

## RISK ASSESSMENT AND EVENT PLAN

**EVENT TITLE:** Maths in Action  
**EVENT HOST:** The Training Partnership (TTP)  
**ACTIVITY:** Conference  
**VENUE:** Maxwell Upper Hall  
**DATE OF ASSESSMENT:** 13/09/2017  
**AUDIENCE:** KS5 pupils

HAZARD DESCRIPTION	EXISTING CONTROLS	RISK LEVEL	PRECAUTIONS AND CONSEQUENCES	PEOPLE IN CHARGE
<p><b>Crowding</b></p> <p>Ticketed audience of 250 students and their teachers plus 7 speakers.</p> <p>Audience to remain in the Foyer prior to being allowed in the hall.</p>	<p>TTP programme manager (David Matthews) and team of ushers to be familiar with housekeeping and fire exits.</p> <p>Ticketed audience to be registered at the ticketing/registration desk in the Foyer to maintain audience capacity.</p> <p>Ushers present in the foyer and in front of the hall doors.</p> <p>Ushers to guide audience to their seats.</p> <p>Prior to formal start of show the chair person to announce housekeeping rules.</p>	Low	<p>Ushers to make sure that all school pupils entering the venue are accompanied by their teacher(s).</p> <p>People needing wheelchair access and/or with disabilities to be given priority during entry and exit.</p>	<p>The ttp Programme Manager</p> <p>Ushers in the foyer before the start and during breaks</p> <p>Ushers in the hall during sessions.</p>
<p><b>Food handling</b></p> <p>Packed lunches consumed in the hall during the breaks.</p> <p>Possible spillage of food and drinks during breaks</p>	<p>No hot food to be allowed inside the hall.</p> <p>Food to be brought as “packed lunch”.</p> <p>Strick instructions from chair person as to designated eating areas. Teachers and pupils aware of their responsibility to clear away mess.</p> <p>No food o be consumed except during the lunch and break times</p> <p>Ushers to be present to direct audience at lunch and break times.</p>	Low	<p>Ushers to be present in the food area to handle spillage and free movement of audience in and out of the food area.</p>	<p>Ushers inside the hall.</p>

### EVENT PLAN

DATE : 10.11.17	
09.15	Ushers arrive and set up ticketing/reception counter at the foyer and tokening counter inside the hall

10.30	Audience allowed in the hall (guided by Ushers)
11.00	Chairperson welcomes audience, briefs them on security, safety and housekeeping.
11.05	Lectures begin
12:45	Lunch
13.35	Lectures resume
15.00	Recess
15.20	Lectures resume
16.00	Day ends
16:15	All audience will have left the hall. Set-down begins
17.00	Maxwell Upper Hall and foyer are vacated

SIGNED:

DATE: 13.09.17