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Appendix:
Risk Assessment Template

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Method Statement Form

In the space below please give a FULL description of the activities that will take place throughout the day/s. This must include full details from set up, event day/s and de-rig.

Arrival & Set Up

How will you transport items to your space?

Please list ALL items/materials and equipment being brought into the space and used for the event.

What methods do you have for rigging this equipment especially if working at height?

How many people from your team will be on site during set up? Please provide their names and mobile numbers where possible.

Have you checked with the University about the availability of a suitable electrical power supply?

During the Event

What activities will take place in the space?

De-Rig

How will you remove your items from the space? (e.g. a team of two people will carry light items by hand from the exhibition space to our vehicle. Heavier items will be transported using a trolley that we will bring ourselves ....etc)

Return to: Conferencing and Events by email or fax
Please insert additional pages if required

E: conferences@hope.ac.uk
F: 0151 291 3782

Risk Assessment

This form is designed to indicate hazards that may injure any person working at or visiting Liverpool Hope University.

Please take time to think of any/all risks, big or small and identify them on your assessment, alongside any preventative measures you can put in place.

Please address the following points when completing your Risk Assessment form:

- Identify Hazards - Give details of anything that has the potential to cause harm e.g. electrics, heavy loads
- Risk - Explain the likelihood of the hazard causing actual harm and the severity of hazard andidentify who is at risk
- Control Measure - Items or actions to remove the hazard or reduce the risk

Example of a complete Risk assessment:

What are the Hazards?	Who might be harmed?	What harm could be done?	What are the existing measures?
Lifting heavy loads	Person lifting	Straining muscles	All staff have received Health and Safety training to ensure they lift safely
Trips from trailing cables/ wire	All persons using the area	Cuts, bruising, fractures	All wires/cables will be kept safely away from areas to be walked through and will be taped down
Using scissors/ knives	Staff member	Cuts, stabbing injuries	Scissors will always be kept in a safe place and handled appropriately

Points to consider in the Risk Assessment:

Electricity	Declare own electrical items to the venue and what they are. Please note all electrical appliances being used must display evidence of PAT testing.
Manual Handling	Large items are not to be transported up stairs, use lifts where possible
Working at a height	Ensure any equipment being used to reach a particular height is placed in a safe position
Working other appliances other than our AV equipment	Scissors, knives
Sharp Objects	
Working Machinery of any kind Working machinery of any kind even if static	
Heat source of any kind including candles, cookery demonstrations, naked flam or gel burners	
Display of anything containing liquid fuel or flammable and explosive substances	

Conference/Event Name ..... **Date of Conference/Event:** .....

What are the Hazards?	Who might be harmed?	What harm could be done?	What are the existing control measures?

To the best of my knowledge the information provided is correct. The controls in place will reduce the risk to an acceptable degree.

PLEASE NOTE: This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment. Please notify Conferencing and Events if this is required.

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