



Company Name:	University of Wolverhampton	Event Name:	Scifest 2025 - 27/06/25					AT RISK			RISK LIKELIHOOD		RISK SEVERITY
Site Supervisors:	Martin Khechara							Audience	A		Very Likely		Death
Installation Period:	N/a							Delivery and set up team	D		Likely		Major Injury
Breakdown Period:	n/a							Audience Volunteer (s) / participant	AVP		Possible		3 Day + Injury
Responsible Person:	Martin Khechara							Delivery team and volunteer (s)	DTV		Unlikely		Minor Injury
Telephone:	07989610383	E-mail:	mpkhechara@wlv.ac.uk					All persons at the event	AP		Very Unlikely		Near Miss
TASK / ACTIVITY	HAZARD	WHO MIGHT BE HARMED	RISK LIKELIHOOD		RISK SEVERITY		RISK LEVEL	CONTROL MEASURES PUT IN PLACE TO REDUCE RISK	NEW RISK LIKELIHOOD		NEW RISK SEVERITY		CONTROLLED RISK LEVEL
Courtyard interactive events	Slips trips and falls leading to injury	All persons at the event	Unlikely	2	Minor Injury	2	4	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Injury caused by demonstrations provided by university staff or external partners	Audience	Possible	3	Minor Injury	2	6	All risk assessments will be reviewed by the event coordinator and university compliance team and anything found to be inappropriate or deemed unsuitable for the audience will be removed	Unlikely	2	Minor Injury	2	4
	Injury caused by hands on interactive activities provided by university staff or external partners	Audience	Possible	3	Minor Injury	2	6	All risk assessments will be reviewed by the event coordinator and university compliance team and anything found to be inappropriate or deemed unsuitable for the audience will be removed	Unlikely	2	Minor Injury	2	4

	Setting up of exhibits and stands causing manual handling injuries	Delivery and set up team	Possible	3	Minor Injury	2	6	All exhibitors will be trained adequately or HSE documentation giving advice on how to avoid manual handling injuries will be provided for those individuals who may only need to be involved in manual handling operations in and ad hoc basis. The information can be found on this link - https://www.hse.gov.uk/pubns/indg143.htm	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
	Faults in the provision of electrical supplies to stall holders or faults in equipment causing electrocution	Delivery and set up team	Possible	3	Major Injury	4	12	All electrical installations will be made by qualified university maintenance staff. All electrical equipment used on the stands will be pat tested.	Unlikely	2	Minor Injury	2	4
	Extreme weather conditions including heat or cold causing injury	All persons at the event	Possible	3	Minor Injury	2	6	All participants are either parents with children or teachers with school groups. The responsible adults will have there own control measures in place. Points for filling water bottles in case of heat are available throughout the university premises.	Unlikely	2	Minor Injury	2	4
Activities in the Harrison learning centre	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	3 Day + Injury	3	9	All equipment will be pat tested and inspected by the event team	Unlikely	2	3 Day + Injury	3	6

	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Very Unlikely	1	Minor Injury	2	2
Activities in the Sports hall	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	3 Day + Injury	3	6
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Very Unlikely	1	Minor Injury	2	2
Activities in the millennium city building	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
Activities in the MB Link Corridor - MB001	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4

	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
Activities in the Alan Turing building	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
Activities in the MB 007 Outreach Laboratory	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
Activities in the Chancellors Hall	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4

	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
Activities in the Student Union	Slips trips and falls leading to injury	All persons at the event	Possible	3	Minor Injury	2	6	All trailing wires will be covered and trip hazards minimised or highlighted with appropriate signage as necessary	Unlikely	2	Minor Injury	2	4
	Visitors causing injury to them selves by misadventure or entering areas that are out of bounds	Audience	Possible	3	Minor Injury	2	6	Marshals and event staff will be on hand at all times to ensure people are not entering areas where harm could be caused. Signage will be added where necessary.	Unlikely	2	Minor Injury	2	4
	Injury through electrocution caused by equipment in the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All equipment will be pat tested and inspected by the event team	Unlikely	2	Minor Injury	2	4
Bookable shows and activities at Scifest 2025	Injury due to demonstrations or activities supplied by external performers or providers	All persons at the event	Possible	3	Minor Injury	2	6	All providers must supply method statements and risk assessments where appropriate and these are reviewed by the event coordinators including the University compliance team and action taken where necessary. All providers have provided evidence of their public liability insurance.	Unlikely	2	Minor Injury	2	4

The Scifest 2025 event	Hazards caused by activities or engaging with the event spaces	All persons at the event	Possible	3	Minor Injury	2	6	All risk assessments for activities will be reviewed by the event coordinator and the university compliance team and adequate supervision will be in place. First aid response is available at all times provided by an external provider including St Johns Ambulance service.	Unlikely	2	Minor Injury	2	4
	Access by unauthorised personnel resulting in an psychological or physiologically unsafe environment for staff and participants - including terrorist threat.	All persons at the event	Possible	3	Minor Injury	2	6	Receptionists are posted on every exit and entry to the facility swipe card access is in place as necessary and event staff will be available on exits and entries to the event. All staff will be instructed to challenge anybody who is acting suspiciously. All key event staff including the event management team have been trained in the Home Office action counters terrorism (ACT) programme in both customer facing and operational contexts and this ensures that counter terrorism practices are included in the event. Business continuity plans are in place that details reporting structure for large emergency events including the potential of terrorist threat. The Event coordinator is designated silver command with gold sitting in the vice chancellors office and bronze in the security team. A communications contingency plan is also in place. Response to any large emergency event will be coordinated by this team and through this mechanism emergency services will be actioned as necessary including police counter terrorist responses.	Unlikely	2	Minor Injury	2	4

	Danger posed by emergency events such as fire	All persons at the event	Possible	3	Minor Injury	2	6	An emergency event plan is in place for emergency events. All event staff are trained as fire marshals and briefed what to do in the case of emergency.	Unlikely	2	Minor Injury	2	4
	Provision of free gifts including toys and sweets causing injury via choking or allergy	All persons at the event	Possible	3	Major Injury	4	12	Gifts and sweets are not suitable for children under 36 months. Suitable signage will be provided to make the public aware. Also a statement detailing the allergens that are contained within the sweets will be given to each stall holder to inform the public as required. Trained paramedics are providing 1st aid for the event and will be on hand in case of emergency.	Possible	3	Minor Injury	2	6
	Other events or occurrences causing first aid or medical emergencies	All persons at the event	Possible	3	Minor Injury	2	6	External providers that are trained in first aid care will be present including St. Johns Ambulance.	Unlikely	2	Minor Injury	2	4
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