



# Event Safety Policy, Guidance and Risk Assessment

(Ref: QMUL\_HS\_174)

**Prepared and issued by the  
QMUL Health & Safety Directorate**

## Contents

<b>1.0 Executive Summary .....</b>	<b>3</b>
<b>2.0 Aims and Objectives .....</b>	<b>3</b>
<b>3.0 Scope .....</b>	<b>3</b>
<b>4.0 Definition of Event .....</b>	<b>3</b>
<b>5.0 Statutes Pertinent to this Policy .....</b>	<b>4</b>
<b>6.0 Roles and Responsibilities.....</b>	<b>4</b>
6.1 Responsibilities of the Head of School / Institute / Directorate: .....	4
6.2 Responsibilities of Event Organiser/s: .....	4
<b>7.0 Risk Assessment .....</b>	<b>5</b>
<b>8.0 Competence .....</b>	<b>5</b>
<b>9.0 Insurance .....</b>	<b>5</b>
<b>10.0 Incident Reporting .....</b>	<b>6</b>
<b>11.0 Event Guidance .....</b>	<b>7</b>
11.1 Venue and site .....	7
11.2 Accessibility .....	7
11.3 Fire .....	7
11.4 Electricity .....	8
11.5 Noise and vibration.....	8
11.6 Emergency Planning and First Aid .....	8
11.7 Vulnerable persons.....	9
11.8 Communication .....	9
11.9 Security .....	9
11.10 Catering .....	10
11.11 Welfare and waste management .....	10
11.12 Slips, trips and falls .....	11
11.13 Manual Handling .....	11
11.14 Temporary Structures.....	11
11.15 Special effects, fireworks and pyrotechnics .....	11
11.16 Contractors .....	12
11.17 Communicable diseases .....	12
<b>12.0 Useful Resources .....</b>	<b>13</b>
<b>Appendix 1 – Robin Brook Centre Out of Hours Events.....</b>	<b>14</b>
<b>Appendix 2 – Event Risk Assessment Checklist.....</b>	<b>16</b>
<b>Document Control.....</b>	<b>20</b>

# Event Safety Policy, Guidance and Risk Assessment

## 1.0 Executive Summary

This Health and Safety Policy establishes the framework for risk assessment, the risk controls, and health, safety and welfare measures to be adopted and implemented for events organized on site by Queen Mary University of London (QMUL) staff and students; and also for others who may be affected by QMUL events. It provides a way of demonstrating that the University is following good practice to manage events.

The first part of this Policy document defines events and identifies the key legal and compliance requirements specified in health and safety legislation. It identifies the roles and responsibilities for Heads of Schools / Institutes / Directorates and for QMUL staff organizing events.

The second part of this Policy document identifies hazards that can be encountered at an event, with detail on recommended safety controls and other practical measures. Risk assessment templates and checklists are provided in the appendices.

This Policy has been issued following consultation with QMUL staff, students and staff / student representatives.

## 2.0 Aims and Objectives

The aim of this policy is to protect the safety and health of QMUL staff, students, visitors and other persons affected by QMUL events. The policy and associated guidance is designed to assist staff and students in planning events and ensuring they are carried out in a controlled, well planned manner, with appropriate risk control systems in place.

QMUL recognizes its moral and legal duties are to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and to ensure that students and others who may be affected by its acts and omissions are not exposed to undue risks to their health, safety and welfare. These duties include assessing the risks arising from events and identifying what must be done to eliminate or reduce the risks to a tolerable or negligible level.

## 3.0 Scope

This policy applies to staff and students involved in any stage of planning, organizing and leading events across QMUL.

## 4.0 Definition of Event

For the purposes of this Policy document an event is an organized 'activity or group of activities' taking place in locations owned, rented or under direct control of the University. An event can be organized by University staff, students or person/s external from the University.

Events that take place off campus (in places not owned, rented or under direct control of the University) are NOT covered as these should be risk assessed following the University's general risk assessment policy, however application of general principles and guidance in this policy document may be appropriate.

## 5.0 Statutes Pertinent to this Policy

The requirements of several statutory instruments are satisfied by this Policy, principally;

*The Health and Safety at Work etc. Act 1974*

*The Management of Health and Safety at Work Regulations 1999 (as amended)*

*The Regulatory Reform (Fire Safety) Order 2005*

*The Food Hygiene (England) Regulations 2006*

*The Health and Safety (First Aid) Regulations 1981*

*The Licensing Act 2003*

There are other topic specific statutory instruments that may need to be adhered to dependent on the nature of the event.

Recognised UK and International standards and sector guidance for events will be followed as appropriate for QMUL's events.

## 6.0 Roles and Responsibilities

### **6.1 Responsibilities of the Head of School / Institute / Directorate:**

The Head of School / Institute / Directorate is the person with overall responsibility for the health, safety and welfare of all the participants involved in events organised by their School / Institute / Directorate. The Head of School / Institute / Directorate must ensure that:

- A clear local (School / Institute / Directorate-based) approval process is developed and implemented
- Those with roles and responsibilities in the organisation of events are competent or suitably supervised
- An appropriate number of staff with relevant experience and training are provided for events
- Adequate resources are provided for event health & safety
- Approval is withheld until the planning and risk assessment process is complete.
- Formal authorisation is given where a higher level of risk still exists

\*Responsibilities cannot be delegated, although tasks associated with a particular responsibility can be delegated to a competent person.

### **6.2 Responsibilities of Event Organiser/s:**

Event Organiser/s are responsible to the Head of School / Institute / Directorate for:

- Ensuring that a plan for the event, including emergency procedures and first aid provision, is completed
- Carrying out an assessment of risks associated with the event
- Implementing and monitoring the controls indicated by the risk assessment
- The expected conduct and role of all participants are clearly understood and accepted

- Making adequate arrangements for health, safety and welfare and ensuring that they are adhered to by those involved
- The selection and monitoring of contractors
- Coordinating safety in response to a major incident
- Ensuring adequate training for events and other related skills are provided to participants
- Providing other staff / students working the event with a copy of the risk assessment for School / Institute / Directorate records
- Ensuring that the work and participating staff and students have adequate insurance cover.
- Consultation takes place with relevant stakeholders

\*Responsibilities cannot be delegated, although tasks associated with a particular responsibility can be delegated to a competent person.

## 7.0 Risk Assessment

Prior to the commencement of an event, a risk assessment must be carried out by the event organizer/s. The QMUL template for an Event Risk Assessment can be found on MySafety (in development). Schools / Institutes / Directorates may use comparable templates to suit their needs accordingly.

Once a risk assessment has been completed, a copy should be shared with all those involved in the organization of the event and relevant stakeholders.

Risk assessments shall:

- Identify foreseeable significant risks
- Be appropriate for the level of risk and the activity
- Enable the assessor to identify and implement reasonably practicable control measures
- Detail accident and emergency procedures
- Be fully explained to staff and students involved in the running of the event
- Be reviewed if there are any changes to either the event or the age / experience / special needs of personnel involved

## 8.0 Competence

Competence is about ensuring that all employees, self-employed people, contractors and subcontractors working on site have the necessary training, experience, expertise and other qualities to carry out the work safely. Competence is also about ensuring the right level of expertise is available, particularly in relation to specialist advice i.e. the Health and Safety Directorate, Security etc.

Ensure that the contractors or subcontractors you intend to hire, to build the infrastructure or provide other services, are competent in the management of their own health and safety when working on site. Simple checks of the contractors' and subcontractors' health and safety policies can be carried out and applicable safety method statements and risk assessments obtained and examined in relation to their proposed work. Refer to point 11.16 for further information.

## 9.0 Insurance

The University is insured to meet employers and public liability, however, certain high risk activities may not be included and a special premium may be required. Visit the insurance webpage for more information: <http://qm->

[web.finance.qmul.ac.uk/departments/financialmanagement/insurance/index.html](http://web.finance.qmul.ac.uk/departments/financialmanagement/insurance/index.html). Contractors should also be requested to confirm their insurance details to prove that they are adequately covered.

## 10.0 Incident Reporting

All incidents, whether they result in an injury or not, must be reported to the event organizer/s who should obtain first aid / medical assistance if required and arrange for the completion of the QMUL incident reporting form (<http://www.hsd.qmul.ac.uk/accident-reporting/>).

## 11.0 Event Guidance

The information herein is a selection of topics and issues which should be considered as part of the event planning and risk assessment process. Whilst the list is not exhaustive, considering this content should form part of your attempts to mitigate risk through the planning and implementation of your event.

### 11.1 Venue and site

It is recommended that the venue is assessed prior to the event and consideration should be given to:

- Proposed occupant capacity and their access and egress to the event
- Proposed event activities – All activities and services to be provided at the event
- Environment – Day /Night /indoors / outdoors / weather
- Audience – standing, seated or a mixture of both
- Ground – should be suitable i.e. even, well drained and well maintained.
- Geographical location – where is the closest hospital, fire station, parking?
- Duration and time of year that the event will take place
- Noise – consideration should be given to whether the venue is based in a residential area or close to noise-sensitive buildings.
- Welfare facilities – should be sufficient for the proposed occupant capacity

Consider the potential impact on other building users. If it is not possible to avoid disruption, inform building users in good time and agree how the disruption will be minimized. The event organizer should also check what other events are taking place on campus at the same time.

### 11.2 Accessibility

The capacity of a venue is generally dependent upon the available space for people and the number of emergency exits. The capacity should be checked prior to publication of the event and should take into consideration areas which will be taken up by structures and therefore unoccupied. Events should be ticketed where necessary.

Facilities to enable people with disabilities to gain access and take part in the event should be provided. This includes ensuring that ground conditions in public spaces and access pathways are suitable for wheelchair users. Reasonable arrangements should also be in place for those with visual and / or hearing impairments. The event publication should include contact details where disabled people can obtain information on the site arrangements. Personal Emergency Evacuation Plans should be completed where necessary. For more information, please visit: <http://www.hsd.qmul.ac.uk/a-z/fire-safety/>

Large events should consider having separate entrances and exits as well as traffic routes to control crowds safely and avoid congestion.

### 11.3 Fire

Fire and ambulance requirements such as parking areas, first-aid posts, rendezvous points, triage areas etc need to be carefully assessed and positioned in the appropriate places. Design the site so that they are readily accessible and can be easily identified. Fire engines should be able to access all parts of the site and must be able to get within 18m of buildings with Dry Rising Mains or within 15%

of the perimeter of any other building. Furthermore there must be turning facilities for vehicles in any dead end access route which is longer than 20 metres long.

Fire Marshals should be identified for the event and must be briefed on their responsibilities prior to the event to ensure they are clear on the action to take. (Covered in 11.6)

Suitable firefighting equipment should be provided throughout the venue e.g. fire extinguishers, fire blankets. The relevant personnel should be made aware of its location and how to use it. However, they should be aware and told not to attempt to fight major fires. Fire Marshal Training can be booked through MyHR: <https://myhr.qmul.ac.uk/dashboard/dashboard-ui/index.html#/landing>.

Fire risk assessments for QMUL buildings can be requested from the Fire Safety Team by emailing [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk). There should be arrangements made for the safe evacuation of any disabled persons i.e. those with mobility issues, blind, deaf, mental ill health etc.

Fire exits and dedicated means of escape including any stairway, lobby, corridor or passageway should be kept clear at all times. Where a fire curtain may drop, this area should also be kept clear.

#### **11.4 Electricity**

Installation and positioning of wiring, switchgear and any generator must be done by a competent electrician in consultation with Estates. Furthermore, all portable electrical equipment used at the event should have been maintained and subjected to routine inspection and testing. Refer to the Electrical Safety topic page for further information: <http://www.hsd.qmul.ac.uk/a-z/electrical-safety/>

If generators are to be used, consider their location and accessibility for refuelling purposes. Allow of suitable storage of the fuel and accessibility for further fuel deliveries where necessary. The generator and its fuel should not be assessable to unauthorised people. Consideration should be given to the noise from the generator. If it is excessive, silenced generators may be a suitable means of reducing noise-nuisance.

Ensure that any person that may bring portable electrical equipment onto the site can demonstrate that the electrical equipment is maintained correctly and the equipment has been subjected to routine inspection and testing (PAT).

#### **11.5 Noise and vibration**

High sound levels present a risk to hearing, both for those working at an event and for the attendees. Both sound and vibration can lead to noise nuisance outside the venue. Therefore, proper control and management of sound and vibration levels is needed during the event.

To enable effective management of sound and vibration levels, both in terms of ear protection and external nuisance to the nearby community, a pre-event assessment of likely sound levels, coupled with monitoring and control of sound levels during the event will be necessary. Further information and controls can be found at: <http://www.hse.gov.uk/event-safety/noise.htm>

#### **11.6 Emergency Planning and First Aid**

First aid provision will depend on the event and type of ailment foreseeable for example, dehydration, food poisoning, effects of drugs and alcohol. First aid provision should be suitable for the number of



people expected to attend and also for the type of event. Further information on first aid can be found at: <http://www.hsd.qmul.ac.uk/a-z/first-aid/>. Further consideration should be given to the ability for ambulances to access the site.

There should be a sufficient number of fire marshals at the event to assist with evacuating people from the venue to the appropriate assembly point.

All foreseeable emergency incidents should be planned for as part of the risk assessment e.g. fire / explosion, crowd surge, power failure, structural failure etc. Emergency plans in place should be communicated to all relevant personnel involved in running the event. Furthermore, drills / testing of emergency plans should be considered where necessary to check effectiveness and the competence of individuals and the teams who will operate it.

For large scale events, the Security Team should be contacted in sufficient time prior to the event so that a separate, detailed emergency plan can be implemented.

### **11.7 Vulnerable persons**

Where vulnerable persons such as children will be attending the event, the risk assessment should take this into consideration. For guidance and risk assessment for young persons on QMUL premises please visit the HSD webpage: <http://www.hsd.qmul.ac.uk/policy---guidance/>

There are some events where it will not be appropriate for young persons to attend. This should be clearly advertised ahead of the event. Where young persons are allowed, consider arrangements for prams / pushchairs and changing facilities.

During an emergency incident consideration should be given to this group of people and where necessary fire marshals should assist with evacuation.

Consider safeguarding measures that may need to be put into place such as lost children.

### **11.8 Communication**

Joining instructions / relevant event information should be circulated to guests and participants in appropriate time. This information should include a main point of contact for any enquiries or special requirement requests.

Consider providing radio contact between the organizer and any other relevant personnel involved with running the event. Make sure that emergency services can be contacted easily and quickly. It is advisable to notify the emergency services (police, fire, ambulance services) for large scale events to ensure your event does not pose any operational problems.

### **11.9 Security**

The event organizer/s should be aware of how to contact Security in the event of an incident through calling extension 3333.

Any events taking place out of hours require a porter to be booked to attend. They will be on hand to contact Security in the event of an emergency.

Any events involving high profile personnel / public figures, or events exceeding 250 people should involve consultation with the Security Team at least 2 weeks before the event. This will allow for a full security risk assessment and plan to be implemented. This may include discussions around the venue choice. Security will then also contact the Police where necessary so that they can create a Police Computer-aided dispatch number prior to the event.

It should be noted that where additional security support and officers are required, there may be costs associated. Further information can be sought from the Security Team.

### **11.10 Catering**

Ensure that the delivery, storage, preparation and sale of food complies with the relevant food safety legislation and where appropriate consideration is given to the advice contained in the relevant industry guides and codes of practice. This will include mobile catering units, catering stalls and marquees, crew catering outlets, hospitality catering and bars etc.

It is strongly recommended that catering is arranged through QMUL Hospitality, as this will ensure that statutory requirements are met. Food should only be provided by suitable catering outlets who comply with safe procedures for preparations and serving of hot / cold food. Further information on QMUL catering can be found at: <http://www.catering.qmul.ac.uk/taste/index.html>

Catering outlets should be positioned in an appropriate space, which does not obstruct emergency escape routes and allows for efficient removal of waste to prevent to accumulation of combustible materials.

Naked flames / gas burners should strictly not be used in foyers, corridors or emergency escape routes. Suitable firefighting equipment should be provided at the catering operation dependent on the activity type.

Alcohol consumption should be monitored. Ensure event staff know how to contact Security and what action to take if attendees are drunk or behaving inappropriately. Furthermore, consideration should be given for increased escape capacity and stewarding needs when alcohol is being consumed.

Free drinking water should be provided at all events. Generally this should be provided from a mains supply, but if this is not possible then bowsers are permissible provided they are suitable for the purpose.

### **11.11 Welfare and waste management**

Ensure there are adequate welfare provisions – this will depend on the amount of attendees expected. Welfare facilities including accessible toilets and for nursing mothers should be well signposted. It is the responsibility of the event organizer to regularly check standards and to have arrangements in place for regular and emergency cleaning.

It is the responsibility of the event organizer to clear the site of waste during and following their event. There will need to be an adequate number of rubbish bins around the site where they will be most required. Arrangements should be made with the Estates Team ([eaf-helpdesk@qmul.ac.uk](mailto:eaf-helpdesk@qmul.ac.uk)) for bins to be emptied regularly and rubbish disposed of at the end of the event.

Smoking is not permitted anywhere on QMUL campuses, other than in the designated smoking shelters or areas. Persons smoking outside of their designated smoking shelters or areas will be asked to stop. Repeat offences may lead to disciplinary action being taken.

### **11.12 Slips, trips and falls**

The event organizer is responsible for inspecting the site prior to its use and throughout the event. The event organizer/s should ensure that all areas are well lit, including stairs to reduce the likelihood of slips, trips and falls. There should be no trailing leads or cables and the area should be kept clear of boxes and equipment.

Any spills or flooring faults should be reported to Estates immediately and signage put up to warn people of slippery / uneven floors in the interim. Any changes in level should be clearly marked to prevent trips and falls.

### **11.13 Manual Handling**

All significant manual handling tasks must be assessed for risk (e.g. carrying equipment to set up / break down the event).

Loads carried must be matched to physical ability. If there is a risk of injury from manual handling, necessary controls must be implemented, e.g. manual handling training, dividing the load, use of handling aids such as a trolley, reducing distances, ensuring adequate lighting etc.

Portering services can be booked through the Estates Helpdesk ([eaf-helpdesk@qmul.ac.uk](mailto:eaf-helpdesk@qmul.ac.uk))

### **11.14 Temporary Structures**

If you are planning to use a temporary structure, such as a stage or set, please liaise directly with the Health and Safety Directorate ([hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk)).

All structures should be erected and dismantled by competent persons who have provided the following documentation:

- Design concept and statement
- Construction drawings
- Risk assessment
- Safety method statement
- Completion certificate

### **11.15 Special effects, fireworks and pyrotechnics**

If you are planning to use special effects, fireworks or pyrotechnics, please liaise directly with the Health and Safety Directorate ([hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk)).

This includes the use of:

- Fog and vapor effects
- Strobe lights
- Lasers
- High-power (scenic) projectors
- Ultraviolet light

- Fireworks
- Theatrical and stage pyrotechnics

### **11.16 Contractors**

As the event organiser you need to satisfy yourself that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done or service and equipment to be provided.

Make sure contractors know and understand what performance you expect from them. Explain your health and safety arrangements to them. You need to decide how you will determine a contractor's competence. In order to do so, ask prospective contractors for a copy of their:

- Safety method statement
- Any relevant risk assessments
- Any relevant statutory inspection reports
- A copy of their public liability insurance

Other things you can ask for:

- what experience they have in the type of work you want done;
- what their health and safety policies and practices are;
- About their recent health and safety performance (number of accidents etc.);
- their selection procedure for sub-contractors (if applicable);
- what health and safety training and supervision they provide;
- if they have any independent assessment of their competence;
- And if they are members of a relevant trade or professional body.

You can then decide how much evidence (e.g. references) you need to seek in support of what prospective contractors have told you. You are strongly advised to use contractors or providers of services and equipment that the University has used before and therefore have evidence of a good safety history. Contact previous event organisers for feedback on service providers. If you are in any doubt contact Health and Safety Directorate for advice.

### **11.17 Communicable diseases**

When planning an event, consideration should be given to the transmission of communicable diseases (e.g. COVID-19). Although this is largely a public health concern, event organisers should ensure there are adequate arrangements in place to promote good hygiene e.g. hand washing facilities, hand sanitiser stations.

Further information and guidance can be found on the [Public Health England website](#).

## 12.0 Useful Resources

HSE guidance on running events safely - <http://www.hse.gov.uk/event-safety/>

Food Standards Agency – [www.food.gov.uk](http://www.food.gov.uk)

QMUL Health and Safety Directorate events topic page – <http://www.hsd.qmul.ac.uk/a-z/events-safety/>

QMUL Catering and Hospitality - <http://www.catering.qmul.ac.uk/>

QMUL insurance - <http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/index.html>

The purple guide - <http://www.hse.gov.uk/pubns/books/hsg154.htm>

### **Key Stakeholder contacts:**

Estates and Facilities (Security, Catering, Cleaning, Portering services etc) - <http://www.estates.qmul.ac.uk/>

Events and Ceremonies Team - <http://qm-web.mc.qmul.ac.uk/events-and-ceremonies/index.html>

Timetabling Support - <http://www.timetablingsupport.qmul.ac.uk/>

Health and Safety Directorate - <http://hsd.qmul.ac.uk/>

## Appendix 1 – Robin Brook Centre Out of Hours Events

QUEEN MARY UNIVERSITY OF LONDON (QMUL) – Health & Safety Directorate  
(QMUL\_HS\_164 Feb 2018)



### West Smithfield Campus – Robin Brook Centre

#### Out of Hours Events

#### Fire Safety and Health & Safety Arrangements and Information Document

The Robin Brook Centre building at West Smithfield does **not** have a manned reception for out of hours events (outside of 8 am – 8 pm on normal working weekdays) without prior arrangement.

A member of QMUL Estates & Facilities portering staff is stationed at the building reception during normal working hours (8 am – 8 pm) on working weekdays and is able to provide assistance for emergency response (i.e. call out to London Fire Brigade, liaising with QMUL Security). Please note - in the event of demands on portering resources, this provision can be removed at short notice by QMUL Estates & Facilities.

For teaching and non-teaching events arranged in the Robin Brook Centre outside of normal working hours, the necessary fire safety / evacuation and health & safety arrangements need to be planned in advance so the event can take place safely.

The organiser or person responsible for the event should arrange the following in advance of the event –

1. Draft an event risk assessment (for fire safety and health & safety) and submit to QMUL Health & Safety Directorate (HSD) [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) . An example is provided in this document on page 3-4. Please allow 3 working days for review and approval. Links to template and MySafety online system is on page 2.
2. (a) The organiser or person responsible for the event to be fully aware and knowledgeable of the Robin Brook Centre fire and other emergency evacuation procedures and is able to lead an evacuation of the building in an emergency incident.

Including

- the QMUL emergency number to call (**0207 882 3333**) – connects to QMUL Security.
- fire assembly point (at the Barts Hospital fountain square, see map on page 5)
- fire exit route/s out of the building (see floor diagrams on pages 6 to 10)

Note - QMUL Security have a delayed response time to a fire activation or other emergency call out in the Robin Brook Centre as they have to travel from Charterhouse Square Campus.

**or**

(b) QMUL Estates & Facilities porter is booked in advance for reception based emergency response - <http://qm-web.estates.qmul.ac.uk/porterage/contact/index.html>

3. Other portering or assistance for event as required is arranged in advance with QMUL Estates & Facilities.
4. If required, disabled person access / egress arrangements are made in advance with QMUL Estates & Facilities Security and Health & Safety Directorate Fire Safety Manager / Adviser

<http://hsd.qmul.ac.uk/Contact%20Us/index.html> (minimum 5 working days before the event).

5. Other terms and conditions of the QMUL Room Bookings Policies for teaching and non-teaching events are complied with.

HSD will review the fire safety and health & safety risk assessment and note approval of the risk assessment to QMUL Room Bookings Team.

#### **QMUL documents**

QMUL Room Bookings Policy for non-teaching events

<http://www.timetablingsupport.qmul.ac.uk/>

QMUL General Risk Assessment Record Template

<http://hsd.qmul.ac.uk/Documents/Forms/142245.docx>

QMUL MySafety – Risk Assessment Module (*Feb 2018 - currently access to authorised staff only*)

<https://qmul.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true>

Guidance for Emergency Evacuation for Disabled persons

<http://hsd.qmul.ac.uk/Documents/Fire/73480.docx>

Fire Alarm Warning and Deaf Paging Facilities and Disabled Refuge Systems - All Buildings Guidance

<http://hsd.qmul.ac.uk/Documents/Fire/73483.pdf>

**(Note** – Disabled Refuge points have been installed for the Robin Brook Centre on all floors apart from the ground floor).

## Appendix 2 – Event Risk Assessment Checklist

### Event Risk Assessment Checklist

Name of event	
Date/s of event	
Organisers	
Contact Tel.	
Location(s) of event	
Third party / contractor information (if applicable)	
Description of event:	

#### **PLEASE READ BEFORE COMPLETING CHECKLIST:**

The checklist below has been developed as a basic event risk assessment. This checklist should be used alongside the event safety guidance document to ensure that controls are in place to eliminate or minimise risks at an event. This checklist will be a sufficient risk assessment for events such as presentations, seminars, School/Institute tours, exhibitions and networking events. For events involving activities such as sports, live entertainment, high profile speakers, temporary structures and special effects, a further risk assessment should be completed. This should take into account each foreseeable risk and the control measures implemented to reduce the likelihood and/or severity of those risks. If you are unsure about whether a further risk assessment should be completed contact the Health and Safety Helpdesk at [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk). An example of a completed risk assessment is available on the [Event Safety webpage](#).

When completing the risk assessment checklist, please ensure that identified control measures are described at the end of each section. Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.

After completion of this checklist it is recommended that it is shared with any other staff involved in working at the event.

#### **QMUL Arrangements**

	YES	NO	N/A
Does the QMUL insurance policy cover this type of event?			
Has QMUL Security been made aware of the event in sufficient time (at least 1 week)?			
Building occupants – have other building occupants been consulted with to ensure there is minimal disruption?			
Identified controls to be implemented:			

#### **Venue and site**

Has due consideration been given to?:-

	YES	NO	N/A



Has an inspection of the event area been conducted prior to the event?			
Proposed occupant capacity and their access and egress to the event			
Proposed event activities – all activities and services to be provided at the event (further risk assessment should be carried out – see scope)			
Environment – Day / Night / indoors / outdoors / weather			
Audience – standing, seated or a mixture of both			
Ground – should be suitable i.e. even, well drained and well maintained.			
Geographical location – where is the closest hospital, fire station, parking?			
Duration and time of year that the event will take place			
Noise – consideration should be given to whether the venue is based in a residential area or close to noise-sensitive buildings.			
Welfare facilities – should be sufficient for the proposed occupant capacity			
Is there sufficient space for safe vehicle movement and parking?			
Identified controls to be implemented:			

### Fire Safety

Has due consideration been given to?:-

	YES	NO	N/A
Has someone been appointed as the lead coordinator for fire / emergencies?			
Has a clear entry been left for fire emergency services?			
Are all emergency exits clear?			
Does the venue have adequate and working fire exit signage?			
Is the fire alarm in working order and recently checked?			
Have a sufficient number of fire marshals been identified and briefed for the event?			
Have arrangements been made for the safe evacuation of any disabled persons i.e. those with mobility issues, blind, deaf, mental ill health etc.			
Has an assembly point been identified and communicated?			
Electrical equipment e.g. exposure to weather, visual inspection, up to date PAT, overloaded extension leads and trailing wires.			
Identified controls to be implemented:			

### Emergency Planning and First Aid

Has due consideration been given to?:-

	YES	NO	N/A
Have a sufficient number of first aiders been identified and briefed for the event?			
Details of emergency equipment/provisions location and availability			

All foreseeable emergency incidents e.g. fire / explosion, crowd surge, power failure, structural failure etc?			
Has a security plan been developed by the Security Team?			
Have arrangements been made for the safe evacuation of any disabled persons i.e. those with mobility issues, blind, deaf, mental ill health etc.			
Communicating contingency plans or cancellation of event			
Are there vulnerable persons who may require further assistance?			
Identified controls to be implemented:			

### Catering

Has due consideration been given to?:-

	YES	NO	N/A
Positioning of catering outlets/operators			
Electrical installations and power supplies			
Is liquefied petroleum gas in use?			
Drinking water			
Alcohol licensing			
Monitoring of arrangements on site			
Identified controls to be implemented:			

### Welfare and Waste Management

Has due consideration been given to?:-

	YES	NO	N/A
The number and nature of welfare facilities required to meet the needs of expected attendees			
Monitoring and removal of waste throughout and at the end of the event			
Information regarding nearby smoking shelters/areas			
Identified controls to be implemented:			

### Event Staff

Has due consideration been given to?:-

	YES	NO	N/A
Whether manual handling training will be required for those involved in the setup / breakdown of the event			

Lone working, out of hours and personal safety			
Ensuring staff are given sufficient breaks			
Identified controls to be implemented:			

**This checklist was:**

Completed by:

On: \_\_\_/\_\_\_/\_\_\_\_\_

Approved by:

On: \_\_\_/\_\_\_/\_\_\_\_\_

## Document Control

### Initial Data

Authors:	Megan Vagg
Position:	H&S Adviser
Checked by:	Ross Baker
Position:	Health and Safety Manager (HSS) & Audit Lead
Approved by:	Zarah Laing
Position:	Director of Health and Safety
QMUL Consultation:	May-July 2018
HSAG Approval:	
Status:	Live
Date of Issue:	August 2018

Version No.	Date of alteration and re-issue	Details of changes	Changes made by
V2	October 2020	Added links to COVID secure webpages – see section 11.17	Megan Vagg (H&S Adviser)
V3	January 2023	Removed specific information about COVID-19 and added general information on communicable diseases – see section 11.17	Megan Vagg (H&S Adviser)