

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. Approval of events**
- 7. Third Party Caterers – Events involving catering**
- 8. Safeguarding**
- 9. Definitions**
- 10. Further information and guidance**
- 11. Document management table**

Appendix 1 Outdoor events and activities Guidance &

Approval Form

Appendix 2 Event risk assessment template

Appendix 3; Hall Events risk management policy

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 risks arising from significant hazards related to the activity are identified, quantified and managed so as to control risks to an acceptable 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"*). Risk assessments must be accessible. 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 Organizer / Manager, Security Service etc.
- An Event Organizer / Manager is identified to control and manage all aspects of the event, including health and safety.
- Where the risk assessment requires it, an Event Organizer / Manager attends and monitors the whole of each event or is at least contactable during the event.
- Event Organizers / 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 Sub Warden(s), Hall Chair, Social Secretary, all or representatives from, the Hall Committee.
- Any approvals required from Departments or Support Services, e.g. Catering, Facilities Management, Security Service etc must be obtained in writing, and retained by the Event Organizer / Manager and kept accessible.
- Anyone directly involved in the delivery or management of an event will be fully briefed on health and safety procedures, safe systems and plans.
- Where appropriate, final approval, authorization or permission, for some events, must be sought and provided 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 scaffolding, inflatable play equipment, other temporary structures (e.g. marquees) etc, **must** attend the University, and local health and safety inductions, before they start work. *(Please contact FM helpdesk, 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.)*
- Any accidents or near misses at events must be reported to the University Health and Safety Service in line with University accident and near miss reporting policy using the SHE incident reporting portal; <https://sheasure.net/lboro/Portal/LBU/Index>

3. Scope of the policy

This policy applies to organized events which occur anywhere that is owned, rented by or are 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, e.g. Art installations, small barbecues for a few members of staff, Fireworks displays, Careers Fairs, Open days, Graduations, Hall Events organized by a member of the Hall Committee for the benefit of all or part of the Hall (See *Note**), School, Departmental or Service social gatherings organized by staff, Sports events organized by Sports Development Centre (SDC) e.g. LIA, events organized by the LSU, (AU, Rag Office or Student Societies, IMS etc), events organized by an external body which takes place on campus, e.g. The FA, English Rugby, the Youth Sport Trust, Charity Half Marathons, Future Cheer, Dance Competitions etc. The policy also encompasses activities associated with events such as the use of Small Unmanned Aircraft (SUA’s / Drones), Lasers and Pyrotechnics

**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 organized by the Loughborough Students Union (LSU) or Inter Mural Sport (IMS) activities. Such events will be organized in compliance with LSU or other SDC regulations).*
- *The Hall Events risk management policy (See **Appendix 3**) takes cognisance of the risk management principles approach as agreed with the University.*
- *This policy also applies to events organized by the University held off-campus and whilst certain elements of these events may be under the control of external organizations, the event as a whole will need to be properly risk assessed and managed by the event organizer.*

(If in doubt as to whether an event comes under the scope of this policy, contact the University Health and Safety Service (Tel: 222181 or email; hse@lboro.ac.uk)).

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, safety and welfare of their employees, and anyone else who may be affected by their activities, including non-employees, e.g. visitors, students etc.
- 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, organize, 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 other visitors.

- Construction (Design and Management) regulations 2015 (CDM) are about securing the health, safety and welfare of those carrying out construction work and protecting others who the work may affect, from harm. With this principle in mind, this guidance illustrates how CDM roles and duties can be applied to existing common management arrangements and processes. The following link is provided for the HSE's "CDM and the entertainments industry" webpages; <http://www.hse.gov.uk/entertainment/cdm-2015/index.htm>
- 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.
- The Air Navigation Order 2016 (as amended) places duties upon operators of SUA/Drones, in order that the health and safety of people is not endangered by their use. It sets out restrictions of the use of such devices placed upon the operator. These include the Civil Aviation Authorities registration and education scheme which came into force after 30 November 2019.

(Go the following links for further guidance;

1. <http://dronesafe.uk/> : Link to the Drone Assist" App, "Drone Aware" video and other resources
2. <https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>

5. Risk management of events: key 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 and Heads of Professional Services

- Where appropriate, give permission (in principle) for the event, approve the event safety plan and risk assessment and give final authorization, (or enable a delegated nominee to do so on their behalf), for events within their remit. The Dean and/or Director of Professional Service must have sight of the event safety plan and risk assessment.
- Identify and appoint the Event Organizer(s) / Manager(s).
- Ensure that the Event Organizer(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 Organizer(s) / Manager(s)

- Ensure events only happen once they have received the appropriate permission or approval.
- 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).
- Organize 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 risk assessments, safety plans and control measures and that health and safety training, any necessary notifications and briefings required take place before the event starts.
- 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, only approved Suppliers / Contractors must be used. (Please contact r University Health & Safety Service for further advice).
- 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 the Event Organizer / Manager and / or the University Health and Safety Service, before the event starts. (Records must be maintained in the Event safety file and made available on request).
- 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 Organizer / Manager is contactable throughout events.
- Any accidents or near misses at events must be reported to the University Health and Safety Service in line with University accident and near miss reporting policy using the SHE incident reporting portal; <https://sheasure.net/lboro/Portal/LBU/Index>.
- Carry out a post-event review / de-brief, in order to share lessons learned from the event and ensure relevant staff are aware of any matters arising.

University Health and Safety Manager and Deputy Manager

- Support all those with responsibilities and duties in connection with this policy.

- Offer advice and guidance, provide training and support to Event Organizers / Managers. e.g. scrutinize 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 and best practice across campus on health and safety issues raised by Event Organizers and Managers. Particularly those others involved in event management.

6. Approval of events

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

- where necessary the necessary approval, (**See Appendix 1: Outdoor Events and Activities – Guidance & Approval Form**), or any required permissions have been provided in writing to the relevant Event Organizer / Manager, and that;
- Risk assessments are suitable and sufficient, (**See template at Appendix 2**)
- Any necessary licenses 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. Third Party Caterers – Events involving catering

- On-site catering services will normally be provided by Refresh Delivered Catering, unless prior approval has been obtained to use an external 3rd party caterer. Only in exceptional circumstances and with a valid reason, should the use of a third party be considered. If any catering is required, contact Refresh Delivered Catering in the first instance on 01509 222666 or deliveredservice@lboro.ac.uk who will assist and offer any advice needed with regard to catering requirements.
- Those events which are organized by the Student Union and/or Hall Committees, where the budget is not linked to the University financially and are therefore of more reputational risk, Catering Services will issue food safety guidelines to event organizers for them to follow when operating within University premises and to provide support such as checking relevant food safety documents with 2 week's notice.
- Procurement of 3rd party caterers is not subject to adherence to an approved or preferred suppliers list. The University will not promote external companies above in-house services, whether that be Campus Services or Imago (CSI). The process should be:
 - Customer's contact and explain their catering requirements to CSI who then propose a solution.
 - If the proposed solution is unacceptable to the customer, then the customer needs to provide a detailed explanation as to why it is not. CSI should review the explanation and determine if the customer's objections cannot be overcome by CSI. The customer should be advised that they are at liberty to seek an external service provider but that the external service provider must comply with the University Food Policy document and also complete the Food Safety Questionnaire to the satisfaction of Campus Services.

- Once these conditions have been met and other statutory obligations fulfilled (e.g. registration with the local authority) then the LU member of staff should provide Purchase Order.
- If it is necessary, and after approval, to use a third party then the Food Safety Questionnaire for 3rd Party Caterers must be completed, this should be obtained from and returned to deliveredservice@lboro.ac.uk prior to any agreement being made with the supplier or any orders being placed.

The Catering Management Team reserve the right to inspect the premises of any third party. However, if unsatisfactory responses are given in the questionnaire or full documentation requested therein is not received, the third party will not be given permission to trade with the University. Please note that Campus Services Catering will engage preferred partners as per these guidelines in the event that we are unable to provide a specific service requirement.

8. Safeguarding

- A number of University facilities, most notably sporting facilities, are hired by external organizations for use in events involving children or vulnerable adults. In such cases the University has no control over, and assumes no liability for, the conduct of individuals from these organizations. However, the University wishes to ensure that safeguarding risks are mitigated as far as possible for such external events.
- In organizing any event the University and the external organization will comply with the University Events Safety Policy.
- All external organizations requesting the use of University facilities for activities involving children or vulnerable adults will be asked to sign a declaration confirming that they have obtained appropriate checks on their staff and volunteers before they are permitted to use University facilities. A copy of the declaration form can be found in Appendix 4 of the University Safeguarding policy. (<http://www.lboro.ac.uk/services/hr/conduct-capability/safeguarding/>).

The organization concerned will also be asked to confirm they have a Safeguarding Policy in place.

- If an organization that works with children or vulnerable adults does not have a Safeguarding Policy they will not be permitted to use University facilities.

9. 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 or all or specified staff, students or visitors where attendance has been co-ordinated in advance by an Event Organizer / Manager acting in that capacity.

10. Further information and guidance

- Health & Safety Executive (HSE) Events Safety website; <http://www.hse.gov.uk/event-safety/index.htm>

- Managing Health & Safety in Construction: L153 – (Construction Design Management Regs 2015)
- Managing crowds safely: A guide for organizers at events and venues: HSG 154. HSE publications ISBN 0 7176 1834 7
- Fairgrounds and amusement parks: Guidance on safe practice: HSG 175. HSE publications ISBN 0 7176 62494
- The Guide to Safety at Sports Grounds (Green Guide) <http://www.safetyatsportsgrounds.org.uk/publications/green-guide>
- The Event Safety Guide (Purple Guide): HSG 195. HSE publications ISBN 0 7176 24539
- Loughborough University SUA/Drone Code of practice at: [Events Safety Page](#)
- <http://dronesafe.uk/> : Link to the Drone Assist” App, “Drone Aware” video and other resources
- <https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones/>
- <https://dronesafe.uk/drone-code/>
- Sound advice: Control of noise at work in music and entertainment: HSG 260. HSE publications ISBN 0 7176 63071
- 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; <https://www.aeo.org.uk/welcome>
- British Inflatable Hirers Association: <http://www.biha.org.uk/>

11. Document management table

Version	Owner	Authored / Revised by	Summary of revision	Date of revision
v1	UH&SS	H Weaver	Original draft	April 2014
v2	"	"	2 nd draft	Oct 2014
v3		H McDermott	General clarifications and amendments to earlier drafts	Nov 2014
v4	"	H Weaver	Amended; Hall Event Safety Policy borne in mind and definitions added	May 2015
v5	"	"	Policy approved by UHSEC subject to minor amendments	10 May 2015
v6	"	"	Update links to Safeguarding & Child Protection policies. Updated event approval form	January 2017
v7	"	"	Updated in light of new Food Safety Policy and guidance on use of external caterers & Safeguarding Policy	May 2018
v8	"	"	To take account of amendments to the ANO 2016 introduced on 30 July 2018	2 August 2018
v9	"	"	To take account of amendments to the ANO 2016 introduced on 13 March 2019	April 2019
v10	"	"	New Outdoor Events and Activities Approval Form	August 2019
v11	"	"	SUA/Drone law update	November 2019

Appendix 1

Outdoor Events and Activities – Guidance & Approval Form

Completed forms should be sent to Claire Fletcher (c.e.fletcher@lboro.ac.uk - Events Team, Marketing & Advancement). Please familiarize yourself with the guidance notes below before submitting your form.

Hall of Residence Events: If you are a University student organising an event on behalf of your hall of residence, please remember that you need permission from your Hall Warden to run your event (please note your Warden will be sent a copy of your completed event request form once submitted). Students from The Holt, William Morris and Harry French Halls of Residence also need to obtain permission from your Unite Halls Hall manager.

Loughborough Students' Union Societies and Sections Events: If you are a University student organising an event on behalf of a Loughborough Students' Union section or society please contact them directly.

Guidance Notes

- **Risk Assessments**

When submitting your completed approval form, please also ensure you have attached the event risk assessment. Guidance on how to complete a risk assessment can be found [online](#) and additional support can be sought from the Health and Safety Team (hse@lboro.ac.uk / 01509 222181).

- **External Caterers Policy**

The University does not permit external caterers on site whereby there is a charge to customers. Where food is to be provided free of charge permission to use external caterers still needs to be sought from the University's inhouse Catering Team before any booking should be finalised. Please contact Debbie Price (D.A.Price@lboro.ac.uk) providing full details and copies of the caterer's documentation.

- **Alcohol**

The sale of alcohol at events on site is **STRICTLY prohibited** unless it has been booked through the University's Catering Team and is sold and distributed at the event by them. Please contact Debbie Price (D.A.Price@lboro.ac.uk) for details. If you are intending to allow guests attending your event to provide their own alcohol this must be declared below. Please note guests are not permitted to bring glass to events and the events organisers are responsible for clearing up any mess and debris at the end of the event and disposing of it in the appropriate facilities.

- **Marquees / Tents / Inflatables**

Wherever possible temporary event structures such as marquees, gazebos, inflatable equipment etc should be secured to the ground using weights. If this is not possible, and structures need to be staked to the ground with peg, a permit to dig must be issued by Facilities Management Health and Safety Co-Ordinator, Michael Commons. (Email; M.J.Commons@lboro.ac.uk or Tel; 01509 222117). Ideally, ground scanning should be carried out by the contractor as part of the contract of hire. **Staking structures into the ground without appropriate notice (more than 5 working days), prior permission and appropriate safety**

precautions in place is strictly prohibited. Doing so could result in death or loss of vital university services.

Event organisers should monitor weather conditions before and during the event and are advised that if wind speeds are predicted above 25 mph or gusts above 35mph that such equipment should not be erected or should be taken down.

- **Drones**

Please note that the use of drones and/or similar equipment is strictly controlled. Please contact Hugh Weaver on H.C.Weaver@lboro.ac.uk to ensure you have the correct permissions in place. The University's Drone Policy can be found [online](#).

- **University's Music and PA System Protocol**

Please be aware that specific protocols are in place regarding the use of music and or PA systems during events. Event organisers must ensure this protocol is upheld throughout the course of their event. The full protocol documentation can be found [online](#).

- **Vehicles and road closures**

Security should be notified if an event is expected to generate additional traffic to and from campus. In exceptional circumstances designated car parking areas can be established for events, however in most circumstances' guests should be advised that parking is limited, and they may have to park up and walk to the event depending on what is available.

Road closures are at the discretion of the Security management team and event organisers will have to provide marshals for the duration of the event at the start and end of the closures to assist with emergency vehicle access if required.

Please email Securitymanagers@lboro.ac.uk with details of your activity and to discuss parking and/or road closures.

- **External Notifications of events**

Depending on the nature of your event you may be required to notify residents near to campus that it is taking place. Examples of events that require external notification include large scale events where activity is happening outside of hours where noise could be reasonably expected, concerts & music events etc.

The University's Stakeholder Relations Manager, Alison Barlow, will be able to provide you with further guidance and advice on if you need to provide external notification (A.J.Barlow@lboro.ac.uk - 01509 228696)

- **Event Insurance**

Event organisers must ensure that they have appropriate insurance cover for their event. Please contact the University's Insurance Office by telephone on 01509 222026 or via email at insurance.support@lboro.ac.uk.

- **Waste and Recycling**

Event organisers are responsible for ensuring any waste produced by their event is cleared away and disposed of appropriately and that, wherever possible, recycling facilities are used. Extra bins and advice

on sustainability matters please contact Nik Hunt on 01509 228083 or N.O.Hunt@lboro.ac.uk.

- **Campus Facilities**

Services such as outdoor electricity, table/chair deliveries etc can all be provided by our Facilities Management Team. Requests can be made via email to fmhelp@lboro.ac.uk or via telephone on 01509 222121. **Please give the FM team as much notice as possible when booking in their services.**

OUTDOOR EVENTS AND ACTIVITIES APPROVAL FORM

Event Organiser(s) Details

Name(s):	
Department/Hall:	
Staff/Student ID Number:	
Job title / Committee position:	
Telephone:	
Email:	

Name of person ultimately responsible for event (if different from above):	
Position:	
Telephone:	
Email:	

Events Details

Event Name:	
Description of Event:	
Campus location:	
Date of Event:	
Event Timings:	
Number of persons attending (approx):	0-100 101-250 251-500 501-1000 1000+

Is the event (tick all that apply)	
Student only	
Students and the public	
Public only	
University staff/visitors	

Alumni	
Prospective students	

Food and Alcohol

Alcohol	
Will alcohol be present at the event?	Y/N
If yes, please provide details:	

Catering	
Will catering be provided at the event?	Y/N
If yes, please provide details;	

Music/PA/Sound

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

P.A and broadcast music protocol:	
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	

Marquees / Tents / Inflatables

Are any marquees, tents or other covered areas being erected?	Y/N
If yes, please provide details;	
Confirmation that Facilities Management have been consulted on any structures/equipment that requires staking into the ground and that organisers have arranged for the appropriate surveying to be undertaken prior to the event	Y/N

Drones

Are you intending to use drones or similar equipment during the event?	Y/N
If yes, please provide details;	
Confirmation that Health and Safety have been consulted and provided the relevant permissions to fly	Y/N

Waste and Recycling

Will the event produce any additional waste over and above what can be managed by the bins already provided on site?	Y/N
If yes, please provide details;	

Are the event organisers aware of the need to operate activities sustainably and limit the event impact on the environment by recycling and disposing of waste appropriately?	Y/N
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Are the event organisers aware that material should not be disposed of down drains and have made alternative arrangements to dispose of material appropriately	Y/N
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Vehicle access and car parking

Does this event require a road closure	Y/N
If yes, please provide details;	

Will the event involve vehicular access to Campus for set up or the event itself?	Y/N
If yes, please provide details;	

Event Approvals

To be completed by University staff responsible for approving outdoor events to take place.

Please note that where approval has been given subject to conditions it is the event organisers responsibility to ensure they are upheld throughout the duration of the event.

	Date	Conditions
Hall Warden (if applicable):		
Events Team:		
Security:		

Community Relations:			
Chief Operating Officer:			

Appendix 2: Event risk assessment template

Event name / title		Event organizer	Name (print): School / Dept./ Service: Tel: Email:
Date(s) and timings for event		Location / premises	
Description of event (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 acceptable level (See risk rating guidance matrix)	Risk rating after controls added = (LxS - See risk rating guidance)	Is the risk adequately controlled Y / N	Action by whom and by when?
Event organizer		Name: Signature: Position:			Approval given by;		Name: Signature: Position: Date:	

Risk rating matrix

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

Risk Rating	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
Acceptable (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.
Tolerable 5 to 9	Efforts should be made to reduce the risk, but the costs of prevention should be proportionate. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely severe 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.
Substantial 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.
Intolerable 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 must 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: <http://www.lboro.ac.uk/governance/regulations/19/current/>), 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 Event Safety 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 risk 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 organizing 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 organizing 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 Service for collation.
- vi. The risk assessment process will use the principles of proportionality and reasonableness and will be detailed in the University Event Safety 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, (other than those organized by the Loughborough Students Union (LSU) or part of Inter Mural Sport (IMS) activities), to fall under the University cover. Therefore, the insurance policy will indemnify the University for any legal liability in respect of Bodily Injury and 3rd Party Property Damage directly relating to a Hall Event.