


Ignite Merseyside 2025



Risk Assessment Summary:




This is the overall event risk assessment for the Ignite Merseyside 2025 managers and supporters conference being held at INNSiDE by Melia, Floor 1, Old Hall Street, Liverpool.



Risk Assessment Number:	1	Assigned To:	matt.jones@merseysidescouts.com
Status:	Published	Collaborators:	Mr Calum Towers calum.towers@merseysidescouts.com
Location:	Volunteer Development Team		
Completed Date:	04-Jul-2025		
Next Review Date:	06-Jul-2025		

Hazards and Controls

Ref No	What is the Hazard?	Who might be Harmed?	How might they be Harmed?	Risk controls (! denotes Hard Control)	Remaining Risk Score
1	Contact with Fire and/or Explosion	Employees	Burns	<p>> Venue is responsible for the fire safety of it's structure and is responsible for having a competent person undertake a fire risk assessment</p> <p>> Suitable and sufficient fire detection is installed throughout the venue to alert delegates to a fire at an early stage facilitating early evacuation of premises.</p> <p>> The event will not introduce additional fire risks e.g. there will be no open flame elements to the event.</p> <p>> All electrical equipment will undergo a pre-use visual user inspection before use.</p> <p>> There will be a fire evacuation briefing during the housekeeping element of the introduction session, and the 'host team' will be fully briefed on fire evacuation routes and assembly points.</p> <p>> A full delegate and speaker list will be produced and kept with the two responsible persons (MJ and CT) for the event who will undertake a roll call of all delegates and speakers. All delegates and speakers will sign in and out at the event reception.</p> <p>> Venue to ensure all emergency lighting on evacuation routes is fully functional and the 'host team' will undertake a pre-event safety tour of the venue event space before delegates arrive.</p> <p>> All fire routes and exits to be clearly signposted with emergency evacuation signage.</p>	 S3 X P1 = 3

Ref No	What is the Hazard?	Who might be Harmed?	How might they be Harmed?	Risk controls (! denotes Hard Control)	Remaining Risk Score
2	Sexual Harassment	Contractors, Employees	Feel Harassed, alarmed, and distressed	<p>> Sexual harassment is not permitted in The Scouts, all adult volunteers are expected to follow our Policy, Organisation, and Rules, as well as following the Yellow Card and Green Card at all times.</p> <p>> Speakers and Contractors working on this event will receive a copy of the Yellow Card and are expected to work in line with the Scout values.</p> <p>> All Adult Volunteers are expected to follow the Scout Values at all times.</p>	 S2 X P1 = 2
3	Contact with Electricity	Employees	Burns	<p>> The venue is responsible for ensuring an in-date fixed wire electrical certificate is in place for all fixed wiring inside the venue.</p> <p>> All electrical equipment being used by the 'host team' will undergo a pre-use visual user inspection and any equipment which shows sign of damage will be removed from use and isolated for the period of the event.</p> <p>> All equipment will be used in line with manufactures recommendations.</p> <p>> Humphries AV (suitable and competent contractor) supplying the Microphone and PA setup</p>	 S5 X P1 = 5

Ref No	What is the Hazard?	Who might be Harmed?	How might they be Harmed?	Risk controls (! denotes Hard Control)	Remaining Risk Score
4	Slip, Trip, and Fall Hazards	Contractors, Employees	Bruises	<p>> All trailing cables to be securely taped to the floor, where they cannot run overhead.</p> <p>> Where required, warning signage to be displayed to alert people to any trailing cables.</p>	 S1 X P2 = 2
5	Contact with Allergens	Employees	Ingestion and inhalation	<p>> All delegates have been asked to declare allergens when booking onto the event.</p> <p>> The 'host team' is liaising with the venue to ensure any allergen information is passed to the event manager at INNSiDE before the event takes place.</p> <p>> Allergen information will be available at the F&B station for delegates to review before consumption.</p>	 S4 X P1 = 4
6	Moving and Handling Equipment	Employees	Sprains and strains	<p>> 'Host team' to ensure that all equipment boxes are evenly distributed in terms of weight management to ensure even spread of weight.</p>	 S2 X P3 = 6

Ref No	What is the Hazard?	Who might be Harmed?	How might they be Harmed?	Risk controls (! denotes Hard Control)	Remaining Risk Score
6	Moving and Handling Equipment	Employees	Sprains and strains	<p>> Volunteers to ensure that when they are picking up a box they do so following the TILE methodology, and use a two phase lift (from floor to table, and then table to final destination) or use a team lift (lifting with more than 1 person) where required to ensure smooth manual handling activity.</p> <p>> Before commencing a manual handling activity, the route should be checked and clear, with any doors or obstacles propped open or removed from the route to prevent collision.</p>	 S2 X P3 = 6
7	Fall from Stage	Contractors, Employees	Cuts and grazes	<p>> Stage erected by Humphries AV, a company recommended by INNSIDE by Melia as a competent supplier</p> <p>> All speakers to be made aware that there is a drop down to the floor level from the stage</p> <p>> Good levels of lighting to be maintained at all times</p> <p>> Stage is not sufficiently high to cause significant injuries as it is only a low stage setup</p>	 S2 X P1 = 2

17-25	High Risk Do Not Undertake Task Until Risk Reduced
10-16	Priority Reduce Risk Before Going Ahead
4-9	Reduce Risk If Reasonably Practicable
1-3	Acceptable Very Low Risk

Risk Score = Severity * Probability

Activity

When	Who	Description	Type
14-Oct-2024	Mr Matthew Jones matt.jones@merseysidescouts.com	Risk assessment created and assigned to: matt.jones@merseysidescouts.com	Created
11-Apr-2025	Mr Matthew Jones matt.jones@merseysidescouts.com		Edited
30-May-2025	Mr Matthew Jones matt.jones@merseysidescouts.com		Edited
04-Jul-2025	Mr Matthew Jones matt.jones@merseysidescouts.com		Published