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| **Headline Details** | Confirmed Date and Time and Proposed Venue: 18.30-21.30 every Monday and Thursday between 21/10/21 to 16/12/21 - lecture theatre room 1  Venue: Lecture theatre room 1  Event Type: Society Meeting  Numbers: 12  Scottish Government Strategic Framework Level (Insert Level): Maximum indoor capacity 50, Maximum outdoor capacity 0 |
| **Event Purpose** | Explain the purpose of this event and if the event held in conjunction with any other parties:  This is the usual society meeting the is held twice weekly, it is to let members of the society meet face to face just like the society would normally do before the events of covid. |
| **Key Contacts** | Provide name, email address and telephone number of person(s) responsible for this event. Please highlight a nominated person who will be contact during the event should a member of the Safeguarding Team or another member of HWU staff need to contact them.  Benjamin Mallon, President of Society, [bm104@hw.ac.uk](mailto:bm104@hw.ac.uk), 07927831449. |
| **Booking** | Provide a detailed summary of the event covering the following underlined sections:  Organiser/ Participants: who is attending the event?  Anime and manga society members and heads  Venue Selection/Availability: which venue do you intend to use (subject to availability)? If multiple dates advise rooms being used on each date.  Lecture theatre room 1  Set-Up: are you using the room(s) in their standard teaching layout or do you require a bespoke set up? If bespoke setup, please advise how layout will be changed. Note should any teaching room layouts be altered they must be returned to the standard layout before your departure.  No set up required, just need access to computer and projector.  AV Equipment: do you intend to use any in-built AV equipment? If you require additional AV equipment or you if plan to use your own equipment, please provide details including who is supplying this.  Plan to use the projector and speakers that are built in the room  Catering (can only be supplied by in-house catering team): do you require catering to be provided? If yes, what items are you ordering? Provide details on when and how these will be provided to participants.  N/A  Toilets Organiser to make themselves aware of cleaning procedures and advised that participants must follow safely procedures detailed on the signage at the entrance to the toilets if using.  N/A  Access: Confirm time you require access to the room(s) including if access out-with standard operating hours is needed.  18.30-21.30  Test & Protect: required for all events  Organiser to ensure contact details are held for 21 days for all attendees. Request that where possible participants have the Protect Scotland App  Organiser to notify Safeguarding Services on 0131 451 3500 if any participant becomes symptomatic or tests positive either during or after the event |
| **Participant Arrival  Layout and Flow** | Provide details of how the participants will enter/exit the venue, if a one-way system is possible, where the hand sanitiser stations and cleaning stations are located, if doors will be opened to minimise touch points and social distancing (min 1m) once inside the venue:  Participants will enter the left door, which will be held open by door stopper, there will be a table with hand sanitiser that they use to clean their hands. They then will walk down the stairs an choose a row that is 2 rows from a row which has been filled. Then move in making sure there is plenty of seats for people to choose from that let others sit down on that leaves at least minimum 1 seat empty between members. Once the meeting is over row by row members will get up and leave through the right hand door which will be opened and held open. |
| **Capacities** | Note the maximum capacity of the room(s) being used with 1m social distance:  -Capacities as per those agreed and published for HWU teaching  Venue: 50  Organiser to note that under no circumstance can the maximum capacity be exceeded. On the day should more participants arrive they must select who will be removed or event will be cancelled.  Indicate how capacity will be managed: through bookings?  The Society is too small to reach this capacity, however a number count will be done before the meeting to see how many people intend to come. It will then be a first come first serviced bases, it’s almost impossible that the capacity will be reached from the society alone, but if it does happen any new people will be turned away at the door. |
| **Equipment and Set-Up** | Provide any further information here not covered in the booking section of the Event Plan: |
| **PPE/ Other Requirements** | - Hand sanitising and cleaning stations to be available for participants use  - Face coverings are mandatory when moving around buildings and when seating in teaching areas as per HWU protocols  - Face Covering Zone and Physical Distance signs in place throughout HWU  - First aid and building emergencies procedures as per usual standard operating procedures  - Ventilation system to be operational during event booking times and windows opened where possible  - On approval from COVID Committee Event Risk Assessment to be completed if required  Ben Mallon, president of the society, will in charge of making and keeping an attendance list of the people who |
| **Staff** | Detail any HWU staff members or departments and their role involved in the delivery of this event including Events Team, AV team, Logistics, Catering etc  Organiser responsible for the following:  - Welcome participants and direct as necessary  - Encourage participants to make use of the hand sanitising/cleaning stations  - That Test & Protect procedures are followed  - Ensure participants wear a face covering and adhere to the 1 metre social distance - Provide a point of contact for the participants  - Ensure participants are adhering to the protocols and the venue capacity is not exceeded - Ensure that the participants depart at the time agreed and any items have been removed  - Reinforce H&S procedures and monitor flow  - Contact Safeguarding immediately should anyone become unwell during or post event. We recommend that the Safezone App is installed where possible.  N/A |