Engineers Without Borders Global Summit 2027
Health and Safety Policy

Location: Kathmandu, Nepal
Dates: 19–22 May 2027
Delegation: EWB community leaders from 50+ countries, alongside external partners and invited delegates

Purpose
EWB International is committed to providing a safe, healthy and well-managed environment for everyone participating in the Kathmandu 2027 Global Gathering & Showcase.

This policy sets out our approach to identifying and managing health and safety risks before and during the event. It applies to delegates, speakers, staff, volunteers, suppliers, contractors and invited guests participating in official event activities. Our approach is to:

- Identify and assess foreseeable risks;
- Take reasonable and proportionate steps to prevent harm;
- Ensure clear responsibilities and reporting arrangements;
- Prepare for emergencies and significant incidents; and
- Learn from incidents and near misses to improve future events.

The policy will be implemented in partnership with EWB Nepal, the venue and relevant local suppliers and authorities. This policy covers:

1. Responsibilities
2. Risk Assessment
3. Medical Support and Emergencies
4. Earthquake and Natural Hazards
5. Fire and Evacuation
6. Travel and Transport
7. Food, Water and Catering
8. Infectious Disease
9. Accessibility and Individual Needs
10. Safeguarding and Respectful Behaviour
11. Security
12. Alcohol and Social Events
13. Communication and Emergency Information
14. Incident Reporting and Response
15. International Delegation
16. Monitoring and Review

1. Responsibilities

The **Event Director** has overall accountability for health and safety at the event.
A designated **Health & Safety Lead** will coordinate implementation of this policy and maintain the event risk register. The event team will:

- Complete appropriate risk assessments for the event and key activities.
- Ensure staff and volunteers understand their responsibilities.
- Liaise with the hotel regarding its emergency, fire, medical and security procedures.
- Ensure appropriate emergency contacts and procedures are available to staff.
- Monitor emerging risks before and during the event.
- Record and appropriately respond to incidents and near misses.

All participants are expected to take reasonable care of their own safety and the safety of others, follow reasonable instructions and report hazards or concerns promptly.

2. Risk Assessment

A live event risk register will be maintained throughout the planning and delivery period. This will consider, among other things:

- Medical emergencies;
- Fire and evacuation;
- Earthquake and other natural hazards;
- Severe weather;
- Infectious disease;
- Food safety and allergies;
- Travel and transport;
- Security and civil unrest;
- Venue and equipment;
- Accessibility;
- Safeguarding and inappropriate behaviour;
- Alcohol and social events;
- Environmental conditions; and
- Risks associated with external activities or excursions.

High and critical risks will have a named owner, preventative controls, escalation triggers and contingency arrangements.

The risk register will be reviewed regularly during planning and at least daily during the event.

3. Medical Support and Emergencies

Given the international nature of the delegation, we recognise that participants may have different health needs and levels of familiarity with accessing healthcare in Nepal. We will:

- Identify appropriate hospitals and medical facilities in Kathmandu before the event.
- Establish arrangements for accessing emergency medical assistance.
- Ensure trained first-aid provision is available during event activities where appropriate.
- Maintain clear emergency contact information for the event team and relevant medical services.
- Collect emergency contact details from participants through registration.
- Ensure event staff understand how to respond to a medical emergency.
- Provide appropriate support to participants requiring urgent medical assistance.
- Maintain confidentiality when handling personal health information.

Participants will be encouraged to obtain appropriate travel insurance and to ensure that any relevant medical or travel requirements are addressed before travelling.

4. Earthquake and Natural Hazards

Kathmandu is located in a seismically active region. Earthquake preparedness will therefore form a specific part of the event's emergency planning.

Before the event we will:

- Confirm the hotel's earthquake preparedness and evacuation arrangements.
- Identify evacuation routes and designated assembly points.
- Brief event staff on earthquake response procedures.
- Ensure emergency procedures are incorporated into the event operations plan.
- Provide appropriate guidance to delegates without creating unnecessary alarm.

In the event of an earthquake, the event team will follow the hotel's emergency procedures and instructions from the relevant authorities, prioritising the immediate safety and accountability of participants.

Other foreseeable natural hazards, including severe weather and flooding, will also be monitored during the event period.

5. Fire and Evacuation

The venue will be required to provide appropriate fire safety arrangements in accordance with applicable local requirements. The event team will:

- Familiarise itself with the hotel's fire and emergency procedures.
- Identify emergency exits and assembly points.
- Ensure emergency routes are not obstructed by event equipment or signage.
- Brief staff and volunteers on evacuation procedures.

- Ensure accessibility requirements are considered in emergency planning.
- Support the venue in accounting for event participants following an evacuation.

In an emergency, the venue's emergency procedures and instructions from emergency services will take precedence.

6. Travel and Transport

Local travel utilised for official event activities will be managed with safety as a priority. We will:

- Use reputable and appropriately licensed transport providers.
- Conduct appropriate checks on transport suppliers.
- Provide delegates with clear information about airport transfers and event transport.
- Use seatbelts and appropriate vehicles wherever available.
- Build sufficient contingency time into transport schedules.
- Monitor significant travel disruptions or security concerns.
- Avoid unnecessary travel and vehicle movements during the event.

Delegates are responsible for their own travel to and from the Summit. Delegates participating in optional personal travel outside official event activities will be responsible for making their own appropriate travel and safety arrangements.

7. Food, Water and Catering

We will work with the venue and caterers to minimise risks associated with food and water. This will include:

- Using reputable catering providers.
- Following appropriate food hygiene practices.
- Collecting dietary and allergy information through registration.
- Clearly identifying food where necessary.
- Providing safe drinking water.
- Providing appropriate alternatives for participants with allergies or dietary restrictions.
- Maintaining appropriate food storage and preparation standards.

Any suspected food safety incident will be escalated immediately to the event and venue management teams.

8. Infectious Disease

We recognise that participants travelling from many countries may increase the potential for transmission of infectious diseases. We will:

- Monitor relevant public health guidance before the event.
- Provide appropriate hygiene facilities.

- Encourage participants who are unwell to avoid attending where appropriate.
- Ensure the event team knows how to respond to suspected infectious disease.
- Liaise with medical professionals or local authorities where necessary.
- Provide appropriate communications to participants if a significant health issue arises.

Measures will be proportionate to the prevailing public health situation at the time of the event.

9. Accessibility and Individual Needs

Health and safety arrangements will take account of the different needs of participants. We will collect relevant information through registration / prior to the event regarding:

- Mobility or accessibility requirements;
- Medical or dietary considerations relevant to participation;
- Communication or interpretation needs; and
- Other reasonable adjustments.

Information will be handled confidentially and shared only with those who need it to provide appropriate support.

Emergency plans will take accessibility requirements into account.

10. Safeguarding and Respectful Behaviour

EWB International is committed to providing an environment free from harassment, bullying, discrimination, exploitation and other inappropriate behaviour.

A separate **Code of Conduct** will set out expected standards of behaviour and reporting arrangements. Participants will have a clear route for raising concerns, and event staff will be briefed on how to respond.

Any serious incident will be escalated to the appropriate senior event lead and, where necessary, relevant authorities.

11. Security

The event team will work with the hotel and local partners to assess the security environment before and during the event. We will:

- Monitor relevant local security and travel information.
- Ensure appropriate hotel security arrangements are understood.
- Use controlled access to event areas where appropriate.
- Provide delegates with practical safety information.
- Maintain emergency communication arrangements.
- Have contingency plans for significant disruption, civil unrest or security incidents.

Where advice from local authorities or relevant government bodies indicates a significant threat, the Event Director will have authority to modify, postpone or suspend event activities.

12. Alcohol and Social Events

Where alcohol is served at official events, it will be managed responsibly. We will:

- Use reputable licensed venues and caterers.
- Provide substantial food and non-alcoholic alternatives.
- Avoid encouraging excessive consumption.
- Ensure that alcohol consumption does not compromise participant safety.
- Provide safe transport arrangements where required.

13. Communication and Emergency Information

Participants will receive appropriate health and safety information before and during the event, including:

- Emergency procedures;
- Venue emergency contacts;
- Medical support arrangements;
- Relevant local safety information;
- Transport information; and
- Key event team contacts.

Emergency communications will be provided through appropriate channels, including email, messaging and/or other event communication systems.

Information will be communicated clearly and, where necessary, in formats accessible to participants with different language and accessibility needs.

14. Incident Reporting and Response

All significant accidents, injuries, health incidents, safeguarding concerns, security incidents and near misses should be reported to the event team as soon as possible.

The event team will:

1. Prioritise the immediate safety and wellbeing of those affected.
2. Contact emergency or medical services where required.
3. Inform the appropriate event lead.
4. Record the incident appropriately.
5. Escalate to EWB International leadership where required.
6. Notify insurers or other relevant parties where necessary.
7. Review the incident and implement appropriate corrective action.

Serious incidents will be managed in accordance with a documented **Critical Incident Response Plan**.

15. International Delegation

Because participants will travel from more than 50 countries, the event team will recognise that participants may have different expectations, health needs, emergency procedures and levels of familiarity with Kathmandu. We will therefore provide clear pre-event guidance covering:

- Travel and insurance;
- Local healthcare;
- Emergency procedures;
- Climate and environmental considerations;
- Food and water;
- Local transport;
- Relevant cultural considerations; and
- Emergency contact arrangements.

Where appropriate, participants will be encouraged to register with their own government or consular travel notification service.

16. Monitoring and Review

This policy and the event risk register will be reviewed:

- Regularly during event planning;
- Monthly during the earlier planning period;
- Fortnightly during the final three months;
- Weekly during the final month; and
- Daily during the event.

Following the event, significant incidents, near misses and lessons learned will be reviewed and incorporated into future EWB International event planning.

Our commitment

EWB International will take all reasonable and proportionate measures to ensure that Kathmandu 2027 is a **safe, healthy, inclusive and well-managed experience for every participant**.

We recognise that no event can eliminate every risk. Our responsibility is to anticipate foreseeable risks, prepare effectively, respond quickly and learn continuously.**whether participants experience the event as genuinely inclusive and equitable.**