

Health & Safety, Edinburgh Napier University

Events, Exhibitions and Filming in University Premises

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1. Introduction

Events, exhibitions, school visits, open days and filming at University premises require to be well planned in advance to ensure that all relevant questions for the event have been resolved. The erection, siting and dismantling of an exhibition/event/display/furniture can present a number of hazards, e.g. fire, electricity, manual handling, activation of the automatic fire detection system, etc.

2. Responsibilities

The responsibility for ensuring that measures are taken to minimise the risk to the health and safety of those involved in running the exhibition and that of the viewers, arising from such hazards, lies with the event organiser (contract administrator (CA)).

All contract administrators are required to follow the requirements within the following link ([Guidance for Contract Administrators](#)) and to issue information and instruction to all external companies carrying out displaying, erecting staging, lighting, etc. and where required collect all relevant risk assessments.

3. Approval

Approval for running and siting exhibitions, events, filming, school visits and open days within University premises should be obtained well in advance from a number of persons within the University. The completion of the Unusual Events form and compliance with the following guidance must be followed prior to approval being given: -

- Campus Principal
- University Secretary
- Head of Procurement
- Security
- Property and Facilities
- Health and Safety
- Dean of School / Director of Service

This can be carried out by completing the [Unusual Events Form](#).

The requirement for risk assessment, necessary insurance cover, need for catering and contact with room bookings must also be completed, prior to the event being approved.

Where a requirement to move furniture is requested this will need to be planned in advance so that any movement or introduction of furniture into a space can be assessed for viability. (Furniture moves or requests for additional furniture can be requested through the Property and Facilities helpdesk).

Compliance with the [Code of Practice for The Management of Contractors/Works](#) must also be followed where events are taking place in and around University Premises.

4. Hazards

A number of hazards can present themselves when setting up events. Display presentations can become a source of danger unless they are properly regulated.

The following recommendations do not purport to be comprehensive or specific to particular cases. Nevertheless they are practical steps which if implemented in advance and supported by proper supervision on the day, will help ensure the safety of staff/students and visitors.

5. Siting of exhibition/event

Exhibition/events must not obstruct fire escape routes or reduce the width of any escape route below minimum requirements for the personnel within the building. Sufficient exits must be available for the numbers expected.

Where temporary catering facilities are also provided in connection with the exhibition/event these must also be sited to avoid obstructing fire escape routes.

Exhibition/event organisers (CA) must arrange for all escape routes to be adequately indicated by supplementary sign-posting where necessary and must nominate responsible persons to assist in the evacuation of the premises in case of emergency.

Any extra/spare literature or materials must be stored correctly, not presenting a risk to the building users. All waste to be disposed of or removed from site.

The advice of the University Health and Safety Team, Security and Property and Facilities should be sought at the planning stage, so that these requirements are met.

6. Construction of stands, signs and fascia boards

These must be non-combustible, flameproof and/or have a low surface spread of flame characteristic. Attention must also be given to the stability and location of the exhibition/event stands, etc.

7. Electricity

All electrical fittings, wiring, appliances, etc. must be constructed and maintained in a safe condition. Special attention must be paid to temporary wiring and the need not to overload electrical sockets. Daisy chaining of electrical leads is forbidden (one socket feeding multiple extension leads).

Temporary electrical wiring should be arranged to avoid tripping hazards.

The approval of Property and Facilities must be sought well in advance of the event to ensure that prior to initially energising circuits all requirements have been met.

8. Combustible items

Approval from the University Fire Safety Officer must be obtained before the following can be introduced, e.g. compressed gas cylinders, LPG/Natural gas, flammable liquids, explosive materials, other combustible items (e.g. straw, foam, etc.).

9. Fire extinguishers

Free access to all fire extinguishers must be maintained. Exhibition/event officials (CA) must seek advice from the University Health and Safety Team about the number and type of fire extinguishers to be made available.

Marquees require to be provided with the relevant extinguishers to cover the risk and area within the marquees. External generators or power sources must also have the relevant dedicated fire extinguishers or fire safety systems available for use.

10. Special risks

No vehicles may be introduced unless free from fuel.

No toxic chemicals or other hazardous materials may be introduced without the prior approval of the University Safety Officer and all necessary paperwork and safety measures are put in place.

11. Smoking

Smoking, including e-cigarettes, will only be allowed in the designated external areas on all University Properties ([University Smoking Policy](#)).

12. Disabilities

Procedures are in place for visitors with disabilities ([Personal Emergency Evacuation Plan \(PEEPs\) Procedure](#)).

Fire evacuation information leaflets for visitors are available at reception.

13. General

Items must not be unpacked while an exhibition/event is open to the public, and packaging materials must, at other times, be removed from the exhibition/event area immediately.

Stands must not be set up or dismantled whilst the exhibition/event is open.

On completion of the event all areas to be made good and restored to original condition e.g. tent peg holes filled up.

14. Venue capacity

The capacity of the exhibition/event venue/space requires to be able to accommodate the anticipated number of visitors at any one time and provision made to control the numbers where required to a safe limit. This may require additional staff or assistants to manage the crowds. Consideration on existing numbers of people in the building during the event must also be included in the calculations. Contact the Health & Safety Office when large numbers will be present.

Where exhibitions are accompanied by lectures at which members of the general public may be present, reference should be made to the requirements of the District Council licensing body. Property and Facilities will be able to assist in this matter.

15. Waste and disposal of materials

All waste and materials require to be collected and disposed of in line with environmental considerations. The University has various sustainability documents that can assist ([right rubbish right bin leaflet](#)) ([Sustainability Office website](#)).

16. Fire Procedures

If you discover a fire:

1. operate the nearest alarm call point
2. call the Fire Service: dial (9) 999 and state " Fire at Edinburgh Napier University..." and give campus address
3. follow instructions below for "on hearing the alarm"

On hearing the alarm:

1. leave the building by the nearest exit, closing doors behind you
2. do not stop to collect belongings
3. do not use lifts
4. go to the nearest [assembly point](#)
5. do not re-enter the building until informed by the University Senior Fire Co-ordinator/Fire Officer
6. on no account should anyone drive out of the campus during a fire evacuation
7. staff, students and visitors with mobility difficulties should not use stairways but proceed to the nearest [disabled refuge](#) and activate the two way communications panel (Sighthill, Merchiston and Craiglockhart)

It is the responsibility of the host to ensure that all visitors are given the University's Fire Evacuation Procedure. The safe evacuation of visitors during a fire alarm is the responsibility of the host. Once the building has evacuated visitors should remain with their host at all times and ensure they are accounted for.

17. Accident reporting

All accidents require to be reported to the Health and Safety Team. Accident books are sited at each security office/iPoint.

18. Questions to ask when organising an event

1. Location of the event
 - a. Inside the building or outside
 - b. Both present different risks
2. Time of event
 - a. During term time
 - b. During the day or at night
3. Number of people at the event
 - a. Consultation on fire escape routes etc.
4. Equipment being used
 - a. Heat, smoke or naked flame producing equipment may require the fire detection system to be isolated for the duration of the event in that specific area where the event is taking place. (Contact Property and Facilities for further guidance).
5. Will people be attending that have disabilities?
 - a. Will require to be given the relevant [Personal Emergency Evacuation information](#).
6. Suppliers and contractors:
 - a. Induction required - also need to provide them with the [code of practice for contractors](#).
 - b. Risk assessment and relevant insurances from suppliers and contractors prior to the event.

If you are running an event for the first time, contact the Health & Safety Team to discuss prior to starting the planning stage so that we can provide you with the best way forward to progress your event.