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| **FACULTY OF MEDICINE STUDENT BOOKINGS**  **EVENT DETAILS** | |
| Name of club/society organising event   * Please state if ICSMSU or ICSU |  |
| Name of event |  |
| Proposed date(s) and times of event   * please add a separate line for each day |  |
| Room(s) requested for event   * have you checked availability in CELCAT |  |
| Responsible person 1 for event   * you must provide a name and email |  |
| Responsible person 2 for event   * you must provide a name and email |  |
| Estimated number of attendees   * please state if you are intending to invite minors (e.g., under-18s) |  |
| Do you have external (non-IC) attendees   * please list names and contact details of any external speakers |  |
| Number of student marshals/helpers |  |

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| Date of event | Society | | Signed off by | | **Risk Matrix – High – Medium – Low (Risk)** | | | | | | | | | | | |
|  |  | |  | | Severity x Likelihood **= Risk Rating** | | | Likelihood | | | | | | | | |
| Certain (5) | | Very Likely (4) | Likely (3) | May happen (2) | | | Unlikely (1) | |
| **Severity** | (5) Death | | 25 | | 20 | 15 | 10 | | | 5 | |
| Name of event | Type of event | | Location of event | | (4) Major Injury | | 20 | | 16 | 12 | 8 | | | 4 | |
|  |  | |  | | (3) Over 7 day Injury | | 15 | | 12 | 9 | 6 | | | 3 | |
| (2) Minor Injury *(Treat off site*) | | 10 | | 8 | 6 | 4 | | | 2 | |
| (1) Minor Injury (*First aid on site*) | | 5 | | 4 | 3 | 2 | | | 1 | |
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| Please give an overview of **each part** of your event. This should include every event in every room you are planning to use; brief descriptions are acceptable for very low risk activities such as registration or lectures. Insofar as possible, the event should be described in layman’s terms e.g., so that a non-medic will understand what you are doing and what are the risks involved. Delete the examples given in italics and add as many new rows as you need.  You should include all equipment that you are supplying yourselves and also highlight any equipment you are requesting from Faculty – e.g., sharpsafe bins, and how many you require. | | | | | | | | | | | | | | | | |
| Activity | | | | Description | | | | | Equipment/materials | | | | | | | |
| *e.g., registration, workshop, poster presentation, lecture etc* | | | | *e.g., suturing workshop.*  *Surgical trainees from [x] Trust will be leading a workshop demonstrating suturing techniques. Delegates will use scalpels and prepackaged suture kits to practice cutting and stitching a model artery using medical meat (porcine chest)* | | | | | *e.g., tables (in room or supplied by events, borrowed from other rooms etc), sharpsafes, posterboards. Visualiser, integrated AV etc* | | | | | | | |
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| **RISKS** | | | | | | | | | | | | | | | | |
| Outline the activity | | Describe the risks associated with this activity. Who might be harmed and how? | | | | | What control measures are in place to control these risks?  Can they be controlled any further? | | | | | | **Risk Rating**  **Likeliness x Severity = RR** | | | |
| L | R | | RR |
| *e.g., event set up, lecture,* | | *e.g., slips, trips and falls, manual handling of furniture or equipment, sharps injuries, chemical or biological risks, electrical, flammable, noise, traffic, general public* | | | | | *e.g., providing full safety briefings to delegates regarding fire escape routes and first aid emergencies, or managing manual handling tasks so that 2 or more people are carrying each piece of furniture, with another person accompanying them to open doors* | | | | | |  |  | |  |
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**RISK ASSESSMENT SUBMISSION CHECKLIST**

**Have you –**

* **Checked CELCAT for availability of the rooms and dates you have requested?**
* **Registered your event with ICSU in the normal way (contact** [**activities@imperial.ac.uk**](mailto:activities@imperial.ac.uk) **for advice)**
* **Adequately described what activities you will be carrying out during your event and, using the risk matrix given above, reduced any high or medium risks to low by addition of suitable control measures? Events with unacceptably high or uncontrolled risks will not be permitted to go ahead**
* **Checked and acknowledged the building opening hours and factored these in to your event setup and running times?**
* **Considered what resources you need and made a plan for set up and clear up?**

**Great – you can now submit it to the teaching facilities manager, Rebecca Sie r.sie@imperial.ac.uk . Assuming there are no issues with your chosen dates and rooms (e.g., clashes with maintenance, or bookings submitted prior to yours but not yet made in CELCAT) she will review your risk assessment and book the space. Please ensure your emails always state the full name and date of the event you re enquiring about. Please do not email multiple times about the same event, as this makes response times even longer).**

**POST SUBMISSION CHECKLIST**

**Have you –**

* **Discussed suitable PPE with the teaching facilities team and agreed to purchase or borrow materials as required**
* **Discussed suitable cleaning procedures with the teaching facilities team and agreed to purchase or borrow materials as required**
* **Discussed waste disposal procedures with the teaching facilities team, and made arrangements to collect or purchase any clinical waste bins, refuse bags, sharpsafes or keys you may need to correctly manage the waste you generate during your event?**
* **Discussed and agreed any loan of equipment from Faculty (e.g., microscopes)**
* **Discussed and agreed any equipment supplied by societies (e.g., phlebotomy arms, ECG machines, resus-Annies etc, which may need either storage or electrical safety testing prior to use)**
* **Made arrangements for storage of medical meat, if using – there is no Faculty owned cold storage so timing and temperature of delivery is key!**
* **Agree to remove all waste from the room or leave waste by the bins for disposal, unless otherwise agreed (e.g., taking clinical waste to the SAF waste compound). If you have been requested to empty clinical waste bins, has the committee been shown how and where to do this**
* **Agree to return all rooms to their default layout if your event requires you to move furniture, so that teaching is not compromised following your event**
* **Made arrangements to move or borrow and return soft furnishings such as posterboards, additional tables, chairs etc if they are needed**
* **Liaised with events team for AV support if needed (chargeable, and only expected for events >100 people)**
* **Made arrangements for the decontamination or disinfection of equipment (if required) e.g., scalpels, if reusing**
* **Made note in your risk assessment of any emergency protocols e.g., in case of chemical spillage, slips/trips/falls/fainting, general first aid, fires etc**
* **Made note of any accessibility issues your delegates may have (e.g., checked step free access, lift and their ability to exit safely if the lift doesn’t work)**
* **Considered storage of delegates’ personal belongings (generally for large events only)**
* **Made a note of the security phone numbers in case they are needed**
* **Agree to report all incidents, problems, breakages and accidents to the teaching facilities manager**

**List of rooms bookable through this process**

**The normal method for students and student societies to book rooms is via the SU, however because some rooms are only used for what are considered to be higher risk activities there is an additional process in place to make sure events taking place in these spaces are adequately risk assessed. This lies outside the SU team simply because specialist knowledge of both the room and the activities are required.**

**If you are looking to book a laboratory type space at either campus *and* another room e.g., G16, you can either book the regular rooms through the Union and approach the teaching facilities manager for the laboratory bookings, or you can make a single booking with the teaching facilities manager for all of the space. There are some constraints with this, however: the teaching facilities manager cannot book non-Faculty of Medicine space and the Union cannot book any of the spaces listed below under any circumstances.**

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| **South Kensington** | | |
| **SAF** | **Room type** | **Suitable for?** |
| **G28** | **Seminar room with configurable furniture** | **Hybrid events, seminars and collaborative work** |
| **G133** | **Concourse/mezzanine** | **Poster presentations, catering** |
| **G16** | **Lecture theatre** | **Lectures, delegate belongings storage** |
| **G34** | **Lecture theatre** | **Lectures, delegate belongings storage** |
| **G60, G61, G62, G63, G64, G65** | **Meeting/collaborative working rooms** | **Small workshops/presentations, delegate storage** |
| **119** | **Seminar room** | **Seminars, discussion panels, delegate storage** |
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| **RCS1** |  |  |
| **212A, B, C** |  |  |
| **310A, B** |  |  |
| **311A, B, C** |  |  |
|  | | |
| **Charing Cross** | | |
| **Lab block** |  |  |
| **721A, B** |  |  |
| **722A, B** |  |  |
| **723** |  |  |
| **724** |  |  |
| **731** |  |  |