

Royal Society of Chemistry

PROCEDURE FOR RISK MANAGEMENT OF EVENTS

organised by RSC Groups, Local Sections, Interest Groups etc

This document describes a methodology for applying risk management to events organised by Local Sections, Interest Groups, Regions and any other member group of the RSC. Not only is it a **strict legal requirement** to effectively manage the risks created by such events, but it is necessary for the RSC to demonstrate that it applies the highest standards of professionalism to all its endeavours, and in so doing, meets its **duty of care** towards anyone who may be affected by its activities.

The methodology recognises that some events are inherently more hazardous than others, and applies a first-stage assessment on the basis of the type of event. The risk management methodology subsequently applied is based on this first-stage assessment. This type of approach is known as *Risk Banding*.

The methodology identifies three broad types of event, with discernibly different levels of risk, and specifies risk management activities accordingly. The bands and processes are summarised below:

Red Events		Blue Events	Green Events	
Red	Blue	Green	<ul style="list-style-type: none"> • Outings to public places of interest • Social outings, such as to restaurants, dog racing etc. • Supervised factory or other workplace visits 	<p>No further formal risk assessment procedures need to be applied.</p> <p>Follow Green Guidance.</p> <p>No requirement for record keeping.</p>
Red	Blue		<ul style="list-style-type: none"> • Lectures (whether or not open to the general public), open days etc. not involving hazardous substances or agents • Public or Society meetings 	<p>No detailed formal risk assessment procedures need to be applied.</p> <p>Follow Green Guidance and use Blue Event form to ensure all risk issues are considered.</p> <p>Keep own copy of form as record.</p>
Red			<ul style="list-style-type: none"> • Lectures involving demonstrations where hazardous substances or agents are used • Open days, science days etc. where hazardous substances or agents are used • Any events involving explosions or deflagrations of any kind • Laboratory based exercises undertaken as part of an organised competition for primary or secondary school pupils. (eg. Schools' Olympiad, Top of the Bench or Schools' Analyst Competition) • Any laboratory based training (eg. for school teachers) if underwritten, sponsored or co-sponsored by the RSC 	<p>A specific risk assessment for the most hazardous elements of the event needs to be produced. This may need to be a collaborative effort between the organiser, demonstrator/presenter, venue management and other parties involved.</p> <p>Use the Red Risk Assessment forms to determine appropriate controls. In addition, Green Guidance and the Blue Event form should also be used.</p> <p>A copy of the Red Assessment must be submitted to Pauline Meakins at the RSC in Cambridge at least 2 weeks in advance of the event.</p>

Green Guidance - Good Practice for all events

Events designated as 'Green' are those which could be classified as 'everyday' events, or to put it another way, events or activities that someone might attend in their private life, such as visits to restaurants, public places, public shows (not organised by the RSC) or supervised factory visits (where the risk management aspects are entirely taken on by the host).

Clearly for this type of activity, detailed risk management is not required by the organiser. However, the following points may be relevant during the planning of the event or activity. These points are not necessarily health and safety issues, but may help contribute to a successful event.

- **Access for the disabled.** If there are any disabled people in the group, check on the nature of their disability, and ensure that access and other facilities will be suitable.
- **Coach Hire.** Use a coach company that is reputable and has modern vehicles. In particular, make sure that the vehicles are fitted with seat belts for all passengers. Coaches with toilets and air conditioning are widely available, and facilities such as these can make outings and visits much more pleasant, particularly for the older folk.
- **Dietary requirements.** If the event involves food and catering, try to use venues and suppliers that can cater for people with specific requirements, such as vegetarians or those with specific allergies or food intolerances. If necessary, compile a list of such requirements and notify the caterers in advance. Some people with allergies and intolerances may wish to speak to the caterers directly, in which case make sure that the contact details are available.
- **Do your research.** Use venues that come recommended by others, where possible, and check to see that they are appropriate for your group. For example, a group of aged scientists may not appreciate a visit that involves lots of walking, few lavatories and nowhere for a cup of tea.
- **Domestic arrangement briefings.** Make sure that the group is briefed on the domestic arrangements, such as fire procedures, any special medical arrangements required, locations of facilities etc.
- **Get feedback.** After an event, ask people to let you know what they thought of the venue and other aspects of the day, so you can take account of any issues in future.

Blue Event - Planning the event, checking the venue

Event:	Date:
ACTIONS	COMMENTS
<p><i>N.B. Any event has the potential to create hazards in a hitherto safe venue. For example, blocking a fire exit, trailing cables, bringing in unsafe electrical equipment</i></p>	
Planning an event	
<p>Co-ordinate with the venue management, the presenter and any other relevant parties. The primary responsibility is on the person in control of the premises, but there is a legal obligation to co-ordinate and co-operate with them. Therefore at least discuss with them:</p> <ul style="list-style-type: none"> ● the nature of your event ● any special controls or arrangements necessary, such as ventilation, additional types of fire extinguisher, or use of non-venue electrical equipment ● Emergency arrangements 	
<p>If it will be necessary to move heavy equipment, check that appropriate equipment, such as a trolley, is available, or that able helpers, trained in lifting, will be present.</p>	
On the day of the event	
<i>Carry out an inspection which includes the following:</i>	
<p>Check for trip hazards caused by leads or other equipment Move equipment or use cable walkovers or tape</p>	
<p>Ensure that fire exits are unlocked and unobstructed, and that exit routes have no obstructions. Make sure fire doors are not held open (unless by design)</p>	
<p>Check that all electrical equipment is in good condition and working order. Carry out a visual condition check, and look for inspection and test labels where appropriate</p>	
<p>Check that all equipment is located safely; away from edges or where it may get knocked, and on purpose-made stands where appropriate</p>	
<p>Check that the room arrangement allows safe access and egress</p>	
<p>Check fire extinguishers are present, which are appropriate for the type of fire hazard present</p>	
During the event	
<p>Make attendees aware of emergency exit routes and procedures, including muster points</p>	
Completed by (sign and print name)	

**Use this form as a checklist, and to make a record of your actions (with additional notes if appropriate).
Keep this for your records.**

Red Assessment - A closer look at the more hazardous aspects

Demonstration/Activity Risk Assessment Pro-forma		
Event/Venue:	Date:	
Name of Organiser and RSC affiliation: <i>(ie name of Local Section, Interest Group etc):</i>		
Presenter/demonstrator:	Composition of audience <i>(estimate number and age profile may be important):</i>	
	Numbers:	Age profile:
Description of demonstration/activity: <input type="checkbox"/> Lecture/Demo <input type="checkbox"/> Practical based competition eg Top of the Bench <input type="checkbox"/> Hands on practical work involving children <input type="checkbox"/> Hands on practical work involving adults <input type="checkbox"/> Chemistry at Work/Science fair <input type="checkbox"/> Other		
Hazard 1. Description of Hazard <i>(Chemicals, activity and harm)</i> <i>For activities involving 3rd party experimentation, an appropriate COSHH risk assessment form should be attached.</i>		Control measures <i>(other than 'minimum requirements' shown below):</i>
Who could be harmed? <i>(presenter, audience, both, other - specify)</i>		
Hazard 2. Description of Hazard <i>(Chemicals, activity and harm):</i>		Control measures <i>(other than 'minimum requirements' shown below):</i>
Who could be harmed? <i>(presenter, audience, both, other - specify)</i>		
Minimum safety requirements for demonstrations/activities		
<ul style="list-style-type: none"> ● Minimum quantities of hazardous substances used and present at the demonstration/activity ● Maximum dilutions (minimum strength) of substances ● Appropriate PPE (personal protective equipment) to be worn by presenter and assistants, to include, in all cases <ul style="list-style-type: none"> – Laboratory coat – Eye protection – Gloves and other PPE as necessary, such as dust, fume masks ● PPE to be in good condition and of the correct specification for the hazard, appropriately CE marked ● Appropriate fire extinguishing equipment, according to the materials present (over and above the equipment provided by the venue). Including fire blankets. ● Adequate ventilation, whether local or general ● Adequate hygiene facilities are present/available ● Appropriate inhibitors/neutralisers present and available (inc. eyewash bottles if necessary) ● Warn attendees of any impending bangs, flashes or stroboscopic effects 		
Signed (Demonstrator/Presenter):	Date:	
A presentation may consist of several demonstrations - the demonstrator/presenter must complete an assessment for each. Continue on further sheets as necessary		Number of continuation pages
Forwarded to RSC (date):	Signed (organiser):	