

RISK ASSESSMENT for Shared Planet at the University of Manchester 20 - 22 November 2009

Date: 16/10/08

Name of Assessor: Lucy Horton

Assessor's Signature:

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
Accommodation in Sugden Sports Centre.	Fire or other emergency requiring evacuation of the venue.	Risk of injury if persons panic in case of emergency and do not evacuate the building correctly	M	<ul style="list-style-type: none"> ▪ A member of Sugden Sports centre staff will be on duty, in the centre, all night and will patrol the venue ensuring that health and safety requirements are being upheld. ▪ Each hall/room will have a member of staff on call all night who has been trained in the venue evacuation procedure. ▪ Sleeping areas will be clearly marked on the floor so that evacuation routes are kept clear. Stewards will patrol each room to ensure that people sleep in the correct areas. ▪ Should the venue need to be evacuated, this will be coordinated by the Sugden Sports 	L	

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	<p>Smoking</p> <p>Illicit drug taking</p> <p>Underage Alcohol consumption</p> <p>Sexual relationships</p>	<p>Ill health, fire hazard</p> <p>Varying effects from abusive to passive behaviour, sickness, irrationality, coma, death</p> <ul style="list-style-type: none"> ▪ Sickness/nausea, headaches, abusive or violent behaviour, alcohol poisoning. ▪ Venue licence and P&P's good reputation brought into question. ▪ Accusations of abuse /rape ▪ Unwanted 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Centre staff along with the People & Planet duty stewards.</p> <ul style="list-style-type: none"> ▪ It is illegal to smoke anywhere inside. This message will be displayed clearly with signs outlining the venue ground rules. ▪ Anyone seen smoking inside the venue should be asked to go outside. ▪ The use of illegal drugs is strictly prohibited at People & Planet events as displayed on venue groundrules. ▪ Vigilance by staff is required and those discovered taking illegal drugs should be challenged and possibly take no further part in Shared Planet. ▪ If necessary, University of Manchester campus security are on call to assist. ▪ Those under the age of 18 will be given different coloured wristbands on registration, and they will not be served alcohol in the sports centre bar. ▪ People & Planet staff and those accompanying groups of under 18 years olds will be asked to look out for those with purple wristbands, and if they are seen drinking to challenge them and ensure that they stop. ▪ Alcohol will not be allowed in the sleeping rooms. This will be upheld by the People & Planet staff on duty. ▪ Sixth form and college student accommodation will be in a separate room meaning that the majority of U18 students 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	

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	<p>Overnight illness or medical emergency</p> <p>Non Shared Planet delegates inside the sleeping venues</p>	<p>pregnancies</p> <ul style="list-style-type: none"> ▪ Sexually Transmitted Diseases (STDs) ▪ Those under the age of 18 are particularly vulnerable to this risk. <p>Deterioration of health</p> <p>Risk of theft, assault, abduction, criminal damage to property</p>	<p>M</p> <p>M</p>	<p>will be separate from over 18s.</p> <ul style="list-style-type: none"> ▪ Female only accommodation will be available for those who want it. ▪ There will be clear signs that the accommodation is for sleeping only. ▪ Those wishing to socialise will be encouraged to do so outside of the sleeping areas. ▪ Staff will monitor the sleeping areas and challenge any suspicious behaviour. ▪ Staff will be 'on call' overnight to co-ordinate in emergency situations ▪ Two of People & Planet staff are trained as appointed first aiders, ▪ The on duty Sugden Sports centre staff are trained first aiders. ▪ People & Planet staff, and Sugden Sports Centre staff will be on the main door of the sports centre all night to check that only conference delegates (identified by wristbands obtained at registration) are entering the building after 9:30pm when the accommodation opens. ▪ Non-conference delegates will be politely asked to leave the building at 9pm once the centre is the under sole use of People & Planet. ▪ Tickets will be issued to those who have paid for accommodation and checked on the door of each sleeping room. ▪ Manchester University Campus and Sugden sports centre security are available all weekend and can be at the venue in 	<p>L</p> <p>L</p>	

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Party at North Campus (Barnes Wallis building)	Excessive alcohol consumption	Varying effects from abusive to passive behaviour, sickness, irrationality, coma, death	M	<p>minutes should any problems arise.</p> <ul style="list-style-type: none"> ▪ Should emergency services be required, contacting campus security or the sport centre reception is the quickest way to get their assistance. 	L	
	Illicit drug taking	Varying effects from abusive to passive behaviour, sickness, irrationality, coma, death	L	<ul style="list-style-type: none"> ▪ Staff should be on the look out for delegates who appear to have had too much to drink and encourage them to stop. ▪ If staff are concerned about the health or safety of a delegate at the party then they should speak to the professional security in the venue who can deal with the problem accordingly. ▪ Professional bar staff and the venue manager will be at the party who will also monitor this situation. 	L	
	Smoking	Ill health, fire hazard	M	<ul style="list-style-type: none"> ▪ The use of illegal drugs is strictly prohibited at People & Planet events. ▪ Vigilance by staff is required and those discovered taking illegal drugs should be challenged and possibly take no further part in Shared Planet. ▪ The security staff in the venue can assist if needed. 	L	
	Underage drinking	<ul style="list-style-type: none"> ▪ Varying effects from abusive to passive behaviour, sickness, 	H	<ul style="list-style-type: none"> ▪ It is illegal to smoke anywhere inside. ▪ Anyone seen smoking inside the venue should be asked to go outside. ▪ All U18s will have a conference wristband so that bar staff know not to serve them alcohol. ▪ Signs on the door of the venue will inform over 18 year olds that they must not 	L	

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Workshops, seminars and other sessions taking place at the Scan Conference Centre	Travel to and from the party.	irrationality, coma, death <ul style="list-style-type: none"> ▪ It is illegal therefore there is a risk of arrest and the venue's licence could be lost. ▪ People & Planet's reputation with the venue could be brought into question. ▪ Risk of crossing busy roads, and travelling back to The Sugden sports centre after dark. ▪ Risk of theft, assault, abduction. 	M	<ul style="list-style-type: none"> ▪ purchase alcohol for under 18 year olds. ▪ Extra security staff have been employed to patrol the venue to check that under 18s aren't drinking. 	L	
	Fire or other emergency requiring evacuation of the venue.	Persons panic in case of emergency and do not evacuate the building correctly	L	<ul style="list-style-type: none"> ▪ All delegates should be strongly encouraged to travel in groups and use crossings to get across roads. ▪ Delegates will be strongly encouraged to travel back to the accommodation by taxi or bus IN A GROUP. ▪ Clear maps and directions will be given to students in the event guide. 	L	
				<ul style="list-style-type: none"> ▪ Fire/emergency procedures printed in the conference guide given to all delegates. ▪ All conference delegates are told about fire/emergency procedures at the start of the conference. ▪ All staff and stewards will be made aware of fire/emergency procedures prior to the event. 		