

Reuben College: Event Risk Assessment – Terms and Conditions

Reuben College's Event Risk Assessment documentation exists to ensure all events affiliated with the College are as safe and inclusive as possible, risk factors are accounted for, and any necessary mitigations are put in place.

The Risk Assessment documentation covers all GCR organized and private events taking place on College premises (including partner-college premises), or under the auspices of the College. Organizers must be aware of all relevant [College guidelines and policies, such as on Social Media use, Harassment, and Freedom of Speech](#), including for virtual events under Reuben auspices, and show full regard for the [accessibility and inclusivity](#) of all events. Forms must be completed at least 5 working days prior to the planned event, to allow time for assessment by relevant parties. Good notice of any event where alcohol is served, or a decanal presence is desirable, is particularly important.

Forms will be sent in the first instance to the College's Communications and Events Officer at comms@reuben.ox.ac.uk, who will liaise with the Bursar, Dean, Sub-Dean and/or Senior Tutor as appropriate.

With regard to regular events that repeat, such as welfare events at Farndon Court, and the weekly academic enrichment events, we only require one risk assessment per academic year, rather than requiring a new risk assessment for each instance. The Communications and Events Officer should be informed of the dates of repeating events no less than one week in advance. If the format or location of the repeating event changes midway through the academic year, an updated copy of the risk assessment form will be required.