

Practical checklist for running a public engagement project

Many project leaders will face issues about safety, access, risk and insurance while running their public engagement activities. As project leader, it is your responsibility to address these issues and discuss them with all relevant members of your project team, including relevant volunteers. This checklist provides a few ideas about concerns you may need to address at the beginning of, and during, your project. **If you'd like to discuss these further with the Public Engagement Unit, please don't hesitate to contact us.**

Issue	Considerations	Yes/No
Risk assessment	Do you need to carry out a risk assessment for your activities? A risk assessment will allow you to assess hazards and decide how you will prevent them or mitigate their effects. You can find advice about risk assessment from UCL Safety Services: http://www.ucl.ac.uk/estates/safetynet/guidance/risk_assessment/	
First aiders	Do you need first aiders at your event? Again, you can find advice on this from UCL Safety Services: http://www.ucl.ac.uk/estates/safetynet/guidance/firstaid/index.htm	
Health and safety	If there is an accident or emergency at your event on UCL property, call UCL Security on 222 from a UCL phone, or 020 7679 2222. UCL Safety Services provides advice about health and safety: http://www.ucl.ac.uk/estates/safetynet/policy/index.htm	
Insurance	UCL has an insurance policy that includes some activities off-site. For more information, contact June Campbell to find out more: https://www.ucl.ac.uk/finance/fba-teams/central-ps/insurance	
Access	Make sure that you do everything you can to design your public engagement activities so that they are accessible to all – including disabled people. Whenever possible, only use venues that are fully accessible. Give clear information about access to your venue on your promotional and marketing materials (print and digital) and give a point of contact for anyone who has further queries. Ask about attendees' access requirements in advance if you are allowing pre-booking, and make sure you follow up on the information provided to make your activities as accessible as possible. Make sure that any printed materials are in an appropriate font and size.	
Working with children and vulnerable people	If children are participating in your activities, you may need to make special provision for them. Often adults will bring their children to events, but children may distract the adults, so it's worth thinking about whether you want to offer support for childcare or provide children's activities on the day. If you are specifically targeting children or vulnerable adults with your public engagement activities, you may need to be checked by the Disclosure and Barring Service (DBS; formerly known as CRB). UCL Human Resources offer advice on this matter: http://www.ucl.ac.uk/hr/docs/working_with_children.php You should also consider whether adults participating in your work are vulnerable, whether or not they fit within the descriptions laid out within the provisions of the Safeguarding Vulnerable Groups act (2006). Do you need to provide participants with any kind of support before, during or after the activities? http://www.legislation.gov.uk/ukpga/2006/47/contents	
Working on sensitive topics	Are the topics you're approaching difficult or sensitive for some people? Do you need to prepare for questions or complaints? Can you provide people with an opportunity to discuss some of these issues?	
Working with volunteers	Do you need to use volunteers for your project? If so, it is worth planning in advance how you will work with your volunteers, what you want them to do and how you will communicate with them. Do you need to set up a volunteer agreement that formalises your expectations of the volunteer and your responsibilities towards them? The UCL Volunteering Services Unit can provide valuable guidance about working with volunteers. Contact them at volunteering@ucl.ac.uk	
Data protection	Are you gathering data about participants in public engagement activities? If so, you will need to store their data under the terms of the Data Protection Act. You can find out more about this here: http://www.ucl.ac.uk/legal-services/dp-overview	
Consent	Are you going to be recording audio, video, or taking photos or other information at your events? If so, it is advisable to ask those involved to complete a brief consent form so that you can gain their permission to use the information you gather. Consider asking for contact details in case you need to clarify anything later.	
Working alone and working out of hours	Your safety and that of others working on your project is really important. We advise against working alone, particularly if you need to visit people's private homes. UCL Safety Services also offer advice about working out of regular hours: http://www.ucl.ac.uk/estates/safetynet/guidance/lone_working/ Departments have responsibility for staff and students working alone. Some departments offer specific advice for field and other off-site work that may be relevant to public engagement activities, for example this from the Geography department: http://www.geog.ucl.ac.uk/about-the-department/support-services/safety/risk-assessment/fieldwork-risk-assessment-preparation/hazard-tables/lone-out-of-hours-working	

Personal information	Try to avoid sharing your personal contact information (e.g. your phone number, email address, home address) with people who are unknown to you. If using email, where possible and appropriate, set up a separate email address for the project. Use a UCL office telephone number rather than a personal phone number (e.g. mobile phone)..	
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Document reviewed summer 2016. For any queries or suggested additions and amendments to this document, contact publicengagement@ucl.ac.uk.