



Health & Safety Events, Exhibitions & Filming in University Premises

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¹ or earlier if change in legislation or on risk assessment

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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.

Exhibition/event organisers (CAs) must ensure that an ENU representative is in attendance/supervising the exhibition/event at all times especially where there are external persons in attendance whether they are visitors or contractors. This includes not just the event but during the set up and clearing away of the event. They will also be responsible for managing any emergency arrangements such as an accident or fire should they occur during the exhibition/event. They will ensure there are enough resources to manage the event.

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 by:

- Dean of School/Director of Service
- Security
- Property & Facilities
- Health & Safety

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 & Facilities helpdesk).

Compliance with the [Code of Practice for The Management of Contractors](#) 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 and comply with the most up to date guidance on food hygiene with relevant certification and trained staff.

Exhibition/event organisers (CAs) must arrange for all escape routes to be adequately indicated by supplementary signposting 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 & Safety Team, Security and Property & Facilities should be sought at the planning stage, so that these requirements are met.

Manual handling procedures to be always observed - trained staff and, where identified in the handling assessment, mechanical aids provided for moving and lifting.

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. They must be located so that they do not interfere with emergency exit routes. Personnel constructing the stands must have the relevant equipment and tools and trained in their use. Areas to be cordoned off from building users until the area is fully set up. Where more than one company is present, someone requires to be appointed to oversee and manage them.

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 and cable mats/ramps for re-routing cables provided to ensure fire doors/exits are not interfered with.

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

All electrical equipment needs to be portable appliance tested (PAT), this will reduce the risk of faulty equipment being used. All equipment must be used in accordance with manufacturers' guidance or standard operating procedure.

8. Combustible items

Approval from the University Fire Safety Adviser 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 (CAs) must seek advice from the University Health & 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. Generators to be fuelled in advance of arrival and drip trays provided. Where possible mains supply to be used.

10. Special risks

No vehicles inside buildings may be introduced unless free from fuel. Anyone planning this type of activity must get authorisation from the Health & Safety Office. Suitable and sufficient risk assessment to be in place prior to bringing vehicle on campus.

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 iPoints.

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 local council licensing body. Property & 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 [temporary waiting space](#) 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 an induction on 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, incident, near miss, first aid and dangerous occurrence reporting

All accidents, incidents, near misses, first aid or dangerous occurrences require to be reported to the Health & Safety Team. The staff member who authorised you to be on campus is required to download and complete the [H&S incident reporting form](#) and send it to the Health & Safety Team so that further investigation can be undertaken. Contractors are required to also notify all accidents, incidents, near misses, first aid or dangerous occurrences when on campus to the CA, over and above their own internal reporting protocols.

18. Questions to ask when organising an event

1. Location of the event
 - a. Inside the building or outside
 - b. Both present different risks
 - c. Will it disturb neighbours in surrounding area

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 & 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.

19. Plant and equipment

It must be fit for use and have the relevant safety assessments in place, along with the relevant training, competency and supervision during use.

20. Additional risk

The following require to be assessed, managed and have the relevant controls in place.

- Management of animals when on campus
- Flying objects – balloons, drones, etc
- Weather and temperature
- Children and young persons
- Camera/photography – use, storage and licence/notifications in place