

Event safety statement (Housekeeping)

Event organisers must make sure the following information is available to anyone attending their event. This could be through having the information available in the conference/event pack (if applicable) and/or reading out the statement at the start of the event.

Emergency procedures

In the event of a fire or other emergency the automatic alarms will sound. At the sounding of first beep - beep warning prepare to evacuate and on second whoop - whoop warning sound you must evacuate through the emergency exits which are clearly marked. Please follow the direction of wardens who will be identified by a red or white hard hat, or University / Venue security personnel. Do not use lifts.

First aid

If you need first aid or medical attention, please let the event organiser know.

- Please note, if on a University campus, that University Security are all trained first aiders.
- If at an external venue, remind attendees to contact the event organiser, or if not available the venue owner.

If there is a serious medical emergency and event organisers are not available, first call the ambulance service - 000 (or 0-000 if calling from a University phone) and then call University Security on internal extension 12880 (or 8201 2880 if ringing on a mobile).

Food / allergy

If supplying food / drink, ensure to remind people the options available and if any allergies to check the ingredients, including any labels or information, prior to consumption.

General

Provide any further information including toilets, key areas applicable to the event and any other information such as health and safety information (i.e. any specific issues or hazards).