

JMSU RISK ASSESSMENT – Freshers Fair 2026

Department e.g. P&E	Content & Engagement		
Building/Area/Facility	Liverpool Experience Campus (LEX)	Location, e.g., SLB 1.16	LEX Liverpool, L3 4FP
Estimated Numbers	7,000-10,000	Date & Time of Event/Activity	18/09/2026 (6:00-21:00)
Activity	Freshers Fair Event		
Description	A day event with various stalls for students to visit and gain freebies.		
Lead Organiser	Trudy Lewis Content & Engagement Manager	Health & Safety Lead	Sarah Latham Deputy CEO

The following guidelines are supplementary to JMSU and LJMU policies and procedures and do not override any local or national government regulations. Before the event, suppliers will receive a briefing that includes a link to the latest government guidance.

The Risk Assessment process must be 'ongoing' and 'dynamic.' In other words, informed judgments and decisions regarding safety must be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

All measures below are in addition to the LEX Risk Assessment.

What are the Hazards?	Who might be harmed and how?	What are you already doing? (controls)	ASSESSMENT OF RISK				Action By Whom?	Action By When?
			Likelihood	Consequence	Risk Level	Follow-up actions/ Additional Controls		
Vehicle movement in loading bays	Stallholders, LEX staff and JMSU staff <i>Physical injuries, crush injuries, bumps, and scrapes. Severe injury is feasible through impact with fast-moving or large loads.</i>	- The loading bay is overseen by the LEX, which is responsible for coordinating stallholder unloading. - The loading bay supervisor is to oversee vehicle movement per Standard Operating Procedures (SOP). - Restricted access to loading bays during unloading. - All stallholders, including student groups, will be unloading through the loading bay between 6:00-9:45am only. No unloading will take place after this. - A system will be in place to ensure loading is not all through one access point to avoid crowd overwhelming.	1	5	5		Stallholders, LEX staff and JMSU staff	During Event
Unloading of vehicles	LEX staff, stall holders, stewards, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	- Staff at JMSU are trained in manual handling as part of staff induction. - Major delivery of items undertaken by LJMU Campus Services using their manual handling SOPs. - Stall Holders to work under their risk assessment and SOP. - All student groups are provided with an H&S briefing as part of their induction, including manual handling and a Freshers Fair briefing.	2	2	4		LEX staff, stall holders, stewards, and JMSU staff.	During Event

Slips, trips, and falls on cables, flooring, etc.	LEX staff, stall holders, student group committee members, stewards, visitors, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	- Awareness is raised as part of the JMSU staff briefing on hazards during the fair. - Site walkarounds performed by the Deputy CEO at the start of the day and regularly during the day. - Debris and/or trip hazards identified to be removed by JMSU/ LEX staff as part of on-the-day space management. - All LEX staff working on events adhere to their SOPs to ensure that their work areas are free from trip and slip hazards. - All materials are to be stored behind stalls, not in central walkways. JMSU Staff to speak to stallholders as they arrive at the correct storage procedures. - LEX Stewards are to ensure that all stallholders' materials are stored under the tables/behind the stall and remove rubbish during the day. - JMSU/Deputy CEO are to undertake regular walk rounds and JMSU staff to notify JMSU SLT and/or venue stewards if any hazards / repeat offenders are identified. - Hot drinks and covers (both of which are supplied by the venue) will be provided for all hot drinks.	2	3	6		LEX staff, stall holders, student group committee members, stewards, and JMSU staff.	During Event
People movement	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Slips, trips, and falls cause minor injuries.</i>	- Appropriate stewarding/security service contracted by the LEX to provide this service during the fair aligned to their SOP in relation to attendance numbers. - LEX stewards are on duty to ensure numbers are not exceeded and to control the flow around the building. - JMSU to maintain regular communication with the LEX to determine people numbers/volumes and adjust entry flow as appropriate. - Queuing and barrier system will be in place to ensure a clear ingress and egress route and also used to help with flow of traffic in the main fair space.	3	1	3		LEX staff, stall holders, stewards, and JMSU staff.	During Event

Blocked gangways and fire exit	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Limited access to emergency routes in the event of an incident.</i>	• Appropriate stewarding/security service contracted by LEX to provide services regarding evacuation procedures. • JMSU to maintain regular communication with the LEX with regard flow of people and potential blockages in gangways and fire exits. • JMSU / Deputy CEO are to undertake regular walk rounds and JMSU staff to notify JMSU SLT and/or venue stewards if any hazards / repeat offenders are identified.	2	3	6		LEX staff, stall holders, stewards, and JMSU staff.	During Event
Terrorism incident	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Major injury and death</i> <i>As of August 2026, MI5 gives the national terrorism threat level as SEVERE, meaning an attack is highly likely; it was raised on 30 April 2026.</i>	• LEX recognised as primary lead for any Major Incident • Appropriate stewarding/security service contracted by LEX to provide services regarding evacuation procedures. • JMSU staff to be briefed on the day by the LEX regarding appropriate measures to raise the alarm should staff expect an incident to occur. • JMSU Staff have undertaken SCan (See, Check and Notify) Training • LEX has its own SOPs, evacuation, and security procedures. • JMSU staff briefed pre-event on emergency actions. • Bag searches, stewarding and security presence in place on entry, delivered by LEX security team with JMSU liaison. • Reliance on LEX's established Counter Terrorism plans, CCTV, access controls, and evacuation procedures. • Evacuation routes and fire exits identified. • JMSU staff briefed on ensuring gangways and exits remain clear. • All staff to monitor for suspicious packages/behaviour and escalate to security. • Radios and contact between JMSU staff, LEX control room and security to manage incidents. • Named staff roles identified (Staff Lead, Venue Liaison, University Liaison, Officer Lead). • Clear protocol for protests inside/outside venue, emphasising de-escalation, designated areas, dialogue, and escalation to LEX security if necessary. • JMSU staff to act in liaison role, not duplication. • LJMU Police Officer will be contactable throughout the event for advice and support	2	5	10		LEX staff and JMSU staff.	During Event

Sporting activity	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	- All student group leaders have attended JMSU training, which included briefings on the Freshers Fair activity. - SOD team to brief sports teams and societies with regards to correct conduct at the event (e.g., no throwing of sporting items, no unauthorised 'demonstration' activity, etc). - JMSU requires a detailed risk assessment for complex activities, which will be subject to approval by the Opportunities & Development Manager, e.g., pole fitness poles, and e-racing car. - JMSU Student Opportunities & Development staff to be constantly observing the activity.	3	2	6		LEX staff, stall holders, student groups, stewards, and JMSU staff.	During Event
Fire	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Burns, smoke inhalation, and inhalation of fumes</i>	- LEX stewards on duty are always to ensure numbers are not exceeded and to control the flow around the building. - LEX to provide trained fire marshals in their venue. - Fire extinguishers on-site provided by LEX. - Radio assistance provided between JMSU and LEX. - Stallholders and student group committee members briefed on emergency evacuation procedures. - The floor plan is laid out to ensure clear access and visibility to the fire exits at all times and exits can be seen highlighted on that floor plan.	1	5	5		LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff.	During Event
Food – Allergens	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Allergic reaction causing harm</i>	- Only food is to be sold is by the LEX venue at designated stalls of which will comply with all Food, Health, and Hygiene protocols. - No 'homemade' food to be provided at stalls as communicated through booking. - Only pre-packed food (sweets) to be provided where they are wrapped and have list of ingredients and allergens, as communicated through booking. - Any commercial stalls that are bringing food need pre-arranged permission via Native and must comply with Food, Health, and Hygiene protocols. - Any allergic reaction will be dealt with as per First Aid intervention with associated escalation routes to 999 if necessary	2	4	8		LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff.	During Event

Fire (Large amounts of combustible materials on-site)	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Burns, smoke inhalation, and inhalation of fumes</i>	- All waste is to be cleared away from stalls regularly by LEX and JMSU staff. - Stallholders are to report any waste to be cleared away. - Fire extinguishers on-site. - LEX to provide trained fire marshals in their venue.	1	5	5		LEX staff, stall holders, visitors, stewards, and JMSU staff.	During Event
Cancelled Event	All involved in the Event. <i>Reputational and financial risk.</i>	- The decision to cancel the event will be made jointly by LEX and the JMSU Leadership Team. - Students and stallholders will be informed by email ASAP, and this will be communicated on social media and by email. - Communication with LJMU Corporate Communications before the cancellation of the event.	3	1	3		LEX Staff and JMSU Leadership Team	Ongoing
Evacuation of the building	Evacuation of all involved. <i>Panic and overcrowding</i>	- If an incident occurs that results in evacuation, LEX emergency action plan will be followed. - All staff should make themselves aware of this plan. - LEX has clear signage and related evacuation procedures visible to all users.	5	1	5		LEX Staff and JMSU Staff	Ongoing

Overcrowding/Crowd Management	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Crushes, strains, pulled muscles, cuts, and bruises.</i>	• LEX will manage the overall safe capacity of the venue and ensure that agreed venue capacity is not exceeded. • Capacity limits for individual halls/areas will be confirmed with LEX before the event and managed in accordance with the venue's procedures. • LEX and JMSU will maintain regular communication regarding attendance numbers, queue levels and movement of people throughout the venue. • Entry numbers will be monitored using the agreed ticket/scanning arrangements and any venue counting systems in place. • LEX Stewards/Security will control the flow of attendees at entrances, exits and other identified pressure points. • Where crowd density or queue levels become unsafe, entry will be slowed or temporarily paused until numbers have reduced to an acceptable level. • LEX, in liaison with the JMSU Event Lead/Health & Safety Lead, will have authority to pause entry where there is an immediate safety concern. • Gangways, emergency exits and evacuation routes must remain clear at all times. • JMSU staff will undertake regular walk-rounds and immediately report areas of congestion or unsafe crowd behaviour to LEX Stewards/Security. • Stallholders and student groups will be instructed not to allow queues or activities associated with their stalls to obstruct gangways or neighbouring stands. • External queues will be managed to maintain safe pedestrian routes and access for emergency services.	1	4	4		LEX staff, stall holders, and JMSU staff.	During Event
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External queues / adverse weather	Students, visitors, stallholders, LEX staff, stewards and JMSU staff. <i>Slips, trips and falls; heat exhaustion/dehydration; cold or wet-weather exposure; injury caused by high winds; distress or deterioration of existing health conditions; crowding caused by attendees seeking shelter.</i>	- Weather forecasts will be monitored by the Event Lead in advance of and on the day of the event, with any severe weather warnings considered as part of the dynamic risk assessment. - External queues will be managed by LEX/JMSU staff to maintain safe pedestrian routes, prevent overcrowding and ensure emergency access is maintained. - Queue lengths and waiting times will be monitored throughout the event and entry arrangements adjusted where appropriate. - Attendees will be encouraged to dress appropriately for forecast weather conditions through pre-event communications where appropriate. - Where high temperatures are forecast, access to drinking water will be available and staff will monitor for signs of heat-related illness. - Where heavy rain or other adverse weather occurs, available sheltered areas will be utilised where safe and practicable. - Temporary outdoor equipment, signage, and barriers will be monitored during high winds and removed or secured where necessary. - If weather conditions create an unacceptable risk, the Event Lead and LEX will review external queuing arrangements and may relocate queues, pause entry, or implement alternative arrangements. - Any decision to suspend or significantly alter the event due to severe weather will be made in liaison between JMSU and LEX.	1	4	4		LEX staff, stall holders, visitors, stewards, and JMSU staff.	Across the Event
Electrical appliances	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Electric shocks and electrocution.</i>	- Competent contractor appointed to manage electrical mains on behalf of LEX. - All portable appliances brought on site to have a valid PAT certificate.	1	5	5		LEX staff, stall holders, stewards, and JMSU staff.	During Event

Physical body/bag searches for all members of the public on entry to the venue	Visitors and stallholders. <i>Dangerous items that can cause a severe injury</i>	- Bags will be searched upon entry by LEX Security, and information will be provided to students before the event. - Venue searches are conducted through WTMD and LFA arches. If a detection is made, the person will be asked to empty their pockets of their belongings. Following this, a wand search will take place. - If further detection and a pat down need to take place, then this will be done with the appropriate steward to search.	3	2	6		LEX staff	During Event
Long working hours	JMSU staff <i>Tiredness, lack of concentration, and other medical needs.</i>	- JMSU Staff are experienced in managing their own time, ensuring they take breaks under the Working Time Directive. - JMSU Leadership Team to consult with the staff team regarding staff welfare and rota. - JMSU SLT to arrange for appropriate space, food, and drink to support wellbeing. - JMSU SLT/P&C Manager to undertake any individual-specific wellbeing/ reasonable adjustment assessments before the event starts.	4	2	8		JMSU Leadership Team	During Event
Intoxicated at the event	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Minor injuries and safety concerns</i>	- The event is not an alcohol led activity. - No bars are booked to be open. - Student groups are instructed not to consume any alcohol during the event. - All stallholders must declare any alcohol present in advance of the event. - Stallholders dispensing alcohol must have a personal license holder present or be authorised by LEX DPS or an alternative license holder to dispense and meet guidance on volumes (25ml sealed container). - If people are intoxicated, LEX Security will ask the person to leave. - JMSU will check on the person to ensure they can safely get back home.	3	1	3		LEX staff and JMSU staff	During Event

Confrontation at the event	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Violent behaviour</i>	- LEX stewards will be informed, and Security will deal with the incident. - JMSU will ask anyone to leave if acting violently. - Incident reported to JMSU and followed up post-event. - JMSU are aware that due to the current political/societal climate, students, particularly those students marginalised, under-represented or vulnerable due to faith, religion or culture, may be subject to forms of discrimination, prejudice and harassment at our including (amongst other forms of discrimination) Islamophobia, Antisemitism, Homophobia and Transphobia. - Therefore, this will be included in the staff briefing so JMSU staff our vigilant. If an incident follows the same protocols as above but will move those who have been subject to harassment to a safe space at the venue. - LJMU Police Officer will be contactable throughout the event for advice and support	3	1	3		LEX staff and JMSU staff	During Event
Shuttle Bus Travel	Students and student groups <i>Vehicle crash, crushes, strains, pulled muscles, cuts, and bruises.</i>	- Events & Engagement Co-Ordinator will conduct checks on the Coach Company, e.g. PLI and H&S Records - JMSU Staff will coordinate the safe entry and exit of the coach. A safety briefing will be given at the start of the shift. - JMSU Staff will advise students on where to stand and wait for shuttle buses. - Only LJMU students and staff will be able to use the shuttles. - The driver will report any misuse or problems on the coach to the Events staff.	3	2	6		JMSU Deputy CEO	During Event
Alcohol dispensing and consumption	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Licensing risk with LEX and JMSU</i>	- All JMSU staff on-site are not to consume alcohol during a shift as per JMSU customs and practices. - LEX security staff are SIA licensed and will deal with students who become intoxicated. - Vendors dispensing alcohol must have previously agreed permission (via Native) to provide alcohol and have a personal license holder present or be authorised by LEX DPS or an alternative license holder to dispense and meet guidance on volumes (25ml sealed container).	1	3	3		LEX staff, stall holders, visitors, stewards, and JMSU staff.	During Event

Complex Stands	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Minor to major injuries</i>	- If a stand includes any of the following elements, then an extensive risk assessment will be submitted to the Deputy CEO and Native colleagues for commercial bookings: - Live animals - Balloons - Children, e.g., performers or the provisions of crèche facilities - Compressed gases - Mascots (people dressed in costumes) - Heat source of any kind, including cookery demonstrations, naked flame, or gel burners. - Noise, e.g., amplified, or acoustic music, vehicle demonstrations, machinery, pyrotechnics - Performers, e.g., stilt walkers - Simulators or rides - Special effects, e.g., pyrotechnics, lasers, haze, or strobe lighting - Special treatments, e.g., tattoos, body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery/ tooth whitening, Botox, cholesterol testing, or blood testing - Waste, e.g., hazardous waste or excessive waste products from working machinery. - Weapons (including replica weapons) and sharp objects. - Working machinery of any kind, even static - Stallholders' stands will be required to complete a risk assessment. - More complex stands (such as those 4m in height or above or double-decker stands) require a detailed risk assessment, method statement, and elevation plan with structural calculations and are subject to onsite approval by a structural engineer.	3	4	12		LEX staff, stall holders, and JMSU staff.	Ongoing
Table Banners	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Cuts, muscular injuries, and bruises.</i>	- All stallholders will follow the set-up instructions of the banners, with careful consideration taken when placing the banner on the stand. - JMSU Staff on hand to support table banner setup	2	3	6		LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event

Breach in Data Protection	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Data safety and reputational risk</i>	- A data privacy notice has been sent out on the event booking web page. - All stallholders will be advised of the GDPR statement required to collect data at the event. It's the visitor's decision on whether they share details with 3rd parties at the event. - Clear signage from JMSU notifying attendees that the event is being photographed/filmed, with necessary contact details for concerns/queries, will be displayed. - Stallholders will only be allowed to take photos/videos if they have express permission from students and encouraged to display / provide privacy notices. - No stall to undertake compulsory sign-ups. - JMSU staff to undertake random checks on privacy notices	3	3	9		LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event
Student status/tickets check on entry.	Visitors, LEX staff, and JMSU Staff <i>Safety of students attending</i>	- All tickets have a barcode that can be scanned, avoiding the need to touch the tickets. - JMSU Staff will check the student/staff status before entering the venue. - Reception area to be set up to manage any visitors that haven't proof of student status. - Security will be based in this area if there are any issues. - All stallholders will receive wristbands and will be checked at the Loading Bay. - JMSU SLT to provide final right on entry based on student status	2	3	6		JMSU Staff	During Event
Children at the Event	Stall holders, student groups, visitors, stewards, and JMSU staff. <i>Children, who may be injured or suffer ill health, or emotional effects from the event</i>	- Children will only be allowed in the venue if accompanied by a parent or guardian. - JMSU will follow the safeguarding procedures outlined in the Safeguarding Policy including students that are under 18. - Parents and Guardians will be made aware of the brands on offer on request.	3	1	3		Stallholders & JMSU Staff	During Event

Protest, demonstration, or media attention	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Safety and reputational risk</i>	- Depending on the size and nature of the protest, the protest protocols below will be initiated. - LEX Security and Stewards will liaise with police if required. - LEX CCTV will monitor and gather footage should a protest occur, and this footage could be used in an investigation. - Protest space will be outlined outside for any protestors by LEX. - LEX will have first aiders present. - All JMSU Staff and LEX Security will be briefed on protocols before the event. - All media enquiries will be directed to JMSU Content & Engagement Manager. - JMSU and LJMU liaise regularly on activity related to protests and will share information and intelligence, as well as on-the-ground responses to managing any protests. - Only JMSU staff and staff holders will have access to specific areas of the Fair, e.g. Upstairs chill-out area. - JMSU will take guidance from LJMU protest protocols. - LJMU Police Officer contactable throughout the event for advice and support	4	3	12		LEX staff and JMSU staff	During Event
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Psychological wellbeing	Emotional harm and triggering of all involved. <i>Reputational risk to JMSU/LJMU</i>	- Regular check-in with staff holders and student groups on comfort level. - Any students or stall holders who feel uncomfortable will be directed to the nearest exit or the quiet space. - JMSU to arrange for a 'quiet period' before the event starts for main attendees. - JMSU to provide a 'safe space' room for attendees to access if needed. - JMSU will provide ear defenders and earplugs for students who may struggle with sensory overwhelm. - JMSU will have posters around the venue, which will remind students of our commitment to a safe and inclusive environment. - Posters will also provide instructions on how to report any incidents of hate speech or discrimination at the event by approaching a member of staff. - JMSU Staff have Mental Health First aiders that can be called upon if required. - Wellbeing follow ups to be planned for JMSU staff or students via JMSU SLT	3	2	6		LEX staff, stall holders, and JMSU staff	During Event
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Health complications during the event	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Heart attack, stroke, asthma attack, pregnancy, etc.</i>	• LEX and Health and Safety Lead will coordinate the response to a medical intervention or incident. This may require stopping the fair whilst medical attention is provided. • Stall Leads will contact the Health & Safety Lead ASAP to inform them of any medical emergencies. • First aiders will be available from the LEX, supported by JMSU first aiders. • A suitable First Aid Kit will be present and provided by LEX. • An announcement will be made if the Fair is paused by LEX. • Green Screens / Covers will be available to provide dignity to the person involved if needed. • The location of the First Aid point(s) and nearest AED/defibrillator will be confirmed with LEX before the event and included within the staff briefing. • Staff will be briefed on the procedure for summoning First Aid assistance, including the agreed radio channel/contact procedure. • Staff should not move a seriously ill or injured person unless there is an immediate danger. • LEX will maintain an appropriate route for emergency service access to the venue. • The agreed ambulance/emergency service access and rendezvous point will be identified to relevant event staff. • Where emergency services are called, a nominated member of staff/LEX team will meet and direct them to the casualty. • Crowd movement around a medical incident will be controlled to provide privacy, maintain access for First Aid/emergency services, and prevent additional risk. • Medical incidents will be recorded and reported in accordance with JMSU and LEX incident-reporting procedures.	5	1	5		LEX staff and JMSU staff	During Event
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Fairground Ride	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Crush, fall, cuts, and bruises.</i>	- JMSU staff member will manage the queue and clear signage on where students are allowed to stand. 'Hire a Fun Fair LTD' are an associated supplier of the LEX and have all safety and PLI certificates. 'Hire a Fun Fair LTD' will deliver, set up, operate, and dismantle the equipment in conjunction with the LEX's associated protocols. 'Hire a FunFair LTD' will provide the services with reasonable care and skill and to a reasonable standard by the recognised standards and codes of practice applicable at the time of conducting the Services. - JMSU will receive public liability insurance, generic risk assessments, and any ADIPS certificates. - If any student misbehaves on or near the rides, they will be asked to leave the venue by Security.	3	2	6		Hire a Fun Fair Staff, LEX staff, and JMSU Staff	During Event
Personal Belongings	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Insurance claim and reputational risk</i>	- All involved are required to look after their personal belongings and JMSU take no responsibility for anyone's personal belongings. - JMSU will have a dedicated room for JMSU staff, but they are to leave their items at their own risk.	2	2	4		LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event

Accessibility & Inclusion	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Crushes, strains, pulled muscles, cuts, and bruises.</i>	- JMSU to provide clear signage throughout. - All walkways are surfaced, and all steps include ramp/lift access. - Accessible toilet facilities are provided. - LJMU supports the sunflower scheme for hidden disabilities. - The Multi-Faith room will be clearly signposted with access from the hall and corridor, as well as a quiet space. - Noise will be monitored and managed at acceptable levels. - JMSU will provide a 'quiet' period 10.30-11.00 for students that would prefer a less intense experience. - Accessible routes will be maintained throughout the event, including sufficient space within queues and circulation areas for wheelchair and mobility-aid users. - Assistance dogs will be permitted in accordance with venue arrangements. - Staff will be briefed on supporting attendees who may require reasonable adjustments or additional assistance. - Accessible evacuation arrangements will be confirmed with LEX before the event, including arrangements for attendees who may be unable to use standard evacuation routes. - In the event of a lift or other accessibility facility becoming unavailable, JMSU and LEX will agree and communicate an alternative accessible arrangement. - Key event, safety and directional information will be provided using clear and accessible signage wherever practicable. - Attendees requiring additional assistance will be directed to an appropriate member of JMSU/LEX staff.	2	2	4		LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff	Across the Activity
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Communicable / infectious illness	LEX staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Transmission of infectious illness between attendees, ranging from mild illness to serious health complications.</i>	- JMSU will follow any current LJMU, LEX and relevant public health guidance relating to communicable or infectious illness. - Individuals who are unwell or experiencing symptoms of a potentially infectious illness will be encouraged not to attend the event. - Appropriate handwashing facilities will be available throughout the venue. - Appropriate cleaning and hygiene arrangements will be maintained by LEX in accordance with venue procedures. - Where JMSU becomes aware of a significant infectious illness risk or outbreak before or during the event, the Event Lead/Health & Safety Lead will liaise with LEX and LJMU and review whether additional control measures are required. - The risk assessment will be dynamically reviewed if relevant public health advice or guidance changes. - Any individual becoming seriously unwell during the event will be managed in accordance with the event's medical/First Aid arrangements.	1	2	2	If government guidelines change, then JMSU Staff will review the activity guidance.	All Involved	Across the Activity
Media Management including Photos & Filming	All Attendees <i>Data safety and reputational risk</i>	- LJMU Corporate Communications will be briefed on the activity (if needed). - All press will be asked to leave the venue unless granted access before the activity. - JMSU SLT will report any incidents to LJMU, and if applicable, a Major Incident will be initiated.	2	2	4		Lead Organiser	Across the Activity
Major Incident, e.g. Death of a Student	All Attendees <i>Death of a student, fire, or terrorism incident</i>	If a major incident occurs, JMSU Staff will follow the Major Incident Policy.	1	5	5		Lead Organiser	Across the Activity

Also include an assessment of environmental or sustainability issues and their controls or improvement. These can be for environmental impact identification such as potential for major spills or pollution (e.g. for waste or bulk material storage), significant resource usage (which could be reduced by planning or timing), travel, biodiversity, or opportunities for improvement actions such as better recycling or reducing single-use plastics.

What are the environmental or sustainability issues involved in this activity, their controls or improvement actions? <i>Please remember to check that any issues, such as fumes or waste problems, may need to be specified as a H&S issue above.</i>	
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Key (If required), e.g. LSM (Liverpool Student Media)
- Stallholders: All registered commercial/LJMU services/charities/volunteering organisations/student groups with JMSU. - Native: Outsourced commercial marketing that will manage the commercial stalls. - Student group committee members: Registered LJMU students who hold committee positions for sports clubs/societies. - Stewards: LEX staff who will support management of the event, including entry, exit, and crowds. - JMSU Staff Members: All core and student staff at John Moores Students' Union. - JMSU Leadership Team: Paul Chapman, Sarah Latham, Alex Crowther, Bea Hyde, Jen Ratcliffe, Trudy Lewis, & Sally Cloherty - Visitors: LJMU students and staff visiting the Fair. - SOD: Student Opportunities & Development Staff Team - JMSU SLT: JMSU Senior Leadership Team (Paul Chapman & Sarah Latham)

Further Actions Required over the event/coming year to further mitigate risks:

Actions Required	By Whom	By When
1. Check with Endsleigh regarding the Ride.	1. SL	1. Before Event
2. JMSU to confirm with LEX the responsible person and venue preparedness arrangements under the Terrorism (Protection of Premises) Act 2025, including respective JMSU/LEX responsibilities.	2. SL	2. Before Event

Risk Assessment Completed By	Trudy Lewis	In conjunction with	Sarah Latham
Signed	T.Lewis	Signed	S.Latham
Date of Assessment	09/09/2026	Date of Review	09/09/2026

Date of Re-Assessment	
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Risk Assessment Methodology

Methodology and Definitions:

- All Risk Assessments should be read in conjunction with the JMSU Health, Risk, and Wellbeing Policy.
- Risk Assessments will be reviewed at least annually and immediately after any incident.
- JMSU has central procedures that relate to the control of risk, such as the Lone Working Policy.
- All our spaces are accessible to staff, students, and guests. Therefore, most risks apply to all parties.

Risk Assessment Matrix used:

Please use this scale to help you decide if or what actions you need to take to reduce the risks to yourself and others in the workplace.

Likelihood		
0	Very Unlikely	Highly improbable; may happen only in exceptional circumstances.
1	Unlikely	Not expected, but there's a slight chance it could occur..
2	Possible	Could happen; moderate chance of occurrence.
3	Moderate	Expected to happen occasionally; reasonable chance.
4	High Risk	Urgent action to reduce or control risks.
5	Certain	Will definitely occur; inevitable.

LikelihoodSeverity/Impact						
	No Impact (0)	Minor (1)	Low (2)	Moderate (3)	Significant (4)	Severe (5)
Very Unlikely (0)	0	0	0	0	0	0
Unlikely (1)	0	1	2	3	4	5
Possible (2)	0	2	4	6	8	10
Likely (3)	0	3	6	9	12	15
Very Likely (4)	0	4	6	12	16	20
Certain (5)	0	5	10	15	20	25

Risk Rating		
0 - 2	Trivial Risk	No significant action is needed unless incidents occur.
3 - 5	Low Risk	Minimal controls may be required; monitoring is necessary.
6 - 9	Moderate Risk	Action is needed to reduce risk within a defined period.
10 - 14	High Risk	Urgent action to reduce or control risks.
15 - 25	Intolerable Risk	Activities must cease until risks are mitigated to an acceptable level.

The Severity/Impact		
No Impact	No noticeable impact on financial, reputational, legal, physical, or emotional wellbeing.	0
Minor Impact	Financial: Insignificant costs, negligible impact on budget (e.g., small admin fees). Reputational/Legal: No public effect; very low internal awareness. No legal consequences. Emotional Wellbeing: Minimal emotional discomfort, and momentary stress. Physical Wellbeing: Bruises, minor cuts, grazes (First Aider). Business Continuity: No impact to JMSU strategic priorities and unlikely to raise concerns with key stakeholders.	1
Low Impact	Financial: Small but noticeable costs (e.g., minor operational inefficiencies). Reputational/Legal: Slight negative attention within the organisation. No formal action, but internal review may be required. Emotional Wellbeing: Short-term emotional impact, slight anxiety. Physical Wellbeing: Strains, Sprain, Concussion (Doctors) Business Continuity: Low impact to JMSU strategic priorities and may raise concerns with key stakeholders.	2
Moderate Impact	Financial: Manageable costs (e.g., project delays, additional resources needed). Reputational/Legal: Minor public or industry-level attention. Low risk of legal implications or regulatory interest. Emotional Wellbeing: Moderate emotional impact; noticeable stress but recoverable. Physical Wellbeing: Loss of consciousness, blood loss, burns, breaks, or injury resulting in a trip to A&E. Business Continuity: Will impact JMSU ability to deliver strategic priorities. Likely to raise concerns from key stakeholders.	3
Significant Impact	Financial: High costs impacting budgets (e.g., large fines, project overruns). Reputational/Legal: Considerable damage, local/industry-wide attention. Legal proceedings are likely, with potential regulatory consequences. Emotional Wellbeing: High emotional impact; significant stress or emotional strain. Physical Wellbeing: Permanent/partial/total disablement (A&E) Business Continuity: Significant impact to JMSU strategic priorities. Damage to JMSU key partnerships or reputation	4
Severe Impact	Financial: Severe financial loss with long-term consequences (e.g., major lawsuits, significant revenue loss). Reputational/Legal: Widespread, severe reputation damage, negative media coverage. Major legal consequences or regulatory sanctions. Emotional Wellbeing: Profound emotional impact, long-term consequences, possible trauma. Physical Wellbeing: Single or Multiple Death Business Continuity: Significant impact to JMSU strategic priorities and long-term damage to JMSU key partnerships or reputation.	5