style="width: 50%;">  <p><b>Young Person's Risk Assessment Carried Out</b> Young Person's RA is carried out c/w the company's induction &amp; information on their specific role.</p> </div> </div>	<p>1 x 8</p>  <p>8</p> <p>Low</p>














Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Electrical Services Electrical sockets used in all rooms. Extension cables provided in all rooms.</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of injury due to faulty equipment, contact with live electrical components or improper use.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Electrical Distribution Board Access Is Secure</b> Unauthorised access to the electrical distribution board is prevented</p>  <p><b>Electrical Fixed Mains Wiring Inspection Performed</b> Fixed mains wiring inspection carried out to the requirements of BS 7671</p> </div> <div style="width: 48%;">  <p><b>Electrical Equipment Visually Checked Before Use</b> Electrical equipment is visually examined for damage before use.</p>  <p><b>Emergency Electrical Supply Shut Off Fitted</b> The electrical supply has a safety shut-off switch located away from the appliance</p> </div> </div>	<p>1 x 4</p> <p style="font-size: 2em; color: green; text-align: center;">4</p> <p>Low</p>
 <p>Fire</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Emergency Plan/Procedures Are In Place</b> An emergency plan/procedure is in place which is communicated to employees who have been trained</p>  <p><b>External Waste Facilities Kept Secure</b> To reduce the risk of infection/contamination etc., the external waste facilities are kept secure</p>  <p><b>Fire Emergency Call Points Provided &amp; Maintained</b> Fire Emergency Call Points Provided &amp; Maintained</p>  <p><b>Fire Extinguishers Provided In Areas of High Risk</b> Fire extinguishers provided In areas of higher risk due to the work activity (e.g. welding booths).</p> </div> <div style="width: 48%;">  <p><b>Escape Routes Included In Fire Monitoring</b> Pro-active monitoring ensure that escape routes are not blocked or obstructed.</p>  <p><b>Fire Assembly Point</b> Place of safety in the event of a fire or another emergency situation</p>  <p><b>Fire Exits &amp; Fire Exit Signage/Lighting Maintained</b> Fire exits, signage &amp; lighting are maintained to show the way to the nearest safe final exit.</p>  <p><b>Fire Log Book In Place</b> Fire log book records alarm/emergency lighting testing c/w other fire provision monitoring &amp; testing</p> </div> </div>	<p>1 x 9</p> <p style="font-size: 2em; color: green; text-align: center;">9</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
		<p> <b>Fire Marshals In Place</b> The appointment of fire marshals and appropriate training given</p> <p> <b>Fire Training Carried Out at Induction Into The Premises</b> Fire training (including evacuation) carried out at Induction and refreshed periodically</p> <p> <b>Regular Fire Drills Undertaken</b> Regular Fire Drills Undertaken</p> <p> <b>Routine Checking of Emergency Lighting</b> Routine Checking of Emergency Lighting - Daily, Monthly &amp; Annual to BS 5266</p>	<p> <b>Fire Risk Assessment In Place</b> A fire risk assessment has been carried out denoting the fire hazards &amp; appropriate control measures</p> <p> <b>Good Housekeeping Observed During The Task</b> Good housekeeping standards observed &amp; maintained by operatives throughout the duration of the task</p> <p> <b>Regular Housekeeping Inspections Are Carried Out</b> Regular housekeeping inspections are carried out in the workplace.</p> <p> <b>Routine Fire Alarm Testing</b> Routine Fire Alarm Testing</p>	





Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
 <p>People Movement (Risk of Slips)</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause slips.</p>	<p> <b>All Staff Trained In Good Housekeeping Techniques</b> All staff are trained in good housekeeping techniques &amp; the standards expected in the workplace</p> <p> <b>Regular Housekeeping Inspections Are Carried Out</b> Regular housekeeping inspections are carried out in the workplace.</p> <p> <b>Suitable Spill Containment Provided</b> Suitable Spill Containment Provided via banded pallets whose capacity is 110% of that stored upon it</p>	<p> <b>Matting Provided To Minimise Rainwater Being Carried Into The Building</b> Absorbent matting is provided at the entrances to minimise water being carried into the building during use in inclement weather conditions</p> <p> <b>Spillages Cleaned Up Immediately</b> Spillages Cleaned Up Immediately</p> <p> <b>Warning &amp; Information Signage Displayed</b> Relevant warning &amp; information signage displayed relative to the work activity, hazard &amp; risks</p>	<p>1 x 4</p> <p> <b>4</b></p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement (Risk of Trips &amp; Falls)</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of injury due to a variety of access/egress hazards that can cause trips &amp; falls</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>All aisles and gangways kept clear</b> All aisles and gangways kept clear to avoid slips and trips</p> </div> <div style="width: 50%;">  <p><b>All Staff Trained In Good Housekeeping Techniques</b> All staff are trained in good housekeeping techniques &amp; the standards expected in the workplace</p> </div> <div style="width: 50%;">  <p><b>Manifestation Applied To Glass Panels</b> Manifestation applied to glass panels, doors, partitions etc in order to make the glass visible</p> </div> <div style="width: 50%;">  <p><b>Regular Housekeeping Inspections Are Carried Out</b> Regular housekeeping inspections are carried out in the workplace.</p> </div> <div style="width: 50%;">  <p><b>Suitable &amp; Sufficient Lighting Provided</b> Suitable &amp; sufficient lighting provided for the workplace activities</p> </div> <div style="width: 50%;">  <p><b>Suitable Handrails Provided/Installed</b> Suitable handrails provided for guidance &amp; support to reduce the risk of slips, trips &amp; falls</p> </div> <div style="width: 50%;">  <p><b>Trailing Wires/Cables Made Safe To Prevent Trips</b> Leads &amp; extension cables are routed and/or secured/taped to minimise trip risks</p> </div> </div>	<p>1 x 7</p>  <p>7</p> <p>Low</p>


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Premises (General Activity Within)	All Staff, Members of the Public, Service user, Visitors  How? Risk of injury/ill health whilst carrying out activity in the premises	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>Access Into The Premises Is Controlled</b> Access into the premises is controlled so no unauthorised persons can enter.</p> </div> <div style="width: 50%;">  <p><b>Additional Dynamic/Specialised Risk Assessment</b> An additional dynamic/specialised risk assessment completed to identify higher risk activities.</p> </div> <div style="width: 50%;">  <p><b>First Aid Needs Assessment Carried Out</b> Appropriate first aid facilities &amp; personnel provided as a result of a First Aid Needs Assessment.</p> </div> <div style="width: 50%;">  <p><b>Hire Agreements In Place</b> Hire agreements are in place setting out the responsibilities &amp; appropriate control measures to be carried out.</p> </div> <div style="width: 50%;">  <p><b>Work Equipment Inspected By A Competent Person</b> Only personnel with sufficient information, instruction and training can inspect the work equipment.</p> </div> </div>	1 x 4    Low

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Vehicle Movement (Car Park)</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of injury through slips/trips and coming into contact with vehicles moving around the area</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>Access Routes For Emergency Services Kept Clear</b> Access routes into the premises are kept clear c/w directional signage in order for emergency vehicles to attend</p> </div> <div style="width: 50%;">  <p><b>Floor Markings To Warn Pedestrians Of Vehicles</b> Floor markings provided to warn pedestrians of traffic as part of the traffic management plan</p> </div> <div style="width: 50%;">  <p><b>Good Drainage On Vehicle Routes</b> All vehicle routes have good drainage to reduce the risk of accidents inherent with poor drainage</p> </div> <div style="width: 50%;">  <p><b>Segregated Vehicle &amp; Pedestrian Routes</b> Pedestrian and vehicle routes are marked and physically separated where possible</p> </div> <div style="width: 50%;">  <p><b>Suitable &amp; Sufficient External Lighting Provided</b> Suitable &amp; sufficient external lighting provided for the workplace activities</p> </div> <div style="width: 50%;">  <p><b>Traffic Calming In Place</b> Traffic Calming In Place</p> </div> <div style="width: 50%;">  <p><b>Vehicle Park Has Suitably Marked Out Parking Bays</b> Vehicle Park Has Suitably Marked Out Parking Bays</p> </div> <div style="width: 50%;">  <p><b>Vehicle Speed Restrictions In Force</b> Enforced limits on speed applicable whilst on site.</p> </div> </div>	<p>1 x 5</p> <p style="font-size: 2em; color: green;">5</p> <p>Low</p>
 <p>Waste Disposal</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of environmental impacts due to the incorrect method of disposal of hazardous waste.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>External Waste Facilities Kept Secure</b> To reduce the risk of infection/contamination etc., the external waste facilities are kept secure</p> </div> <div style="width: 50%;">  <p><b>Regular Waste Collection &amp; Duty Of Care Notes Kept</b> Regular waste collections are made and the Duty Of Care Notes are kept for at least 2 years</p> </div> <div style="width: 50%;">  <p><b>Waste Bins Are Provided Within The Premises</b> Waste Bins Are Provided Within The Premises</p> </div> </div>	<p>1 x 1</p> <p style="font-size: 2em; color: green;">1</p> <p>Low</p>



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Water Systems &amp; Showers (Legionella)</p>	<p>All Staff, Members of the Public, Service user, Visitors</p> <p>How? Risk of injury/ill-health due to exposure to water borne bacteria (Legionella)</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Legionella Controls In Place</b> Temperatures controlled/monitored, TMV's &amp; tanks cleaned, dead legs removed, sampling taken etc.</p>  <p><b>Routine Maintenance Undertaken</b> Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> </div> <div style="width: 45%;">  <p><b>Legionella Risk Assessment In Place</b> A legionella risk assessment has been carried out denoting the hazards &amp; appropriate control measures</p> </div> </div>	<p>1 x 1</p> <p style="color: green; font-size: 2em; text-align: center;">1</p> <p>Low</p>

**Further control measures**

Supporting evidence
<div style="text-align: center;">  <p><a href="#">Floor Plan with Fire Exits.pdf</a></p> </div>

Assessor's signature: Tomas Sonoiki

Approved by signature: Tomas Sonoiki