

Events Risk Assessment

Camera Obscura & World of Illusions, Edinburgh

Public Events, Industry Events and Rooftop Terrace Events

This assessment should be read alongside the existing General Visitor Risk Assessment and applies to events taking place within the attraction outside normal visitor operations, including:

- Public engagement events
- Educational events
- Corporate hospitality
- Industry networking events
- Media, tourism and stakeholder events
- Drinks receptions
- Product launches
- Rooftop terrace events
- Special astronomical viewing events (e.g. solar eclipses)
- Staff social events

Based on controls contained within <https://www.camera-obscura.co.uk/mediaLibrary/other/english/general-visitor-risk-assessment-camera-obscura-sept-2026.pdf>

Risk Rating Matrix

Likelihood	Consequence	Risk Rating
Low	Low	Low
Low	Medium	Low
Low	High	Medium
Medium	Medium	Medium
Medium	High	High
High	Any Significant Consequence	High

SECTION 1 – EVENTS OPEN TO THE PUBLIC

Hazard	Persons at Risk	Existing Controls	L	C	RR
Overcrowding in galleries or exhibits	Visitors, employees, contractors	Event capacity assessed in advance. Ticketing or booking system where appropriate. Duty Manager monitors numbers. Access restricted where necessary.	L	M	L
Slips, trips and falls during event activities or over props	Visitors, employees, contractors	Existing visitor controls remain in place. Escape routes and stairs kept clear. Additional inspections before event commencement. Event props kept supervised, tidy and safe.	L	M	L
Emergency evacuation during event	Visitors, employees, contractors	Fire procedures remain in force. Designated Event Lead and Duty Manager oversee evacuation. Event staff briefed on emergency arrangements.	L	H	M
Children separated from guardians	Visitors	Existing safeguarding and lost child procedures followed. Event staff briefed regarding reporting arrangements.	L	M	L
Increased noise levels affecting communication	Visitors, employees	Volume monitored to allow emergency announcements to be heard.	L	M	L
Food and drink consumption	Visitors, employees	Approved suppliers only. Allergens clearly identified. Spillages cleaned immediately.	L	M	L
Contractors attending event	Contractors, visitors, employees	Contractors comply with site induction, insurance and risk assessment requirements.	L	M	L

Hazard	Persons at Risk	Existing Controls	L	C	RR
Scary displays and decorations	Contractors, visitors, employees	Attendees warned at Halloween events that some images/characters may scare children.			

SECTION 2 – EVENTS FOR INDUSTRY PROFESSIONALS

Examples include tourism industry events, networking receptions, familiarisation visits, media launches, stakeholder events and business meetings.

Hazard	Persons at Risk	Existing Controls	L	C	RR
Alcohol consumption leading to impaired judgement	Attendees, employees	Alcohol served responsibly. Staff monitor behaviour. Management reserve the right to refuse service or ask attendees to leave.	M	M	M
Access to restricted or back-of-house areas	Attendees, employees	Restricted areas remain locked or supervised. Visitors only enter authorised locations.	L	M	L
Equipment brought onto site by exhibitors or presenters	Attendees, contractors, employees	PAT tested equipment where applicable. Cables managed to prevent trip hazards.	L	M	L
Photography, filming or live broadcasting activities	Attendees, visitors, employees	Prior approval required. Cables secured. Fire exits and public routes not obstructed.	L	M	L
Networking events resulting in increased movement throughout building	Attendees, employees	Adequate staffing levels maintained. Visitor flow monitored. Capacity controls remain in place.	L	M	L
Manual handling associated with event setup	Employees, contractors	Appropriate manual handling techniques used. Heavy items moved by trained personnel.	L	M	L

SECTION 3 – ROOFTOP TERRACE EVENTS

Location

Rooftop Terrace, Camera Obscura & World of Illusions.

Capacity Limit

Maximum occupancy: 75 persons inclusive of guests, contractors and staff.

The Event Lead is responsible for ensuring this limit is never exceeded.

Hazard	Persons at Risk	Existing Controls	L	C	RR
Overcrowding on terrace	Visitors, attendees, employees	Maximum occupancy limited to 75 persons. Numbers monitored throughout event.	L	H	M
Slips, trips and falls	Visitors, attendees, employees	Existing terrace controls remain in place, including handrails, edge protection, inspections and weather monitoring.	L	M	L
Fall from height	Visitors, attendees, employees	Permanent barriers, railings and safety mesh maintained. Climbing on barriers prohibited. Staff supervision during events.	L	H	M
Adverse weather conditions	Visitors, attendees, employees	Terrace closed during severe weather, high winds, lightning, ice or other hazardous conditions. Event may be relocated or cancelled.	M	H	H
Objects dropped from terrace onto persons below	Visitors, public, employees	CCTV coverage. Staff supervision. Guests instructed not to place items on walls or railings.	L	H	M
Consumption of alcohol	Attendees, employees	Responsible service. Staff monitoring. No glassware where deemed unsuitable by management.	M	M	M

Hazard	Persons at Risk	Existing Controls	L	C	RR
Temporary furniture or catering equipment	Visitors, attendees, employees	Furniture positioned to maintain clear access routes and exits. Equipment secured against movement caused by wind.	L	M	L
Low doorway access points	Visitors, attendees, employees	Existing hazard markings maintained. Guests advised to take care when entering and leaving terrace areas.	L	M	L

SECTION 4 – SOLAR ECLIPSE OR ASTRONOMICAL VIEWING EVENTS

Hazard	Persons at Risk	Existing Controls	L	C	RR
Eye injury from viewing the sun directly	Visitors, attendees, employees	Approved eclipse viewing glasses supplied where appropriate. Safety briefing provided. Staff advise attendees never to view the sun directly without suitable protection.	M	H	H
Misuse of telescopes or binoculars	Visitors, attendees	Removal of hand-held binoculars. Lens covers put over large binos. Only approved supervised equipment used. Equipment managed by trained operators.	L	H	M
Crowd gathering in one area of terrace	Visitors, attendees	Event stewarding. Monitoring of occupancy and movement. Attendees encouraged to spread throughout available space.	L	M	L
Reduced awareness of surroundings while looking upwards	Visitors, attendees	Safety briefing provided. Access routes kept clear. Staff supervision maintained.	L	M	L

SECTION 5 – STAFF SOCIAL EVENTS (e.g. Pizza Nights)

Hazard	Persons at Risk	Existing Controls	L	C	RR
Food allergies	Employees	Allergens communicated in advance and clearly identified.	L	M	L
Alcohol consumption	Employees	Responsible drinking encouraged. Managers monitor conduct and safety.	M	M	M
Rooftop use after dark	Employees	Adequate lighting maintained. Capacity limit observed. Access restricted in adverse weather.	L	M	L
Staff remaining on premises after event	Employees	Designated manager responsible for securing premises and confirming all attendees have departed safely.	L	M	L

Additional Event Controls

For all events:

- A designated Event Lead or Duty Manager must be appointed.
- The suitability of the event should be assessed in advance.
- Expected attendance numbers should be confirmed before the event.
- Emergency procedures must be communicated to event staff.
- Fire exits, escape routes, stairways and access points must remain unobstructed at all times.
- First aid provision must be available throughout the event.
- Any incident, near miss or complaint must be recorded and reviewed following the event.
- Events involving external suppliers, entertainers, photographers, film crews or contractors must be supported by appropriate risk assessments and evidence of insurance.
- Weather conditions must be assessed before and during any rooftop event.
- The Duty Manager retains authority to modify, suspend or cancel any event where safety may be compromised.

Assessment Conclusion

Subject to the controls detailed above and those contained within the existing General Visitor Risk Assessment, public events, industry events and rooftop terrace events at Camera Obscura & World of Illusions can be undertaken with risks reduced to an acceptable level, provided attendance limits, supervision arrangements and emergency procedures are rigorously maintained.