

# Health and Safety Services



## Guidance on Event Safety Guidance

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## 1. Overview

The University of Greenwich is legally obligated under [the Health and Safety at Work etc Act 1974](#) and [the Management of Health and Safety at Work Regulations 1999](#), to ensure that all events organised by or on behalf of the University are appropriately planned, managed, and controlled. This includes the identification and assessment of all reasonably foreseeable hazards and risks associated with each event.

This guidance document outlines the University's expectations regarding the health and safety aspects of event management and is intended to complement the University's existing risk assessment framework, procedures and supporting guidance.

## 2. Definitions

**“Client”** – This refers to the individual or group (internal or external) seeking to hold an event at the University.

**“Event”** – Any planned public, commercial, or social occasion that falls outside the scope of standard University business (e.g. lectures, seminars, practical teaching activities, and internal meetings). Events may include, but are not limited to, conferences, exhibitions, public lectures, open days, student-led activities, and commercial or media-related activities such as filming on campus. For example, filming arranged at the Greenwich Campus through the Greenwich Foundation. Events may be organised by internal or external parties and may be revenue-generating or free of charge.

For the avoidance of doubt, filming, photography, media activity, and the use of unmanned aircraft systems (drones) on University premises are classed as events where they involve planned activity, contractors, equipment, restricted access, temporary control measures, or potential risk to people, property, or University operations. Such activities must follow the University's event planning and approval processes as well as the University's Filming, Photography and Drone Usage Procedure.

**“Hazard”** – Anything with the potential to cause harm. Examples include handling chemicals that have the potential for spillages and accidental exposure, perhaps causing burns to the skin or damage to the lungs; working on a roof has the potential for falls from height or dropped tools, possibly causing death or severe fractures.

**“Provider”** – This refers to an individual or group providing services or inputs to the event on behalf of the University or Client. and other relevant University stakeholders during all stages of the planning process to ensure that arrangements are consistent with University requirements.

For external organisers, the submission of a comprehensive event plan and supporting documentation is mandatory. This should include a current risk assessment, method statement, and details of any third-party contractors, suppliers, or service providers involved in

delivery.

**“Risk Assessment”** – The process of identifying all health and safety hazards associated with a work activity and determining the level of risk, considering existing and proposed control measures. If the risks are deemed to be unacceptably high, the assessment must also identify additional steps that need to be taken, when and by whom, to reduce the risks further.

**“Unmanned Aircraft Systems (UAS)”** – commonly referred to as drones, used for aerial filming, photography, or surveying purposes.

### 3. Roles and Responsibilities

#### 3.1. Event Organisers (Internal and External Clients)

Event organisers hold primary responsibility for the planning, coordination, and safe execution of their events. They must ensure that all reasonably foreseeable risks are identified, assessed, and adequately controlled through a suitable and sufficient risk assessment.

Organisers are expected to engage with Facilities Management, Health and Safety Services, and other relevant University stakeholders during all stages of the planning process to ensure that arrangements are consistent with University requirements. For external organisers, the submission of a comprehensive event plan and supporting documentation is mandatory. This should include a current risk assessment, method statement, and details of any third-party contractors, suppliers, or service providers involved in event delivery.

Event organisers must ensure that filming, photography, or drone-related activities are identified early in the planning process and treated as events where applicable. Organisers must ensure sufficient time is allowed for risk assessment, review, and approval and must not assume that such activities fall outside event management requirements.

#### 3.2. The University (as Host Venue)

As the host venue, the University of Greenwich has a statutory duty of care to ensure that all events held on its premises do not compromise the health, safety, or welfare of staff, students, visitors, or members of the public. This includes ensuring that internal services such as Estates and Facilities, Security, and Catering are effectively coordinated and informed of planned events.

The University is responsible for reviewing all submitted risk assessments to determine their suitability and may request the implementation of additional control measures where necessary. Events that are classified as high-risk or involve large-scale public participation must be brought to the attention of senior leadership to ensure appropriate oversight and governance is in place.

### 3.3. Contractors and Third-Party Providers

All contractors and third-party providers involved in event delivery must comply with relevant UK health and safety legislation, University policies, and any local site-specific requirements.

They are responsible for ensuring that their activities, personnel, and equipment do not introduce unacceptable risks. As part of the University's due diligence process, contractors will be required to register on our SOTERWeb contractor management software and may be required to submit:

- A task-specific risk assessment and method statement (RAMS).
- Proof of competence (e.g. qualifications or accreditations); and
- Evidence of appropriate insurance cover.

Contractors must cooperate fully with University staff and implement agreed control measures on site.

### 3.4. Supervisors/Responsible Persons

Supervisors/Responsible Persons Supervisors, or other designated responsible persons, are tasked with overseeing the day to-day delivery of events to ensure that all agreed health and safety arrangements are implemented effectively.

They are responsible for maintaining communication between event organisers, volunteers, contractors, and University staff, and must be familiar with the event's safety plan. Supervisors must act as the primary point of contact during the event, with the authority to respond to emerging issues, manage incidents, and escalate concerns in accordance with University procedures. Their presence is essential to ensure smooth coordination and compliance with safety protocols throughout the event.

### 3.5. Volunteers

Volunteers involved in University events must be clearly briefed on their roles, responsibilities, and the safety procedures relevant to their tasks. They are expected to follow instructions provided by event organisers or supervisors and must be aware of key emergency arrangements, such as fire exits and first aid locations.

Any unsafe conditions or incidents must be reported immediately [via the University of Greenwich online accident and incident reporting tool](#). Where volunteers are supporting events involving children or vulnerable adults, appropriate safeguarding measures, including Disclosure and Barring Service (DBS) checks, must be applied. Volunteers should be easily identifiable, for example, by wearing lanyards or uniform, and should be supported and supervised throughout the event.

### 3.6. Health and Safety Services

The Health and Safety Services team provides specialist advice, guidance, and professional support in relation to the planning and management of events. The team supports event organisers and University stakeholders by advising on higher-risk activities, reviewing complex or significant risk assessments, and providing guidance on legal compliance and best practice.

Health and Safety Services may be consulted where events involve higher-risk activities, complex arrangements, external contractors, filming, media activity, or the use of unmanned aircraft systems (drones). The team may also support post-event reviews, investigations, and the identification of lessons learned where incidents or near misses occur.

Health and Safety Services do not assume ownership of events or act as event organisers but provide assurance and advisory support to enable events to be planned and delivered safely.

### **3.7. Health and Safety Managers**

Health and Safety Managers are responsible for providing strategic oversight and professional assurance regarding health and safety arrangements at events. They advise event organisers on higher-risk activities, review submitted risk assessments to ensure adequacy and compliance and ensure that event-specific safety measures are aligned with the University's wider health and safety management systems. Health and Safety Managers may also monitor the implementation of safety arrangements during events and contribute to post-event reviews where necessary.

### **3.8. Health and Safety Local Officers (HaSLOs)**

Health and Safety Local Officers (HaSLOs) serve as operational health and safety contacts within faculties or directorates. In relation to events, they support organisers in completing risk assessments, identifying relevant hazards, and advising on local procedures and expectations. HaSLOs play an important role in ensuring that local arrangements reflect University-wide health and safety standards and act as a key liaison between the local area and the central Health and Safety team. Their support is particularly valuable for those unfamiliar with University safety processes or planning events in specialised spaces.

### **3.9. All Staff**

All University staff have a legal and institutional responsibility to cooperate with event safety arrangements and to comply with relevant health and safety legislation, University policies, and any instructions provided as part of the event plan. Staff must remain vigilant during events, report any hazards or incidents promptly, and take reasonable steps to ensure their own safety and that of others. Where staff are directly involved in organising or supporting events, they must ensure that risk assessments are completed and implemented effectively, and that any specific roles or responsibilities assigned to them are clearly understood and carried out.

### **3.10. All staff**

Students involved in organising or supporting events, (either as part of their academic programme or through extracurricular activity) must follow the University's event planning procedures and health and safety requirements. This includes ensuring that suitable risk assessments and method statements are completed, submitted, and shared with relevant stakeholders prior to the event. Students must seek advice and support from their academic department, Estates and Facilities, or the Health and Safety Services team if they are unsure about any aspect of their responsibilities. When participating in events, students are also expected to follow safety instructions, behave responsibly, and report any concerns to event organisers or University staff.

## 4. Guidance

This section provides practical guidance on how to plan, coordinate, deliver, and review events in accordance with the University's legal and procedural obligations for health and safety. It outlines the processes required to ensure events are managed safely and effectively, with reference to statutory duties, University policies, and best practice. The guidance is intended to support event organisers, contractors, and stakeholders in implementing effective safety controls throughout an event.

### 4.1. Risk Assessment and Legal Framework

In accordance with [the Management of Health and Safety at Work Regulations 1999](#), all parties involved in organising an event must ensure that suitable and sufficient risk assessments are undertaken. These assessments must identify foreseeable hazards, evaluate associated risks, and detail appropriate control measures.

Both the University and any external clients must complete a risk assessment. Where necessary, providers or contractors must also undertake their own task-specific risk assessments. The University's standard risk assessment template should be used for internally managed events. Risk assessments provided by external organisers must meet the University's standards and be proportionate to the nature and scale of the event.

Risk assessments must be site-specific and sufficiently detailed. Generic, template-only, or inadequate assessments would be rejected and returned for revision. Individuals responsible for reviewing and approving event risk assessments must be competent to do so. Competence may be demonstrated through completion of University-approved risk assessment training, relevant professional experience, or appropriate support from the Health and Safety Services team. Where suitable competence cannot be demonstrated, risk assessments must not be approved.

Specific training in event risk assessment is available through the Health and Safety Services Team and can be requested via [safetyunit@gre.ac.uk](mailto:safetyunit@gre.ac.uk).

**Important:** Where risk assessments are repeatedly found to be insufficient, event organisers would be required to complete additional training or seek support from the Health and Safety Services team before further events are approved.

### 4.2. Training and Competence

Event organisers are expected to have an appropriate level of competence to plan, manage, and deliver events safely. This includes the ability to identify hazards, complete suitable and sufficient risk assessments, and implement appropriate control measures.

The University provides event safety management and risk assessment training to support staff and students involved in event organisation. Completion of relevant training is required where individuals are responsible for organising events, reviewing risk assessments, or approving event documentation.

Further information on available training and support can be obtained from the Health and Safety Services team via [safetyunit@gre.ac.uk](mailto:safetyunit@gre.ac.uk).

### 4.3. Event Planning and Coordination

Effective event planning requires early engagement with the University's Health and Safety Services and the Estates and Facilities Management team. Organisers must notify the Health and Safety Services and the Facilities Management of proposed events as early as possible and include them in relevant discussions, particularly where facilities, services, or infrastructure may be impacted. Internal colleagues or local communities who may be affected should also be informed at an early stage.

Key considerations include access to buildings, space configuration, AV requirements, security, cleaning, fire safety arrangements, parking, emergency response coordination, waste management, and accessibility requirements. For complex or higher-risk events, site visits and planning meetings with clients and service providers are strongly recommended.

Filming, media activity, and the use of unmanned aircraft systems (drones) must be planned and submitted with sufficient notice (**at least two weeks ahead**) to allow appropriate risk assessment, review, and approval. Requests submitted at short notice may be refused where adequate planning and assurance cannot be demonstrated.

Finalised safety arrangements must be recorded within a proportionate Event Safety Plan, supported by risk assessments and method statements as appropriate.

Where filming, photography, or drone activity is proposed, organisers must also comply with the **University's Filming, Photography, Drones/Use of Unmanned Aircraft on Campus Procedure**, in addition to this guidance.

### 4.4. On-the-Day Safety Arrangements

On the day of the event, all personnel involved must be briefed on emergency procedures, including fire evacuation routes, assembly points, and first aid arrangements. Emergency information should be communicated via participant packs, signage, or induction briefings at the start of the event.

Supervisors must be present and have access to contact details for key organisers, contractors, and University services. Where higher-risk activities are involved, including filming or drone operations, enhanced supervision and communication arrangements may be required.

Volunteers and helpers should be clearly identified and easily accessible to participants. Where high-risk activities or large audiences are expected, communication and incident management procedures should be confirmed and rehearsed if necessary.

### 4.5. Post-Event Review

Following the event, a debrief should be conducted, particularly where incidents occurred, issues were identified, or improvements to safety arrangements are required. Feedback should be documented and given when planning future events. Where appropriate, the Health and Safety Services team may support this process and advise on lessons learned.

## 5. Further information

### 5.1. Related HSE Guidance:

Further general guidance on Event Safety Management can be found on Health and Safety Executive (HSE) web pages; [Event safety - HSE](#)

### 5.2. Related University documents:

- [HS001 – Accident and Incident Code of Practice](#)
- [HS002 - Accident/Incident Reporting Procedure](#)
- [HS007- Children on Campus Policy](#)
- [Contractors working on University premises-appointment and control](#)
- [Health and Safety Policy](#)
- [Risk Assessment Code of Practice](#)

### 5.3. Other related guidance:

- [HSE- Event Safety](#)
- [HSE -Getting Started](#)

## 6. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
19-Aug-24	Health and Safety Services	First revision (V.24.1)
28-May-25	Vikki Wood AD Health and Safety Services	Annual review – transferred to latest template and added reference to SOTERWeb contractor management system within Section 3.3
18-May-26	Michelle Owusua Appiah-Agyekum  Health and Safety Advisor	Updated to Section 4 to include Training and Competency, Section 2 to include the definition of Unmanned Aircraft Systems and Use of Drones as an event.

This document will be reviewed at least annually, hereafter.