

EVENT SAFETY

UUSU societies are responsible for carrying out Risk Assessments to ensure activities and events run safely.

When you submit a request to host a society activity or event '**Event Activity Form**' your activities team staff may get in touch to request that you carry out a risk assessment.

EVENTS WHICH REQUIRE YOU TO CARRY OUT A RISK ASSESSMENT

- Events taking place in the UUSU Bar Spaces
- Events taking place off campus
- Other events which the activities team deem to have increased risk



A Risk Assessment is a tool for conducting an examination of the harm or hazard to people that could result from an activity, event or situation.

WHAT YOU NEED TO DO

If your activities team request that you carry out a risk assessment you should:

- Visit the venue and with your event in mind
- Consider what may cause harm to participants
- Consider what you can do to minimise harm by identifying appropriate control measures.

EMERGENCY PROCEDURES

If an emergency occurs during a society activity or event, follow these steps:

On-campus events

- Contact UU staff at the relevant location to request assistance or first aid:
 - Belfast: BA Building
 - Coleraine: Block H
 - Magee: MD Building
- First aid can also be requested via the SafeZone app
- You can also ask for assistance from Students' Union bar staff.



Download the University SafeZone App here: www.ulster.ac.uk/safezone

Off-campus events

- Ask venue staff for immediate support.
- If the situation is urgent or life-threatening, call 999 straight away.

Any accidents or near misses must be reported to UUSU within 48 hours using **UUSU Near Miss and Accident Form**