**RUNNING SAFE EVENTS**

*Safety is huge at events, an accident or injury can ruin the whole event*

*Follow these simple steps to ensure the wellbeing of your audience.*

**Indoors**

* Do not block fire exits
* Use proper equipment for the job
* Don’t put cables etc .in crossing footpaths
* Keep audience a safe distance from activities
* Inform members of security or bar staff if you have concerns regarding anyone’s safety
* Refer to your safety statement
* ALWAYS report accidents
* Liaise with University Health and Safety Officer

**Outdoors**

* Use reputable suppliers, ask for Public Liability Insurance
* Liaise with University Health and Safety Officer
* Do not leave cables lying around or crossing footpaths
* Locate any equipment being used in a safe place
* Keep audience a safe distance from activities

**Off Campus**

* Use reputable company/supplier
* Check accommodation in advance
* Complete Trip Away Form

**If you follow these steps your event should run smoothly**

**And remember have fun!**