



Events safety management and planning guidance

Introduction

Each year the University of Edinburgh hosts, organises, or is a landlord to, a wide variety of events; from lectures and conferences, open days, and graduations to large scale events such as Edinburgh International Book Festival and the Fringe Festival.

Scope

This guidance is aimed at those who **organise minor and moderate** (defined in the section below) **internal events**, providing essential information on health and safety, including pre-event checklists, day-of actions, and post-event review processes. It offers advice on risk assessments, licensing, and insurance requirements.

The guidance has been designed as a tool to help schools and departments manage events safely, on or off campus, it excludes large-scale public events and those organised by Accommodation, Catering, and Events (ACE) (Festivals and Events) or the Estates Department. The guide does not cover fire safety, this is covered [here](#).

EUSA are a separate organisation from the University of Edinburgh, but work in close partnership with the University of Edinburgh, they organise their own events. Further information is available through [Edinburgh University Students' Association](#).

Definitions and Glossary of Terms

Event

An event is any planned gathering or social occasion, whether recurring on an annual basis (e.g., open days, career fairs, lectures) or a one-off occurrence. Events can be private (for staff/students) or public (including visitors, with or without University members). Please consult with your local health and safety adviser or co-ordinator, if in doubt.

For the avoidance of doubt, regular small scale meetings would not be classified as an event, however, large in-person meetings may depending upon activities included or venue for that meeting.

Category

A wide range of events take place across the University. For the purposes of this guidance, they are categorised into three areas; Minor, Moderate, and Major. When undertaking an event select the category that best aligns with the scope of the event. If uncertain, opt for the next highest category.

For events impacting the Estates infrastructure (access/egress), contact the Estates Department helpdesk before planning. Secure your event space well in advance locally, or through timetabling.



Minor

- Attendee numbers are monitored so the venue capacity cannot be exceeded (e.g., the event is ticketed in some way).
- No third parties (e.g., contractors) are providing a service before, during or after the event.
- The event is non-contentious and unlikely to attract negative publicity or demonstrations.
- No hazards have been identified to attendees from any performance, demonstration, or presentation.
- There is no significant preparation or breakdown work (e.g., building a stage), required for the event.
- No potentially hazardous elements are involved in the event (e.g., vehicles moving, animals (other than guide or assistance dogs), inflatable structures, naked flames, chemicals, lasers, radiation).
- The event is held between the normal opening hours for that building.
- The event will take place indoors.
- No alterations are made to building fabric or services (this would not usually include event signage for example but would include installation of lighting rigs).
- Any waste produced is within the capacity of the regular cleaning provided for that area.
- no road closures/traffic management are required.
- no crowd management is required.
- food/drink will be supplied by ACE.

Moderate

The event should be classified as moderate if one or more of the criteria below apply:

- attendee numbers may exceed 100+ and in addition:
- potentially hazardous elements are involved in the event (e.g. vehicles, animals, inflatable structures, chemicals, lasers, etc.).
- fire risk assessments are required, contact the Fire Safety Unit for advice.
- the event is held outside of usual building opening times/days and/or will be held outside. Permission to hold outdoor events on University owned land should be sought from the Estates Department helpdesk.
- Limited crowd management access may be required.
- Some traffic management may be required (excluding road closures).
- Speaker/event may be contentious – see [External Speakers risk assessment](#).
- Food/drink must be supplied by ACE or via the [Approved Suppliers](#) pages, if after initial contact with ACE, they are not able to provide the catering.



Major

If your event falls under the major event classification, you should contact Festivals and Events ahead of the project planning phase to discuss requirements and an Event Management Plan. An event is classified as 'Major' if it meets one or more of the following criteria, in addition to the 'Moderate' event criteria:

- External event contractors are involved.
- Alterations may be required to building fabric or services.
- Significant preparation or breakdown work (e.g., building a stage) required for the event (this would not include assembling pieces of kit that are integral to the space, for example, unfolding stages).
- Road closures/traffic management are required.
- Multi-day events.
- Attendee numbers that are 800 plus.
- Specialist crowd control is required.

Roles and Responsibilities

Head of School or Department

The Head of School or Department is responsible for ensuring that there are suitable and sufficient processes in place for events and that they are appropriately authorised and managed consistently with the associated risks. They must ensure that any major events are appropriately triaged to Festivals and Events.

Managers, Supervisors, Event organisers

Managers, supervisors or event organisers, have a duty to follow existing local procedures for event planning, or the advice within this guidance to ensure that those attending the event and others who may be affected by the event, do not come to harm. There should be an appropriate level of checking and supervision, that is suitable for the level of risk associated with the event. Designated individuals should be appointed to specific roles, such as event organiser, first aid organiser, fire steward and emergencies. These roles can be tailored to the event's requirements and consist of one individual or devolved responsibilities.

Risk Assessment

Event risk assessments must ensure that hazards are identified, and effective control measures are in place. Contact your local Health and Safety Adviser (HSA) or Health and Safety Co-ordinator (HSC) for advice.

Risk assessment training can be completed through People and Money [Risk Assessment Training](#). The detail required in the risk assessment should be commensurate with the scale and risks associated with the event. Recurring events can repurpose existing risk assessments, providing they are reviewed, to ensure the assessment remains relevant and up to date.



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Records of risk event assessments should be kept in accordance with local procedures. Appendices 1 and 2 contain example assessments for minor and moderate events. Any events that fall into the major category, should contact Festivals and Events.

Event Approval Process

Each local area should have its own event procedures. The approval process should align with the event category. Approval for events must be via the Head of School or Department, or equivalent or delegated by them to another senior member of staff. Any major events will require approval by senior management and referral to Festivals and Events.

Event Planning

The nature of event planning will vary depending on the size, nature and frequency. The planning process has been split into three stages, pre-event, actual event and post-event, to assist with the health and safety considerations at each stage. Appendix 3 illustrates potential risks in minor and moderate event planning and can be used to assist in the construction of an event risk assessment. Organisers should additionally consider risks that may be unique to their event.

Off campus events

For off-campus events, refer to the [University's Sustainable Travel Policy](#) for guidelines on local and international travel. Visit the [Business Travel](#) website for travel plans & risk assessments, driving and travel safety information. Staff and students can book travel via the [Booking Travel](#) SharePoint site.

Events with team building activities

The University is legally responsible for the health and safety of its employees during participation in team building activities facilitated by external providers. Whilst the external provider is responsible for the safety of any equipment and the conduct of activities provided by them, the University is responsible for making reasonable attempts to establish the competency of that provider for the activity and the suitability of the activity for those involved. The following considerations should be part of the planning process for any such activities:

- Ensuring risk assessments are carried out for any hazardous activities;
- Obtaining appropriate health and safety information from the event provider as part of the planning process;
- Checking suitability of the activity and the provision of information for participating staff;
- Ensuring appropriate levels of employee and public liability insurance is in place where external providers are used.

Insurance

Ensure any providers involved with an event produce written evidence that they hold their own public liability insurance. Insurance should be for a minimum limit of



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indemnity of £10m for any one claim, with a company registered with the Financial Conduct Authority and be valid for the date(s) the event is planned. Visit the [Insurance SharePoint site](#) or contact the University insurance team for further advice (contacts on the SharePoint site).

Public entertainment licence

A public entertainment licence from the relevant local council is required if entertainment such as a dance, concert, variety show, or similar for members of the public, whether or not attendees have to pay to participate; is provided as part of the event. Organisers are responsible for required licences and permits and may require application well in advance. Organisers should check with Festivals and Events first, as the venue may already have a licence in place.

Alcohol licence

Where event catering with alcohol, is delivered by ACE, they are responsible for the alcohol licence. If the event catering is supplied by an approved external company with alcohol provided, they are responsible for licencing requirements.

Terrorism (Protection of Premises) Act 2025

The Terrorism Act 2025 may change processes and procedures for events. Once further information, specific to the HE sector has been developed, this guidance will be updated to reflect any changes.

Useful links

[Events Management Community](#)

[University Cafes and Catering | University Cafes and Catering](#)

[Approved Suppliers](#)

[Business School Conference and Events Toolkit](#)

[Events and Protocol Toolkit | Special Events and Protocol | Special Events and Protocol](#)

[FSU - Events use of University Buildings](#)



Appendix 1

Event Planning

Minor Event

Pre-event

- **Venue:** Ensure the venue capacity number is not exceeded for the room layout. Utilising event management systems such as Eventbrite can assist. Is the venue suitable for the event with enough space/lighting, consider also: **Slips/trips and falls.**
- **Manual handling:** Consider access and egress to the event for the equipment/furniture required.
- Setting up of any temporary structures, AV (audio-visual) equipment or other **electrical** equipment, including **work at height** if decorating the space.
- **Access & Egress:** Consider people with disability/mobility issues. Include attendees who may potentially require assistance to evacuate in an emergency [assisted-evacuation](#).
- **Fire safety:** The University Fire Safety Unit (FSU) do not require prior notification of events if they do not impact the building's fire risk assessment. There is fire-related events guidance [Events](#) . If in any doubt, please contact the Fire Safety Unit. The event organiser is responsible for ensuring **safe evacuation** of everybody, in the event of an emergency.
- First aid requirements: [first aid](#) guidance. Security should not be relied upon to provide first aid assistance – ensure there is at least an appointed person to manage first aid as a minimum.
- **Food hygiene / food allergies** – full allergen information is available for each item supplied by ACE/ Delivered Hospitality; this information can be found at [UoEats](#). For events such as charity bake sales, local BBQs etc., where food will be prepared by staff/students, the [Food Standards Scotland](#) guidance and information should be followed.

Actual event

- **Venue capacity:** Ensure it is actively managed? **Slips trips and falls** potential?
- **Fire, first aid and emergency arrangements:** What arrangements are in place and how will attendees be informed?
- Arrangements for **safeguarding of children and vulnerable adults/lost children?**
- **Accident/incident reporting** - Are event staff and aware of how to report any accidents/incidents through the University's [Accident and Incident Reporting system](#).
- **Event waste:** what arrangements are in place?



Post event

- Clearing post event space - is **work at height** a risk?
- **Waste removal**- have the types of waste created and their requirements for collection been considered, to maintain good housekeeping and reduce fire risk?
- Is **manual handling** a risk in dismantling equipment and reorganisation of furniture, removing any AV or other **electrical** equipment?
- **Slips/trips and falls** - Are there risks from slips, trips or falls if the event space is crowded with materials and furniture during the clean up?
- Event review – Establish a process to review how the event went and opportunities to identify any learning points to improve future management.

Moderate Event

(In addition to those above in minor events)

Pre-event

- **Emergency procedures** – are there arrangements for accessing first aid and help out of hours?
- **Fire safety**: The Fire Safety Unit must be notified at least 28 days in advance of ‘moderate’ events, so an **event-specific fire risk assessment (FRA)** to allow for appropriate consultation and agreement of any fire safety measures in place, please contact the Fire Safety Unit.
- If the event is taking place outside on University owned land, permission is required from the Estates Department.
- **Weather**: If an outdoor event, check there are contingency plans, in the event of extreme weather or changes in weather?
- **Working at height**: When decorating/lighting the event space or outside venue? Including setting up of any temporary structures, AV (audio-visual) equipment, lighting rigs or other **electrical equipment**?
- **Temporary structures**: Including staging, marquees, and stalls if required? Who will supply, erect, and safety check these?
- **Access**: Will activities require barriers to protect attendees from specific hazards e.g., vehicles, barbecues etc?
- **Inflatables**: If inflatables are being used as part of the event, the HSE guidance: <https://www.hse.gov.uk/entertainment/fairgrounds/bouncy-castles-other-inflatables.htm> should be consulted.
- **Traffic management**: Will traffic or parking require management? Are there clashes with other road users or carpark activities e.g., coach pick up? Any traffic management must be arranged in conjunction with the Estates Department.
- **Third Party Supplier Documentation**: Due diligence checks of all third-party suppliers should be carried out. Consult with Festival and Events. As a



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minimum, request provision of safety documentation, (usually risk assessments and standard operating procedures) plus evidence of valid public liability insurance (see 'Insurance' section).

- **Liaison with University areas and external authorities:** consider who else should be aware that the event is taking place and possibly involved in the overall organisation, e.g., University sections such as Estates, Festivals and Events, H&S, and Security; external bodies such as the local council.
- **Speaker/event likely considered contentious:** see [External speakers risk assessment form](#) If the event is likely to be considered contentious then the Events and Protocol Office, and the University Secretary (via [Anda Nicolson](#)) should be informed.

Actual event

- **Crowd management internal and external:** If likely to be exceeded, monitor numbers. Have an action plan in place if areas become overcrowded, for example, use an alternative room.
- **Fire, first aid and emergency provision and arrangements:** Are sufficient numbers of staff in place? Are event staff aware of arrangements for dealing with any incidents or emergency situations?
- Any hot surfaces such as **BBQs cooled, or electrical displays unplugged,** before leaving to reduce fire risk.

Post event

- Arrangements for **dismantling any temporary structures /** removing any AV or other electrical equipment, particularly with **third party contactors?**

Major Event

(In addition to those above in minor and moderate events)

Pre-event

- **Consult with Festival and Events at project conception to formulate an event management plan.**
- The Fire Safety Unit must be notified at least 28 days in advance of 'major' events and an **event-specific fire risk assessment (FRA)** undertaken to allow for appropriate consultation and agreement on fire safety measures in place. An FRA template is available on request from the Fire Safety Unit.



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Document version

Version number	Summary of change	Date and by whom
V1.0	New guidance	17/04/2026 F Calvin

If you require this document in an alternative format please contact The Health, Safety and Wellbeing Department on health.safety@ed.ac.uk or call (0131) 651 4255



Appendix 2

Minor Event Risk Assessment Example

Form RA1

(Refer to Event Safety Management and planning Guidance before completing this form)

School Assessment No:	001
Title of Activity:	Health Elevate event
Location(s) of Work:	Ground Floor atrium, café (University Building)
Date(s) of event:	Tuesday 26 November
Event timings: 3pm-5.30pm	
Brief Description of Work: <ul style="list-style-type: none">• Business networking & panel event• Health Elevate Labs, supported by (Usher Institute) staff• External guests – event is targeted at business founders with an interest in health, data or life sciences• 70 guests + 10 staff• No accessibility requests received in advance – Usher Building ground floor is fully-accessible with step-free access and accessible toilet and changing facilities. <p>Catering: hot buffet, drinks on arrival and with buffet and soft drinks. Catering supplied by UoEats/ACE.</p>	

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Any specific hazards, that are assessed separately, such as hazardous substances, biological agents, use of lasers, manual handling, should be assessed on a separate risk assessment form and cross-referenced with this document. See [Risk Assessment](#) for details.



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Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk Evaluation after control L/M/H
Fire	Low	<p>Local fire safety arrangements Fire Safety Unit Health and Safety Department</p> <p>Event organisers are responsible for the safe egress of visitors in an emergency. Staff should be familiar with emergency procedures for their area, in particular the location of the fire alarm call points, fire escape routes, fire exits and fire assembly point. Events use of University buildings Fire Safety Unit Health and Safety Department</p> <p>Event attendees to be made aware of the Fire Routine Procedure when they arrive, by event staff, including closest exits, assembly point and that lifts should not be used in the event of a fire alarm, not re-enter the building until the all-clear has been given and if fire alarm test is to be expected. No smoking policy by building entrances</p> <p>Any member of the University community who may need assistance in an emergency evacuation should complete a PEEP. Guidance on Personal Emergency Evacuation Plans</p> <p>Members of the Public do not require a PEEP when visiting University buildings, however organisers must be aware of any attendees who may require support in an emergency evacuation and make suitable plans.</p> <p>If required, event organisers are also responsible for ensuring event</p>	Low



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		<p>attendees are provided with information relating to the University's Assisted Evacuation Procedures advice can be provided by the Fire Safety Unit.</p> <p>For events above the ground floor: attendees incapable of using stairs should be guided to the nearest refuge point. If there are none contact the fire Safety Unit.</p>	
First Aid	Low	Event Organiser to arrange suitable provision of first aider/s /Appointed Persons, how to report accidents or incidents. Event staff to be familiar with locations (state where) of first aid boxes & local defibrillator.	Low
Slip/Trip/Fall Hazards	Low	<p>Access/Egress to venue must be kept clear of obstructions. Avoid placing or stacking materials where people are likely to stumble over them. Any issues highlighted to event staff.</p> <p>Any spillages to be cleaned up immediately. Event staff to know where cleaning materials are held.</p> <p>Electrical cables to be run through guard strips and/or secured onto wall - mounted trunking, etc.</p> <p>Ensure that any such hazards, e.g. torn carpets, trailing cables defects to floor coverings, faulty lighting etc. Are reported to Estates via helpdesk (or local procedures).</p>	Low
Delegates unfamiliar with location	Medium	Event attendees should obey all instructions given verbally, written or on signage. The attendees must be advised of all hazards and risks in each area they are visiting.	Low



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		<p>Event attendees sign in and out at reception or event registration desk or accompanied/signposted to event and egress.</p> <p>Event attendees will be limited to the ground floor only (or particular area) for this event. Signposting.</p>	
Security	Medium	<p>Ensure that event staff know how to contact University Security promptly (0131 650 2257 mobile or the emergency internal telephone number: 2222).</p> <p>Organiser should ensure attendees are restricted to venue area.</p> <p>University staff to avoid confrontation and seek advice from security to deal with any issues that arise.</p> <p>Prior to finishing and departing, a tour of the premises must be carried out to ensure that all doors are locked and that there are no visitors left in the building.</p>	Low
Manual handling	Low	<p>Any load which is likely to cause risk of injury should not be attempted single handed. Re- schedule the work when assistance is available and use a lifting/moving aid.</p> <p>Use a lift to transport (heavy/bulky) items between floors.</p> <p>A separate manual handling risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury.</p> <p>P&M Cardinus Manual Handling training is an overview of good techniques and what to consider when manual handling.</p>	Low



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Crowd Control	Low	Is the event ticketed and within occupancy numbers for event location?	Low
Lighting	Low	All areas should be well lit, especially stairs. Emergency lighting will turn on if standard lighting system is faulty to ensure there will always be light in the areas.	Low
Electrical Equipment	Low	Items should be inspected before use and identified as safe for use, only with an in-date PAT label. Use of extension leads minimised. If an extension reel is used, fully unwind, ensuring spare cabling does not form a trip hazard.	Low
Welfare (water, toilets, facilities for nursing mothers. etc)	Low	Ensure adequate welfare provision. Include in 'housekeeping' at start of event. Event staff regularly check facilities.	Low
Food Provision	Low	University catering suppliers (ACE) used for all refreshments. Request attendees to notify of any specific food requirements in relation to allergens, prior to event and communicate requirements to caterers. Ensure event staff are aware of severe allergy requirements. Food and other substances to which people may be commonly allergic must be properly identified. In the event of someone having an allergic reaction: If the patient carries their own medicine assist them to find it and administer. If no medicine is available a call to the emergency services should be made immediately	Low



		and locate first aider. Security should be notified and location given.	
Photography or filming	Low	Signage should be displayed in the vicinity advising building users that flash photography will be taking place Care to be taken when positioning people for photographs. Avoiding falls, slips or trips.	Low
Service failure or faults (Electricity, Water)	Low	Building protocols will be followed – e.g. contact Building Facilities Manager during working hours, or campus security out of working hours.	Low

Persons at Risk: Identify all those who may be at risk.

Academic staff	x	Technical staff		P'Grad students		U'Grad students	
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	x
Contractors		Visitors	x	Others			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

Emergency procedures should be followed in the case of fire, accident violent or anti-social behaviour or another emergency.

Call to the emergency services

In all emergency instances, call (9) 999 for professional assistance followed by a call to University Security to inform them of the situation

Fire incidents

If you discover a fire

- If the fire alarm has not activated, shout "FIRE" to alert those around you



- Operate the nearest fire alarm call point
- When safe to do so, dial (9)999 and ask for the Fire & Rescue Service

If you hear the fire alarm

- Leave the building by the nearest available escape route and go to your assembly area
- Lifts must not be used in the event of fire, unless designated as a fire evacuation lift

Call to the Fire and Rescue Service

In the event of a fire or other serious incident requiring the attendance of the Fire and Rescue Service:

State your name, location and telephone number

All calls to the Fire and Rescue Service will be met with a 'call challenging' procedure, whereby you will be asked a series of questions to ascertain if the Fire and Rescue Service is required. Once you have been advised that they will mobilise their fire crews, you will be asked for the address and if known, the location and type of fire involved

If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident

Injury or ill health

If you are not qualified in first aid yourself, send for the nearest available Appointed Person, Emergency First Aider or First Aider, who will take charge of the situation. Contacts should be listed on First Aid notices around the building.

If no qualified First Aiders are available and there is concern regarding serious injury or ill health, ensure that an ambulance is called.

Call to the Scottish Ambulance Service

In the event of a serious injury or ill health requiring the attendance of the Ambulance Service:

State your name, location and telephone number



The Ambulance Service operator may ask you to describe the casualty's condition, first aid measures applied etc., and will assess the seriousness of the event – follow their instructions

If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident

If you suspect that a casualty has been poisoned, alert Accident and Emergency, dial (9) (0131) 536 1000, so that A&E staff can get information from the Poisons Bureau.

Crime, threat, violence or anti-social behaviour

In the event of an emergency where there is a threat to life, a crime is in progress or, any other serious incident that requires an immediate police response.

Call Police Scotland

State your name, location and telephone number

Highly trained service advisors will then ask a range of questions depending on the circumstances, to ensure a full assessment of the situation can be made to protect the caller, responding officers and the wider public

If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident

Call to University Security for all emergency situations

Having called (9)999 and requested the attendance of the emergency services, you must ensure that University Security is also called as soon as possible, to alert them of the incident.

The University's emergency number is 2222, but is only available from the University internal telephone system

Those who do not have access to an internal phone should call University Security from their mobile phone by dialling (0131) 650 2257

[security website](#)

Reporting of injury or fire to the Health and Safety Department



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Ensure that the University Health and Safety Department is informed as soon as practicable of any accidents or dangerous incidents. In the case of serious incidents, a report should be made promptly by emailing Health and Safety.

[Email Health and Safety](#)

In due course, a report of all fires, accidents and other safety related incidents must be sent to the Health and Safety Department by means of the University online Accident and Incident reporting system.

[Report and accident or incident](#)

Building faults – During office hours inform (insert).

Contact list:

Event Organiser: **Name**

Responsible Person: **Name**

First Aid: **Name**

Fire Stewards: **Name**

Emergency contact numbers:

UoE Security 0131 650 2257

Emergency 0131 651 3999

2222 from any internal phone

Emergency Services 999 from a mobile phone

9999 from any internal number.

Locations of useful equipment:

Cleaning equipment:

First Aid kit:

First Aid/Caring Room:

Defibrillator:



Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	

Appendix 3

Moderate Event Risk Assessment Example

Form RA1

(Refer to Event Safety Management and Planning Guidance before completing this form)

School Assessment No:	002
Title of Activity:	Climate Change Action event
Location(s) of Work:	Playfair Library
Date(s) of event:	Friday 8 th April
Event timings: 7.30pm – 10:30pm	
Brief Description of Work:	
<ul style="list-style-type: none"> • Climate Change panel and networking event • External speakers from Climate Change Action group • External guests – event is open to members of the public and UoE staff / students <p>Catering: drinks on arrival and with buffet and soft drinks and selection of alcoholic drinks. Catering supplied by Blue Sky catering.</p>	

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Any specific hazards, that are assessed separately, such as hazardous substances, biological agents, use of lasers, manual handling, should be assessed on a separate risk assessment form and cross-referenced with this document. See [Risk Assessment](#) for details.



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Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk Evaluation after control L/M/H
Contentious speaker	Medium	<p>Protocol and Events office informed. External speakers risk assessment completed</p> <p>https://usg.ed.ac.uk/prevent-duty/external-speaker-assessment-form</p> <p>Review number of stewards required once final audience numbers known.</p> <p>Security informed of the type of event and potential for disruption, well in advance of event.</p> <p>Event is ticketed through Eventbrite or similar.</p>	Low
Security	Medium	<p>UoE security notified in advanced if any event or part of an event will run out of hours.</p> <p>Security will be called in case of any protest or coordinated disruption. Emergency services may also be contacted via 999 if necessary.</p> <p>Ensure that event staff know how to contact University Security promptly (0131 650 2257 or the emergency internal telephone number: 2222),</p> <p>Organiser should ensure venue is restricted so cannot gain alternative access.</p> <p>Consider if attendees need to be identified, (by badges) to easily recognise intruders.</p>	Low



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		<p>University staff to avoid confrontation and seek advice from security to deal with any issues that arise.</p> <p>Prior to finishing and departing, a tour of the premises must be carried out to ensure that all doors are locked and that there are no visitors left in the building.</p>	
Crowd Control	Low	<p>Ensure the event is ticketed and venue capacity adhered to. If crowding is expected, sufficient staff are recruited for crowd-control during the event.</p> <p>Ensure there is sufficient space for people to move safely, and fire exits are kept clear.</p>	Low
Fire	Low	<p>https://health-safety.ed.ac.uk/fire-safety/guidance/fire-safety-provision</p> <p>Event organisers are responsible for the safe egress of visitors in an emergency. Staff should be familiar with emergency procedures for their area, in particular the location of the fire alarm call points, fire escape routes, fire exits and fire assembly point. Events use of University buildings Fire Safety Unit Health and Safety Department</p> <p>Event attendees to be made aware of the Fire Routine Procedure when they arrive by event staff, including closest exits, assembly point and that lifts should not be used in the event of a fire alarm, not re-enter the building until the all-clear has been given and if fire alarm test is to be expected. No smoking policy by building entrances.</p> <p>Any member of the University community who may need assistance in an emergency evacuation should</p>	Low



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 Wellbeing Department**

		<p>complete a PEEP. Guidance on Personal Emergency Evacuation Plans</p> <p>Members of the Public do not require a PEEP when visiting University buildings, however organisers must be aware of any attendees who may require support in an emergency evacuation and make suitable plans.</p> <p>If required, event organisers are also responsible for ensuring event attendees are provided with information relating to the University's Assisted Evacuation Procedures advice can be provided by the Fire Safety Unit.</p> <p>For events above the ground floor: attendees incapable of using stairs should be guided to the nearest refuge point. If there are none contact the fire safety unit. Out of hours, a call made to UoE Security requesting the assistance of their evac team.</p>	
First Aid	Low	Event Organiser to arrange suitable provision of first aider/s /Appointed Persons, how to report accidents or incidents. Event staff to be familiar with locations (state where) of first aid boxes & local defibrillator. Out of hours, event organisers are responsible for providing their own first aider(s).	Low
Slip/Trip/Fall Hazards	Low	<p>Access/Egress to venue must be kept clear of obstructions. Avoid placing or stacking materials where people are likely to stumble over them. Any issues highlighted to event staff.</p> <p>Any spillages to be cleaned up immediately. Event staff to know where cleaning materials are held.</p>	Low



THE UNIVERSITY of EDINBURGH
**Health, Safety &
 Wellbeing Department**

		<p>Electrical cables to be run through guard strips and/or secured onto wall - mounted trunking, <i>etc.</i></p> <p>Ensure that any such hazards, e.g., torn carpets, trailing cables defects to floor coverings, faulty lighting etc. Are reported to estates via helpdesk (or local procedures).</p>	
Delegates unfamiliar with location	Medium	<p>Event attendees should obey all instructions given verbally, written or on signage. The attendees must be advised of all hazards and risks in each area they are visiting. Event attendees sign in and out at reception or event registration desk or escorted to event.</p> <p>Ensure event attendees are limited to a particular area for this event. Consider signage to and from event.</p>	Low
Manual handling	Low	<p>Any load which is likely to cause risk of injury should not be attempted single handed. Re- schedule the work to when assistance is available and use a lifting/moving aid.</p> <p>Use a lift to transport (heavy/bulky) items between floors.</p> <p>A separate manual handling risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury.</p> <p>P&M Cardinus Manual Handling training is an overview of good techniques and what to consider when manual handling.</p>	Low
Lighting	Low	<p>All areas should be well lit, especially stairs. Emergency lighting will turn on if standard lighting system is faulty to</p>	Low



THE UNIVERSITY *of* EDINBURGH
**Health, Safety &
 Wellbeing Department**

		ensure there will always be light in the areas.	
Electrical Equipment	Low	Items should be inspected before use and identified as safe for use, only with an in-date PAT label. Use of extension leads minimised. If an extension reel is used, fully unwind, ensuring the cables do not form a trip hazard.	Low
Welfare (water, toilets, facilities for nursing mothers. etc)	Low	Ensure adequate welfare provision. Signpost facilities and possible alternatives. Event staff regularly check standards.	Low
Food Provision	Low	University-approved suppliers used for all refreshments. Request attendees to notify of any specific food requirements in relation to allergens, prior to event and communicate requirements to caterers. Ensure event staff are aware of severe allergy requirements. Food and other substances to which people may commonly be allergic to must be properly identified. In the event of someone taking an allergic reaction: If the patient carries their own medicine assist them to find it and administer. If no medicine is available a call to emergency services should be made immediately. Call first aid. Security should be notified and location given.	Low
Alcohol	Low	Consider if alcohol is necessary at the event.	Low



		Volumes of alcohol provided should be capped to prevent intoxication. University alcohol policy	
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Persons at Risk: Identify all those who may be at risk.

Academic staff	x	Technical staff		P'Grad students	x	U'Grad students	x
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	X
Contractors		Visitors	x	Others			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

Emergency procedures should be followed in the case of fire, accident violent or anti-social behaviour or another emergency.

Call to the emergency services

In all emergency instances, call (9) 999 for professional assistance followed by a call to University Security to inform them of the situation

Fire incidents

If you discover a fire

- If the fire alarm has not activated, shout "FIRE" to alert those around you
- Operate the nearest fire alarm call point
- When safe to do so, dial (9)999 and ask for the Fire & Rescue Service

If you hear the fire alarm

- Leave the building by the nearest available escape route and go to your assembly area



- Lifts must not be used in the event of fire, unless designated as a fire evacuation lift

Call to the Fire and Rescue Service

In the event of a fire or other serious incident requiring the attendance of the Fire and Rescue Service:

State your name, location and telephone number

All calls to the Fire and Rescue Service will be met with a 'call challenging' procedure, whereby you will be asked a series of questions to ascertain if the Fire and Rescue Service is required. Once you have been advised that they will mobilise their fire crews, you will be asked for the address and if known, the location and type of fire involved

If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident

Injury or ill health

If you are not qualified in first aid yourself, send for the nearest available Appointed Person, Emergency First Aider or First Aider, who will take charge of the situation. Contacts should be listed on First Aid notices around the building.

If no qualified First Aiders are available and there is concern regarding serious injury or ill health, ensure that an ambulance is called.

Call to the Scottish Ambulance Service

In the event of a serious injury or ill health requiring the attendance of the Ambulance Service:

State your name, location and telephone number

The Ambulance Service operator may ask you to describe the casualty's condition, first aid measures applied etc., and will assess the seriousness of the event – follow their instructions

If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident



If you suspect that a casualty has been poisoned, alert Accident and Emergency, dial (9) (0131) 536 1000, so that A&E staff can get information from the Poisons Bureau.

Crime, threat, violence or anti-social behaviour

In the event of an emergency where there is a threat to life, a crime is in progress or, any other serious incident that requires an immediate police response.

Call Police Scotland

State your name, location and telephone number

Highly trained service advisors will then ask a range of questions depending on the circumstances, to ensure a full assessment of the situation can be made to protect the caller, responding officers and the wider public

If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident

Call to University Security for all emergency situations

Having called (9)999 and requested the attendance of the emergency services, you must ensure that University Security is also called as soon as possible, to alert them of the incident.

The University's emergency number is 2222, but is only available from the University internal telephone system

Those who do not have access to an internal phone should call University Security from their mobile phone by dialling (0131) 650 2257

[security website](#)

Reporting of injury or fire to the Health and Safety Department

Ensure that the University Health and Safety Department is informed as soon as practicable of any accidents or dangerous incidents. In the case of serious incidents, a report should be made promptly by emailing Health and Safety.

[Email Health and Safety](#)



THE UNIVERSITY of EDINBURGH
**Health, Safety &
 Wellbeing Department**

In due course, a report of all fires, accidents and other safety related incidents must be sent to the Health and Safety Department by means of the University online Accident and Incident reporting system.

[Report and accident or incident](#)

Building faults – During office hours inform (insert).

Contact list:

Event Organiser: **Name**

Responsible Person: **Name**

First Aid: **Name**

Fire Stewards: **Name**

Emergency contact numbers:

UoE Security 0131 650 2257

Emergency 0131 651 3999

2222 from any internal phone

Emergency Services 999 from a mobile phone

9999 from any internal number.

Locations of useful equipment:

Cleaning equipment:

First Aid kit:

First Aid/Caring Room:

Defibrillator:

Assessment carried out by:

Name:		Date:	
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**Health, Safety &
Wellbeing Department**

Signature:		Review Date:	
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