

Innovation School 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

What?	When?
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 th 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 th April
Programme Leader conducts the first briefing session for students, including the issue of Proformas B and C	Between 16 th and 20 th April
Students may <ul style="list-style-type: none"> (a) individually complete and submit Pro-formas B; their proposals for exhibition, install and de-install (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 	By Tuesday 1 st 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 th 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 th and 11 th May