

**FRM-GEN-WSH-004 Workplace Safety and Health Committee Risk Assessment – Completed June 2023, main contact: Melanie Sucha**

**Library – Public Lectures (e.g. 20-50 attendees in one Library space, such as Gathering Space, during daytime or early evening hours for 1-2 hours)**

Potential Hazards	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	Correction Actions	Completed By / Date
Fire or other evacuation could happen and may be hindered by lack of knowledge of procedure.	Students Employees Members of the public/guests	BU internal fire drill procedures are communicated to employees and practiced annually.	Impact: Major (loss of life) Probability: Unlikely Rating: <b>MEDIUM</b>	Fire alarm system. Multiple points of egress. Annual fire drill training.	Event hosts mention egress locations and instruct attendees to proceed to nearest egress.  CIO's office to seek out known accessibility requirements upon event booking.  Campus maps being updated.	CIO and Administrative Assistant to implement corrective action in event booking process by July 2023.
A public lecture on a contentious topic results in protest / disorder at the event	Students Employees Members of the public/guests	Library and ITS Emergency Procedures and Library and ITS Code of Conduct are documented and communicated to employees  Campus Security 24/7  Library event booking includes preliminary assessment.	Impact: Moderate (injury, harassment, damage to property, reputational damage) Probability: Moderate Rating: <b>MEDIUM</b>	Work with event organizer on obtaining extra security.  Ensure University leadership / senior staff presence at event.  Proactive communication of Library and ITS Code of Conduct.	No further actions to note.	<b>Completed.</b>
An event attendee experiences a medical emergency at the event.	Students Employees Members of the public/guests	Library and ITS Emergency Procedures are documented and	Impact: Major (loss of life) Probability: Unlikely Rating: <b>MEDIUM</b>	Work with event organizer on noting location of main service points (Circulation,	Follow BU procedure with respect to first aid training.	CIO to continue working with WSH Committee on securing appropriate number of employees

		<p>communicated to employees</p> <p>Campus Security 24/7 – first aid trained</p>		<p>HelpDesk) where phones are available to call for assistance.</p>		<p>with first aid training by Dec 2023.</p>
<p>An act of violence takes place at the event</p>	<p>Students Employees Members of the public/guests</p>	<p>Library and ITS Emergency Procedures and Library and ITS Code of Conduct are documented and communicated to employees.</p> <p>BU Policies and Procedures on Violence / Sexualized Violence prevention are documented and communicated.</p> <p>Campus Security 24/7</p>	<p>Impact: Major (serious injury) Probability: Unlikely Rating: <b>MEDIUM</b></p>	<p>Work with event organizer on noting location of main service points (Circulation, HelpDesk) where phones are available to call for assistance.</p>	<p>No further actions to note.</p>	<p><b>Completed.</b></p>

**Library – Long Night Against Procrastination (i.e. 300-400 students across the Library, for several hours and into late night)**

Potential Hazards	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	Correction Actions	Completed By / Date
Fire or other evacuation could happen and may be hindered by lack of knowledge of procedure.	Students Employees Members of the public/guests	BU internal fire drill procedures are communicated to employees and practiced annually	Impact: Major (loss of life) Probability: Unlikely Rating: <b>MEDIUM</b>	Fire alarm system Multiple points of egress. Annual fire alarm drill training.	CIO to include instruction on egress locations during event announcements.  Campus maps being updated.	CIO and Administrative Assistant to implement corrective action for next event.
An event attendee experiences a medical emergency at the event.	Students Employees Members of the public/guests	Library and ITS Emergency Procedures are documented and communicated to employees  Campus Security 24/7 – first aid trained.  Additional security (e.g. Brandon Bear Clan) available at these events.	Impact: Major (loss of life) Probability: Moderate (based on number of people and length of event) Rating: <b>HIGH</b>	Follow BU procedure with respect to first aid training.	Follow BU procedure with respect to first aid training.  Confirm with Brandon Bear Clan capacity to provide first aid training in the event that a medical emergency occurs.  Install telephone on Library second floor, outside 218, where users can reach Circulation, Security, 911.	CIO to continue working with WSH Committee on securing appropriate number of employees with first aid training by Dec 2023.
An act of violence takes place at the event.	Students Employees Members of the public/guests	Library and ITS Emergency Procedures and Library and ITS Code of Conduct are documented and communicated to employees.  BU Policies and Procedures on Violence / Sexualized	Impact: Major (serious injury) Probability: Unlikely Rating: <b>MEDIUM</b>	Work with event organizer on noting location of main service points (Circulation, HelpDesk) where phones are available to call for assistance.  Employees and Brandon Bear Clan patrol the Library	No further actions to note.	<b>Completed.</b>

		<p>Violence prevention are documented and communicated.</p> <p>Campus Security 24/7 Additional security (e.g. Brandon Bear Clan) available at these events.</p>		spaces during the event.		
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## RISK ASSESSMENT MATRIX

Impact of Risk (Consequence)	MAJOR	MEDIUM	HIGH	EXTREME
	MODERATE	MEDIUM	MEDIUM	HIGH
	MINOR	LOW	MEDIUM	MEDIUM
Seriousness of Risk = Probability x Impact		UNLIKELY (0% - 33%)	MODERATE (34% - 66%)	VERY LIKELY (67% - 100%)
		PROBABILITY OF RISK = (LIKELIHOOD)		