

Venue Risk Assessment

Organisation name: NHS Confederation

Site: Horizon Leeds

Last Updated: March 2022

Assessor: Natalie Pitts

Role: Facilities & Venue Operations Manager

Full Review Date: 16/03/23

Statement

Horizon Leeds is located on the third floor of a four-storey office building which is managed by Jones Lang Lasalle. The Facilities & Venue Operations Manager carried out the risk assessment for the conference centre, updated March 2022

Horizon Leeds comprises a staffed reception and welcome area, an open plan refreshment area with self-service refreshment facilities and a range of interactive technologies, 5 multi-functional event spaces, 1 communications/server room, 1 staff office, 1 small staff kitchen (no raw catering facilities in use onsite as per fire risk assessment) and internal WCs for visitor use. The venue has a maximum capacity of 250 onsite at any one time

Further toilet and washing facilities are located on every floor but are in the landlords demise.

The venue has a standalone health and safety policy which can be shared alongside this risk assessment document. The Health and Safety policy sets out in detail the steps taken to safeguard all clients, visitors, staff and contractors that attend the site.

An independent Fire Risk Assessment has been completed for the venue last updated June 2021. All staff are First Aid and Fire Warden trained.

Separate risk assessments will be completed for bespoke events that fall out of the scope of 'general conferences and meetings.' Specific health and safety documentation will need to be provided for events that carry risk and significant hazards such as production sets with large builds and de-rigs, exhibitions or should clients bring in outsourced equipment and use external suppliers. The operations team will carry out pre-event Health & Safety checks for events that require.

Risk assessment - Create@/1/2

No.	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
Slips, trips, and falls											
	Trips over opened, improperly closed, or unclipped floor boxes.	Floor boxes are always closed when both in and no in use. When in use all plugs and wires are secured down with hazard tape.	3	3	9	All floor boxes are to be closed when both in use and not in use, hinges to be closed so risk is minimised, and any showing wires must be fastened down with duct/hazard tape to reduce trip risk. Floor boxes are checked daily for missing clips and spare clips are kept in the office if any need to be re-clipped		Ongoing	2	3	6
	Trips over any showing wiring.	All wires hidden under desk away from walking areas and client/delegate/communal areas.	3	2	6	All wires to be tidied away and strapped together using Velcro wire binders ensuring that trip hazards are kept to a minimum, wires will be tucked away under desks/tables to ensure minimal trip hazards in communal areas. Where showing wires can be kept minimal i.e. using floor boxes, only the length of wire needed should be pulled through, excess wire should be		Ongoing	2	2	4

						rolled and put in floor box to reduce trip risk.					
	Trips over Furniture.	All furniture will be tucked away i.e., chairs pushed under tables to minimise risk.	2	2	4	All furniture will be tucked away i.e., chairs pushed under tables to minimise risk, tables will be spaced at minimum 1m apart to allow easy access passed furniture.		Ongoing	1	2	2
Sickness/illness											
	Illness from un-cleaned glasses and crockery.	All glassware and crockery are cleaned after each use, via both hand wash and glass wash.	2	3	6	Ensuring all crockery and glassware is kept in a dry and clean location, clean out cupboards/draws quarterly to guarantee this. Once washed all crockery, cutlery and glassware should be dried and put away.		Ongoing	1	3	6
	Illness due to dust settling in coffee mugs.	After each event/event day all cups are to be turned upside down so dust doesn't settle.	2	3	6	All cups should be turned upside down pre and post event and on non-event days. This will reduce the risk of dust settling in cups. When cups are in use on event days they should be wiped round when turned the right way to remove any settled dust.		Ongoing	1	3	3
Evacuation											
	Locked fire door in event of evacuation.	Fire doors are to be unlocked every morning by the first member of staff onsite.	2	4	8	The first member of staff onsite are to unlock both fire doors, this is clearly stated on the opening procedure.		Ongoing	1	3	3
	Blocked fire routes	Fire routes are to be checked daily when exits	2	4	8	The first member of staff onsite will ensure all fire		Ongoing	1	3	3

		are unlocked ensuring no blockages to escape routes				routes are checked to ensure they are clear. This is to be done daily when fire exits are unlocked						
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Risk Assessment – Inspire @

No.	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
Slips, trips and falls.											
1	Trips over furniture.	All furniture will be tucked away i.e., chairs pushed under tables to minimise risk.	2	2	4	All furniture will be tucked away i.e. chairs pushed under tables to minimise risk, tables will be spaced at minimum 1m apart to allow easy access passed furniture.		Ongoing	1	2	2
2	Trips, falls due to opened, improperly closed or unclipped floor boxes.	Floor boxes are always closed when both in and no in use. When in use all plugs and wires are secured down with hazard tape.	3	3	9	All floor boxes are to be closed when both in use and not in use, hinges to be closed so risk is minimised, and any showing wires must be fastened down with duct/hazard tape to reduce trip risk. Floor boxes are checked daily for missing clips and spare clips are kept in the office if any need to be re-clipped		Ongoing	2	3	6
3	Trips over showing wires.	All wires hidden under desk away from walking areas and client/delegate/communal areas.	3	2	6	All wires to be tidied away and strapped together using Velcro wire binders ensuring that trip hazards are kept to a minimum, wires will be tucked away under desks/tables to ensure minimal trip hazards in communal areas. Where showing		Ongoing	2	2	4

						wires can be kept minimal i.e. using floor boxes, only the length of wire needed should be pulled through, excess wire should be rolled and put in floor box to reduce trip risk. In this case excess wires should be taped down or a wire protector should be used.					
Illness/Sickness											
6	Illness due to un-cleaned glassware, crockery.	All glassware and crockery are cleaned after each use, via both hand wash and glass wash	2	3	6	Ensuring all crockery and glassware is kept in a dry and clean location, clean out cupboards/draws quarterly to guarantee this. Once washed all crockery, cutlery and glassware should be dried and put away		Ongoing	1	3	3
Evacuation											
	Blocked fire routes in event of evacuation.	Fire routes are to be checked daily when exits are unlocked ensuring no blockages to escape routes.	2	4	8	The first member of staff onsite will ensure all fire routes are checked to ensure they are clear. This is to be done daily when fire exits are unlocked		Ongoing	1	4	4

Risk Assessment – Think @

No.	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
Slips, trips, and falls											
	Trips over furniture	All furniture will be tucked away i.e., chairs pushed under tables to minimise risk	2	2	4	All furniture will be tucked away i.e., chairs pushed under tables to minimise risk, tables will be spaced at minimum 1m apart to allow easy access passed furniture.		Ongoing	1	2	2
2	Trips, falls due to opened, improperly closed or unclipped floor boxes	Floor boxes are always closed when both in and no in use. When in use all plugs and wires are secured down with hazard tape	3	3	9	All floor boxes are to be closed when both in use and not in use, hinges to be closed so risk is minimised, and any showing wires must be fastened down with duct/hazard tape to reduce trip risk. Floor boxes are checked daily for missing clips and spare clips are kept in the office if any need to be re-clipped		Ongoing	2	3	6
3	Trips over showing wires	All wires hidden under desk away from walking areas and client/delegate/communal areas.	3	2	6	All wires to be tidied away and strapped together using Velcro wire binders ensuring that trip hazards are kept to a minimum, wires will be tucked away under desks/tables to ensure minimal trip hazards in communal areas. Where showing		Ongoing	2	2	4

						wires can be kept minimal i.e. using floor boxes, only the length of wire needed should be pulled through, excess wire should be rolled and put in floor box to reduce trip risk. In this case wires should be taped down or a wire protector should be used.					
Illness/Sickness											
6	Illness due to uncleaned glassware, crockery.	All glassware and crockery are cleaned after each use, via both hand wash and glass wash.	2	3	6	Ensuring all crockery and glassware is kept in a dry and clean location, clean out cupboards/draws quarterly to guarantee this. Once washed all crockery, cutlery and glassware should be dried and put away.		Ongoing	1	3	3
Evacuation											
	Blocked fire routes in event of evacuation.	Fire routes are to be checked daily when exits are unlocked ensuring no blockages to escape routes.	2	4	8	The first member of staff onsite will ensure all fire routes are checked to ensure they are clear. This is to be done daily when fire exits are unlocked		Ongoing	1	4	4

Risk Assessment – Refreshment area

No.	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
Slips, trips and falls											
	Falls over rope and pole base.	Poles are always moved into away from communal areas at non-event times, when in use, they are always visible and only used to split specific sections of the communal areas.	2	2	2	Poles to be moved out of communal areas when not in use to minimise risk of trips, when in use at event they will be placed in a visible location to reduce trip hazard.		On going	1	2	2
	Water spillages around coffee machines causing slips.	Any spillages that occur on laminated floor area are wiped up using blue roll.	4	2	8	Any spillages will be mopped up straight away (keys to cleaning items is kept in kitchen 3 rd draw) blue roll will be used to wipe away any excess liquid and to thoroughly dry the floor, a wet floor sign will be put up for cautionary purposes.		Ongoing	2	2	4
	Trips over carpet strips around refreshment bench.	Make sure all carpet strips are firmly stuck down minimising risk, if at any point carpet strip is causing trip hazard report immediately to correct person.	3	3	9	All carpet strips are to be checked daily, if carpet strip is loose or causing hazard report immediately. Inform clients and other members of staff of the risk.		Ongoing	2	3	6
	Trips over opened, improperly closed, or unclipped floor boxes.	Floor boxes are always closed when both in and no in use. When in use all plugs and wires are	3	3	9	All floor boxes are to be closed when both in use and not in use, hinges to be closed so risk is minimised, and any		Ongoing	2	3	6

		secured down with hazard tape.				showing wires must be fastened down with duct/hazard tape to reduce trip risk. Floor boxes are checked daily for missing clips and spare clips are kept in the office if any need to be re-clipped					
	Trips over any showing wiring.	All wires hidden under desk away from walking areas and client/delegate areas.	3	2	6	All wires to be tidied away and strapped together using Velcro wire binders ensuring that trip hazards are kept to a minimum, wires will be tucked away under desks to ensure minimal trip hazards in communal areas.		Ongoing	2	2	4
Burns											
	Hot water burns from coffee machines.	Ensure the dispenser is in the correct place so all steam produced enters the mug/cup. When using hot water ensure the dispenser is pushed over the drip tray and the mug is placed directly underneath tap.	3	3	9	The coffee dispenser should always be pushed down before the machine is switched on to prevent any water burns or scalding. Ensure the cup is placed directly underneath spout so all hot liquid goes directly into cup. The metal tray which holds the cup should be placed the right way around to stop the cup falling or spilling hot fluid.		Ongoing	2	3	6
	Hot steam burns from coffee machines.	Ensure the dispenser is in the correct place before the machine is turned on.	3	3	9	The coffee dispenser should always be pushed down before the machine is switched on to minimise steam. When milk is low		Ongoing	2	3	6

						machines produce more steam, staff are to check milk levels regularly in order to prevent steam build up and steam burns.					
Illness/Sickness											
Illness from uncleaned glasses and crockery.	All glassware and crockery is cleaned after each use, via both hand wash and glass wash.	2	3	6	Ensuring all crockery and glassware is kept in a dry and clean location, clean out cupboards/draws quarterly to guarantee this. Once washed all crockery, cutlery and glassware should be dried and put away.		Ongoing	1	3	3	
Illness from out-of-date perishables.	All dates are regularly checked on perishables, they stock is rotated to allow older stock to be used up before their best before date.	2	3	6	Perishable dates should always be checked before purchase in order to determine they have a long enough shelf life. Perishables will only be purchased if we can see that they will be consumed within their given date. Stock should be rotated in order to consume before the best before date.		Ongoing	1	3	3	
Illness from comprised perishables.	Once any bag/box of perishables have been opened, they must be stored in a sealed plastic container until they are next used, in order to keep perishables fresh.	2	3	6	Ensure all perishables in sealed containers are used first to avoid waste, once any perishable is opened it must be placed in a sealed container in a cool dry location in order to keep each product fresh.		Ongoing	1	3	3	

	Illness due to un-cleaned fresh milk, bean to cup coffee machines.	Machines are cleaned with appropriate cleaning solution and cleaning tablets after each machine has been used.	2	3	6	Machines are cleaned after each use with solution and tablets, this rinses all fresh milk residue from the machines and cleans all pipes and lines. If machines are out of use for a period of longer than one day, they will be re-cleaned before use with both cleaning solution and tablets.		Ongoing/Daily	1	3	3
	Illness due to bacteria and residue build up in coffee machine nozzles.	Nozzles are taken off coffee machine once per week and cleaned using hot water and brushes provided by manufacturer.	2	3	6	Nozzles are to be cleaned once per week, Nozzles are to be soaked in hot soapy water and thoroughly cleaned using brushes provided by the manufacturer.		Ongoing/Weekly	1	3	3
Evacuation											
	Locked fire door in event of evacuations.	Fire doors are to be unlocked every morning by the first member of staff onsite.	2	4	8	The first member of staff in are to unlock both fire doors, this is to be the first task of the day. This is clearly stated on the opening procedure document in the case it is a non-Horizon team member opening the venue.		Ongoing	1	4	4
	AV/Technical										
	Use of digital table to download explicit content	IT team have put blocks on search engines to minimise risks of explicit searches. Screen checked regularly to ensure	3	3	9	Screens are locked on full screen mode so search toolbars cannot be operated. Staff walking the venue floor make regular checks to ensure only		Ongoing	2	3	6

						regulated content is loaded onto the screens.					
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Risk Assessment – Reception

No.	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
Slips, trips and falls											
1	Trips or falls over showing wires.	All wires hidden under desk away from walking areas and client/delegate areas.	3	2	6	All wires to be tidied away and strapped together using Velcro wire binders ensuring that trip hazards are kept to a minimum, wires will be tucked away under desks/tables to ensure minimal trip hazards in communal areas. Where showing wires can be kept minimal i.e. using floor boxes, only the length of wire needed should be pulled through, excess wire should be rolled and put in floor box to reduce trip risk.		Ongoing	2	2	4
2	Trips of falls from open, improperly closed or unclipped floor boxes.	Floor boxes are always closed when both in and no in use. When in use all plugs and wires are secured down with hazard tape.	3	3	9	All floor boxes are to be closed when both in use and not in use, hinges to be closed so risk is minimised, and any showing wires must be fastened down with duct/hazard tape to reduce trip risk. Floor boxes are checked daily for missing		Ongoing	2	3	6

						clips and spare clips are kept in the office if any need to be re-clipped					
3	Slips on tiled surfaces.	Any spillages that occur on tiled floor area are wiped up using blue roll.	4	2	8	Any spillages will be mopped up straight away (keys to cleaning items is kept in kitchen 3 rd draw), blue roll will be used to wipe away any excess liquid and to thoroughly dry the floor, a wet floor sign will be put up for cautionary purposes.	Ongoing	2	2	4	
4	Trips over metal lift plate when entering/exiting lift.	Lift plate checked regularly to ensure it is screwed and glued down.	3	2	6	Assess on a regular basis, ensure the plate is securely fixed down, and get plaque warning of trip hazard.	Ongoing	2	2	4	
5	Trips over carpet strips.	Make sure all carpet strips are firmly stuck down minimising risk, if at any point carpet strip is causing trip hazard report immediately to correct person.	3	3	9	All carpet strips are to be checked daily, if carpet strip is loose or causing hazard report immediately. Inform clients and other members of staff of the risk.	Ongoing	2	3	6	

Risk Assessment – Toilets

No	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
	Slips trip and falls on the following; <ul style="list-style-type: none"> • Hand towels left on floor • Soap spillage • Water spillage 	Members of staff to check toilets regularly	3	3	9	Regular toilet checks are scheduled to maintain a clean and safe environment. Toilet checks include cleaning up any materials that may cause accident or injuries such as paper towels, water and/or soap spillages on the floor		Ongoing	2	2	4
	Burns from hot water taps	Tap temperatures are within correct temperatures as advised within H&S regulations	3	2	6	Hot water sign placed above the taps in all toilets		Ongoing	1	2	2
	Illness from unsanitary toilets	Toilets are cleaned daily	2	1	2	Toilets are cleaned daily by contracted cleaners. Toilets are regularly checked by members of staff to ensure Anti-bacterial hand wash is provided in all toilets		Ongoing	2	1	2
	Legionnaires contaminated water	Water is tested on a monthly basis by a contracted cleaner with relevant training	1	4	4	Adhoc testing is done by members of the Horizon team to ensure all testing is accurate		Ongoing	1	4	4

Risk Assessment – Accessible toilets

No	Hazard	Existing Control measures	Existing risk control			Additional control measures	Action by	Date by	Risk post additional control		
			L	C	R				L	C	R
	Slips trip and falls on the following; <ul style="list-style-type: none"> • Hand towels left on floor • Soap spillage • Water spillage 	Members of staff to check toilets regularly	3	3	6	Regular toilet checks are scheduled to maintain a clean and safe environment. Toilet checks include cleaning up any materials that may cause accident or injuries such as paper towels, water and/or soap spillages on the floor.		Ongoing	2	2	4
	Safety alarm not working	As the accessible toilet is in the landlords area it is the landlords responsibility to check the alarm is activated and in full working order at all times	1	3		Regular checks with the landlord to ensure all testing is completed and logged in accordance with regulations. Operations team check each morning to ensure it is fully accessible and tested.		Ongoing	1	2	2

5 x 5 Risk Matrix

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

CONSEQUENCES

Risk Rating
High
Medium
Low