



Guidance for events which will take place on University premises

Introduction

The University of Edinburgh is committed to following all guidance and advice from the Scottish Government. General guidance advises that keeping a reasonable distance from people in other households and avoiding places that are crowded will minimise risk, particularly where meeting with others indoors.

Scope

This guidance is intended to support the University's prioritised on campus activities (see; <https://uoesharepoint.com/sites/AcademicYearPlanning/SitePages/AY-Planning-WYNTK.aspx>). This includes Large Event Management – Safe Operating Procedure document.

It is aimed at University events which take place on University premises, or which are organised off site for University activities, and should be read in conjunction with the Large Events Management document mentioned above. Clearly, for larger events, greater detail will be required in plans, risk assessments, information, etc.

This guidance is not intended to apply to purely social events, such as retirements gatherings, staff parties, etc., although much of the guidance can be applied to these types of events - we would urge caution in organising these whereby staff are invited onto University premises for only this reason.

Ongoing control measures

The Scottish Government has made it clear that there is a requirement that control measures are maintained and enhanced in order to reduce the risk of transmission of Covid-19 infection. These measures include:



- good hand hygiene and surface cleaning.
- continued promotion of good ventilation
- encouragement to wear face coverings in certain areas
- continued compliance with Test and Protect requirements, including self-isolation as necessary.
- ongoing need for outbreak management capability, including active surveillance.

Many of these measures are now familiar to us, but those involved with the planning of events will have to take them in to consideration in consultation with outside suppliers, discussion with the Estates Department, etc. and perhaps scale up the levels of these controls, taking in to account the numbers of people involved in their event.

Covid-19 symptoms

Information should be given to participants and staff in advance to remind them that if they are experiencing any symptoms of Covid-19, or if they are required to quarantine or self-isolate, they should not attend.

Ventilation and movement through venues

Indoor venues must have suitable ventilation. This may mean opening windows and doors during and after the event to allow for purging of the air. Mechanically ventilated rooms do not require any windows opened, unless otherwise signed within the venue. You may need to liaise with Estates Department to ensure your chosen indoor venue has adequate ventilation for the number of attendees expected. Contact ventilation.estates@ed.ac.uk if required.

You should also consider how attendees will move safely though the area of the event, this may include one-way systems, or entrance/exit only doors.

Other non-Covid-19 considerations

Other potential risks should also be considered, such as moving between areas, traffic, sudden illness, unexpected incidents, perhaps requiring first aid, access to toilets, etc., as you would pre-covid.

Risk assessment

A risk assessment should be formulated for such events, which takes in to account any significant hazards, and controls risk by measures such as those outlined above. The findings of the risk assessment should be communicated to all those involved, either in the form of a summary, or should be included in the operational plan for the event. The general risk assessment RA1 can be used for this <https://www.ed.ac.uk/health-safety/online-resources/risk-assessments>