**MIB Risk Assessment Form**



| **Date:**  **10/06/16** | **Assessed by:**  **Louise Barnes** | **Validated by:**  **Tanya Aspinall** | **Location:**  **MIB atrium** |  | **Review date:**  **Before each event** |
| --- | --- | --- | --- | --- | --- |
| **Task / premises:**  Social event to be held in the MIB atrium – includes food/alcohol  Please complete event details:  **Date and name of event**:  **Named event organiser/responsible person(s)**:  **Who will be attending** (delete as appropriate)?   * MIB staff/students only (internal event) * University staff/students only * University staff/students and members of the public (this includes conference attendees from other universities, etc) * Young people (over 12 and under 18 years of age)   If the event is held out of normal working hours (ie. After 5pm), the event organiser/responsible person(s) must be in attendance and is responsible for calling Security (69966) in the event of an emergency (fire, first aid, etc). | | | | | |

| **Activity** | **Hazard** | **Who might be harmed and how** | **Existing measures to control risk** | **Risk rating** | **Result** |
| --- | --- | --- | --- | --- | --- |
| MIB social event | Fire | All attendees | During normal working hours, MIB Evacuation Marshalls will be on duty, and will respond as normal. Evacuation Marshalls attending the event should assist with evacuation of the atrium and lead attendees to the fire assembly point (George Begg concourse).  Outside of normal working hours (ie. After 5pm) the event organiser / responsible person(s) is responsible for raising the alarm, ensuring attendees evacuate the building, and for calling Security (69966) /emergency services. | Low | A |
| Young persons attending the event | Injuries, contamination from hazardous substances | Young person | The event organiser / responsible person(s) is responsible for the safety and well-being of all young persons in attendance. They must ensure that the young person remains within the atrium area at all times.  They must ensure that the young person does not consume alcohol. | Low | A |
| Control of crowd | Incidental injuries, e.g. slips trips, fall. controlled use of fire exits | All attendees | First aid is available by contacting a MIB Reception or directly contacting a first aider named on the first aid signs.  All escape routes and fire exits from the atrium to be checked the day of the event to check there are no obstructions to Fire Exits.  Outside of normal working hours (ie. After 5pm) the event organiser / responsible person(s) is responsible for raising the alarm, and for calling Security (69966) /emergency services to deal with a first aid emergency. | Low | A |
| Storage of chilled drinks in ice | Slips from spilled ice/water | All attendees | Have suitable leak-proof sturdy containers for ice to hold drinks | Low | A |
| Broken Glass | Cuts from broken glass | FLS Staff  Taste Manchester’ Staff | Have suitable bin available to collect any broken glass;  First aid is available by contacting a MIB Reception or directly contacting a first aider named on the first aid signs.  Outside of normal working hours (ie. After 5pm) the event organiser / responsible person(s) is responsible for raising the alarm, and for calling Security (69966) /emergency services to deal with a first aid emergency. | Low | A |

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| **Authorisation by event organiser/responsible person(s)**  **I confirm that I have considered the event and the associated hazards. I am satisfied that all of the hazards have been identified and that the control measures to be followed will reduce the risks to as low as is reasonably practicable.** |
| **Print name: Signed:**  **Date:** |

**Validated by: Tanya Aspinall**

**Signature:**

**Date: 10/06/16**