

**Risk Assessment for: Cambridge Physics Centre Lectures**

<b>Description:</b> The CPC Lectures are evening lectures open to the public, taking place once a month from 17:00 to 19:00 with guest speakers. From 17:00 to 18:00, an Isaac Physics workshop is set up for school groups, and refreshments are served. At least one member of the department will be present throughout.	<b>Date of event:</b> <b>Time:</b> Ongoing	<b>Participants:</b> total number expected: <455
	<b>Organiser</b> Jacob Butler, jbb48@cam.ac.uk	<b>Participant percentage</b> expected From other parts of UoC: 2% From outside UoC: 98%



 See UoC Risk Assessment Handbook for explanation of headings and what to do: <https://www.safety.admin.cam.ac.uk/publications/hsd044m-risk-assessment-handbook>

Significant hazard(s)	Who might be harmed and how	Existing and/or intended control measures which will reduce the likelihood or impact of the risk  [Delete any precautions that do not apply]	Risk Level with existing control measures	Further actions needed (by whom and by when?)	Risk Level with all control measures
Lecturers bringing demonstration equipment	Attendees and presenter injured by unsafe apparatus	<ul style="list-style-type: none"> <li>Any planned demonstrations will be discussed with the Outreach Office before taking place.</li> <li>Relevant safety precautions will be taken</li> </ul>	Low (L2 S1)		
Passing on respiratory infections in the Foyer while eating/drinking/ chatting with others without a mask or social distancing	Higher chance of catching a virus and becoming ill	<ul style="list-style-type: none"> <li>Keep sanitising hand gel topped up and available</li> <li>Ventilation is excellent</li> <li>Food/drink distribution layout must be done in a way that minimises multiple people touching the food or coughing/breathing on it</li> <li>During good /warm weather, open side doors and arrange for people to sit outside to eat/drink (provide shaded spaces as well)</li> </ul>	Low (L1 with S2)		
Presence of communicable diseases in the community including coronavirus. Infected (especially asymptomatic) people passing it on during lectures/events by coughing, talking etc	Others may become ill and at-risk people could be very severely affected and have long term disability	<ul style="list-style-type: none"> <li>Ventilation in lecture theatres is good</li> <li>Ask attendees to stay away if they have any infectious illness, and to wear a mask if they have a very recent illness (residual infectiveness)</li> <li>Recommend that at-risk people should wear an FFP2/FFP3 mask</li> <li>If the event is very large, have two registration desks or other means of reducing queuing.</li> <li>In the invitation info, and before the start of a session, organisers will inform people of the requirements in this risk assessment and ask them to comply (and then check they do)</li> <li>Keep a small stock of masks on hand in case anyone asks for one/has forgotten theirs</li> </ul>	Low (L1 with S2)		

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Personal health issues of visitors (e.g. heart attack)	If assistance is not timely, condition could be worsened or lead to death	<ul style="list-style-type: none"> <li>• During normal hours, call Emergency Number (01223 337499) for help</li> <li>• Out of normal hours - There must be a member of staff on site who knows how to get first aid help and when to call an ambulance, supported by enough ushers for one to stay with the casualty until help arrives</li> <li>• Emergency information slide must be shown and its contents orally briefed to attendees at the beginning of the event. Leave slide on during breaks.</li> </ul>	Medium (L1 with S3)		
People trespassing into other areas of the department	Visitors could be injured if they gain access to high risk areas, or items could be stolen	<ul style="list-style-type: none"> <li>• All events will be well sign-posted (organiser to contact Facilities)</li> <li>• Access to lab areas is by authorized access card only in the seminar and networking areas or 'museum'.</li> <li>• Encourage visitors to stay within the museum, lecture foyer and lecture theatre through the use of movable barriers and closing doors.</li> <li>• For first 15 minutes, hosts to usher visitors into lecture theatre and remain outside of lecture to usher anyone latecomers.</li> <li>• During the lecture, hosts will keep an eye on visitors who leave the lecture theatre and do not return within 10 minutes.</li> <li>• At the end of the event, event areas (including 'museum') will be inspected by hosts to check all attendees have left.</li> <li>• Car parking is arranged for the Park and Cycle</li> </ul>	Low (L1 with S2)		

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Fire hazards/ Fire in the building during event/ too many visitors at any one time	Visitors unfamiliar with the building could be harmed by fire or smoke inhalation if unable to escape quickly	<ul style="list-style-type: none"> <li>• Before start of event, event organiser will check all fire doors to see they are unlocked</li> <li>• Hosts/ushers are responsible for leading attendees out of the building to agreed assembly point, 'sweeping' event areas to make sure they are empty, and holding a 'roll call' to check everyone is out. Report to Emergency Team and wait to be told area is safe to return to</li> <li>• Queuing to be avoided by various means (see above)</li> <li>• If demonstration provided - flammable materials to be used. Demonstrators to be asked to submit risk assessment for agreement with hosts.</li> <li>• All areas must be signposted to avoid people getting lost</li> <li>• Emergency/other lighting is in place – emergency arrangements are in place at the Cavendish for daytime.</li> <li>• Determine if there are people with mobility difficulties who cannot get out without help within 2mins and ask them to sit near exit door on ground floor – notify the DSO in advance and get advice.</li> </ul>	Medium (L1 with S3)		
Poor food hygiene	<p>People could get food poisoning</p> <p>People could die from extreme food allergies</p>	<ul style="list-style-type: none"> <li>• Individually packaged biscuits will be served.</li> <li>• Allergens will be clearly labelled on packaging.</li> </ul>	<p>Low (L1 with S2)</p> <p>Medium (L1 with S3)</p>		

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor: Jacob Breward Butler	Signature: 	Date: 8/12/22	Agreed by: [Usually the senior manager/PI responsible for the event overall]	Signature: 	Date: 9/12/22
Consulted with: [e.g. DSO or other specialist]	Name of consultee:	Date:	Sent to <a href="mailto:facilities@phy.cam.ac.uk">facilities@phy.cam.ac.uk</a>	Sent by (name of person):	Date:

### Qualitative Risk Matrix

		Potential SEVERITY of harm from a hazard (what could the impact be on people?)		
		Slightly Harmful S1	Harmful S2	Extremely Harmful S3
LIKELIHOOD of being harmed by the hazard	Unlikely L1	Trivial 1	Tolerable 2	Moderate 3
	Possible L2	Tolerable 2	Moderate 4	Substantial 6
	Likely L3	Moderate 3	Substantial 6	Intolerable 9

Use to decide if action is needed

Risk Level	What action?
<b>HIGH</b> (Intolerable or Substantial: 6-9)	DO NOT START WORK without good control measures that reduce risk level to at least medium
<b>MEDIUM</b> (Moderate: 3-4)	Reduce risks further (costs in balance with the risk)
<b>LOW</b> (Trivial or Tolerable: 1-2)	Make improvements if there is little or no cost. Monitor the situation