

Hazard	Who Might Be Harmed	Is the Risk Adequately Controlled, or is More Needed	Review and Revision
Cabling Trips / Falls / Strangulation	All	<p>Low level cables kept out of public areas. In "staff only" zones, cables are covered, clearly marked, or kept along walls as required.</p> <p>High level cables secured with catenary wires and cable tied regularly.</p>	
24/48v Passive PoE Damage to other equipment due to "always live" POE	IT Team Helpers	Passive POE equipment including injectors and adapters will be clearly labelled as "always on/live".	
240v Mains Power Electrocution Electrical Fire	IT Team Helpers All	<p>IT and UPS equipment can have high power capacitors to help with power smoothing. Equipment will not be dismantled without express permission and/or guidance from senior IT helpers. The Electrical contractor will supply a safe 240v supply to the IT equipment which will be backed by RCDs to monitor for potential earth leakage.</p> <p>IT equipment should be tested or visually inspected prior to use. Should a piece of equipment malfunction and produce sparks or smoke, best efforts will be made to safely disconnect the power upstream of the appliance.</p> <p>A Co2 extinguisher will be placed near the IT area which may be used</p>	
High Power Radio Antennae (non-ionising radiation)	IT Team Helpers	Antennas and Satellites will operate on masts and platforms above head height mitigating the risk for participants, leaders and most helpers. Only members of the IT team who are competent at working at height will be permitted to work on equipment on masts and towers. Equipment will be powered down when working for longer periods of time.	
Water & Condensation Leakage Current - loss of IT equipment due to tripped RCD Electrocution	IT Team Helpers	<p>Equipment will, to the best endeavours, be kept dry and free from condensation by storing and operating above ground level thus reducing the risk of condensation.</p> <p>Equipment will be kept under cover where not rated with an Ingress Protection rating of IPx3 or higher</p>	
PII / Data Loss Unauthorised Access to PII	All	<p>PII is stored and managed by CNJ Code Ltd who operate the booking system. Access is managed via unique username/passwords. Access is managed by role limiting user access to areas where required.</p> <p>Chromebooks/Laptops are set to destroy guest sessions when closed/put to sleep.</p> <p>Booking System sessions are destroyed after a period of inactivity requiring re authentication.</p>	

<p>Working at Height</p> <p>Slips, trips and falls when working at height</p> <p>Equipment becoming unstable</p> <p>Person walking into equipment</p> <p>Collapse of equipment causing injury</p> <p>Unauthorised access to a place of height by participants</p>	<p>Participants / Helpers</p>	<p>Generally, only those deemed competent will be permitted to work up ladders and scaffolding towers.</p> <p>Wearing appropriate footwear such as closed toe, solid soles shoes. Steel-toe is preferable. Appropriate equipment should be used ensuring safety tests are up-to-date where applicable. Any procedures provided are followed.</p> <p>Check equipment is safe, stable and secured before use.</p> <p>Appropriate support around the equipment maintaining a safe area around the equipment.</p> <p>Stop work upon signs of collapse. Only competent persons to assemble scaffolding</p> <p>Ensure ladders put away overnight and when not in use, and fence away any scaffolding to prevent access</p> <p>Use of appropriate, closed toe footwear with suitable grip for wet conditions. Consider alternative means in bad weather.</p> <p>During lightning, do not work at height</p>	
<p>Power Tools</p> <p>Incorrect use resulting in injury</p>	<p>IT Team Helpers</p>	<p>Use of power tools is to be restricted to those deemed competent. PPE should be worn when using power tools where swarf may be produced. <u>Gloves and eye protection will be available.</u></p>	
<p>Manual Handling</p> <p>Slips, trips and falls</p> <p>Injury due to incorrect lifting</p> <p>Dropping of heavy equipment</p>	<p>IT Team Helpers</p>	<p>When lifting and moving heavy equipment, manual handling guidelines will be followed ensuring multiple person lifts where necessary.</p>	
<p>Fire</p> <p>Combustion of paper within printers, or other electrical faults</p>	<p>Helpers</p>	<p>Equipment will be visually inspected prior to use to ensure it is not damaged.</p> <p><u>Suitable fire extinguishers will be available.</u></p>	
<p>Connectivity</p> <p>Loss of service from one or more service providers</p> <p>Loss of service due to poor weather conditions</p>		<p>WAN connectivity is core to the event. Multiple network providers will be used to ensure connectivity is maintained</p> <p>Multiple network providers used with automatic load balancing and failover configured.</p> <p>In high winds, masts may move/swing and reduce the connectivity</p>	

