Teesside University

Risk Assessment Record

**As required by the Health and Safety at Work Regulations 1999**

**Title of Risk Assessment: Events at MIMA**

**School: SACI/MIMA**

**Description:** MIMA events (such as exhibition launches, conferences, socials, artist talks, workshops).

**Date: 13/7/22**

**Author:** Jade Whittaker

**Peer Review:** Gavin Jasinek-Smith

**Who is at Risk? Staff, visitors/publics, guests, students, visiting artists/performers.**

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| HAZARD | **RISK** | CONTROL MEASURES |  |
| **Identified Hazards** | **Probability.****VL.L. M. H.** | **X** | **Hazard Effect****L. M. H.** | **=** | **Risk Rating****T. L. M. H. I.** | **Actions Taken to Reduce Risk** | **Residual Risk****T. L. M. H. I.** |
| **Anti-social behaviour**  | M |  | L |  | L | Additional event security staff to be put in place at MIMA entrance when required.Access to building, (including toilets) restricted to gallery and café visitors only. Regular/more frequent patrols of TU Security arranged for the event duration.MIMA Duty Manager to contact Senior Team if planned activity impacts MIMA opening hours or operations during opening hours prior to the event. TU Security to manage any major incident, dynamically risk assessing the situation and advising on security measures/opening/closing and managing gallery staff and visitors during the event.Current and in-date Personal Licence holder to sign-off sale / distribution of alcohol as per current legislation. Anyone under the influence of substances asked to leave, TU security informed. | T |
| **Manual Handling** | M |  | L |  | L | All staff undertaking task to have completed manual handling training. Staff setting up/taking down stage to be trained and competent.  | T |
| **Crowd Control**  | L |  | L |  | T | MIMA staff to manage capacity in designated spaces by encouraging movement to avoid bottlenecking.Clear ingress and egress routes.Chairs and tables requiring specific set up appropriately ensuring adequate space for movement.  | T |
| **Electrical equipment** | L |  | H |  | M | All electrical equipment brought on site to be PAT tested in advance displaying the appropriate sticker prior to use.All electrical equipment to be in good working order and fit for purpose. All electrical equipment and cables visually checked before use by competent MIMA staff. External performers/artists to have an induction briefing on what is expected from them, including any key safety info shared prior to using equipment and relevant RA to be shared beforehand.  | **L** |
| **Slips trips and falls** | M |  | M |  | M | All wires to be covered with trunking and taped down accordingly.Good housekeeping practiced at all times. Waste items and spills to be cleaned/removed immediately. Visitors encouraged to walk when visiting the gallery (specifically children) and be aware of surroundings.Stage blocks to be set up and taken down by trained MIMA staff. | L |
| **Food hygiene & safety** | L |  | H |  | M | MIMA kitchen to follow standard procedures as required by necessary legislation and law. MIMA Kitchen staff to ensure allergen information is provided as required. | L |
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| **Probability Key:**Very Low = So unlikely that probability is close to zeroLow = Unlikely but conceivableMedium = Could occur several timesHigh = Occurs repeatedly and could be expected | Hazard Effect KeyLow = Superficial wounds or temporary ill healthMedium = More serious wounds and ill health leading to permanent minor disabilityHigh = Fatality, life threatening wounds and life shortening diseases, Reportable Accidents. | **Key:** VL x L = T VL x M = T VL x H = LL x L = TL x M = L L x H = MM x L = LM x M = MM x H = HH x L = MH x M = HH x H = I | Residual RiskTrivial & Low = Acceptable Risk LevelMedium, High & Intolerable Risk Level = Additionalactions required such as implementing Control Measures to reduce risk |
| At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.Name: Jade Whittaker Position: Facilities Co-ordinatorDate: 13/7/22 Signature: *J.Whittaker*Name:  Gavin Jasinek-Smith Position: Operations Manager   Date: 21/7/2022 Signature: *G Jasinek-Smith*  | Review date:13/07/2024 |
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