

Health & Safety Policy

COMPTExT Association Limited

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1. Policy Statement

COMPTEXT Association Limited, incorporated and registered in Ireland (“COMPTEXT” or “the Company”), organises conferences, workshops and other academic events hosted by universities, research institutes and other public venues worldwide. As the organiser, COMPTEXT recognises and accepts its responsibility for safeguarding, so far as is reasonably practicable, the health, safety and wellbeing of all participants, staff, contractors and partners while they are engaged in the official programme of the event.

Beyond the academic and plenary sessions, participants remain responsible for their own health and safety when travelling to and from the venue, or when engaging in private social or cultural activities not formally organised under the auspices of COMPTEXT. The Company cannot assume responsibility for individuals’ welfare outside the official programme, but it provides guidance and advice, particularly for those attending a COMPTEXT event for the first time, to help them travel and participate safely.

Events may be hosted in a variety of national contexts. Participants should be aware that local conditions, customs, infrastructure and regulatory frameworks can differ significantly from those in their home country. Risks may arise from language barriers, unfamiliarity with the environment, local health issues, security situations or transport systems. COMPTEXT therefore advises all participants to take necessary precautions, secure appropriate travel and health insurance, and familiarise themselves with local guidance prior to travel.

This Policy is governed by the Safety, Health and Welfare at Work Act 2005 and all other applicable statutory provisions, together with the obligations arising under European Union health and safety legislation. When events take place outside Ireland, COMPTEXT will also comply with the applicable statutory health and safety requirements in the host jurisdiction, in addition to its continuing obligations under Irish and EU law.

2. Definitions

For the purposes of this Policy:

Participants mean delegates, speakers, chairs, observers and any other individuals attending COMPTEXT events.

Events mean conferences, workshops, seminars, training courses and any other academic or professional meetings organised under the auspices of COMPTEXT.

Official Programme means the academic, plenary, and formally organised social sessions forming part of the advertised event schedule.

3. Principles

COMPTExT is committed to conducting all of its events in a manner that safeguards the health, safety and well-being of participants, staff, contractors and visitors. To achieve this, the Company applies the following principles:

3.1. Risk Assessment and Prevention

Hazards associated with COMPTExT events will be identified, assessed and managed through proportionate control measures, with the aim of preventing accidents, injuries or ill health.

3.2. Safe Venues and Arrangements

Host institutions and venues must demonstrate compliance with applicable health and safety legislation and provide adequate emergency, fire safety and first aid arrangements.

3.3. Emergency Preparedness

Clear information on evacuation procedures, medical support and local emergency contacts will be communicated to participants at each event.

3.4. Competence and Guidance

COMPTExT staff, organisers and volunteers will receive appropriate information and guidance to enable them to discharge their health and safety responsibilities effectively.

3.5. Participant Responsibility

Participants are expected to take reasonable care for their own health and safety and that of others, to follow instructions given by COMPTExT staff, venue management and statutory authorities, and to report hazards or incidents without delay.

3.6. Consultation and Communication

COMPTExT will engage with host institutions, contractors, and participants to address health and safety concerns in an open and transparent manner.

3.7. Compliance

COMPTExT will comply with all applicable statutory health and safety requirements under Irish law, EU law and the laws of the host country.

3.8. Continuous Improvement

COMPTEXT will review and update its health and safety arrangements regularly, taking account of participant feedback, lessons learned and changes in legislation or best practice.

4. Scope of the Policy

This Policy applies to all conferences, workshops, seminars, training courses and other academic or professional events organised under the auspices of COMPTEXT, regardless of their geographic location.

The Policy covers:

- **Participants**, including delegates, speakers, chairs, and observers attending COMPTEXT events;
- **Staff and Volunteers**, including COMPTEXT personnel, contracted event staff, and student assistants supporting the delivery of events;
- **Contractors and Suppliers**, including external service providers, exhibitors, caterers, and technical support engaged in the course of event organisation;
- **Venues** including universities, research institutes, conference centres and other premises where official COMPTEXT events take place.

The Policy applies during the official academic, plenary and social programme of the event. While participants are travelling to or from an event, or engaging in private activities not organised by COMPTEXT, responsibility for their health and safety rests with the individuals themselves.

5. Responsibilities

5.1. COMPTEXT's Responsibilities

- To establish and implement this Policy;
- To ensure that appropriate risk assessments are conducted for all events;
- To provide participants with relevant health and safety information, including emergency contacts and evacuation procedures;
- To maintain suitable insurance coverage for events.

5.2. Venue/Host Institution Responsibilities

- To ensure that premises used for COMPTEXT events comply with national and local health and safety regulations;
- To provide and maintain safe facilities, including fire safety systems and first aid provision;

- To cooperate with COMPTExT in carrying out risk assessments and implementing control measures.

5.3. Participants' Responsibilities

- To take reasonable care of their own health and safety and that of others;
- To comply with instructions given by COMPTExT staff, venue management or statutory authorities;
- To report hazards, unsafe practices, accidents or incidents without delay;
- To obtain and maintain appropriate personal travel and health insurance.

6. Risk Assessment and Rating Matrix

COMPTExT will ensure that systematic risk assessments are carried out for all venues, activities and services associated with its events. Risks will be evaluated using a standard risk rating matrix, which considers both the likelihood of an incident and the severity of its potential outcome.

The level of risk for any activity is determined by combining the likelihood of an incident occurring with the severity of its potential outcome. In practice, this is calculated by multiplying the likelihood score by the severity score. The resulting number places the activity into one of the categories defined in Table 1.

Table 1 General Risk Rating Definitions

Risk Rating	Score	Definition / Action
Acceptable	1 to 4	No additional controls are required. Monitoring should ensure that controls are maintained. Improvements may be considered if they impose no significant cost burden.
Tolerable	5 to 9	Efforts should be made to reduce the risk within a defined timeframe. Preventive measures should be proportionate. Where consequences are severe, further assessment may be needed.
Substantial	10 to 15	The activity must not proceed until the risk has been reduced. Significant resources may be required. Urgent action should be taken if work is in progress.
Intolerable	16 to 25	The activity must not start or continue until the risk has been reduced. If risk cannot be reduced, the activity is strictly prohibited.

The matrix outlined in Table 2 provides the basis for determining whether risks are acceptable, tolerable, substantial or intolerable, and what control measures are required:

Table 2 Risk Rating Matrix

Likelihood → / Severity ↓	Insignificant (1)	Minor (2)	Moderate (3)	Serious (4)	Fatal / Critical (5)
Almost Certain (5)	Tolerable (5)	Substantial (10)	Substantial (15)	Intolerable (20)	Intolerable (25)
Likely (4)	Acceptable (4)	Tolerable (8)	Substantial (12)	Intolerable (16)	Intolerable (20)
Possible (3)	Acceptable (3)	Tolerable (6)	Tolerable (9)	Substantial (12)	Substantial (15)
Unlikely (2)	Acceptable (2)	Acceptable (4)	Tolerable (6)	Tolerable (8)	Substantial (10)
Rare (1)	Acceptable (1)	Acceptable (2)	Acceptable (3)	Acceptable (4)	Tolerable (5)

7. Additional Guidance for Participants

7.1. Travel and Documentation

Participants should ensure they carry valid travel documents, insurance papers and emergency contact information. It is advisable to retain copies of these both electronically and with a trusted person at home. Where possible, participants should arrange to arrive during daytime hours and make contingency plans for delays or disruptions.

7.2. Insurance Requirements

COMPTExT maintains appropriate public liability and event insurance, and host institutions are likewise required to hold adequate insurance covering their premises and statutory health and safety obligations. However, all participants are required to arrange their own personal travel and health insurance, covering medical emergencies, repatriation, lost property, and major international travel disruptions.

7.3. Medical and Emergency Procedures

In the event of illness or accident during a COMPTExT event, participants should seek assistance from venue staff or contact COMPTExT personnel, who will be available at the registration desk or designated help points. Local emergency contact numbers will be provided in event materials.

7.4. Social Events and Alcohol

COMPTExT may organise receptions or plenary events where alcohol is served. Participants are expected to consume responsibly and remain aware of their personal safety. The Company does not assume responsibility for unofficial or privately organised social activities.

8. Monitoring and Enforcement

COMPTExT reserves the right to monitor compliance with this Policy. Failure to adhere to its provisions may be treated as a breach of the terms of participation and may result in appropriate remedial action, including exclusion from the event.

9. Review and Publication

This Policy is subject to periodic review by COMPTExT to ensure ongoing compliance with applicable legislation and best practice. The most recent version will be published on the COMPTExT official website and circulated to participants in advance of events.