

# RISK ASSESSMENT



## Location:

Hyatt Regency Portland,  
Oregon Convention Center

375 NE Holladay St, Portland  
OR 97232, United States

**EVENT** Start Date: May 23, 2025  
End Date: May 25, 2025

**CONTACT** queersandquills.com  
info@queersandquills.com

## OVERVIEW

This document is considered live and can be updated at any time with additional risks and associated risk control options added as necessary. In the event additional items are added the document will be revised and made public without delay.

- Managing health and safety risks associated with the convention
- Risk assessment basic information is related to:
  - Risk assessment process
  - Ranking
  - Hierarchy of risk controls
- Reasonable steps and due diligence have been taken by Queers & Quills as well as Hyatt Regency Portland at the Oregon Convention Center in order to assess and where possible give recommendations on reducing the likelihood of risk at Queers & Quills 2025.

## INFORMATION

Date: May 2025

### Persons Involved in Risk Assessment

Q&Q Organizers  
Hyatt Regency Portland at the Oregon Convention Center

### Task or Activity Name

Reader romance convention for Authors, Narrators and Readers of stories that center LGBTQIA2S+ characters and experiences.

### Detail of Task and Activity

Reader romance convention taking place between the May 23–25, 2025 at the Hyatt Regency Portland at the Oregon Convention Center.

### Scope of Risk Assessment

The risk assessment is designed to highlight any potential risks associated with Q&Q 2025 outlining elements associated with such an event that could pose a potential risk to the Authors, Narrators and Readers attending the event.

### Assumptions

Risks are assessed in accordance with potential threats and hazards that have any likelihood of occurring throughout the event.

### Other Information

Hyatt Regency Portland at the Oregon Convention Center also issues its own Public Safety Guide.

[READ HERE](#)

## HAZARDS OR RISKS

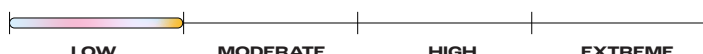
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### Unauthorized Entry to Queers & Quills 2025

Risk Likelihood Ranking: 3  
Risk Consequence Ranking: 1

### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



- All attendees are required to present their official Q&Q 2025 lanyard upon entry to any of the following segments: Panels, Main signing hall, and any other specific event taking place.
- Q&Q 2025 Volunteers will staff entry and exit points during official event timings.
- Q&Q 2025 Volunteers to be assisted by security personnel from United Security in the staffing of entry and egress points to the event. Timing of security personnel to be determined based on needs of the Q&Q 2025.
- Hyatt Regency Portland at the Oregon Convention Center also employ general roving security personnel which can be utilized if necessary.

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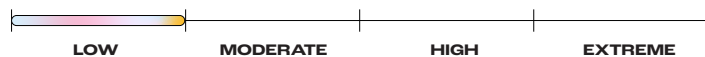
## HAZARDS OR RISKS CONTINUED

### 2 Vilification Toward Anyone Attending the Event who Identifies as LGBTQIA2S+

Risk Likelihood Ranking: 2  
Risk Consequence Ranking: 2

#### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



- Being a ticketed only event the likelihood of any prejudice or vilification toward any attendee remains low.
- Additional security personnel have been engaged by Q&Q 2025 in order to assist in the unlikely event a concern is raised.
- Q&Q 2025 Organizers hold a strict zero tolerance policy toward any such behaviour and any such actions will result in immediate eviction from the event.

### 3 Medical Emergency Involving Authors Narrators, Readers or Volunteers

Risk Likelihood Ranking: 3  
Risk Consequence Ranking: 3

#### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



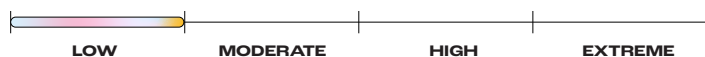
- Q&Q 2025 will have in excess of 20 volunteers assisting and roaming throughout the event that will be clearly identifiable.
- Senior volunteers will be in direct communication with staff of the Hyatt Regency Portland at the Oregon Convention Center throughout event times. This communication includes but is not limited to front desk staff and the hotel security manager.
- As prescribed in the Hotel Security & Event Planning Guide the local ambulance service is listed as American Medical Response (AMR) who are situated 1 Mile from the hotel with a listed response time of 7 minutes.

### 4 Overcrowding in Areas of the Regency Ballroom Where Event is Taking place

Risk Likelihood Ranking: 2  
Risk Consequence Ranking: 2

#### Overall Risk Ranking

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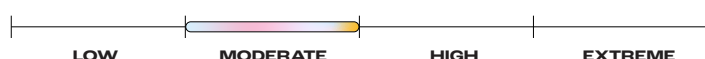
- Ticket sales for Q&Q 2025 have been strictly limited to no more than 500.
- Q&Q 2025 volunteers will work continuously throughout the event to ensure thoroughfares do not become congested and overcrowded.
- If necessary Q&Q organizers will ensure author lines are ticketed, this is to be determined closer to the event date based on specific author interest.
- Additional security personnel from United Security will be on hand to assist should they be needed.

### 5 Fire Hazards

Risk Likelihood Ranking: 2  
Risk Consequence Ranking: 3

#### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



- Hyatt Regency Portland at the Oregon Convention Center has a comprehensive fire emergency plan which includes evacuation assembly areas.
- In the event a fire hazard does take place during the event Q&Q organizers will take direct instruction from hotel management and local emergency services and assist where required.

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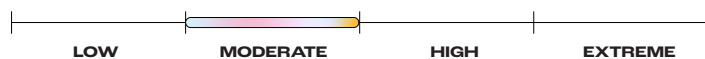
## HAZARDS OR RISKS CONTINUED

### 6 Slip & Trip Hazards

Risk Likelihood Ranking: 2  
Risk Consequence Ranking: 3

#### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



- Q&Q organizers & volunteers will be on hand throughout the event space to reduce the possibility of slip and trip hazards occurring.
- Attendee carts will be assessed upon entry to determine their safe use within the event space so as to reduce the likelihood of a trip hazard occurring.
- Any spillages will be attended to in a timely fashion by Q&Q organizers & volunteers and where necessary hotel staff will be flagged for assistance.

### 7 Crowd Surging for Popular Author Figures

Risk Likelihood Ranking: 3  
Risk Consequence Ranking: 2

#### Overall Risk Ranking

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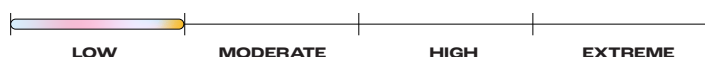
- Q&Q 2025 volunteers will work continuously throughout the event to ensure thoroughfares do not become congested and overcrowded.
- If necessary, Q&Q organizers will ensure author lines are ticketed, this is to be determined closer to the event date based on specific author interest.
- Additional security personnel from United Security will be on hand to assist should they be needed.

### 8 Conflicts Between Attendees

Risk Likelihood Ranking: 2  
Risk Consequence Ranking: 2

#### Overall Risk Ranking

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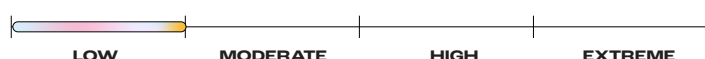
- Q&Q 2025 volunteers will work continuously throughout the event to ensure attendees are behaving in a respectful and courteous manner toward one another, authors and organizers.
- Q&Q 2025 volunteers will wear clearly identifiable clothing and make themselves available to all attendees in the event any concerning issues arise.
- A member of the Q&Q 2025 volunteer team will be in constant contact with hotel security management throughout the event in order to relay any concerns in a timely fashion and have them dealt with by the hotel in accordance with hotel policy and protocols.

### 9 Inadequate Exit Strategies

Risk Likelihood Ranking: 1  
Risk Consequence Ranking: 3

#### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



- Q&Q 2025 is strictly guided by the information and instruction set out in the Hotel Security & Event Planning Guide provided by Hyatt Regency Portland at the Oregon Convention Center.
- In the event of an emergency Q&Q 2025 volunteers, organizers, authors, narrators, attendees and anyone else associated with Q&Q 2025 must adhere to the exit instructions provided by Hyatt Regency Portland at the Oregon Convention Center.

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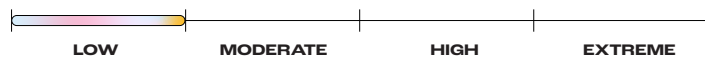
## HAZARDS OR RISKS CONTINUED

### 10 Theft of Attendee or Author Belongings

Risk Likelihood Ranking: 2  
Risk Consequence Ranking: 2

#### Overall Risk Ranking

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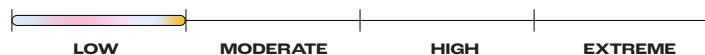
- Attending authors will have their books and any other items delivered to their allocated space in the Regency Ballroom on Friday, May 23, 2025 (exact time to be determined) and no member of the public will have access to the Regency Ballroom in that time.
- In the event a Q&Q 2025 attendee reports an incident of threat to a Q&Q 2025 volunteer, the matter will be handled directly with hotel security and management.
- It is always advisable where possible to never leave items unattended throughout the duration of the event.

### 11 Aggression or Unacceptable Behavior Toward an Author or Narrator by an Attendee

Risk Likelihood Ranking: 1  
Risk Consequence Ranking: 3

#### Overall Risk Ranking

From risk ranking matrix on last page of this risk assessment document



- Any instance of aggression or inappropriate behaviour toward an author or narrator will not be tolerated and reported immediately to hotel management, security staff and if necessary to the local authorities.
- Q&Q 2025 volunteers will wear clearly identifiable clothing and make themselves available to all authors and narrators in the event any concerning issues of aggression or unacceptable behavior arise.

## RISK CONTROL ACTION & RESPONSIBILITIES

### Risk Control Actions Required and by Whom

1. Q&Q 2025 Organizers
2. Q&Q 2025 Volunteers
3. United Security
4. Management & Staff of Hyatt Regency Portland at the Oregon Convention Center
5. All Authors, Narrators and Attendees of Q&Q 2025

### Implemented Risk Controls

- ✓ Visible Q&Q 2025 volunteers
- ✓ Hotel security & event planning guide issued by Hyatt Regency Portland at the Oregon Convention Center
- ✓ Additional security personnel engaged by United Security

## RISKS CONTROL MEASURES IMPLEMENTED LOG

1. All implemented risk controls are made available to all staff and attendees on site and are periodically checked in the lead up to Q&Q 2025
2. All risks identified above were outlined and listed in accordance to best practice and fair assessment of risk items/issues that may arise during the course of Q&Q 2025
3. Management of Hyatt Regency Portland at the Convention Center to be issued with a copy for reference
4. A copy of this assessment to be made public on the Q&Q 2025 website

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## RISK RANKING MATRIX

		CONSEQUENCE					
LIKELIHOOD		MODERATE	HIGH	EXTREME	EXTREME	EXTREME	5 Almost Certain
		MODERATE	MODERATE	HIGH	EXTREME	EXTREME	4 Likely
		LOW	MODERATE	MODERATE	HIGH	EXTREME	3 Possible
		LOW	LOW	MODERATE	HIGH	HIGH	2 Unlikely
		LOW	LOW	LOW	MODERATE	MODERATE	1 Rare
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical	

### Risk Ranking

- The Higher the risk ranking, the more severe the level of risk
- Higher levels of risk require higher levels of risk control
- Risk control is to lower the risk(s) level to an acceptable level of control, as is reasonably practical.

### Basic Risk Management Process

1. Identify the hazards and risks
2. Assess the level of risk
3. Consider risk control options
4. Implement risk controls to reasonably control risk
5. Monitor effectiveness if risk controls and re-assess if risks not acceptably controlled

### Hierarchy of Risk Control Summary

1. Eliminate the risk
2. Substitute the risk for a an acceptable level of risk
3. Isolate the risk
4. Have procedures in place to reduce the risk
5. Use personal protective equipment

Often a combination of risk controls is needed to acceptably control the risks.

### Ratings



#### Exposure to the Risk(s)

1. Rare
2. Irregularly
3. Regularly
4. Often
5. Frequently

#### Recurrence Chance

1. Very unlikely
2. Possible
3. Likely
4. Very likely
5. Almost certain

#### Other Factors to be Considered in Determination of Overall Level of Risk

The higher rating numbers, for both exposure and recurrence ratings; the higher the risk; and this must be considered as a risk level addition that increases the overall risk level.

Risk level increase from higher exposure or recurrence ratings. The higher the level of risk, the more effective the risk controls must be.

DOCUMENT END