

**HEALTH AND SAFETY -
RISK ASSESSMENT**

DATE of Assessment:	24 th January 2022	ASSESSMENT No	
Assessed by (Name):	Lee Hawes	DEPARTMENT name or code:	[name of Department/School]
NATURE OF ACTIVITY:	This risk assessment covers the Light up the Night event taking place on the 1 st February 2022. This event involves a group (approximately 300) walking a pre-planned route from Augustine House to the Verena Holmes building from approximately 17:00 to 19:00. A celebratory gathering with music, entertainment and drinks will be held outside the Verena Holmes building with an address given by the Vice-Chancellor.		DATE OF ACTIVITY: 1 st February 2022
LOCATION:	Canterbury Campus and pre-planned route through Canterbury (offsite)	NEXT REVIEW DATE:	Next Event
Approved by	Geoff Marsh, AD E&F.	APPROVAL DATE:	27.1.22

Hazard	Persons at Risk & Nature of harm	Current Control Measures	Risk Rating Severity x Likelihood	Additional Control Measures Required <i>(Further action required)</i>	Revised Risk Rating	Action by who	Action by when	Date action complete
Covid-19 Infection from inadvertent contact with an infected person or contaminated surface (all current strains)	Staff, students, contractors, visitors; (ill health, sickness absence, spread of infection to others)	To follow the University health and safety guidance and 'Covid-19 risk assessment', this includes: Asking that if colleagues/attendees have tested positive or are displaying symptoms of Covid-19 or feel unwell that they do not participate in the event and follow self-isolation advice. Expecting all colleagues to calculate their COVID age using the calculator followed by the Employee COVID-19 Questionnaire where required. The questionnaire is mandatory for colleagues who are pregnant or have a COVID age of 70+ but can be used by any member of staff who has concerns about working on campus.	3 x 2 = 6	No further action required- ensure control measures are adhered to.				

Risk rating Severity	Likelihood of Harm				
	1 Very unlikely	2 Unlikely	3 - 50 / 50 likelihood	4 - Likely	5 - Very likely / certainty
1 - Minor injury or illness	Low	Low	Low	Low	Medium
2- Moderate injury or illness	Low	Low	Medium	Medium	High
3- "3 day injury" or illness	Low	Medium	Medium	High	High
4- Major injury or illness	Low	Medium	High	High	High
5- Fatality	Medium	High	High	High	High

Risk rating	Action to follow
Low	No additional actions. Ensure controls in place are maintained.
Medium	Improve risk reduction measures within specified timescale.
High	Stop or restrict activity and make appropriate improvements immediately

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		<p>Following good hygiene measures that are in place, for example use of hand sanitiser which will be positioned around the Verena Holmes external congregation area.</p> <p>Using face coverings for all those at the event when inside University buildings, as well as their use being encouraged in crowded external areas. Exemptions include where an individual cannot wear a face covering for health, age or equality reasons.</p> <p>People are advised to remain socially distances when congregating externally or walking.</p> <p>Encourage all those taking part in the event to undertake a lateral flow test prior to arrival.</p> <p>Contact cleaning will be undertaken in Verena Holmes and Augustine House where persons will be permitted to use the ground floor toilets only. Housekeeping undertakes risk assessment for cleaning staff</p>						
Use of third party contractors - band/lighting/marquee	Staff, students, contractors, visitors (injury, ill health, property damage)	<p>All third party contractors and visitors must be managed through the University Control of Contractor or visitors procedures</p> <p>All contactors works must be undertaken to pre-agree risk assessment and safe systems of work</p> <p>Access permits must be issued for all contractors when onsite.</p>	2 x 2 = 4	No further action requires- ensure control measures are adhered to.				
Fire/Evacuation	Staff, students, contractors, visitors (Uncontrolled incident or emergency leading to increased risk to	<p>No naked flames or candles to be used by participants as part of the event; only battery or electric powered lights to be permitted.</p> <p>Briefing being given to all stewards and staff before the event to detail emergency arrangements incl. fire/evacuation/first aid/security threat etc. and to detail roles & responsibilities of personnel involved in the event (via Kate Chesterman).</p>	4 x 1 = 4					

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	people and premises)	<p>Fire safety procedure in place with trained security staff present during the event.</p> <p>Fire extinguishers in strategic locations in University buildings.</p> <p>All fire exit routes to be kept clear at all times.</p> <p>Security will be undertaking crowd control at the front of Augustine House and Verena Holmes to ensure pedestrian routes are maintained</p> <p>Emergency signage in place across the University Campus.</p> <p>In an emergency, safe evacuation will take precedence over any COVID measures in place which may affect efficient evacuation.</p>						
First Aid, Injury & Illness	Staff, students, contractors, visitors (Uncontrolled incident or emergency leading to increased risk to people and premises)	<p>Visible first aid instructions in all buildings.</p> <p>Security staff present at Augustine House, North Holmes Road and walking the route who are 3-day first aid trained.</p> <p>Attendees are to inform security of any incidents, so that First Aid can be administered, and incident log completed as appropriate. (First Aid emergency procedure in place)</p> <p>First Aid/safety instructions to be included in the briefing to all volunteers Contact emergency services if condition is severe and then inform security of location that emergency services are on their way</p> <p>Defibrillators and first aid boxes placed in Augustine House and Verena Holmes. University security and event stewards advised of locations of defibrillators on route.</p>	4 x 1 = 1	No further action requires- ensure control measures are adhered to.				

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		University security will use radios to summon and responded to first aid incidents.						
Slips/ Trips/ Falls	Staff, students, contractors, visitors (Slips/Trips/ Falls resulting in injury or ill health)	<p>Staff to ensure campus walkways, marquee and building entrances are clear of boxes, trip hazards etc before public arrive.</p> <p>Lighting contractor will run cables securely above head height wherever possible. Where cables are required to run at ground level these will be away from pedestrian routes and protected.</p> <p>The band will set up away from walkway and cables will be run securely at ground level.</p> <p>Persons attending the walk are advised to wear suitable closed shoes.</p> <p>Additional lighting is being installed on University campus route to assist attendees and provide suitable illumination.</p> <p>Marshalls/Security positioned along the campus external route who are provided with torches to assist in illuminating route.</p> <p>Signage used on University premises to clearly mark in cases of slippery surfaces on floor.</p> <p>Estates and Facilities notified of building fabric hazards.</p>	2 x 2 = 4	No further action requires- ensure control measures are adhered to.				
Vehicular/pedestrian movements	Staff, students, contractors, visitors (Contact with moving vehicle resulting in serious injury)	<p>Attendees are reminded to remain on public footpaths and cross roads at all designated and marshalled crossing points.</p> <p>Volunteers and security will be positioned along the route to assist people and remind people to remain on pedestrian pathways</p>	3 x 1 = 3	No further action requires- ensure control measures are adhered to.				

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		At road crossing points third party traffic controllers will be present to assist in the management of attendees across the road. All volunteers, security and third party contractors will be issued with hi-visibility vests and torches.						
Visitor Orientation	Staff, students, contractors, visitors (people becoming lost and accessing unauthorised areas)	Volunteers, security and third party on hand to direct attendees along route. Access points to Verena Holmes and Augustine House are manned to assist in the orientation of attendees. Fire/Evacuation/ First Aid info provided. Adequate signage on campus provided directing visitors. Route on campus is lit up to assist with wayfinding.	2 x 2 = 4	No further action requires- ensure control measures are adhered to.				
Children attending the event	Attendee's Children (risk of injury or becoming lost)	All under 16's to be accompanied by an adult. Children to remain the responsibility of their accompanying adult at all times. Lost Persons point to be Verena Holmes security office. Any lost child whilst on the walk must be reported to University security immediately.	2 x 1 = 2	No further action required – ensure control measure are adhered to				
Attendees with mobility conditions or other conditions which could impact their safety during event	Attendees with mobility conditions	The route has been considered for wheelchair users, anyone who may have a mobility condition or other condition. Alternative routes are available on campus for attendees with mobility conditions.	2 x 2 = 4	No further action required – ensure control measure are adhered to				
Assistance dogs attending the event	Visitors Staff Students Dog (dog failing, etc)	The assistance dog is the responsibility of its owner who must ensure that the assistance dog: i. is kept on a lead at all times when walking around the University campus; ii. uses the Spending Pens provided by the University and does not allow it to foul the University	2 x 1 = 2	No further action requires- ensure control measures are adhered to.				

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		<p>paths or grounds; iii. has its requirements in relation to toileting and feeding requirements met.</p> <p>Volunteers to advise owner on responsibilities and location of spending pens and water.</p> <p>If the assistance dog toilets outside of the recommended area, owner to inform volunteer who will inform housekeeping to arrange sanitising as soon as possible.</p>						
Manual Handling	Staff (injury, ill health)	<p>Any staff manual handling must have been trained in correct procedures by completing the relevant University course.</p> <p>Appropriate footwear must be worn when undertaking manual handling activities.</p> <p>Moves team to be utilised for set up and manual handling activities wherever possible</p>	2 x 2 = 4	No further action requires- ensure control measures are adhered to.				
Adverse weather	Staff, students, contractors, visitors (injury, ill health)	<p>In cases of severe weather warnings, such as snowstorms or very high winds the event would be cancelled.</p> <p>All pre-event comms will ask attendees to dress appropriately for the weather such as wearing appropriate shoes and warm clothing.</p> <p>All temporary structures (marquee) will be checked prior to the event to ensure they are secure</p> <p>The Estates and Facilities gritting procedure will be followed if weather conditions require it.</p>	2 x 2 = 4	No further action required – ensure control measure are adhered to				
Violence/abuse	Staff, students, contractors, visitors (injury, stress)	<p>Security and volunteers will be present throughout the walk to assist attendees if required.</p> <p>No person attending the walk will be alone, the walk will commence as one large group.</p> <p>Security should be informed of any incidents, so they can take appropriate action.</p>	3 x 1 = 3	No further action required – ensure control measure are adhered to				

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		Staff and volunteers are provided with contact numbers for security in case of emergency Manned CCTV in operation across North Holmes Road						
Car Parking	Staff, students, contractors, visitors (overcrowding of car parks)	Car parking is not permitted onsite for attendees other than those that have been prearranged. Staff carparking rules to remain in force to prevent overcrowding and traffic flow problems.	2 x 1 = 2	No further action required – ensure control measure are adhered to				
Catering Facilities	Staff, students, contractors, visitors (food positioning, burns and scalds)	University catering only, to provide hot drinks from marquee positioned outside Verena Holmes. Catering specific risk assessment in place for events to deal with catering specific risks	2 x 2 = 4	No further action required – ensure control measure are adhered to				
Electricity	Staff, students, contractors, visitors Potential for injury (e.g. electric shock, burns) Potential for damage to property (e.g., Fire / damage to other equipment)	Any plugs, adaptors, gangers and electrical equipment to be visually checked and PAT where appropriate. University on-call electrician to be available throughout the event. All mains electrical supplies form part of a test and inspection regime. All cables to be taped or shielded to prevent trip hazards. No sockets or circuits should be overloaded at any time. All electrical equipment should be used as per manufacturer's instructions and should not be adapted in any way. Faculty electrical equipment to be quarantined.	2 x 2 = 4	No further action required – ensure control measure are adhered to				

All members of staff and where relevant students affected by this risk assessment are to sign and date to confirm they have read and understood it and will abide by it.

NAME	SIGNATURE	DATE