

## Cover Sheet for Papers being considered by University Committees



Paper Title: University Event Safety Policy

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<b>1. Specific Decision Required by Committee</b>	To note and approve a new Event Safety policy
<b>2. Relevance to University Strategy</b>	Embedding legal compliance with legislation, University health and safety policy, guidance, ordnances, procedures and local rules, to the strategy
<b>3. Executive Summary</b>	A policy to ensure that suitable and sufficient arrangements are in place to ensure that risks posed to the health and safety of anyone working at or attending events organised by or held at the University, are appropriately managed and controlled. In order to ensure compliance with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events.
<b>4. Essential Background Information</b>	This policy was developed because risk management in respect of event safety was perceived to be inconsistent. This policy provides a framework to assist event organisers to raise standards and ensure events are run safely
<b>5. Risks, Risk Mitigation and Governance/ Accountability</b>	Relevant to risk mitigation and legal compliance for duty holders
<b>6. Implications for other activities</b>	N/A
<b>7. Resource and Cost</b>	Resource implications in respect of training provision
<b>8. Alternative Options considered</b>	N/A
<b>9. Other Groups/Individuals consulted.</b>	Student Services, LSU, Security Services, Event Safety Working Group and Insurance office
<b>10. Future Actions, Timescales &amp; Frequency of Review by this Committee.</b>	Monitor effectiveness of policy and amend as required, reporting to future committees as necessary
<b>11. Success Criteria (KPIs)</b>	Legal compliance and accident / near miss reduction
<b>12. University Executive comment (required for Council papers only)</b>	

# University Event Safety Policy

## Contents

1. **Policy statement**
2. **Key requirements of the policy**
3. **Scope of the policy**
4. **Key legislative requirements**
5. **Risk management of events: roles and responsibilities**
6. **Authorisation of events**
7. **Definitions**
8. **Further information and guidance**

## Document management table

### 1. **Policy statement**

Loughborough University will ensure, so far as reasonably practicable, that suitable and sufficient arrangements are in place to ensure that risks posed to the health and safety of anyone working at or attending events held at the University, are appropriately managed and controlled. In that any significant risks arising from significant hazards related to the activity are identified, quantified and managed so as to control risks to health and safety to a tolerable level. The University will ensure compliance with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events, together with University health and safety policies, guidance, local rules, University ordinances and procedures.

### 2. **Key requirements of the policy**

2.1 In permitting any event to take place on its premises, the University must ensure:

- That events are run with due regard to relevant legislation with respect to; health and safety (duty of care), the sale and consumption of alcohol and food, the environment, nuisance and the maintenance of public order;
- That events do not cause unacceptable disruption to the normal business of the University or to the execution of the duties of members of the University;
- That the reputation of the University is not damaged and that events support, as far as possible, the strategic aims of the University.

2.2 The University requires that:

- Each event is suitably and sufficiently risk assessed and the risk assessment is checked and signed off by the relevant responsible person. (See section 5; “Risk management of events: key roles and responsibilities”). The risk assessment record must be available for inspection. Identified control measures must be implemented and the key parts of the risk assessment shared with anyone who may be affected, e.g. Security Service where

the risk assessment requires a road closure or car park segregation.

- Where appropriate, an event safety plan should be drawn up, which should include emergency plans e.g. evacuation plans, how to raise the alarm in an emergency, contact details for the Event Organiser / Manager, Security Service etc.
- An Event Organiser / Manager is identified to control and manage all aspects of the event, including health and safety.
- Where the risk assessment requires it, an Event Organiser / Manager attends and monitors the whole of each event, or is at least contactable for the whole of the event.
- Event Organisers / Managers are suitably trained to fulfill their health and safety responsibilities and have enough experience and sufficient support from senior Managers, to make effective decisions to manage the event.
- Any event managed by students and/or Hall Committees, is overseen (where applicable), by one, or all of the following; Academic Tutor (if academic activity), Hall Warden, Hall Subwarden(s), Hall Chair, social secretary, all or representatives from the Hall Committee.
- Any permissions required from internal Departments or Support Services, e.g. Facilities Management, Security Service etc must be obtained in writing, retained by the Event Organiser / Manager and kept available.
- Anyone directly involved in the delivery or management of the event will be fully briefed on health and safety implications and plans.
- Where appropriate, final authorisation, for some events, must be sought and given by the responsible person within the relevant School, Department, Professional Service etc before the event goes ahead.
- Any external licenses that may be required are in place, e.g. public entertainment, alcohol etc.
- All contractors must have their current Employers/Public Liability Insurance certificate, their own activity risk assessment, method statement and any other relevant documents checked before they come onto campus. *(Please contact the University Health and Safety Service for further advice, guidance etc).*
- Contractors providing services such as those supplying scaffolding, inflatable play equipment, temporary structures (e.g. marquees), bungee jumps etc, **must** receive the University, and local health and safety inductions, before they come onto campus to work. *(Please contact the Campus Living (FM) Health and Safety Co-Ordinator and / or University Health and Safety Service for further advice, guidance etc). (Internal contractors e.g. FM, are exempt.)*
- Contractors providing services such as catering / refreshments, e.g. hog roasts, pizzas, fish & chips, burgers, ice cream and drinks (alcoholic or otherwise) etc must receive local induction, before they come onto campus to work. *(Internal contractors e.g. Campus Living, are exempt.)*
- Any accidents or near misses are reported to the University Health and Safety Service in line with University accident and near miss reporting procedures.

### 3. Scope of the policy

This policy applies to organised events which occur anywhere owned, rented by or otherwise under the direct control of the University. The range of events is huge and includes large or small, “one off”, irregular or regularly recurring events, Hall Events organized by a member of the Hall Committee for the benefit of all or part of the Hall\*, School, Departmental or Service

social gatherings organized by staff, Sports events organized by Sports Development Centre (SDC), events organized by the LSU or student societies, events organized by an external body but taking place on campus.

\*Note: For the avoidance of doubt;

- “Hall” includes Halls managed by University partners (e.g. UPP and Unite).
- A Hall Event will not include activities organised by the Loughborough Students Union (LSU) or Inter Mural Sport (IMS) activities. Such events will be organised in compliance with LSU or other SDC regulations).
- The Hall Events Safety policy (Appendix 3) takes cognisance of the risk management principles approach as agreed with the University.

#### **4. Key legislative requirements**

- The Health and Safety at Work etc. Act 1974 applies to all work activities, including events. It requires employers to ensure, so far as reasonably practicable, the health and safety of their employees, and anyone else who may be affected by their activities, including non-employees such as students..
- The Management of Health and Safety at Work Regulations 1999 apply to everyone at work, regardless of the nature of that work. The Regulations require employers to plan, control, organise, monitor and review their work activities. Employers should assess the risks associated with significant hazards presented by the work activity, including events, in order to identify the preventative and precautionary measures necessary to reduce and control these risks. Specific hazards, such as manual handling, must be specifically risk assessed under separate legislation.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that certain types of accidents, specific cases of occupational ill health and certain dangerous occurrences must be reported to the Health and Safety Executive. In certain circumstances this can include injuries sustained by non-employees, e.g. students and members of the public attending events.
- The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and suitably trained personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The University’s first aid risk assessment also takes non-employees into account. This includes students and visitors working on or attending events.

#### **5. Risk management of events: roles and responsibilities**

The roles and responsibilities of each staff member, student or visitor are set out in the Loughborough University Health and Safety Policy (<http://www.lboro.ac.uk/services/health-safety/policies/policies>).

Duty holders are also required to carry out specific duties in respect of events, as set out below and in local policies. Each duty can be delegated, but the responsibility for achieving them cannot be delegated and remains assigned to the relevant duty holder.

#### **Deans, Heads of Departments and Directors of Professional Services**

- Where appropriate, give permission (in principle) for the event, approve the event safety

plan and risk assessment and give final authorisation, (or enable a delegated nominee to do so on their behalf), for events within their remit. The Dean, Head of Department and Director of Professional Service must have sight of the event safety plan and risk assessment.

- Identify and appoint the Event Organiser(s) / Manager(s).
- Ensure that the Event Organiser(s) / Manager(s) have sufficient support, resources, management supervision and training to fulfill the health and safety responsibilities for the event, and has the authority and experience to make decisions regarding the risks associated with the event.

### **Event Organiser(s) / Manager(s)**

- Ensure events only happen once they have received the appropriate permission, approval and authorisation.
- Ensure that an event safety plan and a suitable and sufficient risk assessment have been drawn up and suitable control measures are in place and the risk assessment has been signed off by a responsible person. (Records must be maintained in the Event safety file).
- Ensure the risk assessment is reviewed regularly and any other related documents are kept for a minimum of five years after the event. Where an incident involves a person under the age of 16 or exposure to something which can cause serious illness etc over a longer period, e.g. Asbestos, records must be kept for 40 years. (For further details regarding record keeping, contact the University Health and Safety Service).
- Organise and liaise pre-event planning meetings with any other Departments, Services and other interested parties etc who are in any way involved in, or are impacted upon, by the event.
- Attend any identified health and safety training on managing health and safety at events. (e.g. Event risk assessment training).
- Ensure that appropriate people are aware of the event safety plan, risk assessments and control measures and that health and safety training, any necessary notifications and briefings required take place before the event.
- Select a suitable contractor. Satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor; do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work being done. Similarly, the level of enquiries made should be determined by the level of risks and the complexity of the job.
- Where they exist, approved suppliers / Contractors must be used. (Please contact the Campus Living (FM) Health and Safety Co-Ordinator and / or University Health and Safety Service for further advice, guidance etc).
- Ensure that risk assessments, method statements, Employers / Public Liability insurance certificates and any other documentation is obtained from Contractors and that it is checked by a senior manager and / or the University Health and Safety Service, before the event occurs. (Records must be maintained in the Event safety file)
- Where appropriate, personally attend (or nominate a delegate to attend) the whole of an event. Some low risk events may only require that the Event Organiser / Manager is contactable throughout events.
- If an accident or near miss occurs, (whether first aid treatment was provided or not),

ensure that it is reported through the University accident reporting procedures to the University Health and Safety Service. Guidance is available at; <http://www.lboro.ac.uk/admin/hse>.

- Where deemed necessary by the event risk assessment, carry out a post-event review / de-brief, in order to share lessons learned and ensure relevant staff are aware of any health and safety issues arising out of the event.

### **University Health and Safety Manager and Deputy Manager**

- Support all those with responsibilities and duties in connection with this policy.
- Offer advice, guidance training and support to Event Organisers / Managers managing events, e.g. scrutinise event safety plans, risk assessments etc..
- Support event managers to check risk assessments, method statements or any other documentation obtained from external Contractors.
- Share information across campus on health and safety issues raised by Event Organisers and Managers. Particularly those others involved in event management.

### **6. Authorisation of events**

Before an event goes ahead, the Deans, Heads of Departments and Directors of Professional Services, Hall Wardens or their delegated nominees should ensure that:

- where necessary the necessary approval, (**See Appendix 1: Approval form – Outdoor events and activities**), or any required permissions have been provided in writing to the relevant Event Organiser / Manager, and that;
- Risk assessments are suitable and sufficient, (**See Appendix 2 and 3**)
- Any necessary licence's have been applied for and are in date,
- Any notifications and event safety plans are in place, and,
- If external contractors are used, that the required safety documents have been checked and are satisfactory, e.g. proof of competence, risk assessments, method statements etc and inductions have been undertaken. (Records must be maintained in the event safety file).

### **7. Definitions**

**Contractor:** Any person who enters into a contract, who, for a fixed price, undertakes to procure the performance of works, or the furnishing of goods or services, whether for the public or a company or individual.

**Event:** Any formal or informal gathering on or off-campus intended for all or specified staff, students or visitors where attendance has been co-ordinated in advance by an Event Organiser / Manager acting in that capacity.

### **8. Further information and guidance**

- Managing crowds safely: A guide for organisers at events and venues: HSG 154. HSE publications ISBN 0 7176 18347
- Fairgrounds and amusement parks: Guidance on safe practice: HSG 175. HSE publications ISBN 0 7176 62494

- The Event Safety Guide (“Purple Guide”): HSG 195. HSE publications ISBN 0 7176 24539
- Sound advice: Control of noise at work in music and entertainment: HSG 260. HSE publications ISBN 0 7176 63071
- Guide to safety at sports grounds – 5<sup>th</sup> Edition (“Green Guide”)
- Electrical Safety at places of entertainment: GS 50. HSE publications
- Fire safety risk assessment: open air events & venues. ISBN 978 18511 28235
- Fire safety risk assessment: theatres, cinemas & similar premises. ISBN 978 18511 28235
- Managing contractors: A guide for employers: HSG159. HSE publications ISBN 0 7176 64368
- Using contractors: A brief guide; INDG 368. HSE publications 0 7176 64672
- AEO eGuide – Guidance for Events in UK venues;  
[http://www.aeo.org.uk/files/winter\\_2013\\_with\\_amendments1.pdf](http://www.aeo.org.uk/files/winter_2013_with_amendments1.pdf)
- National Association of Inflatable Hirers Information sheet No.49  
<http://www.naih.org.uk/info49.pdf>

(HSE publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel: 01787 881165. Fax: 01787 313995. Website: <http://www.hse.gov.uk/pubns/> )

**Document management table**

Version	Owner	Authored / Revised by	Summary of revision	Date of revision
V1	UH&SS	H Weaver	Original draft	April 2014
V2	“	H Weaver / Dr H McDermott	General clarifications and amendments to earlier drafts	Nov 2014
V3	“	H Weaver	Amended; Hall Event Safety Policy borne in mind and definitions added	May 2015

## Appendix 1

### APPROVAL FORM – OUTDOOR EVENTS AND ACTIVITIES

<b>Brief Description of Event (including purpose):</b>	
<b>Campus location (please be as specific as possible):</b>	
<b>Date of Event:</b>	
<b>Number of persons attending (approx): please circle</b>	<b>0-100   101-250   251-500   501-1000   1000+</b>

<b>Is the event (tick which applies)</b>	
Student only	
Students and the public	
Public only	
University staff/visitors	
Alumni	
Prospective students	

<b>Alcohol:</b>
Will alcohol be served? If so for how long?
Is the event within the Alcohol Free Zone?

<b>What is the timing and duration of the event</b>

<b>What voice PA and music will the event involve (tick all that apply)</b>	
Live entertainment	
Live band/s	
Recorded music	
PA announcements	
Fair rides including broadcast music	
Other likely sources of noise (e.g. fireworks)	

<b>P.A and broadcast music protocol:</b>
Please confirm the event organiser is aware of the University protocol on voice P.A and broadcast music and the event is being organised in accordance with this guidance

<b>Are any marquees, tents or other covered areas being erected?</b>	
<b>Do you have the necessary permissions from Facilities Management?</b>	

**Note:** Contact the FM helpdesk on 222121 or email [fmhelp@lboro.ac.uk](mailto:fmhelp@lboro.ac.uk), for further information

<b>Does the event require the provision of additional services (e.g. electricity, drainage discharge facilities) by the University or a Third Party?</b>	
<b>Are these arranged? Yes/No</b>	

**Note:** Contact the FM helpdesk for further advice on services that may be required

<b>Will the event involve vehicular access to Campus for set up or the event itself?</b>	
<b>Have you supplied information to Security</b>	

**Note:** please supply additional information to Security, Ext 222141 or email: [Securityservicemanagers@lboro.ac.uk](mailto:Securityservicemanagers@lboro.ac.uk)



<b>Will catering be part of this event? Please supply further information (please note you may be charged for any post-event clear up deemed necessary by Facilities Management)</b>	

<b>Is the event likely to impact on the routine function of the University? (e.g. working of departments, nearby halls of residence, traffic) Note: please supply additional information, including any approvals sought</b>	

<b>Have you considered whether appropriate insurance is required for this event? Note: advice regarding the requirement for insurance is available from the Insurance Office, Ext 228032/222026 or Tim Walton, University Surveyor, Ext 222126.</b>	
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<b>Have you considered whether a risk assessment is required for this event?</b>	
<b>Have you completed a risk assessment? Yes/No</b>	
<b>Note:</b> For further information contact the University Health and Safety Service, Ext 222181 or email; <a href="mailto:hse@lboro.ac.uk">hse@lboro.ac.uk</a> .	

<b>Have you considered whether external notifications are required for this event? Note: The Stakeholder Relations Manager will be able to provide you with further guidance. Contact: Alison Barlow, Community Relations Officer, Ext 228696</b>	
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<b>Contact Information</b>	
Name of event organiser:	
Hall/Dept:	
ID Number	
Position	
Telephone/Email	
Date of application:	
Name of person ultimately responsible for event (if different from above):	
Position:	
Telephone/Email	

<b>Event Approval:</b>	<b>Date:</b>	<b>Conditions (if applicable)</b>
Hall Warden or University Department		
Events Team		
Security		
Community Relations		
Deputy Chief Operating Officer/Chief Operating Officer		

**Appendix 2; Event risk assessment template**

<b>Event name / title</b>		<b>Event organiser</b>	Name (print): School / Dept./ Service: Tel: Email:
<b>Date(s) and timings for event</b>		<b>Location / premises</b>	
<b>Description of event</b>  (including; nature of activity, number of people attending, whether alcohol is permitted, inflatable play eqpt hired etc			

Activity	Significant hazards	Who might be harmed?	How might they be harmed?	Initial risk rating (taking account of existing controls)  (LxS - See risk rating guidance)	Risk level tolerable (Y / N)?  If not, list additional control measures to bring rating down to tolerable level  (See risk rating guidance matrix)	Risk rating  (LxS - See risk rating guidance)	Is the risk adequately controlled  Y / N	Action by whom and by when?
<b>Event organiser</b>		Name:  Signature:  Position:			<b>Approval given by;</b>		Name:  Signature:  Position:  Date:	

**Risk guidance – rating matrix**

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

<b>Risk Rating</b>	The level of risk for an activity is obtained by matching the likelihood of an accident occurring against the severity of the outcome if that accident occurred (i.e. likelihood multiplied by severity).
	General Risk Rating
<b>Tolerable</b> (1 to 4)	No additional controls are required. Consideration may be given to a more cost- effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.
<b>Moderate</b> 5 to 9	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>Substantial</b> 10 to 15	The event should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
<b>Intolerable</b> 16 to 25	The event must not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

## **Appendix 3; Hall Events - risk management policy**

### **1. Background**

- i. Question of insurance coverage for hall events.
- ii. As per regulation XIX (please see Appendix A), each hall has a hall committee which is primarily composed of resident students of the hall who are elected to positions on the Hall Committee.
- iii. Each hall has a constitution which covers the membership of the hall, the committee, their roles and responsibilities and the democratic procedures by which the Committee will abide. The constitution should not contain any directions which contravene the University's rules, policies or regulations.
- iv. One of the roles of a hall committee is to arrange entertainment and various events for the members of the hall taking into account the policies / procedures of the hall constitution, University and Students Union. These are referred to as Hall Events.
- v. The aim is to have Hall Events which are safe for students to enjoy. To achieve this, all Hall Events must be appropriately risk assessed before taking place.
- vi. The governance and policies surrounding the assessments of Hall Events will be covered in this document.

### **2. Hall Events**

- i. A Hall Event is defined in regulation XIX 5.1 as "...a Hall event shall include any formal or informal gathering on or off-campus where attendance has been co-ordinated in advance by a member or members of the Hall Committee acting in that capacity".
- ii. For the purposes of this document and the University Management of Events policy, a Hall Event is defined as "any formal or informal gathering on or off-campus for all or defined student members of the Hall where attendance has been co-ordinated in advance by a member or members of the Hall Committee acting in that capacity".
- iii. For the avoidance of doubt a Hall Event will not include activities organised by the Loughborough Students Union (LSU) or Inter Mural Sport (IMS) activities. Such events will be organised in compliance with LSU or other SDC regulations.

### **3. Risk Management Principles**

- i. Hall Events must be properly assessed and approved before taking place. The assessments must take into account the various risks of the activity and the mitigating actions that are required.
- ii. Hall Committee members organising the event are responsible for completing the risk assessment and ensuring that all the mitigating actions identified are addressed.
- iii. Supervision of events on the day should be covered in the risk assessment and are the responsibility of the organising Hall Committee member (s) to ensure that they are in place.
- iv. Hall Wardens are responsible for review and approval of the risk assessments.
- v. Copies of the risk assessment are to be provided to the University Health & Safety Office for collation.
- vi. The Risk Assessment process will use the principles of proportionality and reasonableness and will be detailed in the University Management of Events Policy.

- vii. Only contractors meeting set criteria surrounding insurance, training, and accreditation should be used for Hall Events. These contractors will be detailed on the Hall Events Approved Contractors List. This list will be managed by the University Health & Safety Service and Campus Living.
- viii. Contractors should be given written notification in advance (when ordering / booking) of the levels / specification of service required.
- ix. University and LSU approved training on event management and undertaking / understanding risk assessments will be given to Hall Committee members, Hall Wardens and nominated Hall Sub-wardens.
- x. Hall constitutions and procedures must reflect the above.

Provided that the above actions are undertaken, the University will enable Hall Events to fall under the University cover. Therefore the insurance policy will indemnify the University for any legal liability in respect of Bodily Injury and Third Party Property Damage directly relating to a Hall Event.