

Name of Document Creator:	Stephanie Aigbe-Joseph	Date of Assessment:	June 16th 2026
Event:	StemFest 2026	Date of Event:	June 30th-July 2nd 2026
Subject of Assessment: (Consider task or Environment)			
<p>Health & Safety, Fire Safety at Public Event Risk Assessment</p> <p>What do we need to do to keep staff, volunteers and attendees safe during the 'StemFest 2026' event on June 30th-July 2nd 2026</p>			
Step 1: What are the hazards? General			
<ol style="list-style-type: none"> 1. Injury 2. Safeguarding 3. Hot food & liquids 4. Sharp objects. 5. People, including young & vulnerable adults. 6. Food. 7. Fire. 			
Step 2: Who might be harmed and how? General			
<ol style="list-style-type: none"> 1. Injury or distress caused during an activity 2. Safeguarding concerns due to a wide variety of attendees 3. Injury as a result of being burnt or scalded by something hot in the kitchen or spilling a hot drink. 4. Injury, illness, chemical burn or allergic reaction as a result of coming into contact with cleaning products. 5. Injury may occur from individuals carrying sharp objects ie. keys etc. on their persons / equipment being used. 6. Injury or distress due to the behaviour of other individuals on site. 7. Choking, allergic reaction or illness due to food consumed. 8. Injury or illness as a result of fire. Serious injury or death due to a fire breaking out. 			
Step 3: What are you already doing? (Existing Precautions)			
<ol style="list-style-type: none"> 1. All areas being used for activity games are cleared of any hazards prior to the event ie. trip hazards, obstructions, non carpet floors are clean / dry. Leaders are equipped with a First Aid Kit, Appointed First Aider, First Aid Reporting Form and a briefing of what action to take should an injury occur. 2. <ol style="list-style-type: none"> a. All Leaders have a current DBS certificate and the relevant Safeguarding Training. b. Any Safeguarding concerns should be raised with a Leader and reported through the Safeguarding Reporting Form. 3. Attendees should not have access to areas where scolding or burns could occur. Leaders are equipped with a First Aid Kit, Appointed First Aider, First Aid Reporting Form and a briefing of what action to take should an injury occur. 4. Any spillages or messes created should be cleaned up as quickly as possible. Safe handling of cleaning products that contain harmful ingredients should be carried out by Leaders only. 5. Individuals should be encouraged to empty their pockets of sharp objects prior to activities / any equipment found to have sharp objects or faulty should be removed from the games and reported to the equipment owners. 6. Attendees at a higher risk of harm have been identified prior to attendance and Leaders remain aware of their needs and provide care where required. For any person's acting inappropriately or causing others to be uncomfortable or distressed, Leaders will respond in an appropriate manner, this can include ensuring the individual has a minder with them at all times or is asked to leave the event. 7. <ol style="list-style-type: none"> a. Ensure First Aiders are present and able to administer First Aid in the event of a choking incident, allergic reaction or other incident related to food. b. Individuals that have known allergies have their epi-pens / allergen medicine on their persons at all times. The individual is responsible for what food intake they consume during the event to avoid 			

allergic reactions. Snacks remain in their wrappers with ingredient content readily available to consumers.

8. An appointed Leader will act as Fire Marshal in the event of a fire breaking out. The Leader will be responsible for raising the alarm, calling 999 Emergency Services and evacuating the building in the event that a fire is suspected or occurs.

Level of Risk

(see notes to this to assess level of risk)

Overall current risk level

none	LOW	medium	high
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Step 4: Action Plan

What further action and / adjustments are necessary?	Action Whom	by When	by Action completed
Risk Assessment to be shared amongst all attending Leaders.	Erin Wilkinson	16/06/2026	
All Leaders must read the Risk Assessment in full, no later than the start time of the event.	All Leaders	June 30th - July 2nd 2026	

In the event of a fire

If the alarm sounds, all Leaders should oversee evacuation, ensuring all attendees are accounted for. Call 999 as soon as possible.

In the event of an injury incident

If an incident occurs during the event that causes injury, the Leader attending should provide / seek First Aid attention, call 999 as soon as possible, if required. Report to the nearest member of staff / volunteer should an evacuation be needed within the area as quickly and safely as possible.

All incidents & injuries must be reported via the First Aid Form provided.

The closest A&E Medical Facility to the venue is:

ST JAMES HOSPITAL:
Beckett Street, Leeds, LS9 7TF

In the event of other safety incidents

The closest member of staff should attend the scene of the incident, assess the situation and take appropriate action to make the scene and people nearby safe. Another member of staff should alert the appropriate appointed person for that category of incident.

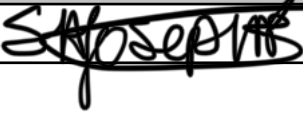
Event Lead: Erin Wilkinson

First Aid Lead: St Johns Ambulance

Fire Marshall Lead: Harry Sandford

In case of all incidents, whether major or minor, an incident report must be completed as soon as possible and when it is safe to do so.

Step 6: Signatures

Employee:	Stephanie Aigbe-Joseph 
Employee Role approving document:	Event and Venue Manager
Date:	16/06/2026