



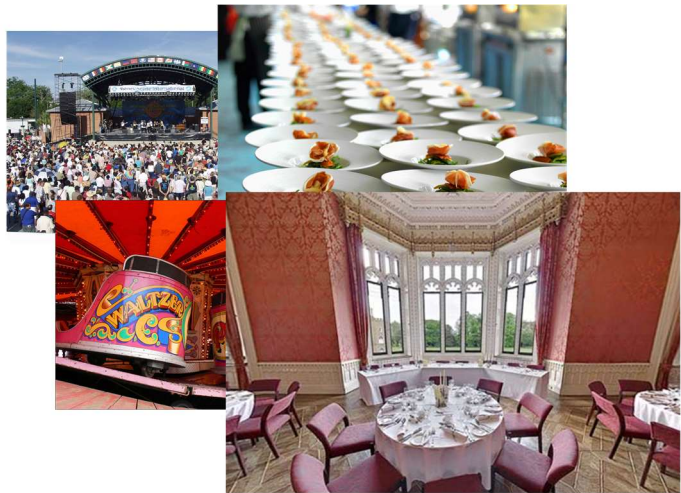
St Mary's  
University  
Twickenham  
London

## Organised Events

### Event Management Policy and Guidance Notes

## HSPG 22

(Version 7) – July 2023



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# Contents

Summary	4
1 Introduction	5
1.1 Requirements	5
1.2 Who does this policy apply to	5
1.3 Responsibilities	5
1.4 Internally organised event.	6
1.5 External events	6
1.6 Central responsibilities	6
1.7 Contractors	7
1.8 Notification of events	7
2 Issues to be considered	7
2.1 Risk assessment	7
2.2 Insurance	8
2.3 First Aid	8
2.4 Security	8
2.5 Licences	8
2.6 Communications	9
2.7 Personal safety of staff and students	9
2.8 Neighbourhood aspects	9
2.9 Barbecues and outdoor events	9
2.10 Fairground rides, play inflatables and similar devices	9
2.11 Services	10
2.12 Temporary Structures	10
2.13 Post Event Checks	11
3 Health, Safety, Welfare and Fire Safety	11
3.1 Fire Prevention and Means of Escape	11
3.2 Risk Assessment	11
3.3 Occupant Capacity	11
3.4 Fire Fighting Equipment	11
3.5 Furniture and furnishings	11
3.6 Restriction of smoking	11
3.7 Licensee/Event Safety Controller fire responsibilities	12
3.8 Attendants/stewards	12
3.9 Accident and Incident Reporting	12
3.10 Food Provision	12
3.11 Sanitary Accommodation	13
3.12 Cleanliness	13
3.13 Noise	13
3.14 Fireworks, Laser, etc	13

## 4 Further reading

### Appendix

Appendix 1	Social Event Notification Form	15
Appendix 2	Event Planning Checklist	17
Appendix 3	Event Health and Safety Risk Assessment Form	25
Appendix 4.1	Example of Event Notification Form	30
Appendix 4.2	Example of Event Health and Safety Risk Assessment Form	31
Appendix 5	Barbecues - Food Hygiene Information	35
Appendix 6	Seating Arrangements	37
Appendix 7	Stage Requirements	39
Appendix 8	Bonfire and Firework Code	41
Appendix 9	Sanitary Conveniences – Recommendation of numbers to be provided	44
Appendix 10	Event Contractors Competency Questionnaire	45
Appendix 11	Post event checklist and handover	46

## SUMMARY

This guide aims to help University staff and students who are planning an event by providing guidance on issues which require your attention. This guidance cannot cover all eventualities for the different types of event which take place on campus. Therefore in the early stages of planning you must contact the relevant departments e.g. Health and Safety Office, Security & Estates/ Facilities.

There must always be an event organiser and event safety coordinator who have responsibility for ensuring that all legislative requirements are complied with. These people should be involved at an early stage in the planning and preparation for the event.

A risk assessment must be completed for all events. In all cases the event needs to be notified to Estates and Facilities. The event organiser and event safety co-ordinator are responsible for ensuring compliance with licensing requirements and any other certification pertaining to the event.

There are times when specialist expertise from other departments must be used e.g. to deal with electrical supply issues or provide catering. Those organising the event must ensure that they consult with the relevant person early in the planning of the event as it may not always be possible to meet last minute requests for assistance.

# 1 Introduction

**This Safety Guide contains the Event Management safety policy for St. Mary's University, and provides guidance on the legal requirements, and good practice advice on Campus' events holding.**

**Events include Christmas and Summer Balls; discos; firework displays; barbecues; music events and any event that involves the erection of temporary structures such as marquees.**

## 1.1 Requirements

The University requires that any member of the University or other person considering organising an event on University premises **must** read and work from this Policy and Guidance Notes.

It should be read in conjunction with the University's policy on Freedom of Speech which is concerned with events involving external speakers.

## 1.2 Who does this policy apply to?

This policy applies to any University staff member or student, individual, group, company or other body which intends to hold an event on University premises. Specifically:

- All persons (whether academic staff or otherwise) whose normal place of work is on premises of the University
- All registered students at the University (whether full-time or part-time)
- The St Mary's University Students' Union (SMSU), and any of its constituent societies, clubs and associations
- The officers and employees of the SMSU
- All bodies or persons not associated with the University who hire or otherwise use the University's facilities

## 1.3 Responsibilities

All events should have an appropriate person(s) allocated to the following roles:

**1.3(a) Event Organiser** – has overall responsibility for the event and must ensure all documentation is provided, e.g. risk assessments, insurances, security attendance lists, etc. Ideally they will be a responsible member of the academic, administrative or technical staff for internally organised events held on University premises. Where the organiser is a student, they must be supported by an appropriate Event Safety Controller and coordinate with student services

For all events the Event Organiser must:

- be familiar with the premises and liaise with the University Health & Safety Officer (extension 4263), Event Safety Controller, and other relevant University personnel before the event to ensure that all required health, safety and fire safety matters are specified and agreed;
- ensure that satisfactory arrangements to an appropriate standard have been made with outside contractors for event services and supply aspects e.g. music, bouncy castles, marquees.
- be continuously present and remain sober throughout the event;
- be prepared and able to cancel the event at any time leading up to or during the event if;
  - there is a risk under the University's policy on Freedom of Speech,
  - the agreed safety and fire safety aspects are not implemented, maintained and used properly, and/or
  - if required by the Event Safety Controller; and

### **1.3(b) Event/Speaker Referral**

Under the University's policy on Freedom of Speech the Event Organiser will agree to abide by that policy. The Event Organiser should consider the Freedom of Speech policy and the following questions to assess if a referral to the Senior Management Team is required.

- Is there any possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence?
- Is the speaker likely to express controversial views/likely to express views that may attract protest?
- Is the speaker known to hold controversial views /known to hold views that may attract protest?
- Is the speaker from an area where the geo-political situation may attract protest?
- Is the subject matter relating to an area where the geo-political situation may attract protest?
- Is the subject matter, topic or title controversial or likely to evoke a strong emotive response if advertised to the general public?

If the answer is 'yes' to any of the above questions, the Event Organiser should ensure that the Event/Speaker Referral process is followed as outlined in appendix 2.2 and 2.3.

### **1.3(c) Event Safety Controller**

The Event Safety Controller has responsibility for the health, safety (including fire safety) and welfare of the event. The Event Safety Controller must be a responsible member of academic/ administrative or technical staff (usually the School or Departmental Health & Safety Coordinator). For events organised by the Students Union the Event Safety Controller should be a senior employee of the Union, Union President, or other sabbatical officer. Where an event requires a licence the licence holder should also be the Event Safety Controller (or be a formally nominated deputy).

The Event Safety Controller should liaise with the event organiser, other University staff and outside organisations e.g. police as appropriate. For all events the Event Safety Controller must:

- prepare a suitable risk assessment;
- liaise with the University Health & Safety Officer (extension 4263), other relevant University personnel, and the Event Organiser before the event to ensure that all required health, safety and fire-safety matters are specified and agreed;
- ensure that any health, safety or fire-safety licensing requirements are followed;
- ensure that arrangements are made to confirm the safety of equipment brought onto the premises for the event e.g. music systems, bouncy castles, marquees.
- be continuously present and remain sober and clear-minded throughout the event (NB for events of long duration a Deputy Event Safety Controller(s) may have to be appointed);
- be prepared to instruct the Event Organiser to cancel the event for serious breaches of health, safety or fire-safety requirements at any time leading up to or during the event; and
- check with the event Organiser that an appropriate tidy-up has been implemented after the event to the satisfaction of the Head of Department or Director of Estates and Facilities.

### **1.4 Internally organised event**

In addition to the general responsibilities set out in section 1.3 above, the Event Organiser must:

- appoint an Event Safety Controller;
- attend to any relevant licensing requirements
- ensure that an adequate risk assessment has been prepared by the Event Safety Controller;

- obtain the permission of the Head of School/Department concerned at the inception stage to hold the event;
- follow any local conditions set by the Head of School/Department;
- Send written notification of the event as set out in Appendix 1.

### 1.5 External events

All externally organised events, e.g. conference, dinners, wedding receptions, etc, are booked via Conferences. The Conference office will fulfil the role of Event Safety Controller. Where the event safety controller is not going to be a member of University staff, permission must be sought in writing from Health and Safety Office and a member of University staff must be designated to remain available and oversee the event.

In addition the University staff member will;

- attend to any relevant licensing requirements
- ensure an appropriate tidy-up is conducted after the event to the satisfaction of the Head of Department/School or Director of Estates and Facilities – if Housekeeping services are required they must be notified in advance via the Estates and Facilities Helpdesk (ext 4036).

### 1.6 Central responsibilities

**Grounds and Maintenance Staff via the Director of Estates and Facilities** – Where required the grounds and maintenance staff will provide advice regarding location of events e.g. the site for a marquee, and advice on requirements for work which must be undertaken by University staff, e.g. connection to University electricity supply.

**Security Staff via the Director of Estates and Facilities**– where required will offer back-up support. However where necessary an external security company should be employed.

**Health and Safety Office** – will provide health and safety advice with regard to events and safety issues.

**Catering Services** - should be used to supply foods to events where high risk foods are involved. Alternatively an approved University supplier may be used.

### 1.7 Contractors

It is essential that where services are bought in that the work is carried out by competent persons. The contractor's health and safety policy (if the company has 5 or more employees), references from other employers, insurance policies for Employers Liability and Public Liability Insurance, and risk assessments as appropriate should be checked by the Event Safety Controller. If these are not provided, the contractor must not be used. An example check list for contractors is provided in Appendix 10. For certain tasks e.g. marquees then an approved contractor must be used.

### 1.8 Notification of events

Appendix 1 is the Event Notification Form which must be provided **28 days prior** to an event, together with a risk assessment.

To avoid unwanted clashes of events occurring in a specific local area, event organisers should check well in advance with the Director of Estates and Facilities for events in the campus grounds and with the University Ceremonies, Records and Timetabling Officer (ext. 4168) for events within centrally bookable areas.

The notification must be made in the format laid out in Appendix 1 to:

- University Director of Estates and Facilities;
- University Health and Safety Officer; and
- University Head of Security;

who will confirm receipt and raise any issues under their remit (although further permission may be required from SMT for a controversial event).

Under the University's policy on Freedom of Speech the Event Organiser will agree to abide by that policy and undertakes to inform **the University Secretary via the Event/Speaker referral process** if s/he believes that there is any potential threat to freedom of speech posed by an event. Other individuals including but not limited to those identified above also have a responsibility to inform the University Secretary if they believe that an event may pose a potential threat to freedom of speech.

The notification form as shown in Appendix 1 - must be received at least **28 days** before the event with the consent of the Head of School/Department and of the Event Organiser Safety Controller and Event Organiser concerned. E-mail notifications are acceptable.

For events that are routine and repeated (e.g. wedding receptions, basic discos, karaoke, bar quizzes, etc) and where there is staff continuity and experience, it is not necessary to notify FMS as above on every occasion. However, it is the responsibility of the Event Organiser to contact the appropriate departments if their professional input is needed, or if any unusual situations involving health, safety, fire-safety, etc, are anticipated.

The Event Notification Form can be downloaded from the intranet Health and Safety pages. An example of a completed Event Notification Form is included in Appendix 4.1.

## 2 Issues to be considered

### 2.1 Risk assessment

All events must have a suitable risk assessment. The checklist given in Appendix 2 should be used in the early planning stages. A full risk assessment should be completed as soon as definite decisions have been made about the format for the event and definitely before the event is advertised and supplied to H&S department. Providers of services or contractors must be requested to supply copies of their risk assessments (no risk assessment means that they cannot be used for the event!!). A risk assessment form is provided in Appendix 3. If you need guidance on completing a risk assessment, contact the Health & Safety Office.

### 2.2 Insurance

The University is insured to meet employers and public liability. However, it is always prudent to check with the University Health & Safety Officer (extension 4263) prior to an event because certain higher risk activities may not be included and a special premium will be required. In addition, providers of services or contractors should also be requested to confirm their insurance details to prove that they are adequately covered, temporary 1-day public liability insurance policies can be purchased to cover events on campus facilities by external users, (again no insurance – do not use).

### 2.3 First Aid

Adequate first aid provision must be made depending on the risk assessment and occupant levels. In most circumstances, a minimum of one first aider will be required for small low- risk events, such as, Christmas parties (with fewer than 25-50 attendees) and additional first aider for ever extra 100 attendees. For high-risk events, such as firework displays, further provisions will need to be made i.e. one first aider per 50 attendants and an additional first aider for every 50 attendees the provision of a quiet recovery/first aid room (or "chill out" area) will need to be allocated, away from the main centre of the event.

## 2.4 Security

For detailed security aspects the Security Supervisors should be contacted (extension 4042). The following general aspects may need to be considered depending on the type of event being organised:

- offensive weapons;
- drugs and illegal substances;
- registering and training of security personnel;
- security of cash and monies;
- crowd control;
- exclusion of unwanted visitors (gate crashers i.e. people without an invitation/ticket);
- dealing with violence and potentially violent people

It should be noted that large events may attract the attention of specialist Police units.

Specialist security firms should be employed to provide suitably experienced stewards for events at which “high spirits” may develop. The remit of the firm must extend to cover any difficult situations that may develop both immediately outside - as well as inside - the event to ensure satisfactory overall cover. Any security organisation employed must be registered under the Security Industry Training Organisation (SITO), have insurance cover and carry out a risk assessment for their activities. All staff which they send to the event must be SIA licensed and proof of this must be obtained.

## 2.5 Licences

To provide alcohol or regulated entertainment the premises must be covered by a premises licence or a temporary event notice must be applied for. The event organiser must check whether the building/area where the event will be held has a premises licence or not; whether any licensable activities allowed on the licence cover the type of event planned; and any conditions that may be attached to any licence e.g. the operating schedule for hours that licensable activities can take place.

Where a building or area is not covered by a premises licence or the activity proposed is currently not covered by the licence and the event is for no more than 499 people and will not last for more than 96 hours a temporary event notice must be applied for to the local council i.e. Richmond Borough Council. Applications should be made a minimum of 10 days before the event – however as the police (the only authority who can object) have the right to withhold approval, event organisers are advised to apply before advertising the event. A licence is required if the supply of alcohol is included in the ticket price or any donations requested.

Regulated (licensed) activity includes the following activities performed in front of an audience;

- the performance of a play
- an exhibition of a film
- an indoor sporting event
- boxing or wrestling entertainment
- performance of live music
- any playing of recorded music
- a performance of dance
- or entertainment of a similar description to live music, recorded music or dance

Any licences should be prominently displayed. The regulatory bodies' e.g. local authorities and police have a right to carry out an inspection of the premises.

## 2.6 Communications

Particularly at large events, it is essential that effective communication is maintained between the Event Safety Controller and attendants (i.e. additional personnel required to help the Event Safety Controller manage the event). Two-way radio contact is advised. Communication is also required with the University Security Services to inform them of any significant incidents and their advice should always be sought (extension 4335). Mobile phones may be used, but it should be remembered that they may not operate effectively at all times. If mobile phones are used the numbers must be circulated to all relevant parties for the event.

## 2.7 Personal safety of staff and students

University personnel acting as Event Safety Controllers or attendants etc must be continuously present and remain sober and clear-minded throughout the event so that they can make clear decisions. On occasions, personnel are likely to encounter raucous crowds, etc. It is important that staff have sufficient support from security personnel if unpopular action has to be taken, such as switching off equipment if requests to keep the noise down are ignored, or stopping an event. In such circumstances personal safety is paramount and adequate support must be readily available.

## 2.8 Neighbourhood aspects

Where an event may affect nearby residents regarding traffic flow, noise, etc, then the residents should be notified by an internal Event Organiser, in order to maintain good community relations.

## 2.9 Barbecues and outdoor events

Application to hold barbecues and outdoor events must be made using the "Barbecue/Outdoor Event Authorisation" form available from the Health & Safety Officer and on the Health & Safety intranet site. General advice on BBQs can be found in the Appendix 5.

## 2.10 Fairground rides, play inflatables and similar devices

It is essential that such equipment is installed and used safely. The arrangements for fairground rides, play inflatables and similar devices, such as "bucking broncos", must be in accordance with the relevant HSE guidance. Insurance documents and risk assessments must be obtained from the company supplying the equipment (no insurance and/or risk assessments – must not be used). During the event there must be arrangements to monitor and control use e.g. control the numbers and if relevant, ages or size of people using the equipment.

## 2.11 Services

The following service aspects must be considered when planning an event.

### Electricity

All electrical installations and portable electrical equipment must be safe and suitable for the intended purpose. Maintenance and inspection of electrical installation must be carried out by the College electrician. This will include labelling of circuits, and testing of Residual Current Devices (RCDs). Consideration needs to be given to socket outlets used for the provision of lighting, video or sound amplification equipment, particularly in a stage area which should be protected by an integral RCD. This may not be necessary for a properly installed stage lighting installation. Advice should be sought from the Estates and Facilities electrician.

For high risk events involving outside contractors using electrical equipment, unless the firm(s) concerned can produce current test certificates that are acceptable to the Estates and Facilities, they must not be used.

Portable electrical equipment must be inspected and tested on an agreed schedule, depending on the type of equipment and conditions of use. A useful source of advice is the HSE booklet "Electrical safety for entertainers". Any equipment brought onto site for an event must have been inspected and tested by the

University electricians and this should be checked by the Event Safety Controller before being used.

### Emergency lighting

All parts of the premises and external exit ways should be sufficiently illuminated to allow attendees to leave safely. This must be checked by the Event Safety Controller in conjunction with the Estates and Facilities. The Estates and Facilities must carry out any adaptations which may have to be made to the electricity supply for an event.

### Heating appliances

No oil fired heating appliances - other than those forming part of the boiler installation - should be used in the premises. Portable Liquefied Petroleum Gas (LPG) heaters should not be used in premises when members of the public are present. Every heating appliance should be sited a safe distance from combustible materials.

## 2.12 Temporary Structures

Temporary structures include marquees, pneumatic structures, such as bouncy castles, etc. Site selection and access are vital aspects to carefully consider and the following general points should be adhered to:

- a plan should be prepared showing all structures, exits, generator equipment, vehicles, etc;
- a minimum distance of 6 metres should be allowed between caravans and other temporary structures;
- if a temporary structure is to be installed that requires pegging to the ground, this must be made known to Estates and Facilities so that the location can be checked for buried services. Likewise, the location must be checked for the presence of overhead power cables.
- attendants should be provided – at least one for every 250 persons (ideally one per 100 persons) and one for every 75 persons if the attendees are mainly under the age of 16;
- smoking must be prohibited;
- all grass and vegetation around structures should be kept as short as possible, and cuttings should be removed;
- tented structures should be made of inherently flame retardant fabric, and all supporting framework, poles, etc, should be regularly tested by a supplier, maintained in a safe condition, and erected by competent persons;
- where tented structures have pegs and where there is a risk of attendees tripping over these, these must be adequately shielded;
- the ground/flooring in tents and marquees should be level, dry and free from trip hazards. Careful consideration should be given to whether flooring/matting needs to be laid, and if so what type. If the floor is uneven at certain points this must be clearly marked with hazard warning tape;
- ensure the safe removal of equipment and temporary buildings once an event is completed so that their area is returned to its safe condition.

## 2.13 Post Event Checks

After the event and before reoccupancy by the manager of the location used, the area must be returned to its original safe status as agreed by the event organiser and the manager responsible for the location used for the event.

This process will eliminate any hazards caused by the event to be removed or actioned appropriately to prevent an unsafe condition of the site.

**To enable the event organiser to achieve this and provide documentary evidence a checklist must be completed and kept of file.**

The checklist can be found in the Appendix section number 11.

### 3 Health, Safety, Welfare and Fire Safety

**This section provides general guidance regarding health, safety, welfare and fire safety issues which need to be considered during an event.**

#### 3.1 Fire Prevention and Means of Escape

Every reasonable means must be taken to prevent fire occurring, to provide warning, and to provide a safe means of escape should a fire occur.

#### 3.2 Risk Assessment

The University has a duty to carry out fire risk assessments with respect to the activities conducted in all its buildings. It is therefore important that if an event is planned and there are going to be alterations to fire safety precautions e.g. the blocking of a fire exit, or change to evacuation routes or room configurations, the Health & Safety Officer must be contacted during the planning stage.

#### 3.3 Occupant Capacity

The occupant capacity is the number of people occupying a building or part of a building and is an important factor in assessing means of escape. Most rooms on campus have room occupancy already determined for different events; if changes are proposed the Event Safety Controller must contact the Health & Safety Officer.

#### 3.4 Fire Fighting Equipment

Advice on the siting and use of fire extinguishers is available from the Health & Safety Officer (extension 4263). Training sessions on the use of fire extinguishers are undertaken as part of the annual training events. Suppliers of marquees and temporary structures normally provide firefighting equipment as part of their hire charge, however if they do not it is not acceptable to remove firefighting equipment from buildings for use in the marquees. If additional firefighting equipment is required, please contact the health & Safety Officer (ext. 4263).

#### 3.5 Furniture and furnishings

Floor coverings, furniture, furnishings, drapes and hangings should meet fire resistance standards, i.e. British Standards 7177 and 5852.

#### 3.6 Restriction of smoking

All University buildings are non-smoking. Smoking should be strictly prohibited on stage and all areas associated with the stage where the event occurs within a building. The advice of the Health & Safety Officer should be sought to ensure that smoking or the creation of artificial smoke e.g. smoke machines does not set off the fire alarm.

#### 3.7 Licensee/Event Safety Controller fire responsibilities

The Event Safety Controller has specific responsibility to ensure that the following are adhered to:

- exits are available and unlocked;
- means of escape are clear and free from obstruction;
- fire door self closers operate properly and fire doors are not wedged open;
- firefighting equipment is available and readily accessible;
- signage is maintained and illuminated;
- staff are adequately trained in fire prevention and evacuation procedures;

- the agreed numbers of people attending the event is adhered to.

### 3.8 Attendants/stewards

The Event Safety Controller may require additional personnel to help - particularly for large events. Generally the number of attendants should not be less than two for the first 100 people plus one for each additional 100 people. Multi-function events will require additional attendants to monitor each element or section. Attendant/stewards must:

- have a complete understanding of all the fire/safety procedures and communications aspects
- ensure no overcrowding occurs and have use of crowd monitoring equipment such as counters; and
- keep all gangways and exits clear.

### 3.9 Accident and Incident Reporting

Accidents involving staff, students or the public must be reported in accordance with the university procedures. Accident forms must be available for all accidents, injuries and ill health. Significant near misses must also be reported. It is recommended that any significant complaints made by attendees, contractors, local residents etc should be recorded and any necessary remedial action noted.

### 3.10 Food Provision

At all University events the food should be supplied by Catering Services or a supplier approved by them. All food which is provided must not be injurious to health and/or unfit for human consumption. This applies to food which is provided free as well as sold and applies in all circumstances except in a private domestic setting. Staff who are involved in serving food should be appropriately trained in food handling and hygiene.

All staff involved in food handling must be appropriately dressed and have access to suitable facilities for washing hands (i.e. provision of hot and cold or appropriately mixed water, soap and hand drying facilities).

The definition of food includes drinks. Consideration should be given to providing drinks in plastic glasses at large events where large quantities of alcohol are likely to be consumed and there is a risk of glass breakage.

### 3.11 Sanitary Accommodation

Sufficient clean accommodation must be provided for the attendees - WCs, wash-hand basins, soap, hot water and means to dry hands. Consideration needs to be given to disabled people. Appendix 9 gives the recommended numbers of sanitary conveniences that would normally be sufficient.

### 3.12 Cleanliness

All parts of the premises and associated areas must be kept in a clean and tidy condition. Consideration needs to be given to the prompt clearing of any spillages during the course of an event to avoid slips as well as to maintain the premises in a clean condition. The premises and equipment should be left in clean condition after the event - if Housekeeping services are required, they must be notified in advance.

### 3.13 Noise

There are several noise issues to consider.

#### Noise induced hearing loss

The risk of hearing damage to employees or patrons due to noise hazards is subject to risk assessment. As a general rule of thumb if it is necessary to shout to be heard by someone less than 2 metres away, then the noise level requires formal assessment. This must be considered on the risk assessment form when appropriate. The risk assessment must demonstrate the appropriate form of risk control. Where staff are at work and subject to loud noise, exposure must be kept within the limits set out in the Noise at Work Regulations. This may involve time limits for exposure, rotation of staff between quiet and noisy areas, or

the provision of hearing protection.

It would be prudent to warn attendees in programmes and notices if loud noise is to feature in the event and it is not obvious this would be the case.

#### Environmental noise

Excessive environmental noise may affect neighbouring premises, in particular residential, non- University premises. Should noise be sufficient to cause a nuisance to neighbours, then Local Authority Environmental Health Departments may visit and serve Noise Abatement Notices and/or stop the event and/or seize equipment. To avoid disturbance to neighbours noise limiters should be placed on equipment such as discotheques, bands, etc, so that when a set level is exceeded, the equipment is automatically switched off. The noise should be assessed by sound checks and pre-set at a satisfactory level to ensure the noise is not audible at the nearest noise sensitive dwelling. Monitoring checks should be made once an hour during an event to ensure that neighbours are not affected. It is also advantageous if possible to provide a contact telephone number for residents who may be disturbed by the noise to phone, should the noise levels become unacceptable. Advice on noise issues is available from the Health and Safety Officer on extension 4263.

#### Erecting and dismantling equipment

Erecting and dismantling equipment can be inherently noisy and care is required that such actions are carried out at reasonable times.

#### 3.14 Fireworks, Lasers, etc

Fireworks and Lasers present their own unique hazard. If you are holding an event which involves them you are advised to contact the Health & Safety Officer early on in the planning process. Further information is contained in Appendix 7 and 8.

### 4 Further reading

Further information can be obtained from the internet on specific issues relating to event safety. The HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)) provides up to date advice on various issues e.g. holding firework events and noise at work.



**St Mary's**  
**University**  
**Twickenham**  
**London**

## Event Notification Form

**Once completed, please send this form at least 28 days before the event, to the following:**

- University Director of Estates and Facilities;
- University Health and Safety Officer; and
- Security Operations Manager;

Event Name	
<p>Speakers at University Events</p> <p>a) the names and other relevant details of any <i>speaker</i> who, not being a governor, student, member of staff or officer of the University, has been invited to address the meeting or other event</p> <p>b) the name of any organisations or bodies that such speaker represents.</p> <p>Link to any website/Twitter/ Facebook pages that are relevant to the event or the speakers</p>	
Brief description	
Location including name of building or area of campus (*attach a sketch)	
Date	
Time	

Numbers attending <ul style="list-style-type: none"> <li>• Public</li> <li>• Students</li> <li>• Employees</li> <li>• Children</li> <li>• Special Needs</li> </ul>	
Event Organiser Name including School/Department	
Contact details	
Event Safety Controller	
Contact details	
Use of contractors	YES/NO
Name of contractors and service provided	
Risk assessment provided. If not, please forward at least 21 days before event	YES/NO
Signed Head of Department/School or the Director of Enterprise and Business Development for conference events	
Does this event require referral to the Senior Management Team as outlined in section 1.3. If yes include the referral form outlined in appendix 2.3	
Date of completion of form	

## EVENT PLANNING CHECKLIST

Event title: \_\_\_\_\_ Location (building, room, etc): \_\_\_\_\_

Date: \_\_\_\_\_ Time (start): \_\_\_\_\_ Time (finish): \_\_\_\_\_

Event Organiser: \_\_\_\_\_ Telephone/extension: \_\_\_\_\_

Event Safety Controller: \_\_\_\_\_ Telephone/extension: \_\_\_\_\_

### Pre-event approval

	Yes	No	N/A
Permission obtained from Head of Department/School/Unit/Hall Warden?	<input type="checkbox"/>	<input type="checkbox"/>	

### Internal pre-event Notifications

	Yes	No	N/A
Notification letter sent to:			
• Director of Estates and Facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
• Head of Security?	<input type="checkbox"/>	<input type="checkbox"/>	
• Health & Safety Officer?	<input type="checkbox"/>	<input type="checkbox"/>	

### External pre-event Notifications

	Yes	No	N/A
Notifications sent ( <i>if applicable</i> ) to:			
• Fire Brigade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Police?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Local authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Local residents/institutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Licence

	Yes	No	N/A
Licence conditions complied with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License exhibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Risk assessment - general

	Yes	No	N/A
First aid?	<input type="checkbox"/>	<input type="checkbox"/>	
Security aspects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendants appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control point in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crowd control aspects considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff briefed and trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Structural and equipment

	Yes	No	N/A
Structural alterations required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifts, hoists and lifting gear checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Services

	Yes	No	N/A
Mains electricity supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas/oil systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LPG heating systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Fire Prevention

	Yes	No	N/A
Occupant capacity assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate means of escape?	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clear and unlocked?	<input type="checkbox"/>	<input type="checkbox"/>	
Fire signs illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm functional?	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
Self-closers operating correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
"Fire - what you should do" notices intact and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	

### Stage and seating

	Yes	No	N/A
Stage safety aspects considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety curtain intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stage lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating arrangements adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Special effects

	Yes	No	N/A
Lasers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyrotechnics/real flame/firearms (authorisation required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hypnotism (authorisation required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Contractors

	Yes	No	N/A
Health and Safety Policy and Risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Miscellaneous

	Yes	No	N/A
Temporary structure ? (marquees/inflatables)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welfare aspects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Safety & hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitation aspects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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**Further details:**

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**Sketches, plans, etc:**

## EVENT/SPEAKER REFERRAL AND APPROVAL

- 1 The University requires all events that may pose a risk to Freedom of Speech to be referred to the University Secretary for consideration by the Senior Management Team if necessary. Referral is also required of such events under the University's Prevent counter-terrorism strategy. In accordance with the University's policy on Freedom of Speech this includes:
  - Meetings and events by members of staff or students hiring University premises on a 'private' basis, not for work directly connected to University business
  - External bookings of University premises

SMSU has its own policies and procedures for managing events.

- 2 The University's Prevent counter terrorism strategy provides an outline procedure for the notification and escalation of concerns about an individual student. This document refers to events.
- 3 The attached form should normally be completed by any of the people identified in the policy on Freedom of Speech with oversight of events and room bookings. Those are:
  - Estates/Health and Safety
  - Security
  - Conferences
  - Timetabling

Heads of School may also refer an event using this form. However, any member of staff may draw the University Secretary's attention to a proposed event if they believe it may pose a risk to Freedom of Speech and/or under the University's Prevent counter-terrorism strategy.

- 4 In completing the form an external organisation's website should be reviewed to ensure that it does not contain any inappropriate content. A Google search should also be undertaken and results (if any results are found) should be reviewed for references to the organisation. Where there is to be an external speaker the process should also be followed for the external speaker.
- 5 Where there is any content or references that are inappropriate or which might be interpreted as being in conflict with the University's policy on Freedom of Speech or the Prevent counter-terrorism strategy this should be noted on the form before it is forwarded to the University Secretary. This includes content or references which may be in conflict with St Mary's legal Objects which includes the advancement of education in such manner as befits a Catholic foundation.
- 6 The University Secretary will review information provided on the form against the policy on Freedom of Speech and the University's 'Prevent' counter-terrorism strategy. A set out in the policy on Freedom of Speech a risk may posed where an event is likely to lead to:
  - Lead to incitement to commit a criminal act
  - Lead to the expression of views in a manner which is contrary to civil or criminal law
  - Lead to a breach of the peace

- Be in direct support of an organisation whose aims and objectives are illegal
- Lead to the expression of views incompatible with the Articles, Mission and Values of the University
- Be conducted in such a way as to infringe this policy or other relevant University regulation
- Adversely affect the reputation and interests of the University
- Endanger the security and/or safety of the University premises and people using the premises
- Contravene health and safety or other relevant regulations

Where there is any risk, the University Secretary will conduct an appropriate investigation, consulting within and outside the University as necessary.

- 7 The University Secretary will refer the issue to the Senior Management Team for discussion or decision as necessary.
- 8 As set out in the University's policy on Freedom of Speech the Senior Management Team may decide that permission for an event may be:
  - Granted or
  - Granted subject to certain conditions being met or
  - Withheld
- 9 The University's policy on Freedom of Speech makes it clear that the University is under no obligation to allow an event. That policy does provide for appeal to the Vice-Chancellor against refusal of permission for an event.
- 10 The following list of steps designed to reduce risk is not exhaustive but may include requiring that:
  - Approved arrangements for the chairing or other general management of the event are in place
  - The event is ticketed and/or that attendance is monitored
  - That an event promoting a particular view includes an opportunity to debate or challenge that view
  - A copy of any speeches to be delivered be submitted for approval
  - Approved stewards or security arrangements are in place
  - Alcohol is not permitted at the event
  - Special conditions for the admission of representatives of the press, radio or television are in place, or for the 'broadcast' of the event for example through social media
  - Any publicity clearly states that the University does not endorse any policy, views or objectives of the individual or body

If permission is granted subject to certain conditions being met, the Event Organiser is responsible for ensuring that all conditions are met.

- 11 The terms and conditions of bookings must make it clear that:
  - Any failure to disclose full event and/or speaker details may result in an event/booking being cancelled

- The University reserves the right to cancel any event for which permission may have been given if the potential risk increases
- The University must be informed of any changes to an event for which permission has been given, and that these will need to be considered by the process outlined above

Should permission be withheld the Event Organiser will be informed of the reasons for the decision with reference to the principles set out in this policy and to relevant legislation if necessary.

- 12 Under HEFCE reporting requirements, the University will maintain a record of all events referred to the University Secretary and the Senior Management Team for consideration.



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### EVENT/SPEAKER REFERRAL

When complete, please send this form to University Secretary.

<b>EVENT DETAILS</b>	<b>ORGANISER</b>	
Name of event organiser		
School or name of outside organisation making the booking		
Event organiser contact details		
Referral being made by (please insert your name and email/phone contact)		

<b>PROPOSED DETAILS</b>	<b>EVENT</b>	
Event title		
Event date		
Event venue		
Outline of event  <i>Include link to any website/ Twitter/ Facebook pages if known and Google searches</i>		
Details of any known speakers  <i>Include link to any website/ Twitter/ Facebook pages if known and Google searches</i>		

<p>Likely audience for event</p> <p><i>Numbers/general public or attendance by invitation</i></p>	
<p>Publicity</p> <p><i>How is the event being publicised? Please include any proposed publicity if available</i></p> <p><i>Is it likely that there will be outside media interest?</i></p>	

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

Event Name		Date		Time	
Location		Event organiser		Event safety controller	
Assessor		Date		Permission given by	

**SECTION 1: Identify hazards** - consider all the activities within the social event and tick the boxes of significant hazards that apply

1	Fire hazards	<input type="checkbox"/>	8	Lighting levels	<input type="checkbox"/>	15	Environmental noise	<input type="checkbox"/>	22	Lasers	<input type="checkbox"/>	29	Work with animals	<input type="checkbox"/>
2	Crowd control	<input type="checkbox"/>	9	Lighting systems	<input type="checkbox"/>	16	Communication	<input type="checkbox"/>	23	Fireworks	<input type="checkbox"/>	30	Chemicals, fumes dust	<input type="checkbox"/>
3	Slips, trips, housekeeping	<input type="checkbox"/>	10	Heating and ventilation	<input type="checkbox"/>	17	Violence to attendees or staff	<input type="checkbox"/>	24	Pyrotechnics	<input type="checkbox"/>	31	Confined space	<input type="checkbox"/>
4	Fail of person	<input type="checkbox"/>	11	Electrical equipment	<input type="checkbox"/>	18	Marquees	<input type="checkbox"/>	25	Seating arrangements	<input type="checkbox"/>	32	Lone working	<input type="checkbox"/>
5	Fail of objects	<input type="checkbox"/>	12	Use of portable tools	<input type="checkbox"/>	19	Inflatables	<input type="checkbox"/>	26	Welfare	<input type="checkbox"/>	33	Vehicles, driving	<input type="checkbox"/>
6	Manual handling	<input type="checkbox"/>	13	Pressurised equipment	<input type="checkbox"/>	20	Other temporary structures	<input type="checkbox"/>	27	Sanitation	<input type="checkbox"/>	34	Machinery/lifting equipment	<input type="checkbox"/>
7	Layout and traffic routes	<input type="checkbox"/>	14	Noise and vibration	<input type="checkbox"/>	21	Fairground equipment	<input type="checkbox"/>	28	Food provision	<input type="checkbox"/>	35	Other(s) - specify	<input type="checkbox"/>

**SECTION 2: Who may be at risk** – tick the boxes of all relevant persons at risk

Employees	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Students	<input type="checkbox"/>	Children	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Special Needs	<input type="checkbox"/>
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Please go to Section 3.

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

**SECTION 3: Risk controls**– For each hazard identified in SECTION 1 and for the persons identified in SECTION 2, complete this section

Hazard No.	Hazard and risk description	L	S	RS	Risk Level (tick one) <i>Refer to the risk matrix</i>			Controls needed to reduce risks	L	S	RS	Remaining Risk Level (tick one)		
		0-5	0-5	0-25	High	Med	Low		0-5	0-5	0-25	High	Med	Low

Name of Assessor(s)		SIGNED		Number of continuation sheets used:
Review date				

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

**SECTION 4: Action Plan in the event of an emergency** - For each hazard identified in Section 3, complete Section 4. Please refer to the Risk Assessment Guidance.

Hazard No.	Hazard Description	Action required (describe)

Name of Assessor(s)		SIGNED		Number of continuation sheets used:
Review date				

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

**SECTION 5: Further comments** – *If a more complex assessment is required, continue below:*

Name of Assessor(s)		SIGNED		Number of continuation sheets used:
Review date				

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

DATE OF TASK/EVENT	PRINT NAME OF TASK/EVENT LEADER	SIGNATURE	HAZARDS IDENTIFIED (mark with a tick or a cross)

Checked by	Job Title	Date	Signature
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Name of Assessor(s)	SIGNED	Number of continuation sheets used:
Review date		



## Event Notification Form

**Once completed, please send this form at least 28 days before the event, to the following:**

- University Director of Estates and Facilities;
- University Health and Safety Officer; and
- University Head of Security;

Event Name	SU Summer Ball
Brief description	SU event – marquee, disco, bands and inflatables
Location including name of building or area of campus (*attach a sketch)	SU bar, hall and Tartan Bar Training pitch
Date	5/06/09
Time	18.30 – 07.00
Numbers attending <ul style="list-style-type: none"> <li>• Public</li> <li>• Students</li> <li>• Employees</li> <li>• Children</li> <li>• Special Needs</li> </ul>	1200     2
Event Organiser Name including School/Department	A N Other
Contact details	otheran@smuc.ac.uk
Event Safety Controller	A N Other
Contact details	otheran@smuc.ac.uk
Use of contractors	<del>YES</del> /NO
Name of contractors and service provided	Safe as Houses (security) Adrenaline Ltd (inflatables) Formal Marquees (marquees) Raving (disco) Bust-a-move (band)
Risk assessment provided. If not, please forward at least 21 days before event	<del>YES</del> /NO
Signed Head of Department/School	Samuel James

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## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

Event Name	SU Hall Summer Ball	Date	Friday 5 <sup>th</sup> June 2009	Time	18.30 – 07.00
Location	SU Bar & Hall	Event organiser	A N Other	Event safety controller	J Bloggs
Assessor	A N Other	Date	21 May 2009	Permission given by	Head of Student Services

**SECTION 1 : Identify hazards** - consider all the activities within the social event and tick the boxes of significant hazards that apply

**Initial Risk Level (Refer to the risk matrix to determine severity) - Once identified tick (✓) the boxes that apply**

		H i g h	M e d	L o w			H i g h	M e d	L o w			H i g h	M e d	L o w			H i g h	M e d	L o w					
1	Fire hazards		✓		8	Lighting levels				15	Environmental noise		✓		22	Lasers				29	Work with animals			
2	Crowd control		✓		9	Lighting systems			✓	16	Communication		✓		23	Fireworks				30	Chemicals, fumes dust			
3	Slips, trips, housekeeping		✓		10	Heating and ventilation				17	Violence to attendees or staff		✓		24	Pyrotechnics				31	Confined space			
4	Fall of person				11	Electrical equipment			✓	18	Marquees		✓		25	Seating arrangements			✓	32	Lone working			
5	Fall of objects				12	Use of portable tools				19	Inflatables		✓		26	Welfare			✓	33	Vehicles, driving			
6	Manual handling		✓		13	Pressurised equipment				20	Other temporary structures				27	Sanitation			✓	34	Machinery/lifting equipment			
7	Layout and traffic routes		✓		14	Noise and vibration			✓	21	Fairground equipment				28	Food provision			✓	35	Other(s) - specify			

**SECTION 2 : Who may be at risk** – tick the boxes of all relevant persons at risk

Employees	✓	Contractors	✓	Students	✓	Children		Visitors	✓	Special Needs	✓
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Please go to Section 3.

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

**SECTION 3 : Risk controls**— For each hazard identified in SECTION 1 and for the persons identified in SECTION 2, complete this section

Hazard no.	Hazard description	Existing controls	Revised Risk Level;			Further action needed
			High	Med	Low	
1.	Fire hazards, blocked exits, obstructed emergency routes,	Pre-event checklist in Appendix 2 used. Checked by Event safety controller. Stewards monitor all areas. All staff and contractors briefed on emergency procedures. All decorations fire retarded.			✓	Check on certification of all materials used or treated with fire retardant material. Carbon dioxide extinguishers to be provided in additional bar areas. Additional fire extinguishers in marquee to be provided by contractor.
2.	Crowd control	Numbers limited. Max 1200. Security check on entry, wrist band. Security monitor overcrowding, do not ensure maximum permitted numbers agreed with University Health & Safety Officer			✓	Counters to be used, ensure all staff are aware of maximum permitted numbers in designated areas.
3.	Slips, trips, housekeeping from food and drink spillages, unlevel floor in marquee	Security, bar staff to monitor areas and arrange immediate clear-up of spillages. Warning signs available if required.			✓	Security and staff to monitor condition of flooring.
6.	Manual handling	Rearrangement of furniture supervised by deputy hall manager and students given instructions, not to lift beyond capacity. Contractors to carry out own manual handling.			✓	
7.	Layout and traffic routes	Rear car parks clear for access by emergency vehicles. All walkways checked for trailing leads and trip hazards. Inflatables in marquee positioned so not impeding access and allowing circulation around.			✓	

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
9.	Lighting system	Disco company erecting own system, risk assessments provided and proof of electrical checks. All rigs checked for secondary attachments and safety chains with weights marked.			✓	Ensure all contractors have completed contractors competency questionnaire
11	Risk of tripping on cables and electrical shock from equipment. Access to electrical points by unauthorised personnel	All electrics once set up to be checked by qualified University electrician. All electrical distribution boards guarded and monitored by security during event			✓	
14.	Noise and vibration	Noise likely to be in excess of legal guidelines. Currently staff issued with ear defenders if requested.			✓	Warnings to be issued with notices of loud noises. Instigate job rotation especially in area where maximum levels will be experienced with disco and band. Ensure than limiters are placed on equipment to prevent the noise level to the audience not exceeding 95dB (A)
15.	Environmental noise	Local residents association informed. Hourly checks by Event safety controller with security to ensure minimal noise on boundary.			✓	
16.	Communication	All security, bar staff and marshalling staff in contact via two way radio. Briefing session prior to event to ensure emergency procedures are understood.			✓	Ensure all staff competent with radio use at briefing session prior to the event

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM - continued

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
17.	Violence to staff and attendees	Security firm registered SITO and carry out own risk assessment. Contractor's competency completed.			✓	University staff to avoid confrontation and allow security to deal with aggressive individuals.
18.	Marquees	Contractor competency assessed. Risk assessments received. Fire certificates received. Marquee erection segregated. Steel frame construction, no pegs. Flooring non slip. Fire exit signs illuminated with back-up. Fire extinguishers. All access level and accessible for wheelchair users			✓	Ensure contractors are given detailed information on positioning of marquee. Request plan of marquee with exits. Ensure during pre-event checks that extinguishers are in position and serviced, full.
19.	Inflatables	Competency questionnaire completed. Trained operatives. Secured down. Strict observance to prevent overcrowding.			✓	Security to monitor overcrowding around inflatables and behaviour. Anyone excessively drunk will not be allowed access.
25.	Seating arrangements	Plan of seating arrangements in marquee to be agreed in advance. Ensure clear gangways for fire exit			✓	
26.	Welfare	All security first aid trained. 2 paramedic situated in attendance. Chill out area provided on first floor.			✓	
27.	Sanitation	Communal WCs within event area to be monitored routinely by event safety controller.			✓	
28.	Food provision	Contractor and catering providing all food. All staff trained. Following established procedures.			✓	
	Special needs for 1 wheelchair user and 1 student with severe mobility issues	Personal evacuation procedure completed for the 2 special needs persons.			✓	

<b>Name of Assessor(s)</b>	A N Other	<b>Signed</b>	<i>A N Other</i>
<b>Review date</b>	21 May 2010		

## Barbecues - Food Hygiene Information

**It is University policy that only Catering Services or purchasing nominated suppliers can be used for the provision of food on campus. All food must not be injurious to health and/or unfit for human consumption. This applies to all food except for food provided for private domestic consumption. There is no exemption for food provided for charitable or other similar events.**

### 1. General

Outdoor cooking can create food hygiene hazards and increase the risk of food poisoning because it is difficult to keep food very hot or cold as required. Inadequate cooking of high-risk food such as meat is a problem and may give rise to food poisoning. *Campylobacter* and *E. Coli* food poisoning need only low infective doses and hence prevention of cross contamination is very important.

### 2. Planning

Ready prepared, containerised small portions are easier to prepare and cook. Avoid large joints or whole birds on the barbecue as it is difficult for heat to penetrate and there may be uneven temperatures within the food.

### 3. Layout

It is essential that cross contamination is avoided, that is, the possible transfer of bacteria from raw to cooked food. Try to arrange food flow from clean to dirty areas, e.g. separate the preparing, handling and storage of raw food from the cooked/ready to eat food area. These areas could be separated by the barbecue itself.

### 4. Equipment

Close fitting lidded waste bins should be provided to prevent pest problems. In addition, separate utensils should be used for cooked and raw food. Tongs used for serving cooked food should be separate from those used for raw food and during cooking. Separate plates should also be used.

### 5. Washing Facilities

It is essential that people handling food have access to hot water, detergent and paper towels. Hands should be washed before touching foods and after handling raw foods - especially raw meat and poultry. A means of cleaning and disinfecting utensils should be available and used.

### 6. Cooking and Preparation

The following cooking and preparation points should be noted.

- Frozen meats and poultry must be completely defrosted (preferably in a refrigerator) prior to cooking unless the instructions state otherwise.
- Only gas fuelled barbecues must be used and these are available for hire from Catering Services. Modern units normally indicate when they have reached the correct temperature.
- Always cook barbecued meats thoroughly. Thick slices or thick pieces of chicken should be pre-cooked in an oven or microwave and then finished off on the barbecue. The time between pre-cooking and barbecuing should be kept to an absolute minimum. Rare or pink burgers must not be eaten but cooked until the juices run clear and no pink bits remain.

- If food starts to char or burn the height of the grill should be raised or an air vent closed. Charring food provides insulation and the inside may remain raw.
- Thoroughly wash salads and raw vegetables to remove all traces of soil and insects, and do not prepare too far in advance.
- Keep meat, salads and perishable foods in the fridge until they are ready to cook or eat.
- Eat food as soon as it is ready.
- Discard perishable food that has been left out at ambient air temperature for more than two hours.

## 7. Personal Hygiene

People preparing and cooking food must be hygienic, not suffering from gastrointestinal infections, and have no skin lesions. Food should preferably be handled, cooked and served by a trained food handler.

Please also refer to the Barbeque Staff Guidance Notes.

## Seating Arrangements

**Seating arrangements will vary according to usage. Wherever possible, closely seated audiences should be avoided.**

### 1. Gangways and seating

The occupant capacity of the area should be assessed when drawing-up gangway and seating plans - contact the University Health & Safety Officer for advice (extension 4263). Gangways and seating must be arranged:

- to allow free and readily available direct access to exits;
- gangways should not be less than 1.05 metres wide, and there should be no projection into the gangway throughout its entire length;
- normally no gangway should be more than 18 metres from an exit, and if there is only one exit then the gangway should not be more than 7.5 metres from an exit;
- the seating size should not be less than 760mm deep where backs are provided for seats, or 600mm where backs are not provided, and 500mm wide where arms are provided to the seats or 450mm where arms are not provided;
- for fixed seats there should be a clear gangway or space of at least 305mm from the back of one seat to the front of another;
- where seats tip up automatically the clear seat way should be measured between the back of one seat and the maximum projection of the seat when it is in the up position;
- standing areas should be marked with a white line or a notice indicating the number of people that can stand there; and
- a continuous handrail should be fixed on each side of all stairs, steps, landings and ramps between 840-1000mm high. It should not project more than 100mm and the ends should be rounded to avoid injury to someone accidentally knocking against it.

### 2. Conventional seating

The number of seats in a row should not exceed:

- 7 seats if there is a gangway at one end only, unless the 305mm seat way is increased by 25mm for each seat over 7, then up to 11 seats would be allowed; and
- 14 seats where there is a gangway at each end, up to 18 if the 305mm seat way is increased to 400mm, and more than 18 seats if the seat way is at least 500mm.

### 3. Continental seating

Refers to rows where there are more than 22 seats. Additional requirements are that:

- no seat should be more than 15 metres from an exit measured along the line of travel; and
- gangways should be provided at each end of a row of seats.

Where gangways are provided, the positions of the exits and seating should be arranged so that streams of persons leaving the seat way move in a direction away from the stage or platform.

#### 4. Diners Seating and Lounges

Where an audience is seated at chairs around tables, the seating need not be fixed, but chairs and tables should be arranged so that identifiable gangways, with a minimum width of 1.05 metres, are provided with respect to the planned occupancy.

#### 5. Peripheral seating

Peripheral seating includes seating around a dance floor and does not need to be fixed provided that it comprises individual seats in not more than 3 rows, or it is random and not more than 3 metres in depth.

#### 6. Indoor Sports Events

Indoor sports events seating should be set out as in conventional and continental seating arrangements.

#### 7. Concerts and similar occasions

Depending on the nature of the event, consideration needs to be given to hinged barriers. Contact the University Health & Safety Officer (extension 4263) for help and advice.

## Stage Requirements

### 1. Stage requirements

There are generally two types of stages:

- **separated stages** - separated from the auditorium and the rest of the premises and have a safety curtain at the proscenium opening; and
- **open stages** - which are not separated from the remainder of the premises.

The stage should be constructed and arranged to minimise the risk of fire. For a permanent stage, the floor should be constructed of tongue and grooved boarding, and be sufficiently strong to support envisaged performances. Suitable plywood is also acceptable.

For concerts and similar occasions, consideration may need to be given to the height of the stage or safety barrier to prevent access to the stage itself.

There should ideally be two exits from the stage, and at least two exits from the stage basement, one of which should be independent of the stage. All other associated areas - such as dressing rooms and lighting galleries - should have adequate means of escape.

#### 1.1 Safety curtain

A safety curtain needs to be robust, non-combustible, and able to withstand damage, and act as a smoke seal. It must also be capable of opening and closing within 30 seconds and be marked as the 'Safety Curtain'.

#### 1.2 Stage ventilation

A means of ventilating smoke and hot gases from a fire emergency occurring on stage is required.

#### 1.3 Scenery stores

Scenery stores should be separated from the stage by fire-resisting construction.

#### 1.4 Scenery

All scenery including cloths, draperies, and floral decorations on the stage should be flame retardant. Scenery should be stored in its appropriate place, such as a scenery store, unless immediately required for use in a current production. On an open stage, because the risk of fire spread is greater, the use of non-combustible material and flame retardant fabric is required. Where durable flame retardant fabric is required, i.e. that which has been chemically treated to render it flame retardant, a valid confirmatory certificate should be available. Contact the University Health & Safety Officer (extension 4263) for help and advice.

## 2. Special Effects

### 2.1 Smoke and vapour effects

There are two main ways of producing smoke and vapour for special effects:

- i. fluid-based smoke machines; and
- ii. solid carbon dioxide (dry ice) fog machines.

Smoke machines work on the principle of superheating oil or water based chemical, atomising the fluid, and forcing the resulting smoke out under pressure. They are used mainly in night-clubs to enhance lighting effects as well as special effects in theatres. Smoke machines should

only be used in accordance with manufacturer's instructions. Oil based smoke should not be used as there is evidence that it may be carcinogenic.

Solid carbon dioxide is used in theatres to produce an illusion of smoke. It is immersed in hot water or steam producing clouds of white mist that may then be directed using ducting and fans. Dry ice should be handled with appropriate gloves as skin contact can cause severe burns. Dry ice should be stored in insulated vented containers that are sited in well-ventilated areas because carbon dioxide in high concentrations can present an asphyxiation risk. Good ventilation is therefore important, particularly under-stage and in basement workshop/storage areas. If there is any doubt as to the concentration, the oxygen and carbon dioxide levels should be monitored. Nitrogen is increasingly being used to create vapour effects and specialist advice should be sought as this can also increase asphyxiation risks in particular circumstances.

## 2.2 Lasers

Lasers can cause eye damage if incorrectly installed. Certain types of laser can pose a fire risk. They should therefore be installed and operated by expert contractors. The use of lasers for entertainment must comply with relevant HSE guidance.

## 2.3 Strobe lighting

Strobes are often used in discos, concerts, theatres, etc. Flashing lights can have a disorientating effect and have been known to induce epilepsy. It is recommended that they are installed by experts and operate at a fixed rate of not more than 5 flashes per second. Where more than one strobe light is in use, the flashes should be synchronised. Where strobes are used in a theatrical production, a warning should be given in the foyer and/or programme to this effect.

## 2.4 Bonfires, pyrotechnics, real flame and firearms

Advice must be sought from the University Health & Safety Officer (extension 4263) and/or Director of Estates and Facilities (extension 4242) as appropriate. Bonfires and firework displays are not normally permitted at The University. In order to obtain extraordinary permission to hold such events the approval of the Director of Estates and Facilities (extension 4242) must be obtained.

## Bonfire and Firework Code

### 1. Introduction

This advice is intended for displays held at University premises on or around the officially recognised dates within the UK. The Fireworks Act 2003 and the Fireworks Regulations 2004/2015 require greater levels of control than previously on the use of fireworks. This reflects the large increase in complaints from the public relating to noise, neighbourhood safety and general nuisance from fireworks.

For large displays, a competent display operator should be engaged. They should have sufficient knowledge, training and experience to set up the display, operate correctly and clear up after the event. Advice is available from 'Giving your own Firework Display' (HS(G) 124) from the Health and Safety Executive website ([www.hse.gov.uk](http://www.hse.gov.uk)).

The restrictions imposed under the regulations will enable managers to control the unofficial use of fireworks including any individual wishing to store items on University premises. The University Health & Safety Officer (extension 4263) is available for further advice where displays/use of fireworks is being considered.

### 2. Key Points from the 2004/2015 Fireworks Regulations

The regulations which came in force on 1<sup>st</sup> January 2005 (as amended 2015) make it an offence to:

Possess adult fireworks (all fireworks except party poppers and sparklers, etc.) in a public place by anyone under the age of 18.

Possess category 4 fireworks (professional display fireworks) by anyone other than fireworks professional.

The Regulations also introduce the following:

Supplies must be purchased from licensed suppliers apart from during the following traditional periods:

- November 5 (3 weeks before and 5 days after)
- New Year's Eve (December 26 to 1 January)
- Chinese New Year (3 days before, including Chinese New Year)
- Diwali (3 days before, including Diwali)

Creation of a curfew on firework use – fireworks must not be let off between 11pm and 7am, except during the calendar events above when the curfew on firework use is 1am.

### 3. Bonfires on Campus

Due to safety reasons, no bonfires are allowed on campus.

### 4. Fireworks on Campus

Approval to hold an event involving fireworks must be sought from the following:

- Head of School/Department
- Director of Estates and Facilities
- Health & Safety Officer

Fireworks must comply with the Regulations/Standards indicated previously in this guide. Refer to the diagram shown in this Appendix for the recommended site plan. There are additional key points that should be taken into account.

- Displays should be conducted downwind of the spectators.
- Once set up the firing area must not be left unattended.
- The site must be free of dry cut grass and other readily combustible materials.
- Avoid overhead obstructions, for example, overhead trees, adjoining buildings and overhead power cables.
- Notify neighbours of the event.
- 

#### 4.1 Storage of Fireworks

The University premises must not be used to store fireworks.

#### 4.2 Site Facilities

Appropriate firefighting equipment should be immediately available on site. Advice on the number and type of extinguisher to be provided can be obtained from the Health & Safety Officer, extension 4263. The stewards/attendants on site should all be familiar with the emergency procedures and be competent to use the firefighting equipment provided. An emergency services route should be provided that must be kept clear and readily accessible. A public address system or loud speaker should be considered to ensure that instructions are clearly heard.

At least one first aid point with a qualified first aider should be provided on site.

Routes of access into and exits from the site should be clearly indicated. At least two exit routes should be provided that offer alternative routes of escape.

#### 4.3 Setting Up and Firing

The Fireworks Regulations 2004 (as amended 2015) are specific in the categories of firework that can be used for a private party. The more hazardous type, Category 4, should only be used by a 'fireworks professional'. Every precaution must be taken to ensure that fireworks do not discharge into the spectators. Operating instructions supplied with the fireworks issued by the manufacturers and these must be followed at all times.

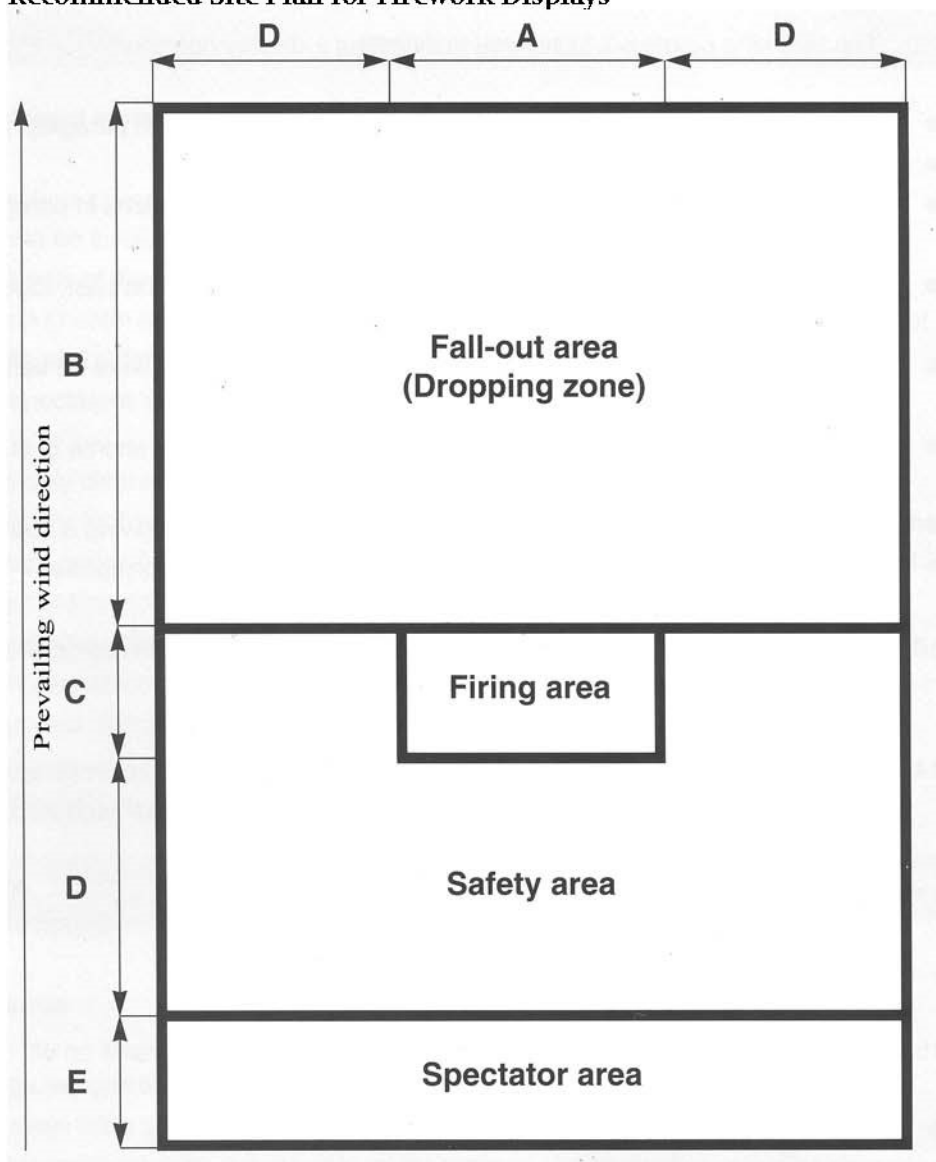
#### 4.4 Clearing Up After the Display

The firing area and fall out areas should be kept free of spectators until the display operator has cleared, located and retrieved any fireworks that have misfired. A careful check should be carried out for partially spent fireworks and ensure the bonfire has been extinguished before leaving the site. Arrangements should be made with Security Services to monitor the general area during the night to ensure further small fires do not break out.

### 5. Summary

For large displays, it is preferable to employ an external competent display operator with sufficient knowledge, training and experience to set up the display, ignite the fireworks, and clear up afterwards. However, if a small number of fireworks are set up for a private party then the following simple rules should be followed as shown in the next diagram.

### Recommended Site Plan for Firework Displays



	A	B	C	D	E
Maximum distance (m)	50	100*	25	50*	As required to prevent overcrowding

\*The distances in these columns may have to be modified for certain types and sizes of fireworks.

## Sanitary Conveniences

### Recommendation of numbers to be provided

Appliances	Males	Females
Buildings used for public entertainment in theatres, concert halls without licensed bars		
WC	1 for up to 250 plus 1 for every additional 500 males	2 for up to 40 3 for 41 to 70 4 for 71 to 100 Plus 1 for every additional 40 females
Urinals	2 for up to 100 plus 1 for every additional 80 males	
Wash basins	1 per WC and in addition 1 per 5 urinals	1 plus 1 per 2 WC's
Licensed bars		
WC	1 for up to 150 plus 1 for every additional 75 males	1 for up to 12 females plus 1 for 13 to 30 females plus 1 for every additional 25 females
Urinals	2 for up to 75 plus 1 for every additional 75 males	
Wash basins	1 per WC and in addition 1 per 5 urinals	1 per 2 WC's
For music events with an opening time of less than 6 hours duration		
WC	1 per 600 males	1 per 120 females
Urinals	1 per 175 males	
Wash basins	1 per 5 WC's	1 per 5 WC's
For music events with an opening time of more than 6 hours duration		
WC	1 per 500 males	1 per 100 females
Urinals	1 per 150 males	
Wash basins	1 per 5 WC's	1 per 5 WC's

## Event Contractors Competency Questionnaire

Event Contractors Competency Questionnaire	
Do you have a health and safety policy and attach a copy	YES/NO
Do you have written risk assessments? If so, please provide example copies of risk assessment of work related to the work you are expected to carry out at The University.	YES/NO
Please outline the main hazards that are likely to occur in the course of your work.	
Please detail any health and safety monitoring system you have in place such as safety inspections and provide examples	
Please confirm the type of health and safety training that you provide for your staff that would be expected to work at The University.	
Please attach copies of any health and safety notices, investigations or prosecutions that your company has been subject to in the last 5 years.	
Please provide examples of other work of a similar nature that your company has undertaken, and the names and addresses of two other companies for whom who have completed work, that may be contacted for references.	
Please confirm that you hold all legally required documentation e.g. electrical testing, LOLER, Pressure systems etc.	YES / NO / NA
Are you members of any health and safety passport scheme, or national or corporate bodies and if so please state	YES / NO
Please confirm that you hold and will continue to hold on an annual basis, adequate Employer's and Public liability insurance cover. Please provide a copy of the current certificate(s).	YES / NO
Please sign below to confirm that the above information is true and correct, and that you will inform us should any of the above details change	
Name of company:	
Address:	
Tel no. /e-mail address:	
Name of contact and position:	
Signature:	
Date:	

**Post event checklist and handover.**

	Yes	No	Comments
All rubbish has been cleared appropriately			
Site has been walked inspecting for hazards which may include broken glass / tent pegs etc...			
All trip and slip hazards have been eliminated			
Maintenance issues have been logged and areas have been closed off awaiting repairs if hazardous			
All temporary structures have been removed. Including tables, chairs, barriers, signs etc...			
Site has been returned to its original safe condition prior to the event			
The site manager for the area is satisfied the location is ready for reoccupancy			Name of Site Manager Spoken With:

I can confirm the area is now safe for reoccupancy.

Signature:

Name:

Date:

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