

Document Control

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Job Title:	BLOC Venue Manager	Version No:	1.2	Last Amended:	01/10/2024	
TOP ROW: Severity of hazard	1 (Negligible) Very minor injury requiring local First Aid on-site with individual able to return to work/activity immediately (e.g. small cut/abrasion). Incident requires minimal interruption to event and no financial loss/damage.	2 (Minor) Injury sustained which requires treatment by first aider and causes inability to continue with work/activity for less than 3 days. Some disruption to the event experienced with minor financial loss/damage.	3 (Serious) Injury sustained which requires medical treatment and inability to continue with work/activity for more than 7 days (RIDDOR). Event severely disrupted with moderate financial loss and some reputational damage.	4 (Major) Permanent or life changing injuries sustained. Damage to property or equipment requires cancellation of event with severe financial loss and major reputational damage.	5 (Extremely Serious) Single or multiple fatalities. Closure of business required to facilitate recovery with associated financial loss and potentially irrecoverable damage to reputation of institution.	
SIDE COLUMN: Likelihood of hazard occurring						
5 (Very Likely)	5	10	15	20	25	
4 (Fairly Likely)	4	8	12	16	20	
3 (Likely)	3	6	9	12	15	
2 (Unlikely)	2	4	6	8	10	
1 (Very Unlikely)	1	2	3	4	5	

RISK = LIKELIHOOD x SEVERITY

The following criteria have been used to rate risk and plan corrective action:

Risk Level	Risk Category	Tolerability	Comments
1-4	Very Low	Acceptable – Monitor	No further action necessary – ensure any existing controls are maintained.
5-9	Low	Acceptable – Some Controls Required	Control measures which can be implemented at a low cost (in terms of time, money and effort) should be implemented in order to reduce risk to 'very low'. Consultation only required with those immediately affected by any control measures.
10-14	Moderate	Tolerable – Substantial Controls Required	Substantial efforts should be made to reduce the risk urgently and within a defined time period. Consideration should be made to suspend or restrict the activity, or to apply interim control measures until a permanent solution is found. Resources will need to be allocated to facilitate any additional control measures and all stakeholders consulted before further action is taken.
15 and above	High	Not acceptable – Do not proceed	Fundamental changes or improvements to infrastructure or processes are necessary and the activity cannot be allowed unless these take place and risk category is lowered.

Section One: BLOC

AREA OR ACTIVITY:		BLOC (Foyer, Cinema, Gallery, Black Box, Production Suite) BLOC hosts regular internal and external events, which may include film screenings, exhibitions, workshops, rehearsals, launches, recordings or other generic uses of space. A member of BLOC team will be present for all weekday, daytime events. BLOC staffing for evening and weekend events will be assessed on a case-by-case basis.				
No.	Description of hazard	Who is affected?	Uncontrolled Risk Rating	Control Measures	Residual Risk Rating	Further Actions Required
1.	SLIPS, TRIPS AND FALLS Slips, trips and falls within or in the areas immediately surrounding the gowning/photography areas.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public.	3 x 2 = 6	1.1. Furniture and equipment arranged so that cables do not trail across the floor. If unavoidable, cable covers to be used. 1.2. E&C team to inspect set-up of equipment when contractors are set-up prior to its opening to the public, to check for potential safety hazards. 1.3. All accessible entrances/exits to the venue checked and confirmed as clear and checked regularly. 1.4. All stairwells to be fitted with handrails and all carpets to be fixed securely. 1.5. Front-of-house areas to be adequately lit at all times, particularly on stairwells. 1.6. Cinema stairs to be kept clear of bags and other objects at all times. 1.7. 'Wet floor' signs to be deployed to show where any slippery area of floor is hazardous	1 x 2 = 2	
2.	FIRE & EMERGENCY Fire or other emergency in The Graduate Centre requiring an evacuation. Attendees may suffer serious, possibly fatal, injuries from smoke inhalation and burns. Inadequate provision for safe evacuation may result in panic and injuries associated with crushing.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public.	2 x 5 = 10	2.1. Buildings are fitted with fire detection equipment and a fire alarm system which is tested weekly and maintained. 2.2. Smoking is strictly prohibited on the premises. 2.3. Appropriate firefighting equipment is located throughout the premises and is subject to annual maintenance checks. 2.4. Automatic emergency lighting is fitted throughout the premises and is subject to regular maintenance and testing regime by QMUL. 2.5. Appropriate emergency exit signage is displayed throughout the premises and shall not be obscured by any temporary coverings.	1 x 4 = 4	

				2.6. Number of attendees plus contractor staff must not exceed venue capacity. 2.7. QMUL to make all contractor supervisory staff aware of emergency evacuation procedures and assembly points for communication to their teams. 2.8. Suitable number of fire exits to be kept clear of equipment/furniture at all times. 2.9. Venue to be inspected on a daily basis by the BLOC Team to ensure control measures are in place and monitored as appropriate.		
3.	ACCIDENT AND INCIDENT REPORTING Accidents, incidents or near-misses not reported to Venue Management which prevents investigation, review and remedial actions from being taken and therefore reoccurrence of accident, incident or near-miss is more likely.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public		3.1. QMUL Health and Safety Policy includes requirement for all accidents, incidents and near-misses to be reported to QMUL Security immediately. 3.2. QMUL Security will carry out statutory accident reporting as required. 3.3. Accidents, incidents and near-misses will be investigated thoroughly by relevant personnel from QMUL, visiting company and sub-contractors and appropriate records maintained. 3.4. Findings of any investigation and recommendations/remedial actions to be shared with all relevant persons		
4.	PROVISION OF FIRST AID Trained first-aiders and essential equipment not readily available preventing immediate treatment of any injury, potentially resulting in a deterioration of the patient	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public		4.1. Trained first-aiders are always available on QMUL premises during normal working hours and can be alerted by calling QMUL Security Control on ext. 3333.		
5	CHEMICALS AND SUBSTANCES Hazardous substances not stored correctly or used in accordance with published guidance with appropriate PPE used. Risk of burns, injury, or death depending on nature of chemical/substance.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	3 x 3 = 9	5.1. Any chemicals and substances used on site are COSHH assessed. 5.2. Suitable secure storage facilities used to store hazardous chemicals. 5.3. Appropriate PPE to be provided to users. 5.4. QMUL Event Safety Policy for Visiting Companies requires that any hazardous substances are declared before being brought onto the premises to ensure	1 x 3 = 3	

6	CHILDREN AND YOUNG PEOPLE QMUL breaches statutory duties under the Health & Safety (Young Persons) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999.	Children, Young Persons, QMUL Staff, QMUL Employees; QMUL Students; Members of the public	3 x 3 = 9	risk management control measures can be implemented. 6.1 Supervision of children or young persons to be arranged by adult guests to the ratio of 1 responsible adult per 10 children/young persons, with additional requirement for each room used by children/young persons to have dedicated supervision regardless of number. 6.2. All staff will be briefed to be vigilant and ensure that all children are accompanied by an adult. 6.3.	1 x 3 = 3	
7	ELECTRICAL SAFETY Risk of electrocution or fire from improper use of electrical installations or the connection of unsafe electrical equipment.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	3 x 4 = 12	7.1. Temporary and mains supplies to be RCD protected 7.2. Connection of equipment to stage temporary power supplies will be undertaken by a competent person with consent from the Venue Management and Estates and Facilities 7.3. All portable electrical equipment to have undergone a system of regular formal inspection (and where necessary test). Where equipment belongs to external contractors, evidence of PAT should be confirmed with them prior to attending the venue. 7.4. A visual inspection of equipment/cables for obvious damage should be made before use by the person responsible for the equipment. 7.5. QMUL to supply CO2 firefighting equipment to areas where electrical equipment is being used. 7.6. All external electrical equipment will be waterproof and will have waterproof connections.	1 x 3 = 3	All contractors to provide evidence that portable electrical devices have undergone PAT test within the previous 12 months.
8	GENERAL PUBLIC SAFETY Premises not being in a safe and orderly condition when the public are admitted, increasing the risk of accident and/or injury due to a lack of good housekeeping or other non-compliance with health and safety instructions or site rules.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	3 x 3 = 9	8.1. BLOC Venue Manager is required to complete a pre-event checklist within the venue prior to admittance of any public audience, which ensures all public areas are inspected and confirmed as being in a safe condition. 8.2 Visual checks of BLOC will take place each day by the Venue Manager.	1 x 3 = 3	

9	PLANT AND MACHINERY Plant and machinery contains moving parts which can cause crushing and other serious injury to the body if not used correctly.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	2 x 4 = 8	8.3. The Venue Manager is responsible for defining, monitoring and reviewing health and safety standards. 8.4. Any decision made by the Venue Manager is final and event control and any contractors employed by them are required to follow instructions.		
10	SECURITY Inadequate security presence or improper security procedures results controlled articles/substances being brought into the premises or an inability for instances of disorder to be controlled. Increased risk of injury caused by intoxication or violence.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	3 x 3 = 9	9.1. Plant and machinery is maintained in a safe condition by QMUL and authorisation to access or operate will only be issued to competent persons (evidence will be requested by Venue Management). 9.2. Stage machinery shall only be operated by trained and competent persons and published operating procedures shall be followed at all time. 9.3. Any temporary plant/machinery left in public or accessible areas must be protected against unauthorised use. 10.1. Venue Management shall assess the nature of the event/show and audience profile in advance of the event, and require an appropriate security presence on the premises following that assessment. 10.2. Internal (staff & student) events which take place during the day on weekdays (9am-6pm) will not require extra portering or security – however, a list of attendees should be provided to the Venue Manager in advance of the event. Out-of-hours events will require a porter or security as appropriate. 10.3. External (public) events which take place at any time of day will usually require a porter. A list of attendees must be submitted to security, as well as to the Venue Manager, in advance of the event. 10.4. BLOC Front Door will be pass-only at all times where a porter is not present. 10.4. Any security supplier appointed by QMUL shall be an SIA approved contractor for the activity of security guarding and door supervision. 10.5. Security supplier appointed by QMUL shall possess ISO 9001:2008 accreditation for the provision of guarding services, event management		

11	RIGGING OF TECHNICAL EQUIPMENT Rigging and operation of temporary production equipment on the premises, including equipment rigged from front-of-house truss and stage counterweight bars. Risk of falling objects or structural collapse which could cause injury or fatality to audience, performers and others.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	2 x 5 = 10	and door supervision services incorporating the requirements of BS7499, BS7858, BS7960 and BS8406. 10.6. Security supplier appointed by QMUL shall possess public liability insurance with an indemnity of £5million. 10.7. Any additional security suppliers provided to operate on QMUL premises must be approved in advance by QMUL, and must possess the requirements/accreditations outlined in 10.2-10.4 above. 10.8. Event security plan shall include adequate stewarding in locations to control ingress/egress in order to prevent non-ticket holders or unauthorised persons from accessing the premises. 10.9. QMUL may authorise the security supplier to carry out searches of bags and personal body searches on patrons and visitors. 10.10. QMUL operates a CCTV system in front-of-house areas of the premises, as well as an exterior campus network of CCTV cameras. 11.1. Arrangements for supply, installation and dismantling of temporary production equipment will only be made through the Technical Manager, who will ensure competent persons are used and equipment/services meet required safety standards. 11.2. Venue Management will be provided with detailed risk assessments and method statements from any persons or contractor proposing to temporarily install additional production equipment in the venue in advance of the activity. 11.3. Published safe systems of work as detailed in the Event Safety Policy for Visiting Companies to be followed at all times.		
12	WELFARE FACILITIES Inadequate facilities for the number of persons on the premises presents a hazard to health or could cause overcrowding.	QMUL Employees; QMUL Students; Staff employed by contractors;	3 x 3 = 9	12.1. Adequate number of toilets to be in operation for the number of audience members, artists, staff and contractors on the premises. 12.2. Potable drinking water to be available from the Foyer Bar free-of-charge.		

	Non-availability of drinking water can result in dehydration of persons.	Members of the public		12.3. In cases on hot weather, additional portable drinking water to be provided inside the Great Hall and in the Foyer space for staff and guests 12.4. Baby changing facilities available on QMUL premises are available inside the disabled toilet located on the ground floor of the PP foyer. 12.5 Domestic Services Attendant to be on duty on the premises when operated in show conditions to ensure facilities are maintained and unsanitary instances are rectified.		
13	TEMPORARY STAGING/RISERS Improper construction of staging/risers could result in collapse or fall from height, causing serious injury or death	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	2 x 5 = 10	13.1. All stage systems must be of professional design and built specifically for purpose, with certified load ratings. 13.2. All stage systems must be constructed by competent personnel and signed-off as safe to use by responsible person. 13.3. Handrails must be fitted to any temporary stage structure where there is a risk of persons falling from height. 13.4. Unprotected edges of any temporary stage structure must be marked with high-visibility tape when appropriate.		
14	NOISE Amplified music equipment produces sound pressure levels which may cause damage to hearing.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	2 x 3 = 6	14.1. Unnecessary noise levels minimised where possible. 14.2. Hearing protection available from Venue Management		
15	DRUNKENESS/VIOLENCE Public disorder or abuse which may be caused by excessive consumption of alcohol, resulting in injury to the person intoxicated or others.	QMUL Employees; QMUL Students; Staff employed by contractors; Members of the public	3 x 3 = 9	15.1. Sale of alcohol is controlled by licence issued by LBTH with supply on the premises only to be undertaken by QMUL under the supervision of the Designated Premises Supervisor. 15.2 No alcohol will be on sale inside the cinema or other spaces. 15.3. SIA Security Staff, venue Stewards and QMUL Security staff to monitor behaviour of patrons and are authorised to remove persons from the premises who pose a risk to themselves or other patrons. 15.3. QMUL retains right of refusal of admission to the premises.		

				15.5. No intoxicating liquor to be brought onto the premises by patron		
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