**Routine Events Procedure**

Is the planned event a local routine, repetitive/common place activity?

- **YES**
  - Is there a suitable up to date and approved Risk Assessment/Checklist in place?
    - **NO**
      - Does the event require significant changes to the existing assessments/arrangements?
        - **NO**
          - Are there existing agreements in place? e.g. block agreement, Check Events Category Chart
            - **YES**
              - Obtain “agreement in principle” from all designated recipients by completion of Events Planning Application Form (EPAF)
            - **NO**
              - Ensure any local approvals, authorisations, rooms/spaces bookings are in place
              - Share contents of the risk assessment with relevant parties
              - Proceed with the event with your Risk Assessment/Checklist
              - Periodically review Risk Assessment/Checklist

- **NO**
  - Is there an event initiated by external contact?
    - **YES**
      - Notify “Conference and Events” Office
    - **NO**
      - Can a local staff member be identified to lead?
        - **YES**
          - “Conference and Events” are deemed to be Event Organiser
        - **NO**
          - Obtained “agreement in principle” from all designated recipients by completion of Events Planning Application Form (EPAF)
          - Event Organiser identified
            - Event initiated/led by University staff
            - Event organised by student(s) via academic related activities
            - Event initiated by external contact
            - Event Organiser identified
              - Event Organiser prepares Events Risk Assessment
                - Significant Risk Category
                - Minor Risk Category
                  - Event Organiser
                    - Prepares Events Risk Assessment
                    - Any Significant Risks identified?
                      - **Yes**
                        - Dean / Director (or appointed delegate(s)) approves/signs off both:
                          - Planning Checklist
                          - Risk assessment
                          - and authorises the Event to go ahead
                        - Line Manager (or appointed delegate)
                          - Approves/signs off Planning Checklist and authorises the Event to go ahead
                    - Any Significant Risks identified?
                      - **No**
                        - Line Manager (or appointed delegate)
                          - Approves/signs off Planning Checklist and authorises the Event to go ahead
                          - Event Organiser
                            - Prepares Events Risk Assessment
                            - Share contents of the risk assessment and/or planning checklist with all involved
                            - Proceed with the event with NAMED Event Organiser or nominated person on hand
                          - Review
                          - Proceed with the event in line with your Risk Assessment/Checklist