

Hazards and Control Measures for Event Planning

The following is a list of hazards that event organisers need to consider when planning their event, and suggested control measures. This is not exhaustive and it may be that not all of the hazards below will be present at your event, so this should be treated as a starting point for guidance only. If you have any queries please contact infhs@inf.ed.ac.uk

Covid 19

UoE follows Scottish Government advice and operates under guiding principles:

- Provide adequate ventilation
- Promotion of respiratory and hand hygiene
- Social distancing is not required but encouraged
- Ensure adequate cleaning is in place
- Face coverings encouraged

Your event should align with these principles and be organised in such a way to minimise the chance of spread of infection.

Control measures to consider (guidance, not exhaustive list)

- Windows and doors (not fire doors) to be open where available
- Attendees to be encouraged to wash/sanitise hands frequently
- Prior to event, attendees to be reminded not to attend if they have reason to suspect they may be ill
- Room layout will allow for social distancing
- Organisers will supply cleaning wipes/hand sanitiser/spare face coverings for anyone who wishes to use it

Fire

When you are organising your event, you must consider how an evacuation due to a fire alarm will be managed. Named fire stewards and/or appointed persons should be familiar with the space, location of fire exits, and willing to direct and guide attendees out of the building to the fire assembly point. Organisers should identify any attendees who may have difficulty self-evacuating and make arrangements for them in case of an evacuation. A walk round can be arranged in advance if desired. Fire safety information should be provided to attendees at the start of the event (see required information section). Your activities should be planned so that if there is any risk of fire generated, this is controlled and reduced.

Control measures to consider (guidance, not exhaustive list)

- Fire safety information will be provided by [state method eg welcome talk, slide etc]
- In case of fire, attendees should evacuate via [exit] and assemble at [assembly point] and await further instruction
- [State evacuation plan for any attendees who may require assistance to evacuate; eg buddy system, use of refuge point, etc]

First aid

During standard hours, first aiders can be contacted via reception. Out of hours, you should assess whether a first aider is required and if so, ensure you have a named, qualified first aider in attendance (if alcohol is available, they should abstain). If your assessment is that a first aider is not required, you must have an appointed person whose role is to arrange access to first aid kits and/or contact emergency services if required.



Your attendees may have health issues that make them more likely to require first aid/medical help. Organisers should encourage any such people to make themselves known in advance so that this can be considered when assessing first aid provision.

Control measures to consider (guidance, not exhaustive list)

- Attendees will be encouraged to advise event organisers of any health conditions which may affect them during the event (eg asthmatic to advise where inhaler is kept, etc)
- If first aid is required, [first aider] will [administer first aid or provide access to first aid kit]. If emergency services are required, [first aider/appointed person] will dial (9)999 to request assistance and phone UoE Security on 2222 from a UoE phone to advise of the situation.
- All cables on the floor will be positioned away from the main walkways and secured by hi-vis tape to prevent tripping.

Out of Hours (OOH) Events

Holding an event out of hours is higher risk as there are fewer, if any, personnel who are familiar with the building and facilities available to assist. You need to consider how you will mitigate this additional risk by ensuring you have sufficient named personnel in key roles (first aid, fire steward, etc) and are aware of what to do in a variety of emergencies.

Noise

Noise from the Atrium can be disruptive to personnel working in the building, so you should consider how you will reduce the impact of this. You also need to consider the activities that will take place to ensure that attendees are not exposed to dangerous noise levels. When thinking of controls, you should aim to avoid the creation of noise in the first instance, and only if it is unavoidable think about how to protect people from it.

Control measures to consider: (guidance, not exhaustive list)

- Use of the atrium will be limited to lunch, during times usually expected so that the noise created by the event will have minimal impact on personnel at work.
- Noisy activity will take place behind screens to dampen noise levels
- Ear defenders to be provided

Catering

You must use one of Informatics' approved caterers (Edinburgh First or Blue Sky Catering). When planning this, you should ensure attendees are given the opportunity to supply dietary requirements and pass these to the caterer in a timely fashion. Our approved caterers have risk assessments in place for food preparation and will label any food provided with allergen information.

Control measures to consider: (guidance, not exhaustive list)

- An approved caterer will be used who will prepare food in consideration of known dietary requirements
- Attendees will be canvassed for dietary requirements and any specialist food will be clearly labelled
- Anyone with severe food allergies will be encouraged to make themselves known to the event organiser on the day so that an appropriate response can be taken if an allergic reaction happens.

Electricity

If you are using electrical equipment, you must ensure that the current is safely enclosed to avoid risk of electric shock. If you have bought from a reputable supplier and the equipment meets relevant safety standards it is likely to be suitable, but it is the responsibility of the organiser to ensure that it is safe and suitable for the task.

Control measures to consider: (guidance, not exhaustive list)



- Electrical equipment will be visually inspected, including power cable, for signs of damage prior to event and again on the day. If damage is found it will not be used
- Specialist staff who have training in safe working with electricity will be brought in to set up the electrical equipment

Manual Handling

Informatics personnel will endeavour to set up the space for your event in the layout you have requested. Much of the furniture in Informatics is heavy and not intended to be moved so organisers should consider what is needed in enough time for this to be moved into place.

Control measures to consider: (guidance, not exhaustive list)

- Event attendees will have no need to move furniture around (Layout will be [eg cabaret, lecture theatre etc] and this has been communicated to the Informatics Events Administrator to arrange set up).
- Event attendees will be advised not to move heavy furniture.
- The event organising team have completed manual handling training so any ad hoc moves will be done safely in line with the guidance.