

Guidance on EVENT SAFETY MANAGEMENT

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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 and procedures.

2. Definitions

- **“Client”** – This refers to the individual or group (internal or external) seeking to hold an event at the University.
- **“Event”** – This refers to any planned public 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, or commercial and 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.
- **“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.
- **“Risk Assessment”** – The process of identifying all the health and safety hazards of a given work activity and determining the associated risks, if the work is carried out with the planned precautions. If the risks are deemed to be unacceptably high, the assessment also identifies additional steps that need to be taken, when and by whom, to reduce the risks further.
- **“Provider”** – This refers to an individual or group providing services or inputs to the event on behalf of the University or Client.

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.

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, 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 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.

3.7. 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.

3.8. 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.

3.9. Students

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 should also undertake their own assessment. 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.

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

4.2. Event Planning and Coordination

Effective event planning requires early engagement with the University's Facilities Management team. Organisers must notify Facilities Management of the proposed event as early as possible and include them in all relevant discussions, especially where facilities, services, or infrastructure may be impacted. Internal colleagues or nearby communities who may be affected should also be informed early in the planning process.

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 events, site visits and planning meetings with clients and service providers are strongly recommended. The finalised safety arrangements should be recorded within a proportionate Event Safety Plan, supported by risk assessments and method statements as appropriate.

4.3. On-the-Day Safety Arrangements

On the day of the event, all personnel involved should be briefed on emergency procedures, including fire evacuation routes, assembly points, and first aid locations. Emergency information can be shared via participant packs, signage, or a brief induction session at the start of the event. Supervisors should have access to a contact list of key organisers and providers.

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.

4.4. Post-Event Review

Following the event, a debrief should be conducted, especially if an incident occurred or if improvements to safety arrangements are identified. Feedback should be documented and considered 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 Guide and Event Safety - Getting Started](#)

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-2024	H&S Services	First revision using new template – v24.1
28-May-2025	Vikki Wood AD H&S Services	Annual review – transferred to latest template and added reference to SOTERWeb contractor management system within Section 3.3

This document will be reviewed at least annually.