

Health & Safety Policy

Summary – Events, Exhibitions and Filming in University Premises



For full policy document – [click here](#)

Events, exhibitions 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.

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 guidance for contract administrators (see below *Further information and related links*).

The policy covers:

- responsibilities
- approval
- hazards
- siting of exhibition/event
- construction of stands, signs and fascia boards
- electricity
- combustible items
- fire extinguishers
- special risks
- smoking
- disabilities
- general
- venue capacity
- waste and disposal of materials
- accident reporting
- questions to ask when organising an 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.



Further information and related links

Full policy document, Events, Exhibitions and Filming in University Premises [click here](#)

Guidance for contract administrators – [click here](#)

Unusual Events Form – [click here](#)

Contractors Code of Practice booklet – [click here](#)

Health & Safety website – [click here](#) Health & Safety Office email: safetyoffice@napier.ac.uk