

# Event Safety Policy - Version 1.1

## Key requirements:

- There must be a named Event Lead for every event.
- There must be a named Venue Lead for every Medium and High-Risk event.
- Medium and High-Risk events must be authorised and have a valid risk assessment.
- All control measures required by the event risk assessment must be implemented by the Event Lead.
- The Event Lead must inform the University Insurance Officer of all High-Risk events.
- For any event including an external speaker, the Event Lead must ensure compliance with the Freedom of Speech Policy.

## Introduction

This policy covers the health and safety management of events where the University is either the event organiser or the venue. The safety management of staff or students attending third-party events away from campus falls within the scope of the Travel Policy. For events organised by RHUL staff away from campus both policies apply and the risk assessment can be completed in either format as long as all the information is included.

For operational matters relating to the broader management of Events, for example booking event rooms and locations and marketing advice, the [Events Toolkit](#) provides additional guidance.

The purpose of this Policy is to provide a consistent framework that can be followed and scaled as needed to encourage and facilitate events at the University, both our own and third party, while providing assurance that safety is managed appropriately.

Events categorised as Negligible Risk follow a simplified process where the only requirement is the effective implementation of the Negligible Risk Assessment template, found in Appendix 1.

## Related Policies:

Fire Safety  
Food Safety  
Travel  
First Aid  
Manual Handling  
Slips, Trips and Falls  
Freedom of Speech  
Working at Heights

Noise

## Definitions

### Event.

An Event is any meeting or gathering that does not fall within the **normal** work duties, study activities or sport activities at the University. Attendees may be staff, students, visitors, or members of the public.

Examples include but not limited to:

- Conferences, seminars, lectures, networking or group training sessions.
- Recruitment events, open days, graduations, team building.
- Exhibitions - art, fashion, artefacts, innovations – academic or commercial.
- Seasonal events – e.g. Summer Ball, Freshers, awards, galas, fairs, parades, commemorations.
- Concerts and live music, festivals, theatre, film showings - indoors / outdoors.
- Other hospitality-based events - comedy nights, quizzes, VIP dinners.
- Sport / spectator events involving large numbers of spectators – such as Varsity.
- Group tours of the buildings/grounds.
- Filming and photoshoots - on location, indoors / outdoors.
- Markets, sales, food events.
- Fundraising or religious events.
- Political rallies, protests.
- Weddings.

Note: while these are defined as events, many will fall into the negligible risk category, requiring minimal consideration from a Health & Safety perspective.

For generic, regularly held events such as coffee mornings and symposiums that occur to a set pattern, a single risk assessment may be completed which will cover all events, as long as there are no changes to that event. The risk assessment should be reviewed before each event to ensure it is still valid.

Events that are hosted off-campus fall within the scope of this policy but will need to consider travel as part of the risk assessment.

Regular sporting activities held within the sports facilities, or on Founders Square, are not considered 'Events' and are covered by a separate Sports Risk Assessment.

**Event Lead.** A named individual who is organising the event – this might be a member of staff, a student, or an employee of a third-party client who is using the University as a venue. Third-party clients include the Students' Union (SU). The Event Lead is accountable for any safety planning and arrangements for which they have control. Where University in-house services are being used, this will be minimal; where the Event Lead is introducing externally provided services or other additional risk factors beyond standard in-house services, they will have wider accountability.

**Validator.** A named member of staff whose role it is to support and guide the Event Lead towards the creation of an event risk assessment that is suitable and sufficient, as outlined in the Risk Assessment Policy.

**Venue Lead.** A named member of staff whose role it is to evaluate, document, oversee and manage the wider impacts of an event on the day-to-day operation of the University. They will consider safety impacts on non-event participants, operational disruption to core education activities (such as noise, reduced facilities, or compromised services), damage to buildings and grounds, and reputational risk.

**Authoriser.** A named member of staff who is accountable for the risk assessment and ultimately has the authority to approve and sign it off. This sign-off indicates their acceptance of the identified risks and their commitment to ensuring that appropriate control measures are in place.

**Competent Person.** The definition of a competent person, as defined by the HSE, is someone who has the necessary skills, experience and knowledge to manage health and safety.

#### 1. Every Event must have a named Event lead

For internal events the Event Lead will be a member of University staff, for third-party arranged events it will be a representative of that organisation. The Event Lead would ideally have managed or assisted in managing events before, and depending on the scale and type of event, may need to be able to supervise contractors and dynamically assess risks (or appoint a proxy to do so). For larger events, this may be a high-pressure role. The Event Lead will be on site for the duration of the Event or will delegate to a fully briefed named individual.

#### 2. Negligible-risk Events must be run in compliance with the simplified risk assessment.

A negligible risk event is one that meets all of the criteria below:

- Up to 200 attendees / participants.
- Indoors on campus (not including Founders apart from Founders Lecture Theatre) within usual room capacities.
- A gathering with a non-contentious topic – informal mixing or formal presentation.
- Food and drink either provided by RH Catering or only low-risk ambient temperature dry foods.
- No additional audio-visual, IT, sound or presentation equipment, unless provided by RHUL AV team.
- No additional structures, excluding sports equipment or pop-up gazebos or tentage.
- Fire risk classed as Low as identified by the venue fire risk assessment.

Negligible risk events are covered by the Negligible Risk Assessment template in Appendix 1 and do not require additional assessment, planning or health and safety related authorisation, so long as the described controls are implemented (other booking or procedural permissions may be needed from other parts of the University).

3. All control measures required by the event risk assessment must be implemented by the Event Lead

More information on Event Lead responsibilities can be found in Appendix 5

- For Medium and High-Risk events, and those conducted by external organisations, safety monitoring arrangements may be required. These would be completed by the Event Lead for internal events and by the Conference and Events Department for third party client and should target the highest risk activities, including during build or break phases.
- Where high-risk activities are taking place, then more active monitoring will be required and a formal sign off or hand-over may be required, for example: signed off structure build, moving plant finished, weapon exhibits secured, rides inspected etc.
- Event Leads can delegate responsibilities such as safety monitoring and supervision of event build-up and breakdown to a competent person, but they remain accountable for ensuring that all elements of the risk assessment are carried out.
- Further guidance can be provided from the Health and Safety Office (HSO).
- All Event Lead must appoint a named First Aider, or higher level of first aid if identified in the risk assessment.

4. Events must be designed with accessibility and inclusivity in mind, with the level achievable depending on the nature of the event

Where there is communication with attendees prior to the event, the Event lead should request that users inform them of any special requirements or reasonable adjustments, although participants are not obligated to provide it.

Consideration should be given to access, egress, allergies, emergency evacuation, and neurodivergence. This must be applied to the area around the event as well as the event itself, as noise and light effects may have a significant range. Where attendees have mobility issues, Security must be informed in case help is required for evacuation purposes.

5. For any Event including an external speaker, the Event Lead must ensure compliance with the Freedom of Speech Policy.

This Policy considers events from a slightly different perspective, and this may require a separate assessment. Where necessary the Event Lead must liaise with Security if the Risk Assessment show that the police need to be made aware of the potential for demonstrations and protestors.

6. Every Medium and High-Risk Event must have a named Venue Lead.

Events that are not negligible risk will fall into either Medium or High-risk categories. More information can be found at Appendix 3.

For internal events the Venue Lead might be the same individual who is acting as Event Lead, the Validator or the Authoriser – what is crucial is that they are sufficiently competent and knowledgeable about the University’s general workings, activities, profile and strategic aims and are sufficiently objective and unattached to the event, so that they can make an effective assessment of any broader impacts on the day to day running of the University and the safety of incidental passers-by and other stakeholders. They must add their findings to the Event Risk Assessment.

For third party events managed by Conferences and Events, that team shall assign a Venue Lead from that department.

For other third-party events, including SU but also any that other University departments are seeking to allow, the Venue Lead may be the Validator or the Authoriser.

#### **7. Medium and High-Risk Events must be risk assessed.**

Medium and High-Risk events must be risk assessed using the part pre-populated Medium and High-Risk Events Risk Assessment template. This may be completed by the Event Lead or another person nominated by them with sufficient knowledge of the Event. The risk assessment can be found in Appendix 2.

The risk assessment must confirm or adapt as appropriate the pre-populated content in the template and then be expanded to identify hazards, risks and controls relating to any additional elements the event is introducing. The Event Lead should consult the HSO if in doubt around the risks posed by their events.

This includes ensuring that credible emergencies are considered, and that appropriate security provision is in place. As a minimum, this would consider fire safety and first aid incidents. Consideration should also be given to the escalation process in event of an incident.

Those risk assessing events should be competent to do so. The level of competence will vary based on the risk level of the event, but support can always be requested from the HSO.

#### **8. All Medium and High-Risk Event risk assessments must be validated.**

Risk assessments for Negligible risk events can be self-validated by the Event Lead

Medium risk events must be validated by a qualified Health and Safety Coordinator, with advice from the HSO if required.

High-risk events must be validated by the Director of Health, Safety, and Business Continuity.

9. All Medium and High-Risk Events must additionally be assessed for safety by the Venue Lead for operational and commercial impact on the day to day running of the University.

This is to ensure that any risks to the wider University and its stakeholders that are introduced by the event are considered and mitigated.

10. All Medium and High-Risk Events must be authorised

Negligible risk events can be self-authorised by the Event Lead.

Medium risk events must be authorised by the Head of Department or Director of Professional Service.

High-risk events must be authorised by the appropriate Faculty Dean or Professional Services Lead.

11. Event Leads must notify the HSO at the early planning stages of any Events involving temporary structures of any type.

Temporary structures include marquees, truss, gantries, towers, stages and platforms above 600mm, temporary tiered seating, temporary electrical signage, rigging, and anything suspended overhead. HSO involvement ensures that support can be given in relation to contractor management and compliance.

12. The Event Lead must inform the Insurance Officer and Security of all High-Risk Events.

Additionally, where planned internal events do not have a clear education, student experience or other work-related rationale, the Event Lead should discuss them with the Insurance Officer as separate cover could be required.

13. Where third parties are contracted to carry out Event related work, their insurance, risk assessments and method statements must be obtained and reviewed by the Event Lead.

Validators should support Event Leads with this evaluation.

The Event Lead must also provide third parties with sufficient information about the University to factor into their planning: risks relating to buildings, grounds, university activities, and other contractors' activities. They must also be informed of any processes that need to be followed – for example viewing the University's induction video and obtaining the required permits to work.

The Event Lead must also establish if their contractors are providing an end-to-end service: they plan their own work and train their own staff. If not, the Event Lead must contact the HSO as there will be additional responsibilities.

14. Following every High-Risk Event, the Event Lead must review performance and share any lessons learned with the HSO.

The HSO will share lessons with other Departments within the University.

Douglas Searle  
Director of Health, Safety, and Business Continuity  
Version 1.1

**Approved by: University Health Safety and Security Committee**

**Date: 13 November 2025**

**Review Risk: High (2 years)**

**To be reviewed: before November 2027**

**Appendices:**

- 1: Negligible Risk Assessment Template
- 2: Medium and High-Risk Events Risk Assessment Template
- 3: Medium and High-Risks Categories
- 4: Founders Specific Guidance (including Founders Square)
- 5: Event Lead Guidance
- 6: Negligible Risk Assessment Example
- 7: Medium and High-Risk Events Risk Assessment Example

## Roles and Responsibilities

| Faculty Dean |                                                     |
|--------------|-----------------------------------------------------|
| 10.          | All Medium and High-Risk Events must be authorised. |

| Professional Services Lead |                                                     |
|----------------------------|-----------------------------------------------------|
| 10.                        | All Medium and High-Risk Events must be authorised. |

| Heads of Department |                                                     |
|---------------------|-----------------------------------------------------|
| 10.                 | All Medium and High-Risk Events must be authorised. |

| Director of Professional Service |                                                     |
|----------------------------------|-----------------------------------------------------|
| 10.                              | All Medium and High-Risk Events must be authorised. |

| Event Lead |                                                                                                                                                                              |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.         | Every Event must have a named Event Lead.                                                                                                                                    |
| 2.         | Negligible-risk Events must be run in compliance with the simplified risk assessment.                                                                                        |
| 3.         | All control measures required by the event risk assessment must be implemented by the Event Lead.                                                                            |
| 4.         | Events must be designed with accessibility and inclusivity in mind, with the level achievable depending on the nature of the Event.                                          |
| 5.         | For any Event including an external speaker, the Event Lead must ensure compliance with the Freedom of Speech Policy.                                                        |
| 6.         | Every Medium and High-Risk Event must have a named Venue Lead.                                                                                                               |
| 7.         | All Medium and High-Risk Events must be risk assessed.                                                                                                                       |
| 8.         | All Medium and High-Risk Event risk assessments must be validated.                                                                                                           |
| 10.        | All Medium and High-Risk Events must be authorised.                                                                                                                          |
| 11.        | Event Leads must notify the HSO at the early planning stages of any Events involving temporary structures of any type.                                                       |
| 12.        | The Event Lead must inform the Insurance Officer and Security of all High-Risk Events.                                                                                       |
| 13.        | Where third parties are contracted to carry out Event related work, their insurance, risk assessments and method statements must be obtained and reviewed by the Event Lead. |
| 14.        | Following every High-Risk Event, the Event Lead must review performance and share any lessons learned with the HSO.                                                          |

| Venue Lead |                                                                                                                                                                               |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.         | Every Medium and High-Risk Event must have a named Venue Lead.                                                                                                                |
| 7.         | Medium and High-Risk Events must be risk assessed.                                                                                                                            |
| 9.         | All Medium and High-Risk Events must additionally be assessed for safety by the Venue Lead for operational and commercial impact on the day to day running of the University. |

| Health and Safety Coordinator |                                                                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 4.                            | Events must be designed with accessibility and inclusivity in mind, with the level achievable depending on the nature of the Event. |
| 8.                            | All Medium and High-Risk Event risk assessments must be validated.                                                                  |

|    |                                                                                                                                                                               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | All Medium and High-Risk Events must additionally be assessed for safety by the Venue Lead for operational and commercial impact on the day to day running of the University. |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Director of Health, Safety, and Business Continuity</b> |                                                                                                                                                                               |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.                                                         | Events must be designed with accessibility and inclusivity in mind, with the level achievable depending on the nature of the event.                                           |
| 8.                                                         | All Medium and High-Risk Event risk assessments must be validated.                                                                                                            |
| 9.                                                         | All Medium and High-Risk Events must additionally be assessed for safety by the Venue Lead for operational and commercial impact on the day to day running of the University. |

## Appendix 1: Events Negligible Risk Assessment

|                                                   |  |                           |  |
|---------------------------------------------------|--|---------------------------|--|
| <b>Event Description:</b>                         |  |                           |  |
| <b>Department:</b>                                |  | <b>Location of Event:</b> |  |
| <b>Risk Assessor:</b>                             |  | <b>Date of Event:</b>     |  |
| <b>Line manager/<br/>Supervisor (Event Lead):</b> |  |                           |  |

| No.                        | Risk                                                                | Controls                                                                                                                                                                                                                                                                                                                                         | Sufficient? |
|----------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>General Event Risks</b> |                                                                     |                                                                                                                                                                                                                                                                                                                                                  |             |
| 1                          | Slips, trips or falls on walking surfaces leading to a minor injury | Reasonable flooring assumed, with markings on any slippery areas or trip hazards.<br>Attendees can reasonably be expected to walk around buildings and pavements without additional controls, unless there is a specific issue.<br>Attendees to remain on pathways / walkways when practicable.<br>Attendees reminded to wear suitable footwear. |             |
| 2                          | Fire at the location requiring evacuation                           | Fire detection and alarm equipment assumed to be functional with appropriate, marked fire exits.<br>Where attendees have mobility issues, inform Security in case help is required for evacuation purposes.                                                                                                                                      |             |
| 3                          | Inclement weather                                                   | Attendees can reasonably be expected to dress for the weather conditions and drink water / fluids as required.                                                                                                                                                                                                                                   |             |
| 4                          | Accessibility or First Aid                                          | First aid is provided at the location, including a named First Aider.<br>Delegates and speakers have been asked to provide any particular provisions they require with regards to disability, health condition, other vulnerability or protected characteristic                                                                                  |             |
| 5                          | Security Threat                                                     | Delegates, speakers and content are not contentious and will not attract activists or protestors.<br>Security team has been made aware of the event.                                                                                                                                                                                             |             |
| 6                          | Manual Handling                                                     | Any significant manual handling to be undertaken by trained staff. Any complex lifts to be evaluated by TOM, HSC or HSO where appropriate.                                                                                                                                                                                                       |             |
| 7                          | Working at Height                                                   | Any set-up or post event activity completed at above normal standing height but less than 2m to utilise appropriate equipment - e.g. round step or low-level step platform.                                                                                                                                                                      |             |
| 8                          | Electrical Injury or fire                                           | Permanent infrastructure being used - any personal equipment to be PAT tested by HSO prior to event (other checks may be necessary).                                                                                                                                                                                                             |             |
| 9                          | Tool based injury                                                   | Event organisers should only use tools if they are competent to do so; if any tools are required to set up the event, the activity should be evaluated by Departmental TOM, HSC or by the HSO.                                                                                                                                                   |             |
| 10                         | Food and Drink                                                      | In-house caterer used; waste food and litter cleared post event.<br>No additional unofficial food or drink to be provided.                                                                                                                                                                                                                       |             |

|    |                    |                                                                                                                                                                                                                 |  |
|----|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    |                    | Appropriate steps to capture and advise on allergies and to avoid main allergy groups where possible.                                                                                                           |  |
| 11 | Emergency response | No measures required past business as usual for risks such as fire, security threat, medical emergency. Plans agreed for those with EDI issues identified. Consider escalation process in event of an incident. |  |

Any additional controls required, above those outlined above, to be filled in below:

| No. | Additional Controls | Completed                |
|-----|---------------------|--------------------------|
|     |                     | <input type="checkbox"/> |
|     |                     | <input type="checkbox"/> |
|     |                     | <input type="checkbox"/> |
|     |                     | <input type="checkbox"/> |

|                          |  |       |  |
|--------------------------|--|-------|--|
| Validated by Event Lead: |  | Date: |  |
|--------------------------|--|-------|--|

## Appendix 2: Event Risk Assessment Medium – High-Risk

|                                                |                                    |                                  |                                       |                                                                                                                       |
|------------------------------------------------|------------------------------------|----------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Risk Assessment No:</b>                     |                                    |                                  |                                       | <b>Groups Affected by the Activity:</b>                                                                               |
| <b>Revision:</b>                               | 000                                |                                  |                                       | E = Employees<br>S = Students<br>V = Visitors<br>C = Contractors<br>En = Environment / Buildings<br>LW = Lone Workers |
| <b>Date of Assessment:</b>                     |                                    |                                  |                                       |                                                                                                                       |
| <b>Event Description and Location:</b>         |                                    |                                  |                                       |                                                                                                                       |
| <b>Date of Event:</b>                          |                                    |                                  |                                       |                                                                                                                       |
| <b>Estimated no. of Attendees to Event</b>     | Up to 200 <input type="checkbox"/> | 201-799 <input type="checkbox"/> | 800 and over <input type="checkbox"/> |                                                                                                                       |
| <b>Assessment carried out by (Event Lead):</b> |                                    |                                  |                                       |                                                                                                                       |
| <b>Associated SSoW:</b>                        | (If applicable)                    |                                  |                                       |                                                                                                                       |



| Outcome  |               |                  |              |           |
|----------|---------------|------------------|--------------|-----------|
| 10       | 8             | 5                | 3            | 0.5       |
| Fatality | Severe Injury | Lost Time Injury | Minor Injury | No Injury |

| Likelihood |             |        |          |        |
|------------|-------------|--------|----------|--------|
| 5          | 4           | 3      | 2        | 1      |
| Certain    | Very Likely | Likely | Unlikely | Remote |

| Risk Rating<br>A risk higher than 14 is not acceptable |        |     |
|--------------------------------------------------------|--------|-----|
| High                                                   | Medium | Low |
| 15-50                                                  | 4-14   | 1-3 |

### Assessment Title

| Groups    | Identified Hazards                    | Controls Measures in Place                                                                                                                                                                                                                                                                                                                                    | Risk Rating |            |                                               | Further action required? |
|-----------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-----------------------------------------------|--------------------------|
|           |                                       |                                                                                                                                                                                                                                                                                                                                                               | Outcome     | Likelihood | Risk                                          |                          |
| Attendees | Security threats                      | <b>Confirm or adapt / develop as applicable:</b><br>Delegates, speakers and content are not contentious and will not attract activists or protestors.<br>Security team has been made aware of the event.                                                                                                                                                      | 5           | 1          | <div>Low</div> <div>Med</div> <div>High</div> |                          |
| Attendees | Fire                                  | <b>Confirm or adapt / develop as applicable:</b><br>Fire risk assessment for venue to be consulted and capacities to be adhered to.<br>HSO (Fire) to be consulted on any activity involving naked flames, flammable substances, or excessive heat.<br>Where attendees have mobility issues, inform Security in case help is required for evacuation purposes. | 3           | 2          | <div>Low</div> <div>Med</div> <div>High</div> |                          |
| Attendees | Inadequate accessibility or first aid | <b>Confirm or adapt / develop as applicable:</b><br>Delegates and speakers have been asked to provide any particular provisions they require with regards to disability, health condition, other vulnerability or protected characteristic.                                                                                                                   | 8           | 1          | <div>Low</div> <div>Med</div> <div>High</div> |                          |

|           |                                                               |                                                                                                                                                                                                                                                                                                                                   |    |   |                                               |  |
|-----------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|-----------------------------------------------|--|
|           |                                                               | There are / are not subsequent requirements for ramped access, hearing loops, signers, self-describing, specifically arranged first aid provision etc. Each event must have a named First Aider.                                                                                                                                  |    |   |                                               |  |
| Attendees | Manual Handling injury                                        | Any significant manual handling to be undertaken by trained porters or security personnel – or if Event Lead's own team is involved, they must have received at least a tool box talk on correct technique; with any complex / heavy lifts to be evaluated by Departmental TOM, HSC or by the HSO before attempting.              | 5  | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |
| Attendees | Work at Height injury                                         | <b>Confirm or adapt / develop as applicable:</b><br>Any set-up or post event activity that cannot be completed at normal standing height to utilise appropriate equipment - eg a round step or low level step platform. Any activity requiring a step ladder or higher should be evaluated by Departmental TOM, HSC or by the HSO | 8  | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |
| Attendees | Slips and Trips injury                                        | <b>Confirm or adapt / develop as applicable:</b><br>Permanent infrastructure being used, cables should be away from pedestrians but should be taped down if there is any doubt; no additional floor coverings introduced                                                                                                          | 5  | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |
| Attendees | Electrical injury or fire                                     | <b>Confirm or adapt / develop as applicable:</b><br>Permanent infrastructure being used - any personal equipment to be PAT tested by HSO prior to event (other checks may be necessary)                                                                                                                                           | 10 | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |
| Attendees | Tools based injury                                            | <b>Confirm or adapt / develop as applicable:</b><br>Event organisers should only use tools if they are competent to do so; if any tools are required to set up the event, the activity should be evaluated by Departmental TOM, HSC or by the HSO                                                                                 | 8  | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |
| Attendees | Food and Drink<br>alleged food poisoning or allergic reaction | <b>Confirm or adapt / develop as applicable:</b><br>In-house caterer used; waste food and litter cleared post event<br>No additional "unofficial" food or drink to be provided<br>Appropriate steps to capture and advise on allergies and to avoid main allergy groups where possible                                            | 10 | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |
| Attendees | Inadequate emergency response                                 | <b>Confirm or adapt / develop as applicable:</b><br>No measures required past business as usual for risks such as fire, security threat, medical emergency. Plans agreed for those with EDI issues identified. Consider escalation process in event of an incident.                                                               | 10 | 1 | <div>Low</div> <div>Med</div> <div>High</div> |  |

| No. | Control Measures Rejected | Reason |
|-----|---------------------------|--------|
| 1   |                           |        |
| 2   |                           |        |
| 3   |                           |        |
| 4   |                           |        |

| No. | Further Control Measures Required | Allocated to: | Target Date | Date Completed |
|-----|-----------------------------------|---------------|-------------|----------------|
| 1   |                                   |               |             |                |
| 2   |                                   |               |             |                |
| 3   |                                   |               |             |                |

**Worker (and/or HSO) Involvement – i.e. consulted on the assessment**

|             |  |             |  |
|-------------|--|-------------|--|
| <b>Name</b> |  | <b>Date</b> |  |
| <b>Name</b> |  | <b>Date</b> |  |
| <b>Name</b> |  | <b>Date</b> |  |

**Electronic Signatures: Assessor, Validator, Authoriser (where applicable)**

| Risk Assessor                                                                                                                                                             |  |      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|--|
| I confirm that this assessment is an accurate reflection of the risk associated with the event and the controls that will be put in place by those controlling the event. |  |      |  |
| Name                                                                                                                                                                      |  | Date |  |

| Risk Validator (HSC, TOM, Director of HSBC etc)                                                                                                                                                                               |  |      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------|--|
| I confirm that (based on the information the Assessor has shared) that the assessment appears 'suitable and sufficient' and the document appears to be an accurate reflection of residual risks, whether low, medium or high. |  |      |  |
| Name                                                                                                                                                                                                                          |  | Date |  |

|                                                                                                  |                                                                                 |     |     |      |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----|-----|------|
| Overall Residual Risk Rating                                                                     |                                                                                 |     |     |      |
| [Validator's view of the overall residual risk of the activity with described controls in place] | <table><tr><td>Low</td></tr><tr><td>Med</td></tr><tr><td>High</td></tr></table> | Low | Med | High |
| Low                                                                                              |                                                                                 |     |     |      |
| Med                                                                                              |                                                                                 |     |     |      |
| High                                                                                             |                                                                                 |     |     |      |

**Risk Assessment Review**

Please note: It is recommended that risk assessments are reviewed either once actions have been completed, after significant changes or after a defined time period.

| Validator's Suggested Review Date:                                                                                                                                              |  |          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------|--|
| Authoriser (person with direct or delegated departmental responsibility to authorise high-risk events)                                                                          |  |          |  |
| I confirm that, based on this 'validated' risk assessment, I am confident that the controls described in the risk assessment reduce risk to 'as low as reasonably practicable'. |  |          |  |
| Name                                                                                                                                                                            |  | Date     |  |
| Position                                                                                                                                                                        |  | Comments |  |

## Appendix 3: Medium and High-Risk Events

### Determining the Risk Category

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Medium Risk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>If any one of the following are introduced:</p> <ul style="list-style-type: none"><li>▪ 201 – 799 attendees / participants</li><li>▪ Event is taking place outdoors or at a non-campus venue location (within the British Isles)</li><li>▪ Event is run / managed by an external stakeholder.</li><li>▪ Other materials / supplies that will be delivered and manually or mechanically moved into position.</li><li>▪ Any work at height at 2m or above during build-up, breakdown or the live event phase</li><li>▪ Noise likely to exceed 80dB (other than in SU venues)</li><li>▪ Additional structures outside those outlined above</li><li>▪ High-risk foods (those that require temperature-controlled storage) unless provided by RH Catering</li><li>▪ Event content that could reasonably be anticipated to offend and attract protests.</li><li>▪ Working / moving machinery or equipment (e.g. that forms part of a display, exhibit, show piece)</li><li>▪ Water features (e.g. decorative)</li><li>▪ Cosmetic / beauty treatments e.g. temporary tattoos, any invasive procedure / use of substances</li><li>▪ Auctions or Gambling</li><li>▪ Children or young performers</li><li>▪ Involvement of animals (petting zoo, presentations)</li><li>▪ Fire risk classed as Normal as identified by the venue fire risk assessment</li></ul>                                  |
| <b>High Risk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>If any one of the following are introduced:</p> <ul style="list-style-type: none"><li>▪ 800 or more attendees / participants</li><li>▪ Event is taking place in Founders (not including lecture theatre) or in a Founders Quad (see Appendix 4 for capacities)</li><li>▪ Event is taking place at an overseas venue (outside of the British Isles)</li><li>▪ Complex structures are being built (temporary walls, rooms, marquees, lighting rigs, stages at or above 600mm, tiered seating, any equipment suspended overhead)</li><li>▪ Fairground rides, simulators or inflatables</li><li>▪ Any heat generating equipment, activity or entertainment including additional lighting, special effects, fireworks, pyrotechnics, flames, lasers, smoke or hazing machines, dry ice, compressed gases (unless automatic fire suppression is in place)</li><li>▪ Event content that could reasonably be anticipated to attract violent protests and major disruption.</li><li>▪ Non-trivial quantities of hazardous substances in use either during build-up or breakdown phases or live event</li><li>▪ Weapons or mock weapons (exhibits, displays, props)</li><li>▪ Use of car sized (or larger) vehicles as part of the event, unless they are stationary and for display purposes only</li><li>▪ Fire risk classed as High as identified by the venue fire risk assessment</li></ul> |

## **Examples**

### **Negligible Risk**

- A non-contentious student seminar held in a RHUL auditorium / lecture theatre with drinks and dry snacks provided by the Department.
- An open evening in a department building, overseen by department staff, with alcoholic drinks and food provided by Commercial Services.

### **Medium Risk**

- Christmas Celebrations.
- Other outside activities and attractions including use of inflatables in Founders Square; tastings; markets; dog walks.

### **High Risk**

- Graduation events where complex structures are constructed and attendees at any one time may be up to 1,000.
- The SU Summer event where complex structures are constructed, attendee numbers exceed 1,000, there are multiple instances of high-risk foods provided by a third party, alcohol is served, and significant noise is produced outside of a SU venue.
- Any event activity using Founders as a location except for normal use of the lecture theatre for teaching or those events that cannot be found in the pre-approved list in Appendix 4.
- A talk by a high profile, contentious political activist.

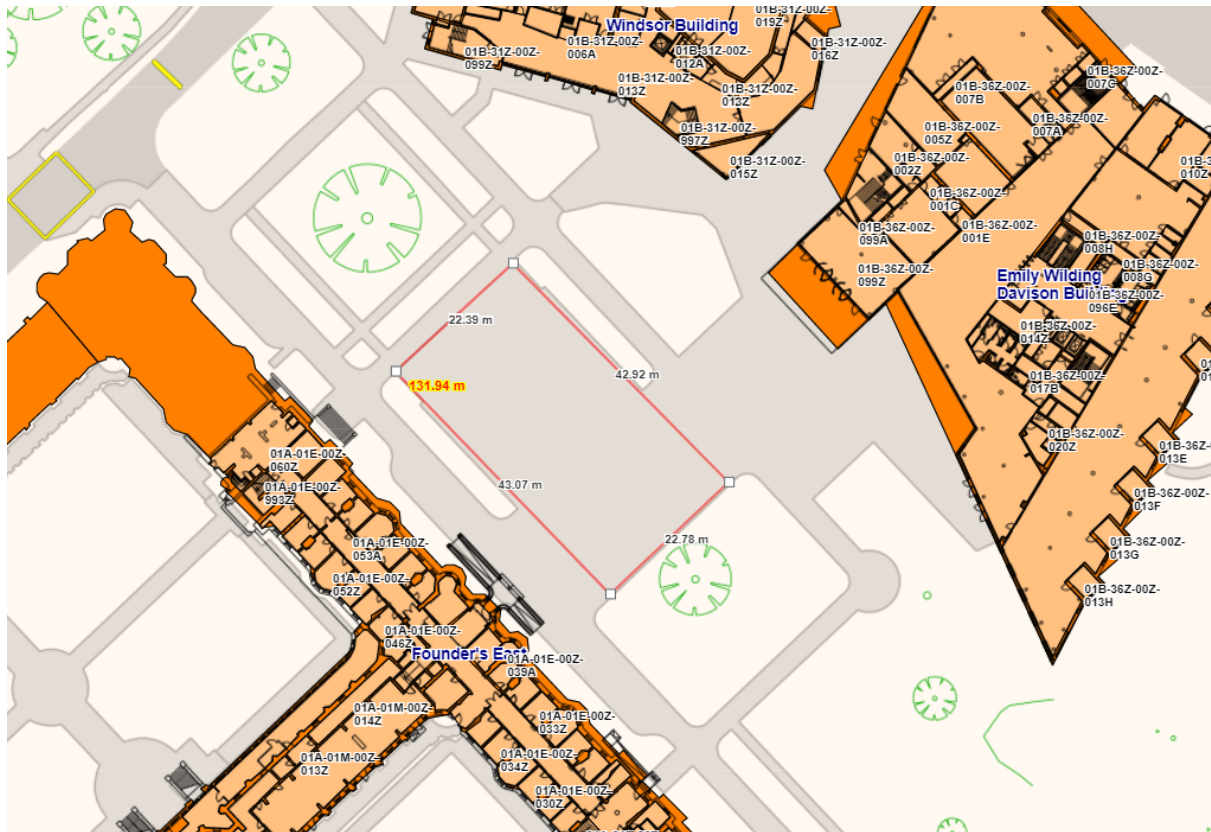
#### **Appendix 4: Founders specific guidance (including Founders Square)**

Founder's building is both a Grade 1 listed building and a student hall of residence. Any event that increases the risk above the level found in the building during business as usual, requires approval by a member of Executive Board.

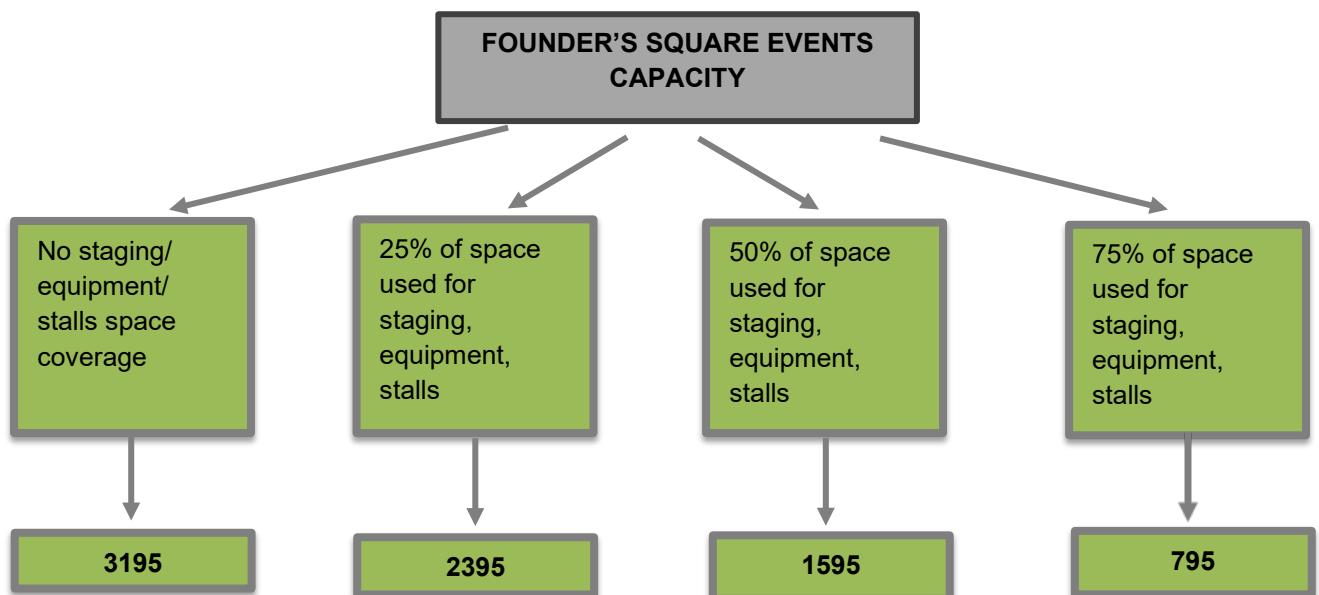
The following activities are within business as usual and do not require approval:

- The serving of alcohol in either rooms or the quads, as long as no additional refrigeration is required outside of what is used routinely and no generators or similar are required.
- The serving of food, either hot or cold, if prepared by Commercial Services in a space risk assessed for that purpose and used routinely (Founders Kitchen, Crosslands etc).
- Weddings utilising the Chapel, Picture Gallery, Founders Kitchen, or the Quads.
- Filming or Photography completed by Academic Departments, MarComms or the Students Union utilising University or Students Union equipment as long as additional lighting equipment is not used.
- Marquees, tents, or coverings within the quads or outside of the building as long as they are not situated within 5m and no sources of ignition are present (including electrical equipment).
- Any mains powered electrical equipment used either within the quads or outside of the building as long as they are not situated within 5m and no sources of fuel (for e.g. gas canisters) larger than 50cm by 50cm are present.
- Gas powered BBQ when operated by Commercial Services, used as a hot hold, and not situated within 10m of the building.
- The use of seating, including picnic benches, as long as they do not exceed the capacities outlined below, do not block exit routes (the paved space), and they are situated at least 2m from the building.
- Organised sporting activities in Founders Square such as table tennis and badminton.

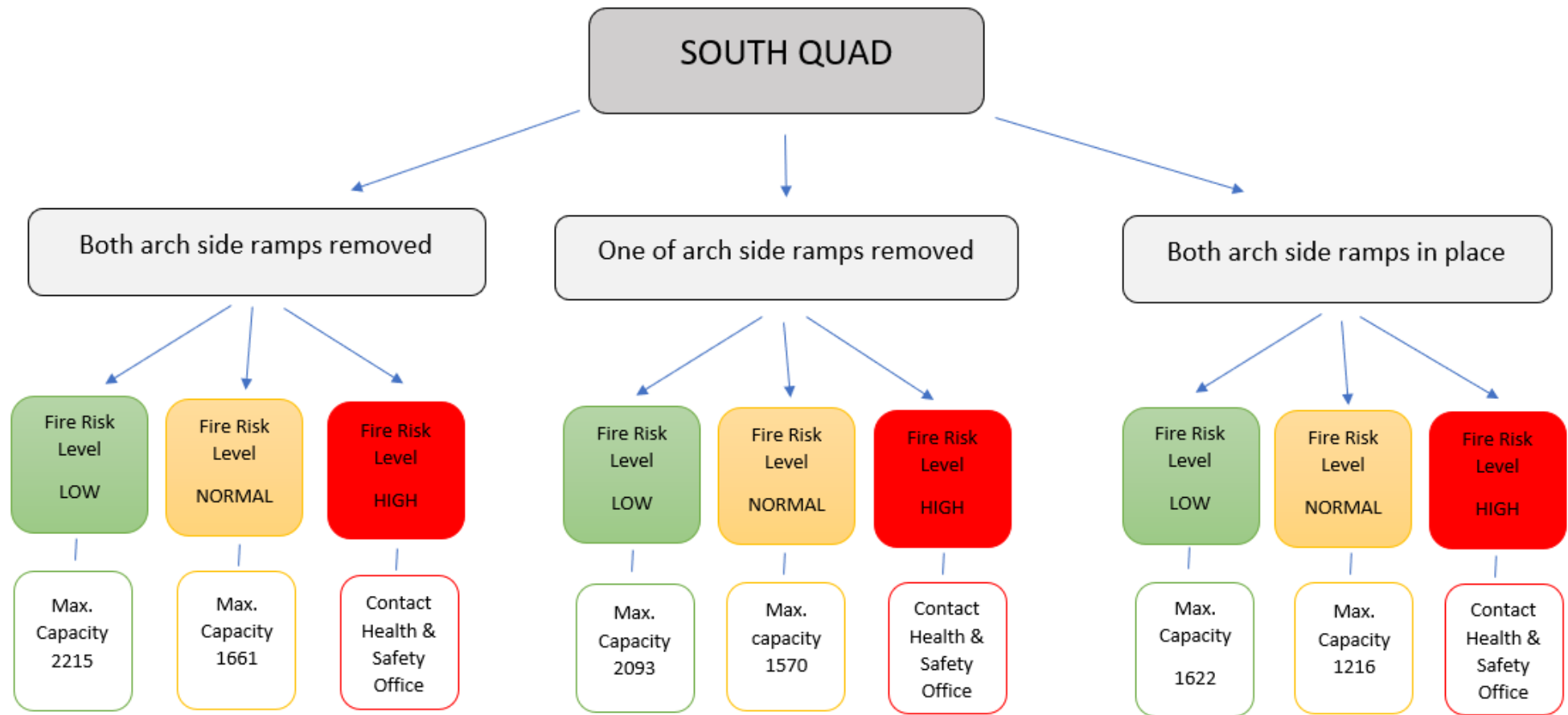
## Founders Square Capacities



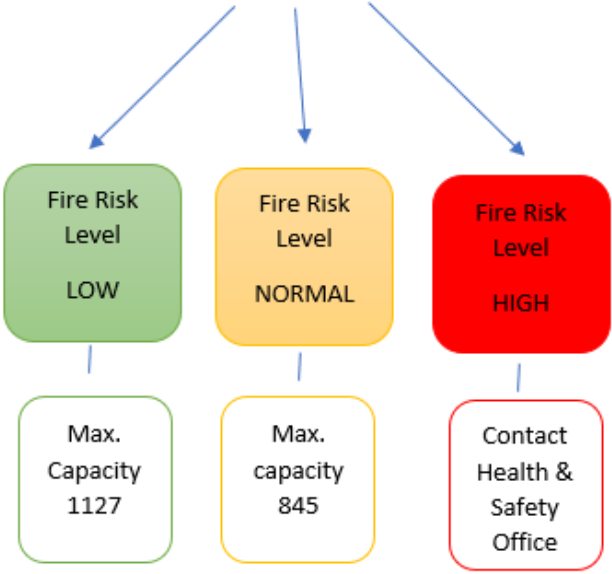
*Founder's Square coverage: approx. 960m<sup>2</sup>*



## Founder's Quads capacities



NORTH QUAD



## Appendix 5 - Event Lead Guidance

### Health and Safety Competency

The Event Lead must ensure that their staff, including contractors, are competent. In safety, competency is defined as the correct level and balance of experience and formal training in relation to an individual's scope and level of responsibility.

The Event Lead is reminded that they have overall responsibility for the entire health and safety management of their event throughout both planning and on-site phases, including but not limited to the appointment of competent personnel.

During the planning phase of the event, the Event Lead is responsible for:

- Ensuring that the University's event safety policy (and its own policies if a third party) and the law are adhered to.
- Carrying out an event Risk Assessment, ensuring that risks are identified and sufficient resources are allocated to control them throughout the event.
- Collecting insurance certificates, safety information and (where relevant) detail on temporary structures from third party event participants and concessionaires and for ensuring that the information is adequate and acceptable.
- Ensuring that competent staff are appointed with regard to health and safety during build-up, breakdown and, where required, the open period.
- Communicating procedures and the control measures identified in the event Risk Assessment to all relevant parties.

During the event the Event Lead and (for larger events) their immediate support team must monitor that Risk Assessments are being followed, practices are safe and that unsafe activity is stopped and re-organised. Specific health and safety duties of an Event Lead during the event include:

- Implementing event Risk Assessment controls.
- Providing event participants with health and safety advice and instruction.
- Coordinating the safety effort between their own team, any contractors, event participants and the University.
- Actively monitoring safety practices and general safety conditions throughout the event and intervening where activities or scenarios are unsafe and require reorganising.
- Maintaining records of safety interventions and actions taken including accidents, incidents, near misses and poor practice.
- Coordinating emergency response in partnership with University Security. Reference to be made to the Business Continuity Policy where necessary.
- Where footprint 'mark-outs' are required (e.g. to show the location of structures / avoid buried services) that these reflect the original plans, any queries have been resolved with University Maintenance Department and are worked within by construction staff.
- Highlighting and maintaining the integrity of emergency routes to allow access for emergency vehicles, plant and equipment.
- Checking that any temporary structure construction complies with safety requirements as detailed in the risk assessment.

## **Animals**

Written consent for any animal or gathering of animals, wild or domestic to be permitted on the campus (except assistance animals) must be obtained from the University.

Written application must be submitted to the University at least 28 days prior to the event as a special licence may be required, for example, in the case of performing or wild animals. Any costs associated with obtaining the relevant licence shall be met by the event organiser.

Guidance on animal welfare and appropriate safety measures shall be obtained by the Event Lead from a suitably qualified veterinary officer.

## **Auctions**

The sale of goods by competitive bidding may require an auction licence, which may involve a fee and notice period, depending on the local authority. However, auctions that are carried out in aid of charitable organisations may be exempt.

## **Event Build-up and Breakdown/De-rig**

The build-up and de-rig is a critical phase of an event during which the Event Lead is ultimately responsible for all activity taking place within and en-route to the event location.

Event Leads are encouraged to hold specific meetings with contributing University departments, contractors, on-site safety monitors, stewards and all other appropriate parties, to plan and discuss management arrangements for the build-up and de-rig phase of the event to ensure that responsibilities and safe working practices during the build period are clearly understood.

## **Catering**

Please refer to the University Food Safety Policy.

## **Crowd Management**

### *Pre Event*

The Event Lead must inform the University of anticipated attendance figures for the event during preliminary discussions, in order that suitable locations and dates can be agreed, taking into account the maximum permitted safe capacities and concurrent tenancies. If the Event Lead subsequently foresees a change to these initial figures they must inform the University.

The Event Lead has a legal duty to ensure that adequate safety controls are in place.

The following should be considered during both normal and emergency circumstances:

- Ingress (access routes, participant arrival flows, queuing space and entrance widths).
- Circulation (open and enclosed areas).
- Egress (exit routes and widths).

Potential hot-spots and queuing areas should be identified and additional stewarding staff arranged to manage these areas. Features that attract high numbers of visitors may require specific arrangements (depending on the visitor profile), such as 'pit' areas, suitable barriers and a show-stop procedure.

The Event Lead must ensure that there are sufficient entrance widths, registration and ticketing staff in relation to anticipated visitor numbers and predicted arrival flows. Sufficient queuing space is required for normal ingress but also for contingency/delays on entry. It may be necessary to open registration/ticket desks early where it is anticipated that large queues may form. The welfare of those queuing should also be considered, i.e., holding area, toilet and catering facilities, and separation from traffic.

### *During Event*

- There must be a clear management structure and lines of communication.

- Visitor numbers within the event area must be monitored, and contingency plans put in place when capacity is reached.
- Effective stewarding and sufficient staffing levels must be in place.
- Queuing areas should be identified for different groups, e.g., ticket holders, ticket purchasers.
- Additional kiosks/desks, where available, should be used as necessary.
- Signage should be used effectively to facilitate the queuing process and keep visitors informed of arrangements

### **Children**

The Event Lead must have a clear policy in place with regard to allowing children entry to their event. This must be communicated to all relevant parties.

### **Damage to University Buildings**

The Event Lead should ensure that all necessary precautions are taken to protect the fabric of the University's buildings and infrastructure from damage during the build-up, breakdown and open phases of the event.

Any damage incurred during set up, during the event, or during de-rig must be reported to the Event Lead who will then escalate to the relevant department (this could be Maintenance, Estates, Security etc).

Any damage to the University, over and above normal wear and tear may be re-charged accordingly. The Event Lead may need to support the gathering of information required for any insurance claims.

### **Electrical Installation**

Any temporary electric supplies required for an event must be requested from and provided exclusively by the University's Maintenance department.

The Event Lead is responsible for ensuring the temporary electrical infrastructure is not misused throughout the duration of the event and that all electrical items plugged into it can reasonably be assumed to be electrically safe.

### **Emergencies**

Event Leads must ensure that their staff, contractors and event participants are fully conversant with the University's emergency procedures and any enhanced event-specific arrangements that the Event Lead has devised through Risk Assessment, including business continuity. This includes action to be taken on discovery of a fire or unattended package and on hearing evacuation announcements and the locations of assembly points.

In any emergency situation, the emergency services should be called directly. The Event Lead and/or the first responder must then contact University Security to inform them that the emergency services have been called and the location of the incident. That way the services can be correctly directed to the incident to ensure it is dealt with promptly and safely. It is important that the Event Lead and their team are aware of the University emergency, security and fire procedures and that they are designed and in place to protect all.

### **Equality**

The Event Lead must meet their obligations under the Equality Act: they must ensure that those with protected characteristics (including those who are disabled) are not treated less favourably than those without and that access to the same or equivalent experience is available to all where possible.

### **Filming**

Whether part of an event at University or the sole purpose of the activity, the Event Lead must ensure that all filming and recording is detailed in a Risk Assessment that must be validated by the University.

### **Fire**

Portable fire extinguishers will be in place across many parts of the campus and especially at key event locations. However, the Event Lead must establish if additional equipment is required based on the location and fire risks of their specific event and provide as required.

The Event Lead and their team should ensure that they are acquainted with the location of fire exits and alarm points at the event location.

### **First Aid/ Medical Cover**

The Event Lead is responsible for ensuring each event has identified a named first aider at all times. If the risk assessment identifies the need to engage external medical cover (St Johns Ambulance, British Red Cross etc) this must be arranged before the event takes place. See the First Aid Policy for requirements for University appointed first aiders.

The principal responsibility for assessing the risk and identifying the appropriate level of medical cover lies with the Event Lead and it is important that all staff, stewards, security and event participants are made aware of the location of medical support and how to contact it if required.

### **Hazardous Substances**

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the event space must be included in the event Risk Assessment and validated by the University.

The Event Lead must ensure that all control measures, precautions and emergency procedures detailed in the risk assessment for hazardous substances are implemented, maintained and supervised by a competent responsible person.

### **Lifting Operations**

Event Leads must ensure lifting operations are undertaken by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience.

The Event Lead must ensure all lifting activities are sufficiently planned and documented. As a minimum, the hazards, risks and range of control measures to reduce associated risks, so far as is reasonably practicable, must be identified and adequately communicated to those affected.

The Event Lead will ensure any lifting equipment supplied by contractors which is used in their event is free from defects, fit for purpose (sufficiently strong, stable and marked to indicate its safe working load), adequately maintained and has been subject to relevant statutory inspection with valid certification.

### **Music and Video Licenses**

Event Leads wishing to have any music publicly performed or played at events or show streamed content, video or DVD recordings must obtain the necessary licence for doing so. This is a complex area and multiple licences may be required in some cases so the Event Lead is advised to research this thoroughly.

### **Night/After Hours Working**

On those occasions when an Event Lead requests permission to work before or after the University's standard operating times, the following issues must be considered in the event Risk Assessment and validated by the University:

- access to suitable welfare facilities
- licensing
- security
- lighting
- power
- first aid cover
- health and safety cover
- vehicle movement curfews
- emergency situations.

Night working for the setup of events will only be permitted on condition that there is sufficient University management/competent persons cover and appropriate duty staff to oversee safe working practices and to ensure adherence to licensing restrictions, particularly vehicle movement curfews.

### **Noise**

Event Leads must ensure that any anticipated hazardous noise will be included in the event Risk Assessment and validated by the University.

### **Product Demonstrations/Event Activities**

The Event Lead must ensure that safety arrangements for any proposed event activities including product demonstrations, autograph signings, celebrity appearances and so on are included in the event Risk Assessment and are validated by the University.

### **Public address systems**

The University can provide a public address system for the Event Lead's use during some events. The Event Lead must ensure that the system is operational and under the control of a competent member of staff at all times.

### **Rigging**

The Event Lead must ensure suitable competence and work practices and, where outsourced, insurance of those undertaking rigging activities.

### **Security**

For many lower risk internal events, the University's standard security provision will be sufficient, and all the Event Lead will need to do is alert the Security department to the location, date and time the event is taking place.

It is ultimately the Event Lead's role to determine if a greater security provision is needed via the event Risk Assessment which must then be validated by the University. The Security Department will assist the Event Lead on this task where required.

The Event Lead should ensure they consider:

- Any required overnight cover.
- Resources to limit normal pedestrian access and movement in certain areas during build-up, open and breakdown phases.
- How valuables – exhibits, equipment etc, will be secured and stored.
- Security resources needed to communicate/guide event participants about security risks.

By default, the Event Lead will be asked to work with security personnel provided by the University's Security Department but on some occasions, it may be possible for them to use their own security staff and this preference should be discussed with the Security Department at

planning stage. Where outsourced security is required, the Event Lead will need to demonstrate the suitability of the contractors that are proposed.

Event Leads must ensure that they, their team members, contractors and event participants are made aware of the University's emergency procedures and that any outsourced security personnel understand how to coordinate with the University's team.

### **Seminar Theatres**

The event lead must ensure consideration of the following has been factored into the design of any seminar theatres or break out areas:

- Means of access and egress.
- Gangways and gangway widths.
- Layout and dimensions of seating.
- Method of securing seating.

### **Simulators and Rides**

Simulators and rides must be under the control of a competent and experienced person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger.

During build-up the Event Lead must submit documents to the University that confirm that they correspond to the actual rides to be used. The Event Lead must also confirm that each ride has been tested daily by a competent person and is safe for event participant use, prior to the event opening.

### **Special Beauty and Cosmetic Treatments**

In all cases the Event Lead must provide Risk Assessments for any planned treatments at the event and details of providers' indemnity cover and qualifications. The University reserves the right not to accept any special treatment that it considers inappropriate or harmful.

### **Stands, Outdoor Structures, Features and Displays**

The Event Lead must ensure there are suitable plans and safety documentation for all structures, features and displays that are proposed for construction in the event space and that prior to construction phase they are checked by a suitably competent person to ensure:

- Compliance with the requirements
- That the structure can be built safely at the proposed location within the time available
- That the design is suitable for its purpose and safe for use by all

Event Leads must remind any personnel / contractors who are constructing temporary structures, features and structures at an event to protect the fabric of the University's buildings and its outdoor spaces as these are built and subsequently dismantled. Any damage to the University, over and above normal wear and tear may be re-charged accordingly.  
(see Dilapidations / Damage to the University).

Event Leads are reminded of their obligations under the Equality Act and must ensure features and structures are designed with accessibility in mind.

### **Temporary Demountable Structures**

The Event Lead should ensure that all temporary demountable structures follow any applicable guidance. These are defined as large scale reusable / modular structures, designed for temporary installations at events; for example marquees, tiered seating and grandstands, stages, filming and lighting towers and platforms.

The Event Lead is responsible for the structural integrity of the temporary structure at all times, must ensure that unauthorised additions or adjustments are not made after completion, must

know the wind / weather limitations of the structure, monitor the weather and be prepared to evacuate the structure where weather approaches the structure's limits (i.e. wind or snow).

### **Waste**

The University is responsible for cleaning common areas of the site i.e.: communal/public areas, foyers, entrances, concourses, gangways, toilets and will remove 'normal waste' produced during the build-up and breakdown periods. Normal waste includes packaging and other small items.

The Event Lead and their contractors are responsible for the removal of any other waste, including:

- Carpet - except scraps
- Crates/pallets
- Building waste, such as bricks, sand and fixture / fitting materials
- Metal work
- Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- Hazardous waste - e.g., paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances
- Cooking oils
- Strip lights (fluorescent tubes) and light bulbs
- Material produced by working demonstrations of exhibits.

After an event has closed each day, the Event Lead must arrange for any dry refuse to be placed into plastic sacks, provided by the University.

At the end of the event, the Event Lead and contractors must ensure all equipment has been moved prior to the end of the agreed event period. Abandoned equipment will be removed by the University will be charged for and skip hire will be calculated according to the amount of waste remaining.

### **Water Features**

The Event Lead must ensure that any intended use of water features and / or anything else that is capable of generating an aerosol spray (e.g. a fountain, whirlpool spa, humidifier etc) is included in the event Risk Assessment and is validated by the University.

For any identified source of risk the Event Lead will also need to produce a written scheme for prevention and control prior to build up commencing on campus.

### **Weapons**

The Event Lead must ensure that any intention to include weapons in the event (e.g. as exhibits, as part of a show or for filming) is included in the event Risk Assessment and is validated by the University. Assessment submissions must include a copy of the relevant licence, e.g. firearm certificate, and the assessment must include arrangements for delivery, storage, operation, use, display and management – controls to ensure participant safety and prevention of theft or misuse are essential. Weapons must not be sold at any University event.

The Event Lead must ensure a responsible and competent person is appointed to be in control of a weapon, i.e. an armourer (registered firearms dealer) or certificate holder who will be responsible for the:

- Secure transport, storage and use in accordance with the licence.
- Safe use.

- Competency of the weapon handlers.
- Maintaining safe areas and distances to eliminate risk from discharge.
- Clear briefing to those who may be affected of details of the use of the weapon(s) and the arrangements for the safety of people and equipment.
- Identifying and ensuring the use of protective measures, e.g. screens, protective clothing and ear defenders.
- Accounting for all weapons and ammunition at all times.

### **Working Machinery**

The Event Lead must ensure that any working machinery proposed as part of an event is included in the event Risk Assessment and is validated by the University. This must demonstrate that the equipment is inherently safe and does not present a hazard to the operator of the equipment or to event participants any time.

## Appendix 6: Events Negligible Risk Assessment Example

|                                               |                                   |                          |              |
|-----------------------------------------------|-----------------------------------|--------------------------|--------------|
| <b>Event Description:</b>                     | Presentation of Research Material |                          |              |
| <b>Department:</b>                            | Geography                         | <b>Location of Event</b> | Queens foyer |
| <b>Risk Assessor:</b>                         | A N Other                         | <b>Date of Event</b>     | 10/10/2025   |
| <b>Line manager/ Supervisor (Event Lead):</b> | P B Body                          |                          |              |

| No.                        | Risk                                                                | Controls                                                                                                                                                                                                                                                                                                                                         | Sufficient?                 |
|----------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>General Event Risks</b> |                                                                     |                                                                                                                                                                                                                                                                                                                                                  |                             |
| 1                          | Slips, trips or falls on walking surfaces leading to a minor injury | Reasonable flooring assumed, with markings on any slippery areas or trip hazards.<br>Attendees can reasonably be expected to walk around buildings and pavements without additional controls, unless there is a specific issue.<br>Attendees to remain on pathways / walkways when practicable.<br>Attendees reminded to wear suitable footwear. | No - raining                |
| 2                          | Fire at the location requiring evacuation                           | Fire detection and alarm equipment assumed to be functional with appropriate, marked fire exits.<br>Where attendees have mobility issues, inform Security in case help is required for evacuation purposes.                                                                                                                                      | Yes                         |
| 3                          | Inclement weather                                                   | Attendees can reasonably be expected to dress for the weather conditions and drink water / fluids as required.                                                                                                                                                                                                                                   | Yes                         |
| 4                          | Accessibility or First Aid                                          | First aid is provided at the location, including a named First Aider.<br>Delegates and speakers have been asked to provide any particular provisions they require with regards to disability, health condition, other vulnerability or protected characteristic.                                                                                 | Yes<br>First Aider: J Jones |
| 5                          | Security Threat                                                     | Delegates, speakers and content are not contentious and will not attract activists or protestors.<br>Security team has been made aware of the event.                                                                                                                                                                                             | Yes                         |
| 6                          | Manual Handling                                                     | Any significant manual handling to be undertaken by trained staff. Any complex lifts to be evaluated by TOM, HSC or HSO where appropriate.                                                                                                                                                                                                       | Yes                         |
| 7                          | Working at Height                                                   | Any set-up or post event activity completed at above normal standing height but less than 2m to utilise appropriate equipment - e.g. a round step or low-level step platform.                                                                                                                                                                    | Yes                         |
| 8                          | Electrical Injury or fire                                           | Permanent infrastructure being used - any personal equipment to be PAT tested by HSO prior to event (other checks may be necessary).                                                                                                                                                                                                             | Yes                         |
| 9                          | Tool based injury                                                   | Event organisers should only use tools if they are competent to do so; if any tools are required to set up the event, the activity should be evaluated by Departmental TOM, HSC or by the HSO.                                                                                                                                                   | Yes                         |
| 10                         | Food and Drink                                                      | In-house caterer used; waste food and litter cleared post event.<br>No additional unofficial food or drink to be provided.                                                                                                                                                                                                                       | Yes                         |

|    |                    |                                                                                                                                                            |                      |
|----|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|    |                    | Appropriate steps to capture and advise on allergies and to avoid main allergy groups where possible.                                                      |                      |
| 11 | Emergency response | No measures required past business as usual for risks such as fire, security threat, medical emergency. Plans agreed for those with EDI issues identified. | Yes<br>1 DDA student |

Any additional controls required, above those outlined above, to be filled in below:

| No. | Additional Controls                                  | Completed                           |
|-----|------------------------------------------------------|-------------------------------------|
| 1.  | Raining – extra mat put at entrance to prevent slips | <input checked="" type="checkbox"/> |
| 11. | 1 wheelchair user – access and egress checked        | <input checked="" type="checkbox"/> |
|     |                                                      | <input type="checkbox"/>            |
|     |                                                      | <input type="checkbox"/>            |

|                          |         |       |           |
|--------------------------|---------|-------|-----------|
| Validated by Event Lead: | PB Body | Date: | 1/10/2025 |
|--------------------------|---------|-------|-----------|

## Appendix 7: Medium and High-Risk Event Risk Assessment Example

|                                            |                                                              |                                             |                                       |                                                                                                                                                                    |
|--------------------------------------------|--------------------------------------------------------------|---------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Risk Assessment No:</b>                 | <b>001</b>                                                   |                                             |                                       | <b>Groups Affected by the Activity:</b><br>E = Employees<br>S = Students<br>V = Visitors<br>C = Contractors<br>En/B = Environment / Buildings<br>LW = Lone Workers |
| <b>Revision:</b>                           | 001                                                          |                                             |                                       |                                                                                                                                                                    |
| <b>Date of Assessment:</b>                 | 10/10/2025                                                   |                                             |                                       |                                                                                                                                                                    |
| <b>Event Description and Location:</b>     | Talk by high profile political activist – Windsor Auditorium |                                             |                                       |                                                                                                                                                                    |
| <b>Date of Event:</b>                      | 28/11/2025                                                   |                                             |                                       |                                                                                                                                                                    |
| <b>Estimated no. of Attendees to Event</b> | Up to 200 <input type="checkbox"/>                           | 201-799 <input checked="" type="checkbox"/> | 800 and over <input type="checkbox"/> |                                                                                                                                                                    |
| <b>Assessment carried out by:</b>          | AN Other                                                     |                                             |                                       |                                                                                                                                                                    |
| <b>Associated SSoW:</b>                    | (If applicable)                                              |                                             |                                       |                                                                                                                                                                    |



| Outcome  |               |                  |              |           |
|----------|---------------|------------------|--------------|-----------|
| 10       | 8             | 5                | 3            | 0.5       |
| Fatality | Severe Injury | Lost Time Injury | Minor Injury | No Injury |

| Likelihood |             |        |          |        |
|------------|-------------|--------|----------|--------|
| 5          | 4           | 3      | 2        | 1      |
| Certain    | Very Likely | Likely | Unlikely | Remote |

| Risk Rating<br>A risk higher than 14 is not acceptable |        |     |
|--------------------------------------------------------|--------|-----|
| High                                                   | Medium | Low |
| 15-50                                                  | 4-14   | 1-3 |

### Assessment Title

| Groups       | Identified Hazards                            | Controls Measures in Place                                                                                                                                                                                                                                                                                                                                                                                                  | Risk Rating |             |                   | Further action required |
|--------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------------|-------------------------|
|              |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                             | Outcome     | Like-lihood | Risk              |                         |
| ESVC<br>B LW | Security threats from activists or protestors | Secure venue with controlled/ticketed access.<br>Bag checks on entering the venue.<br>Security to be in the venue in case of disruption and to accompany visiting speaker.<br>Security outside to deal with potential protestors.<br>Install barriers to control crowds.<br>Inform students, staff and local residents of the event.<br>Staff working at the event to wear hi-vis to make them distinguishable from others. | 5           | 3           | 15<br><b>High</b> | Yes                     |

|      |                                                                                       |                                                                                                                                                                                                                                                           |    |   |                   |     |
|------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|-------------------|-----|
| ESVB | Fire                                                                                  | Fire risk assessment for venue to be consulted and capacities to be adhered to.<br>Where attendees have mobility issues, inform Security in case help is required for evacuation purposes.                                                                | 3  | 2 | <b>6</b><br>Med   | No  |
| ESV  | Inadequate accessibility or first aid                                                 | One student with accessibility needs identified by the speaker<br>Named First Aider – J Jones.                                                                                                                                                            | 3  | 1 | <b>3</b><br>Low   | No  |
| ESV  | Manual Handling injury                                                                | Chairs set up before the event.<br>Tables for refreshments set up along back of the room.                                                                                                                                                                 | 3  | 1 | <b>3</b><br>Low   | No  |
| ESV  | Work at Height injury. Banner to be hung above the staging area. Step ladder required | ToM and HSC trained in ladder use and will assist in the placing of the banner.                                                                                                                                                                           | 5  | 2 | <b>10</b><br>Med  | No  |
| ESV  | Slips and Trips injury                                                                | Cables taped to the floor.<br>Access and egress clear with well seated mats.                                                                                                                                                                              | 3  | 1 | <b>3</b><br>Low   | No  |
| ESV  | Electrical injury or fire                                                             | Permanent infrastructure being used. No personal equipment being used.<br>All equipment PAT tested and visually checked prior to use.                                                                                                                     | 3  | 1 | <b>3</b><br>Low   | No  |
| ESV  | Tools based injury                                                                    | No tools required for set up.                                                                                                                                                                                                                             | 3  | 1 | <b>3</b><br>Low   | No  |
| ESV  | Food and Drink<br>alleged food poisoning or allergic reaction                         | In-house caterer used; waste food and litter cleared post event<br>No additional "unofficial" food or drink to be provided<br>Appropriate steps to capture and advise on allergies and to avoid main allergy groups where possible                        | 10 | 1 | <b>10</b><br>Med  | No  |
| ESV  | Inadequate emergency response                                                         | Additional measures required for risks such as fire, security threat, medical emergency. Plans agreed for those with EDI issues identified.<br>Access and egress to campus to be kept clear in case of evacuation.<br>Refer to BCP in case of escalation. | 5  | 3 | <b>15</b><br>High | Yes |

| No. | Control Measures Rejected | Reason                                |
|-----|---------------------------|---------------------------------------|
| 1   | Security threat           | More robust control measures required |
| 2   | Emergency response        | More robust control measures required |
| 3   |                           |                                       |
| 4   |                           |                                       |

| No. | Further Control Measures Required                                                                                           | Allocated to:          | Target Date                     | Date Completed |
|-----|-----------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------|----------------|
| 1   | Emergency services to be made aware in case of violent protests which may disrupt the public and traffic around the campus. | Security               | Minimum of 2 weeks before event |                |
| 2   | Health and Safety Officer (Fire) to be made aware in case of protests which may result in fire.                             | Event Lead             | As soon as date confirmed       |                |
| 3   | Building Managers for venue to be informed of event in case of damage to building, or emergency work required.              | Event Lead             | As soon as date confirmed       |                |
| 4   | Incident Management Team (Silver) to be made aware in case of escalation to major incident                                  | Silver on day of Event | As soon as date confirmed       |                |

**Worker (and/or HSO) Involvement – i.e. consulted on the assessment**

|             |          |             |            |
|-------------|----------|-------------|------------|
| <b>Name</b> | AN Other | <b>Date</b> | 10/10/2025 |
| <b>Name</b> | HSO      | <b>Date</b> | 10/10/2025 |
| <b>Name</b> | Security | <b>Date</b> | 13/10/2025 |

**Electronic Signatures: Assessor, Validator, Authoriser (where applicable)**

| Risk Assessor                                                                                                                                                                                                   |          |      |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|
| I confirm that in my view this assessment is an accurate reflection of the risk associated with the activity and the controls that, it is my intention, will be put in place by those controlling the activity. |          |      |            |
| Name                                                                                                                                                                                                            | AN Other | Date | 10/10/2025 |

| Risk Validator (HSC, TOM, Director of HSBC etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |      |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------|------------|
| I confirm that (based on the information the Assessor has shared) that the assessment appears 'suitable and sufficient' - in the sense that (a) a proper check of appropriate advice and guidance seems to have been made (e.g. HSE, Gov, Trade Body), (b) the detail appears to reflect the level of hazard/threat described in that guidance, (c) risks to the event participants and to others have been considered, (d) controls have been put in place for obvious significant risks and (e) the document appears to be an accurate reflection of residual risks, whether low, medium or high |                  |      |            |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Director of HSBC | Date | 10/10/2025 |

|                                                                                                  |      |
|--------------------------------------------------------------------------------------------------|------|
| Overall Residual Risk Rating                                                                     |      |
| [Validator's view of the overall residual risk of the activity with described controls in place] | High |

**Risk Assessment Review**

Please note: It is recommended that risk assessments are reviewed either once actions have been completed, after significant changes or after a defined time period.

|                                    |            |
|------------------------------------|------------|
| Validator's Suggested Review Date: | 20/11/2025 |
|------------------------------------|------------|

| Authoriser (person with direct or delegated departmental responsibility to authorise high-risk events)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |      |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------|------------|
| I confirm that, based on this 'validated' risk assessment, I am confident that (a) the residual level of risk reflects the University's risk appetite, (b) a suitable balance of risk and value of the activity has been established and (c) the controls described in the risk assessment reduce risk to 'as low as reasonably practicable' - i.e. I believe all possible measures have been taken unless grossly disproportionate to their benefit, financially, operationally or are in conflict with another, higher-priority health and safety control. When considering financial proportionality against possible safety measures, I have factored in any revenue associated with the work. |                           |      |            |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Professional Service Lead | Date | 10/10/2025 |