

## School of Design Degree Show Risk Assessment - 2018

**Timelines for the establishment of agreed (a) Degree Show Formats and (b) submission of final year students' proposals for install and de-install, with emphasis on managing risk factors**

<b>What?</b>	<b>When?</b>
Programme Leader agrees the Degree Show Format for the forthcoming year, including risk assessment (Proforma A)	Tuesday 3rd April
HofS signs off the Degree Show Format (Proforma A)	Monday 9 <sup>th</sup> April
Programme Leader records the agreed Degree Show Format in the pro-forma that will be used by students to submit their proposal for exhibition, install and de-install (Proforma B and/or Proforma C)	By Friday 13 <sup>th</sup> April
Programme Leader conducts the first briefing session for students, including the issue of Proformas B and C	Between 16 <sup>th</sup> and 20 <sup>th</sup> April
Students may <ul style="list-style-type: none"> <li>(a) individually complete and submit Pro-formas B; their proposals for exhibition, install and de-install</li> <li>(b) collectively complete and submit Pro-forma C; their proposal for exhibition, install and de-install which does not have any variance i.e. the nature of their degree show does not require an individualised degree show risk assessment</li> </ul>	By Tuesday 1 <sup>st</sup> May
Programme Leader signs off all Proformas B and C  Programme Leader returns originals to the students and retain copies to support and evidence the SofD's processes - which may be sampled by the HofS or the Health and Safety Team at any point before, during and post degree show	By Friday 4 <sup>th</sup> May
Programme Leader conducts a final briefing session, including confirmation that a student or a collective of students will only be permitted to make changes to their exhibition following on from sign off of the 'Change Control Columns' in their original Proforma B or C	Between 7 <sup>th</sup> and 11 <sup>th</sup> May