

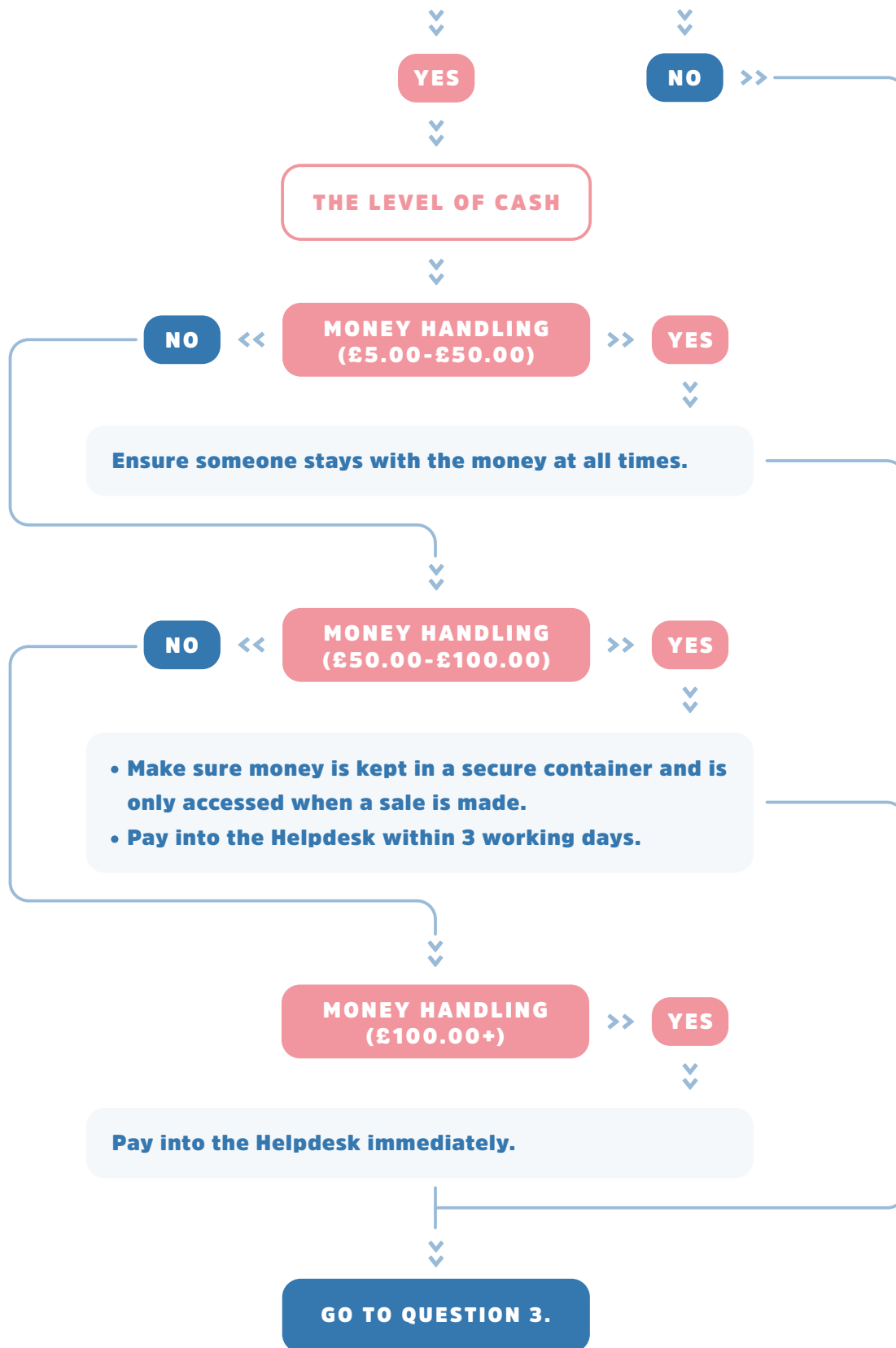
RISK ASSESSMENT GUIDANCE

**>> ALL THE INFORMATION YOU NEED TO FILL
OUT A RISK ASSESSMENT FOR YOUR EVENT**

1. DOES YOUR EVENT INVOLVE FOOD?



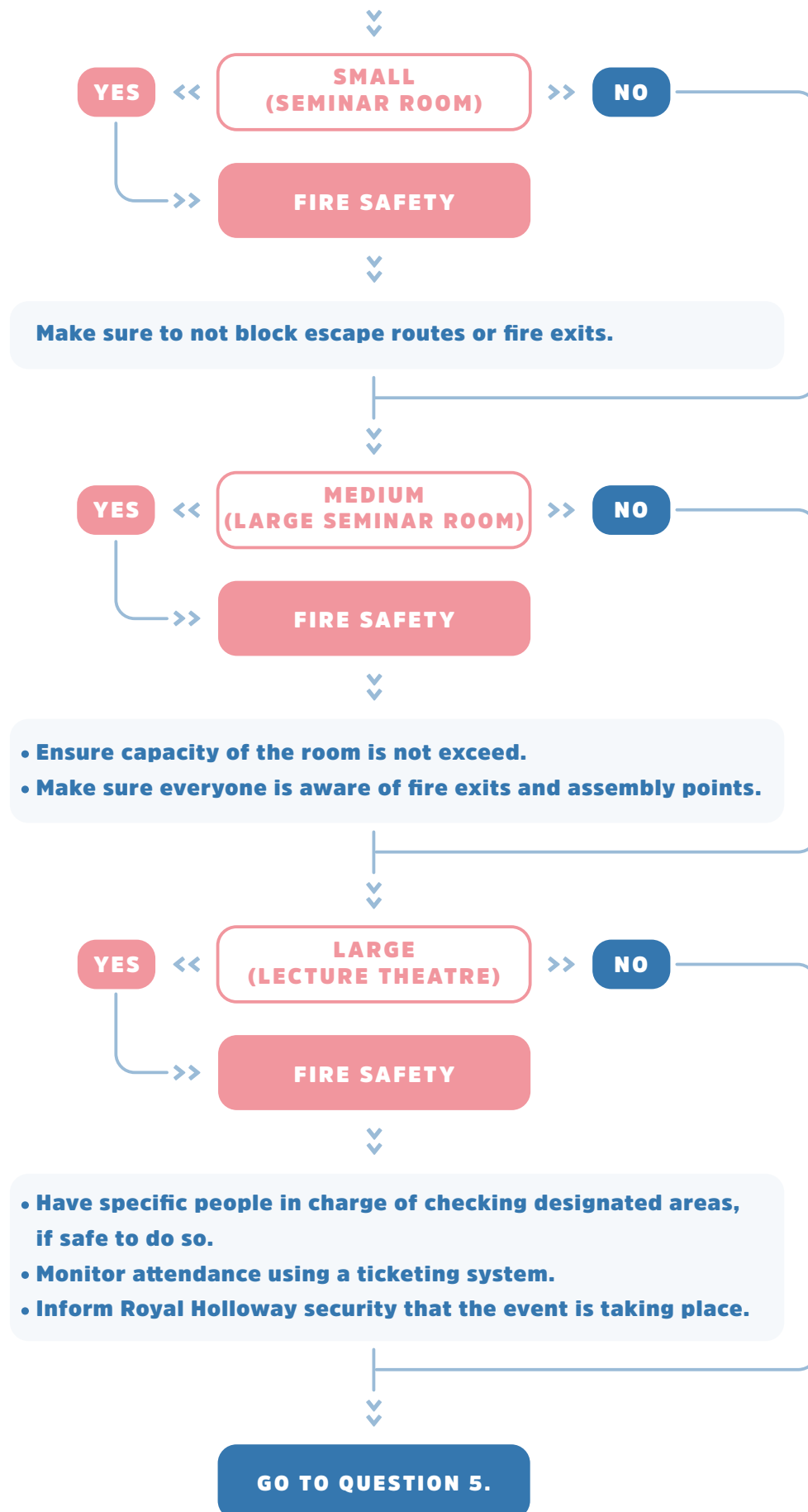
2. DOES YOUR EVENT INVOLVE HANDLING MONEY?



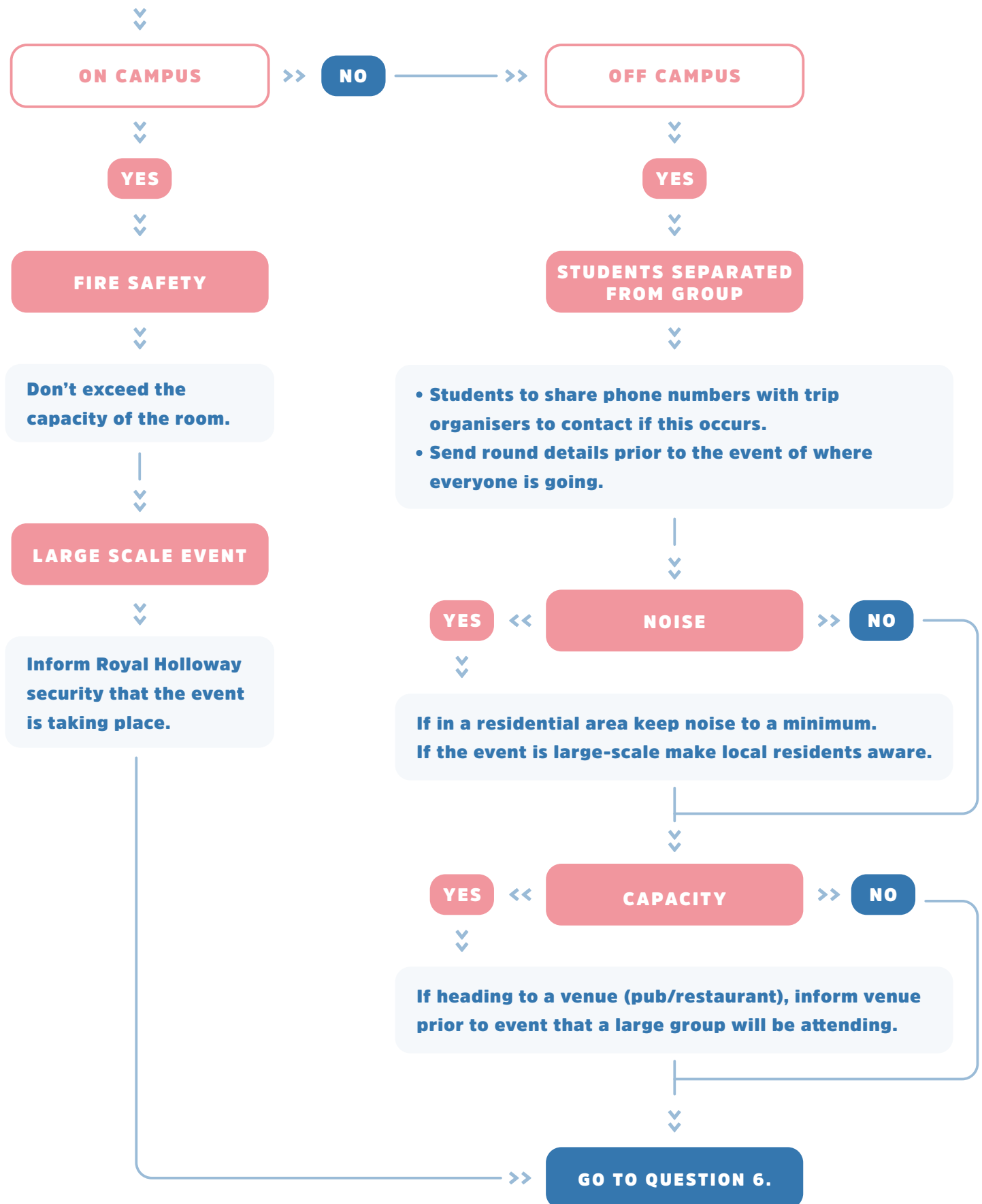
3. DOES YOUR EVENT INVOLVE EQUIPMENT?



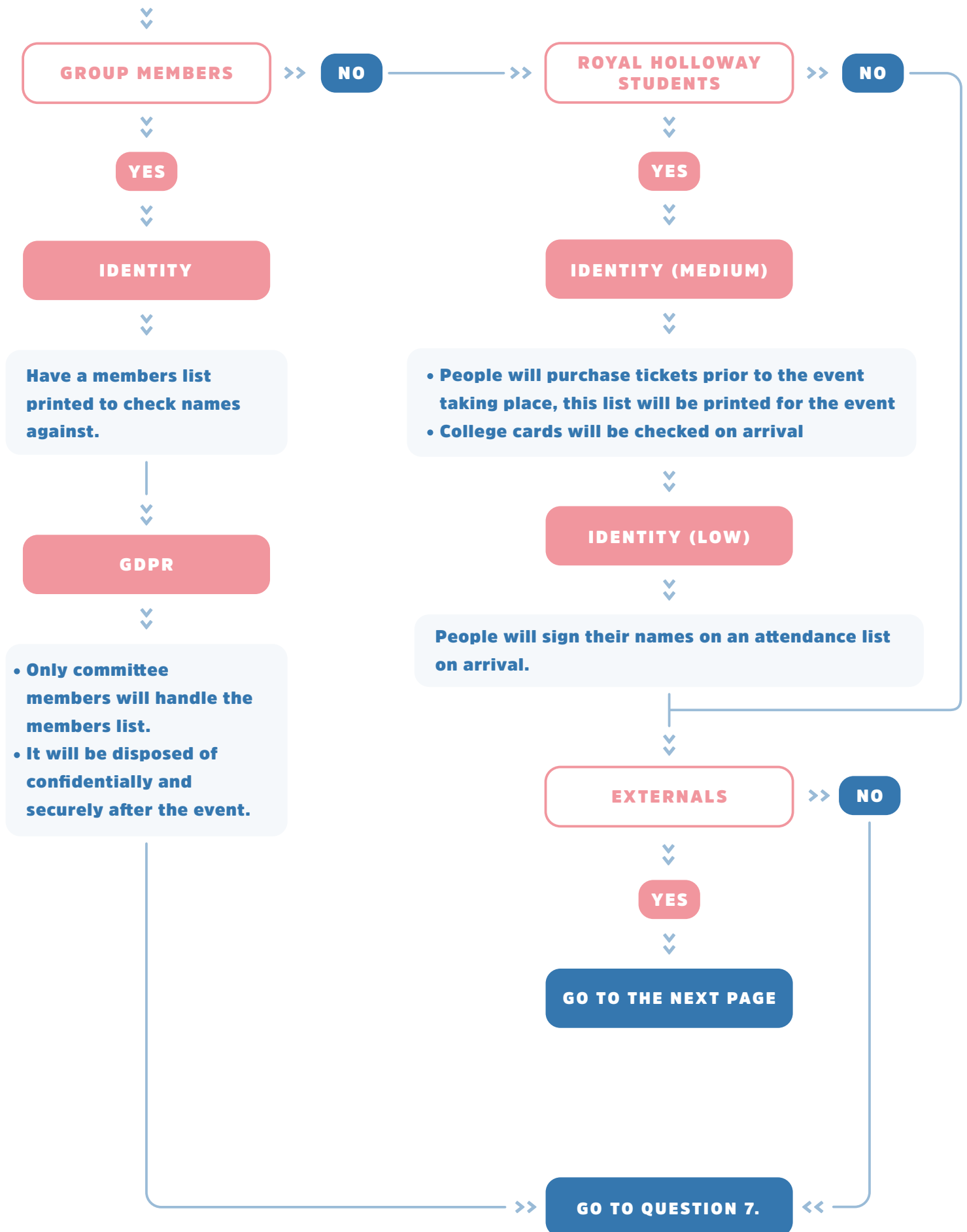
4. WHAT IS THE SIZE OF YOUR EVENT?



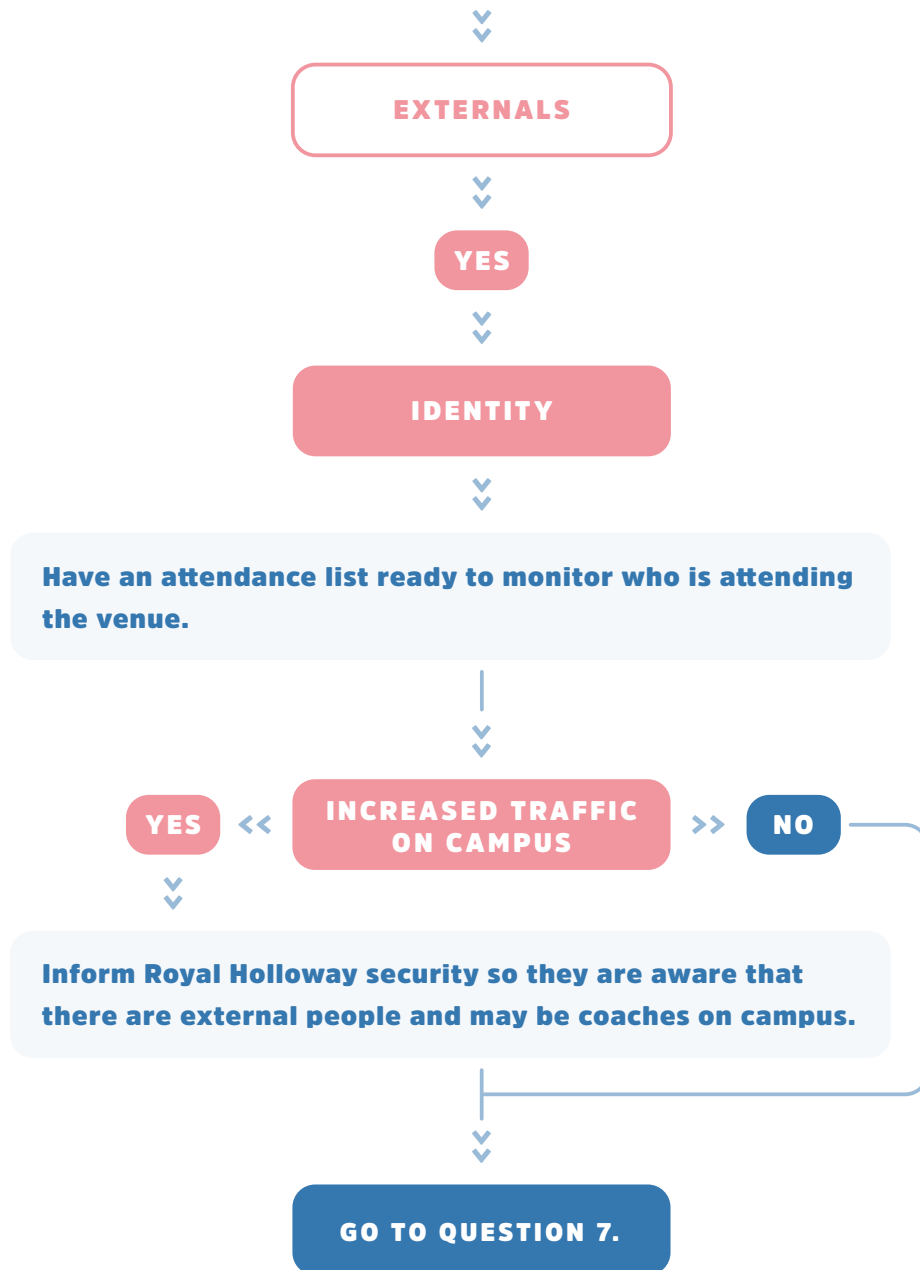
5. WHERE ARE YOU HOLDING YOUR EVENT?



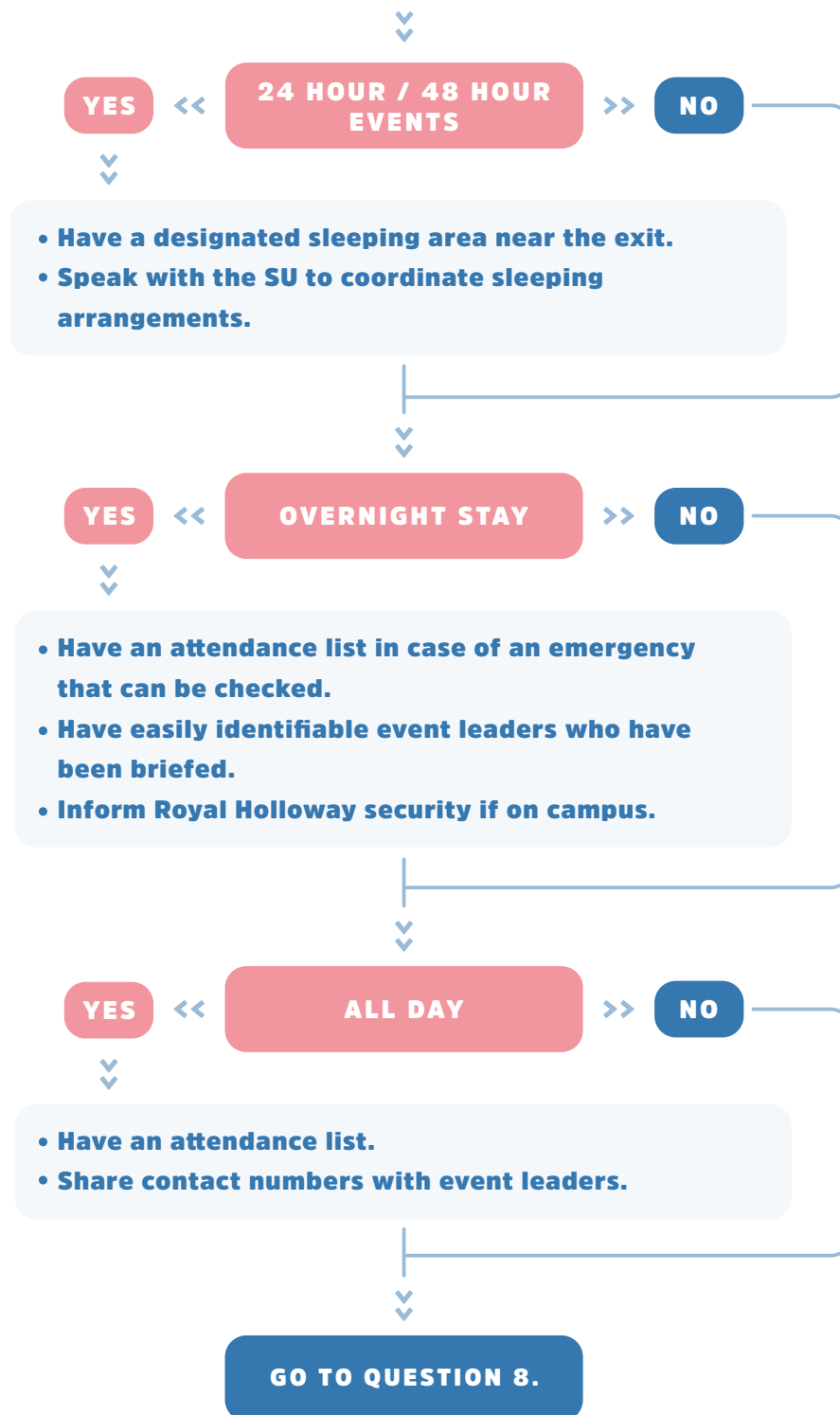
6. WHO IS THE AUDIENCE FOR YOUR EVENT?



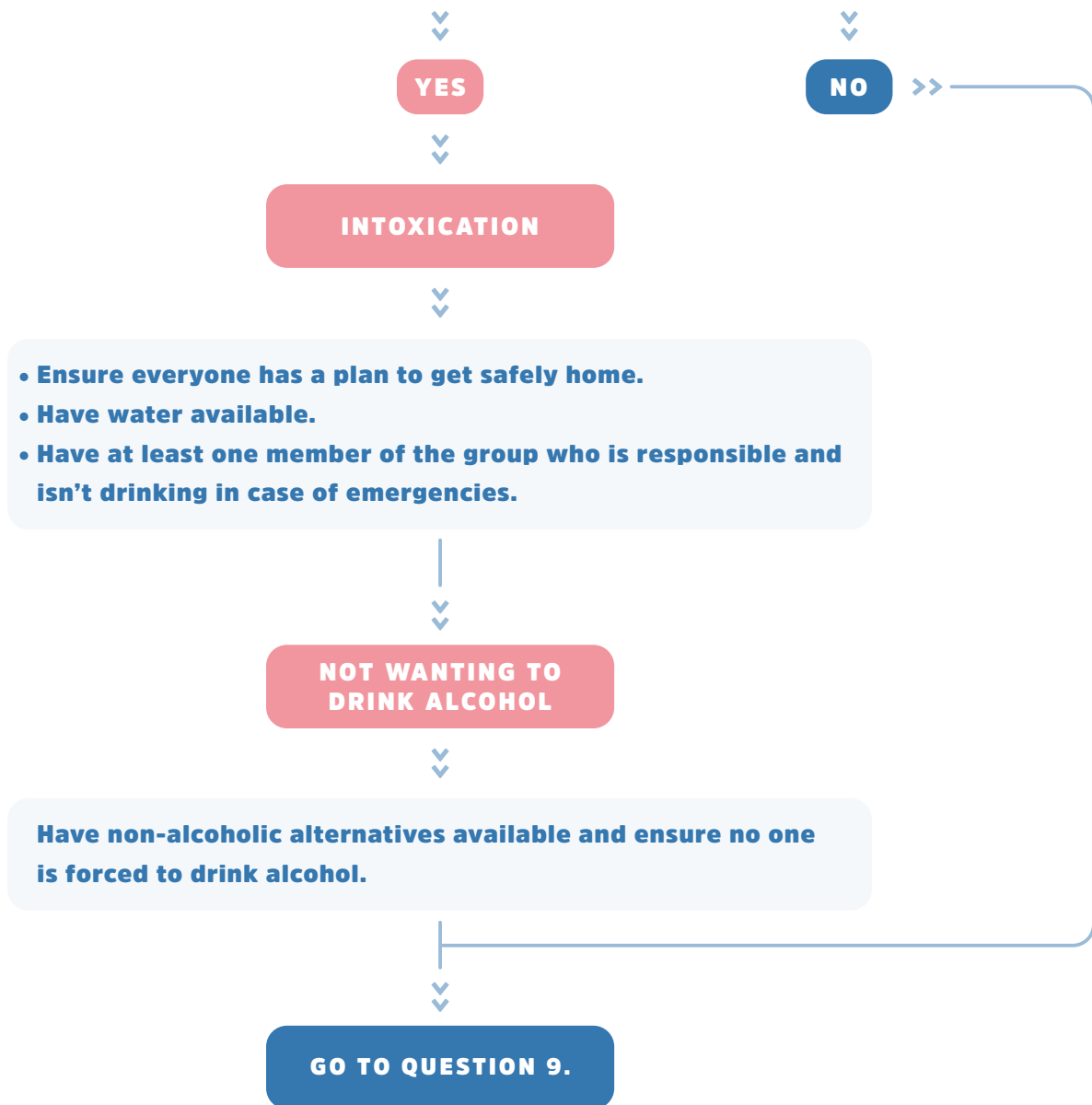
6/A. WHO IS THE AUDIENCE FOR YOUR EVENT?



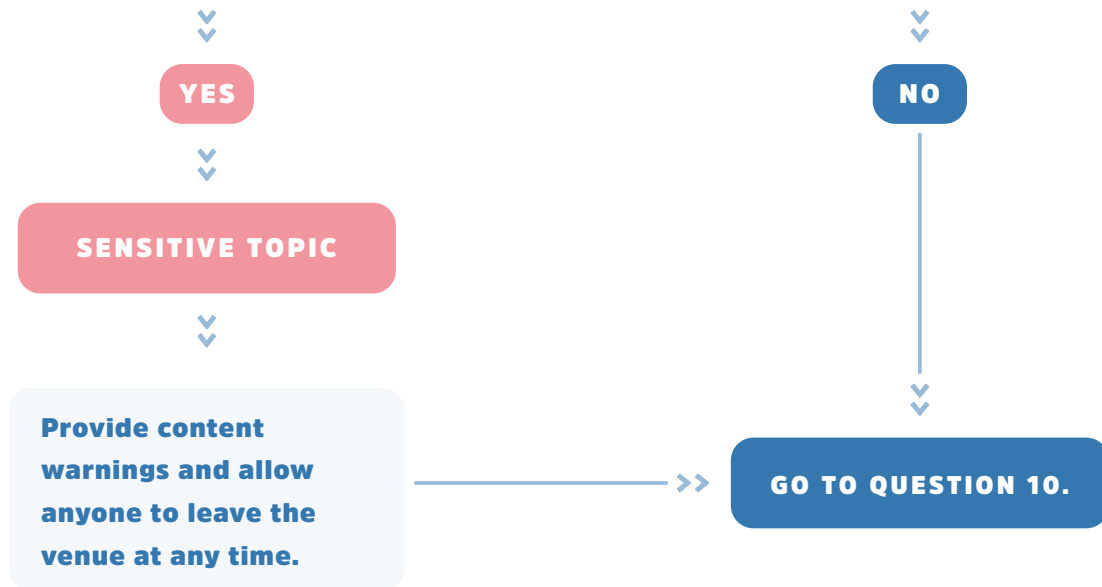
7. HOW LONG IS THE EVENT GOING TO LAST?



8. ARE YOU HAVING ALCOHOL AT YOUR EVENT?



9. DOES YOUR EVENT INVOLVE A SENSITIVE TOPIC?



10. DOES YOUR EVENT INVOLVE A PERFORMANCE?

YES

NO

GO TO QUESTION 11.

FIRE RISK

Follow prescribed fire safety procedure in the building and will make relevant cast and crew members aware of these procedures in rehearsals and before each show.

YES

ARE YOU USING
TECH EQUIPMENT?

NO

Will be used by professionals only and will discuss with SU tech.

SLIPS, TRIPS AND FALLS

- Make sure all areas are kept clear of any obstructions.
- In rehearsals, make sure everyone is aware of stage and surroundings.
- Any props in the performance must be cleared when possible.

YES

ARE THERE
LIGHTING EFFECTS?

NO

- Have warnings for the audience if lights are being used.
- Will be used by professionals only.

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10/A. DOES YOUR EVENT INVOLVE A PERFORMANCE?



MEDICAL EMERGENCY

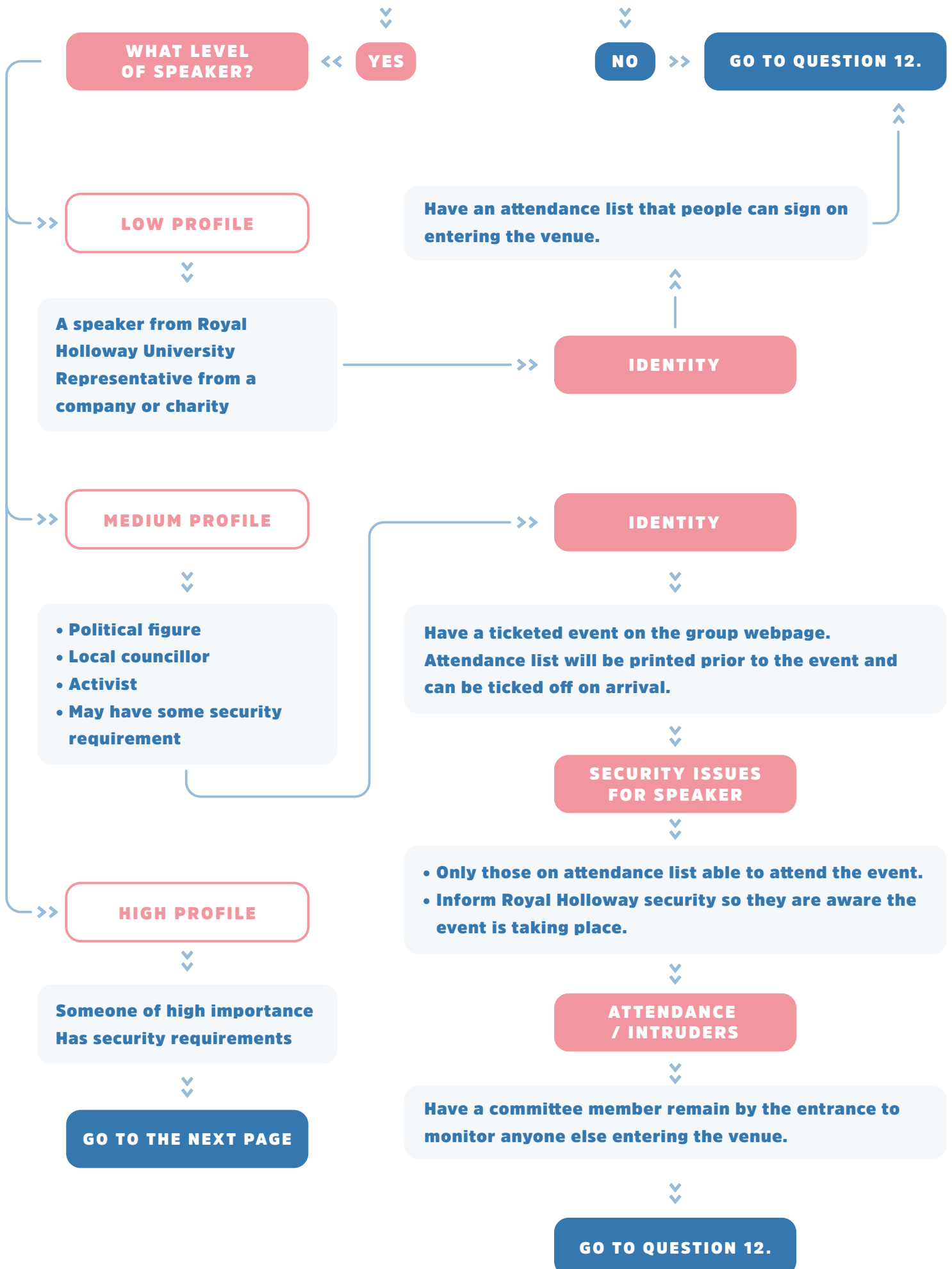


- Be aware of any potential health issues of cast and crew. If a cast member falls ill, get them off stage and call an ambulance if necessary.
- Have committee members present to facilitate this.



GO TO QUESTION 11.

11. DOES YOUR EVENT INVOLVE A GUEST SPEAKER?



11/A. DOES YOUR EVENT INVOLVE A GUEST SPEAKER?

HIGH PROFILE



IDENTITY



- Have a ticketed event on the group webpage. Attendance list will be printed prior to the event and can be ticked off on arrival.
- Only current Royal Holloway students will be able to attend and will have to show college ID on arrival.



SECURITY ISSUES FOR SPEAKER



- Only those on attendance list will be able to enter the venue.
- External security will be present to facilitate this.
- All attendees will be searched on arrival by security. There will be a cloakroom where large items, bags and coats can be kept securely. Once searched, attendees will be given a wristband so can clearly be identified.
- Inform Royal Holloway security who will facilitate the arrival and departure of the speaker.



PHOTOGRAPHY & LIVE STREAMING



There will be a photographer to document the event from the committee.
Other attendees will be asked to refrain from taking photos until the end of the event.



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11/B. DOES YOUR EVENT INVOLVE A GUEST SPEAKER?



HIGH PROFILE



INTRUDERS OR OTHER PEOPLE IN THE BUILDING



- The entire building will be booked out for the purpose of the guest speaker event. No other events shall be taking place in the building. Only those with a wristband will be able to enter the auditorium.
- There will be no late entry and no re-entry if someone chooses to leave.



ADVERTISEMENT OF THE EVENT



Location will not be revealed until the day of the event via email to those who have signed up to the event.



OUTBREAKS IN THE AUDITORIUM

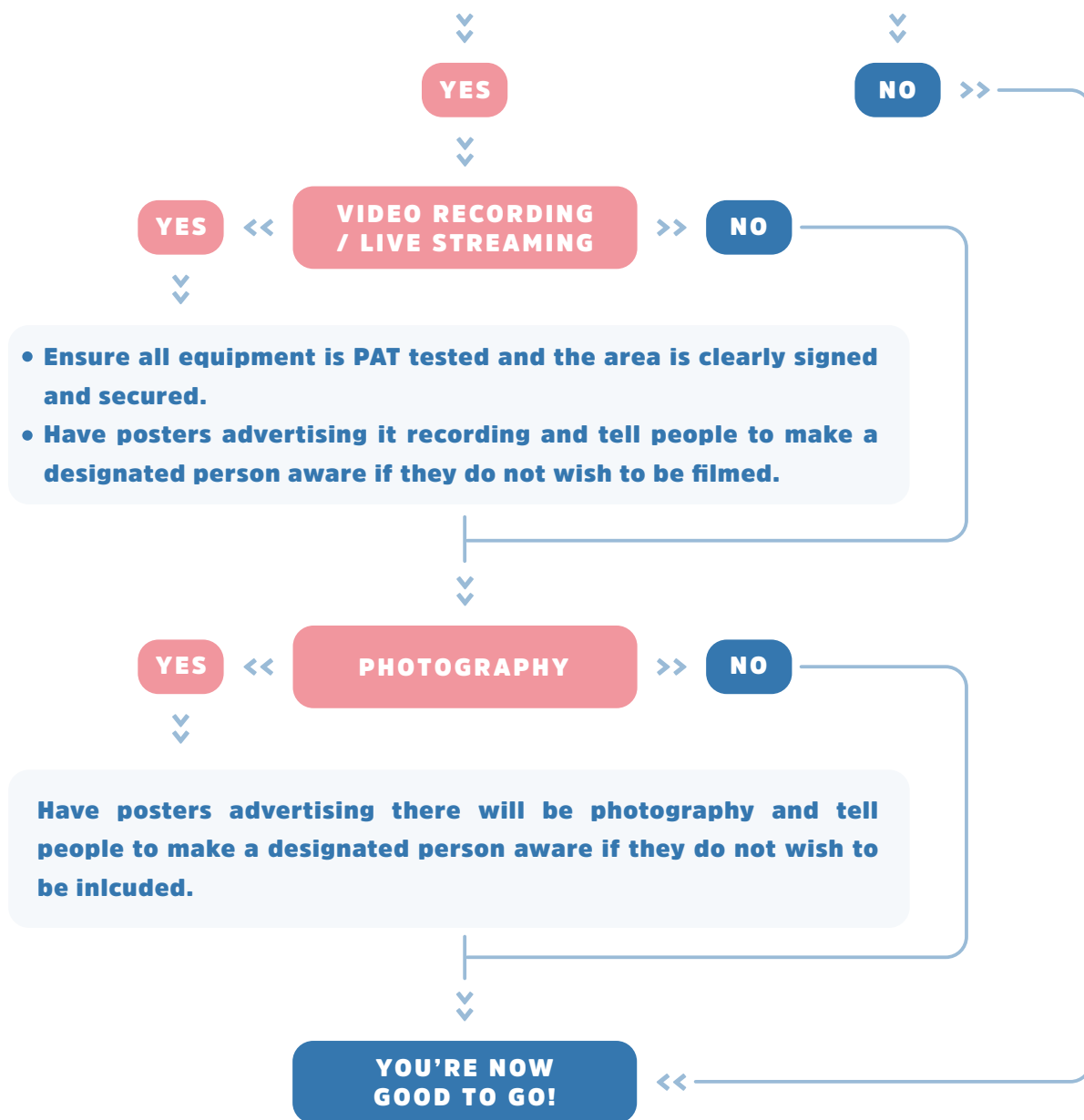


- Freedom of speech will be adhered to, but if outbursts are deemed a risk to the speaker, they will be removed.
- There will be a disclaimer at the beginning of the talk to inform all in attendance that there is a chance that they may take offence and are welcome to leave at any point. They would not be allowed to re-enter.

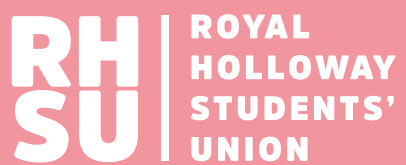


GO TO QUESTION 12.

12. WILL YOU BE RECORDING OR HAVING PHOTOGRAPHY AT THE EVENT?



Attach your risk assessment to the event proposal form here:
su.rhul.ac.uk/studentgroupeventproposal



@SURHUL / SU.RHUL.AC.UK