**Commence CIC Indoor Events Risk Assessment**

**Event Name:** Various  
**Event Date:** Various  
**Event Location:** Various  
**Prepared By:** Maryam Seyad  
**Date of Assessment:** 24/02/2025

**1. Overview of Event**

Briefly describe the event, including activities planned, expected attendance, and any specific indoor environmental considerations.

**2. Identified Risks & Control Measures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Risk** | **Persons at Risk** | **Control Measures** |
| **Slips, Trips & Falls** | Injury due to wet floors, cables, or cluttered walkways | Staff, Participants, Volunteers | Clear signage, secure cables, regular floor maintenance |
| **Fire Hazards** | Electrical faults, flammable materials, blocked exits | Everyone | Fire extinguishers, clear evacuation routes, no open flames |
| **First Aid Incidents** | Minor/major injuries from activities | Everyone | First aid kits available, trained first aiders on-site, emergency contact plan |
| **Crowd Control** | Overcrowding, difficulty in emergency evacuation | Participants, Staff | Controlled entry limits, security personnel, clear signage for exits |
| **Air Quality & Ventilation** | Poor air circulation leading to discomfort or health issues | Everyone | Proper ventilation, air purifiers, open windows where possible |
| **Manual Handling** | Lifting heavy equipment leading to injuries | Staff, Volunteers | Proper training, team lifting, trolley usage |
| **Infectious Diseases** | Spread of illnesses (e.g., COVID-19, flu) | Everyone | Hand sanitizing stations, social distancing where necessary, encourage symptom-free attendance |
| **Electrical Safety** | Overloaded sockets, faulty wiring | Staff, Participants | PAT-tested equipment, avoid daisy-chaining extension leads |
| **Lost or Missing Persons** | Children or vulnerable adults getting lost | Children, Vulnerable Adults | Wristbands, designated meeting points, event staff trained in safeguarding |

**3. Emergency Procedures**

* **First Aid:** Nearest first aid station and contact details of on-site medical staff.
* **Fire Evacuation:** Identify nearest exits and assembly points.
* **Power Failure Plan:** Procedures for handling power outages.
* **Missing Person Protocol:** Steps to follow if someone is reported missing.
* **Emergency Contact Numbers:** List emergency services, event coordinators, and local authorities.

**4. Risk Assessment Review**

* **Assessment Reviewed By:** Maryam Seyad
* **Next Review Date:** 24/02/2026

*This risk assessment should be reviewed and updated regularly to ensure the safety of all event attendees.*