# University of Cambridge Science Festival – Monday 10 March – Sunday 23 March

RISK ASSESSMENT for talks at New Museums Site, Downing Site, University Centre, The Pitt Building, Mill Lane Lecture Rooms, Cambridge Corn Exchange, St Columba's Hall, Cambridge Union and Cambridge Guildhall, West Cambridge Site, Centre for Mathematical Sciences, Institute of Astronomy, The Clinical School, Addenbrookes Treatment Centre, Deakin Centre.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Cambridge Science Festival</th>
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<tbody>
<tr>
<td>Activity description</td>
<td>Talks</td>
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<tr>
<td>Who will be exposed to the hazard</td>
<td>Cambridge Science Festival staff, speakers, volunteers and members of the public.</td>
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These risk identification documents consider any hazards specific to the activity greater than every day hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments.

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<tr>
<th>Hazard</th>
<th>Control measures</th>
<th>Rating after control measured applied</th>
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| Overcrowding | • Inform custodians of the event well in advance – to include date, time and expected numbers  
• Ensure room capacities are not exceeded  
  Pre-booked events: check tickets against booking form at door  
  Non-ticketed events: use clickers to ensure room capacities are not exceeded.  
  Operate a first come, first served policy  
• Use pedestrian control barriers as required to manage queues  
• Provide adequate stewards for the number of people expected | Low |

| Accidents | For serious accidents, contact the Emergency Services immediately giving the exact location of the event  
• Red Cross staff will be present on Science on Saturday and Sunday events. Provide all coordinators, volunteers and Cambridge Science Festival staff with the Red Cross contact telephone number before the start of the event  
• Ensure a designated first aider is present at all events  
• All accidents should be reported to the Health & Safety Office on the University's Accident Dangerous Occurrence and Incident Report Form, available on [http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/index.html](http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/index.html) | Low |

| Fire | For serious incidents, contact the Emergency Services immediately giving the exact location of the event  
• Ensure all fire exits are kept clear  
• Make all event stewards aware of emergency evacuation procedures and congregation points  
• Contact the University's Fire Safety Team as required: Tel 37818 | Low |
| **Electrical equipment** | • Ensure electrical equipment is PAT tested and has an in-date test sticker  
• Conduct a visual inspection before using any electrical equipment  
• Use RCD’s on all portable electrical equipment taken into external venues  
• For any electrical safety issues contact the Health & Safety Office: Ext. 33301 | Low |
| VIP Guests | • Assess the suitability of the venue and conduct a full risk assessment  
• Notify the University Advisor if VIP Guests are attending Tel 32839 | Low |
| **Housekeeping** | • Before event, conduct a visual check to ensure trailing cables are tidied away or securely attached to the floor using cable covers to prevent trip hazards  
• Conduct regular checks to ensure corridors and stairways are free from clutter and trip hazards  
• Ensure lighting is adequate and lighting on staircases and in toilets is left on all  
• Clean up spills immediately to prevent slip hazards  
• Check toilets on a regular basis to ensure hygiene standards are maintained, contact domestic staff if cleaning required or The Safety Office if hazardous materials are found | Low |
| **Manual Handling** | • Provide adequate stewards so that each event can be set up safely  
• Provide handling aids such as a simple trolley or sack barrow | Low |
| **Child Protection (including vulnerable adults)** | • It is essential that events organisers understand the needs of vulnerable groups and that children and vulnerable adults are accompanied by a responsible adult, teacher, parent, guardian or carer  
• Ensure volunteers/staff/students are never left alone with a child or vulnerable adult  
• Ensure all volunteers read the full Science Festival risk assessment which gives more details of working with vulnerable groups  
• If staff and students come into regular contact with children, contact HR Division for child protection training and DBS clearance | Low |

| Name of assessor: | Lucinda Spokes | Signature: | Lucinda Spokes  
ls620 | Date: | 21/02/13  
21/02/14 | Supervisor: | Dane Comerford  
dwc34 | Signature: | Dane Comerford | Date: | 05/03/13 |