

Risk Assessment Form

Title of Risk Assessment	General Risk Assessment	Date of assessment	2025
Company	Future of Work campaign Event organiser: Stirling Media Ltd. ('The Organiser')	Date review due	
Venue	Bristol and Bath Science Park, Emersons Green, Bristol		
Description of Task/Process	The main venue comprises one large ground floor space called The Forum. There is a food serving area, reception area, a kitchen, mezzanine area (no access for this event), 3x adjacent meeting rooms and designated outside smoking area. The risk assessment below takes into account the building when used for its intended purpose, for example; lectures, conferences, meetings, presentations, learning, etc.		
Assessment carried out by			
Additional information	Should the Organiser, sponsor company or visitor express a wish to undertake an activity within the confines of the building, which is above and beyond the normal intended use, then the Organiser (the client) will be responsible for producing and submitting their own risk assessment, which will be subject to endorsement by the appropriate manager/s prior to the activity running.		

Future of Work (Stirling Media) Risk Assessment Form

<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	<u>Existing Control Measures</u>	<u>Current Risk Level</u> (VL,L,M,H,VH)	Where current risk is M , H or VH , what additional <u>Control Measures</u> are required?	Action required by whom & by when?	<u>Final Risk Level</u>
Spread of infectious diseases (including Covid 19)	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Anyone with Covid-19 symptoms is required to stay away from the premises Adequate ventilation is provided Cleaning procedures are in place Handwashing and sanitisation facilities are provided around the building 	TBC	All Employees to read the SOP and to follow the controls and recommendations put in place		TBC
Fire: faulty electrics, or arson resulting in fatal injuries from smoke inhalation and/or burns	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> A full Fire Risk Assessment has been carried out by the venue's Fire Risk Assessor. Ongoing regular checks of fire detector heads and associated fire control precautions. All staff undertake Fire Safety Awareness training and refresher training. All Fire Exits clearly signed and doors are regularly checked. Level 2 smoke and heat detection is present in all areas Fire suppression system is fitted in the kitchen areas 	TBC	<ul style="list-style-type: none"> Double knock systems in daytime hours reduces the likelihood of false alarms that could lead to complacency 		TBC

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Electricity: faulty equipment and fittings such as lighting, power supply, audio-visual, hand dryers, etc, resulting in electric shocks or burns	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Hard-wire testing carried out in line with the IEE Wiring Regulations Portable Appliance Testing carried out on annual basis 	TBC	Employees instructed to carry out pre-use visual checks and isolate appliance from use if not fit.		TBC
Gas; faulty appliances resulting in serious or fatal injuries as a result of an explosion, gas release or release of carbon-monoxide	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Equipment installed and checked on a regular basis by a 'Gas Safe' registered engineer 	TBC	Faulty equipment isolated from use.		TBC
Falls from height; persons falling from windows, balconies, and landings	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Restrictors fitted to windows above ground-level Full length windows above ground-level locked-off/fixed Balcony railings well-maintained Banisters well-maintained and of adequate height 	TBC	Visual checks carried out regularly.		TBC
Slips: spillage to hard surfaces resulting in	Staff, Trainees, Visitors, Young People, New &	<ul style="list-style-type: none"> Equipment maintained to prevent leakage Employees encouraged to report/clean up spillage 	TBC	Employees instructed to work in safe manner, report and/or clean up spillage.		TBC

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<p>persons injured in following areas:</p> <ul style="list-style-type: none"> • Reception - inclement weather conditions • Toilets - spilt water • Bar/coffee lounge - spilt drinks • Food service counter - spilt food • Cleaning activities - wet floor • Balcony and external pavements – inclement weather conditions 	Expectant Mothers, Contractors	<ul style="list-style-type: none"> • Wet weather mats put into place • Toilets checked and cleaned on regular basis • Drip trays provided where spills are likely • ‘wet-floor’ signage in place • Jet washing of balcony on a regular basis • External pavements and balcony are treated with Ice Melt / sand according to weather conditions 				
<ul style="list-style-type: none"> • Trips: over objects and damaged or uneven flooring resulting in persons being injured in the all areas 	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> • Carpets firmly secured • Hard flooring well maintained • Pedestrian travel routes free of obstructions • Cable covers used for electrical cables where they encroach on pedestrian travel routes • Adequate levels of lighting maintained 	TBC	Employees instructed to report defects and to work in a safe manner.		TBC

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General accidents; employees and visitors sustaining injury	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> First aid facilities available upon request Authorised, competent first aiders on call 	TBC	Attendees informed of facilities and procedure for accidents.		TBC
Poor water quality; inappropriate temperatures, unacceptable levels of bacteria	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	Procedure implemented by Estates for checking of: <ul style="list-style-type: none"> Temperature on mains-delivered water Temperature of hot water within plant rooms Level of bacteria present (TVC) 	TBC			TBC
Outbreak of illness; possible epidemic, e.g., norovirus leading to sickness and diarrhoea	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Procedures in place for managing illness for both staff and customers. All affected areas to be steam cleaned immediately and relevant procedure checklist followed. 	TBC	Escalation to local authority as necessary		TBC
Alcohol and illegal substances; potential fatality, sales to underage customers	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Personal licences are held by all Duty Managers Alcohol Awareness training and policy is carried out by all F&B staff on induction Processes and procedures refusal logs are in place. 	TBC	<ul style="list-style-type: none"> Duty Managers have an escalation procedure to the site operations manager to be used if necessary. Specific Client Risk Assessments should 		TBC

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				carried out for events with higher risk, for example if young people are in attendance.		
Food poisoning: food not handled, stored, and prepared in safe manner, cross-contamination resulting in illness	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Food handlers trained/instructed in food safety matters appropriate to level of undertaking Chilled/frozen appliances monitored and maintained on regular basis Food handlers showing symptoms of vomiting and/or diarrhoea excluded from business for 48 hours from last symptom shown 	TBC	<ul style="list-style-type: none"> Ongoing refresher training programme Defects reported to competent contractor for repair Reporting of illness completed upon recruitment and on annual basis 		TBC
Food allergies and intolerances; predisposed person/s showing reaction to allergenic ingredients	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Allergen information available for every dish prepared on site Menus designed to use standardised ingredients where allergens are known Regular allergen refresher training for all food handlers and service staff All new starters undergo allergen training before working 	TBC	<ul style="list-style-type: none"> Menu database system available to standardise menus, dishes, ingredients, and allergens. Predisposed person/s still have 'duty of care' to themselves and have to make themselves known 		TBC

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		<ul style="list-style-type: none"> Allergen information is requested prior to events as part of event management process 				
Proximity to expanse of water; drowning, potential fatality	Staff, Trainees, Visitors, Young People, New & Expectant Mothers, Contractors	<ul style="list-style-type: none"> Balcony is well maintained Life buoys are placed around the lake Staff are aware of emergency procedures 	TBC			TBC

Overall Final Risk Rating (Highest level in final column above)	TBC
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Additional Comments from Risk Assessor (e.g. funding or practical implications)	
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Approved By	
Date	

Position	
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	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	Very low	Very low	Low	Low	Moderate
Possible	Very low	Low	Low	Moderate	High
Likely	Low	Low	Moderate	High	Very high
Very likely	Low	Moderate	High	Very high	Very high
Extremely likely	Moderate	High	Very high	Very high	Very high

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored
Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced

Further information on our Risk Assessment process can be found here:

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