



Conference Site Visit and Event Risk Assessment

University of Brighton (UoB), Falmer Campus – Checkland Building/Asa Briggs Lecture Theatre

Attendees:

David Porter (SOS), Evelyn Porter (SOS), Jonathan Cooke (SOS), Jack Curry (SOS), Adrian Thomas (SOS), and Assaf Shema (UoB – Venues Coordinator)

Risk Area	Commentary	Risk Assessment
		L/M/H
001. General Layout & Accessibility (accommodation for stalls; connectivity (inc. WiFi) for presentations, etc.)	Venue booking includes the Checkland C122 lecture theatre, adjacent foyer [exhibition space], and a separate first aid room. Access will also be available to the main Checkland Building foyer [registration desk], on-site Atrium Café, and outdoor terrace. Checkland C122 lecture theatre has a maximum seating capacity of 277. AV equipment is provided by the venue and will be tested during pre-event set-up on 17th April. Facilities include two large projector screens, a connected PC, and two lapel and four handheld microphones. The adjacent foyer provides ample space for exhibitors, with exhibition stands arranged to ensure clear walkways and avoid overcrowding. Signage and volunteer stewards will be positioned both inside and outside to direct delegates.	Low
002. Parking and Traffic Management	Extensive parking available on-site, including designated accessible spaces. Parking is managed via an ANPR system – delegates are responsible for booking and paying for parking in advance or on arrival. Delegates will be encouraged to use public transport where possible. Due to the size of the campus, volunteer parking marshals will be in place to direct exhibitors and delegates. Parking marshals will be provided with hi-viz tabards.	Low
003. Entry/Egress to Premises	Multiple entry and exit points available via the main Checkland Building foyer.	Low

	The lecture theatre and exhibition space (Level 1) are located two floors below the main entrance to the Checkland Building foyer (Level 3), with access via stairs and lifts on either side of the main foyer.	
004. Specific Issues for Persons with Restricted Mobility	Designated accessible parking available adjacent to the Checkland Building, Falmer Library, and Westlain House, avoiding stairs from the main car park. Parking marshals will assist with directing vehicles to accessible parking spaces. Barrier access will be lifted to allow entry – <u>awaiting confirmation from the Estates Team.</u> Lifts provide wheelchair-accessible navigation between the main foyer (L3) and the lecture theatre and exhibition space (L1). The conference and exhibition spaces are located on the same level. Accessibility requirements will be collected in advance via registration forms, with volunteer stewards available to assist on the day. Generic Emergency Evacuation Plan (GEEP) has been provided by the venue.	Low
005. Toilets and Other Facilities	Accessible toilets are available on all levels, located adjacent to the lifts.	Low
006. Fire Escapes/ Fire Doors	Fire alarm procedures will be announced at the start of the event by Adrian Thomas (Compere) Fire exits are located on both sides behind the podium in the Checkland C122 lecture theatre. Evacuation routes and fire exits are clearly signposted throughout the Checkland Building, with the fire assembly point located at the Sun Terrace (outside Dallington House).	Low
007. Local Authority Certification	Venue complies with all relevant health and safety regulations and certifications.	Low
008. Specific Hazards: Trips & Slips/Cuts & Burns	Potential trip hazard exists at the step leading to the first tier of seating in the lecture theatre. The event leadership team (David, Jonno and Jack) will look for potential trip hazards created by the exhibitors and their materials, raise any issues to address them. Hot drinks (tea/coffee) will be provided – volunteer stewards will assist to manage the risk of spills or burns.	Medium

009. Food Hygiene	Catering will be provided by the Venue Services Team and/or the on-site Atrium Café. Delegates may also bring their own food.	Low
010. Equipment (General)	AV equipment is provided by the venue and will be tested during pre-event set-up on 17th April.	Low
011. Manual Handling	Tables for the exhibitors will be provided and arranged by the Venue Services Team. Exhibitors will be reminded that they are responsible for setting up and dismantling their own display materials and/or merchandise.	Medium
012. First Aiders/Access to Emergency Services	Health and safety guidance has been provided by the venue. An on-site first aider will be provided by Pulse South Coast Ltd, and a separate first aid room has been organised adjacent to the exhibition space. Emergency contact numbers: Emergency services – 9-999 University Security Control – 2222 Falmer Site Contact – 4995/3547 (07974 661206) Royal Sussex County Hospital – 01273 696955 – nearest A&E department to the venue Brighton General Hospital – 01273 696011	Low
013. Recording: Accident Book (or equivalent)	Incidents will be reported to and recorded by conference organisers and venue management in accordance with their procedures.	Low
014. Public Liability Insurance	Public liability insurance is held by the Sussex Ornithological Society and the venue. Documentation can be provided on request.	Low
<u>015. Overall Assessment</u>	Overall risk level assessed as LOW , with some medium risks associated with trips/slips and manual handling, which are mitigated through standard control measures.	

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