

## **Health & Safety Guidance - Use of barbecues (excl. disposable foil type)**

### **Guidance for barbecues**

- The holding of any barbecue, organized by staff or Halls of residence, must be notified to the University Health and Safety Service (UH&SS). The form at Appendix 1 (*below*) can be used for this purpose). Any necessary permissions, such as permission from Grounds and Gardens (Facilities Management), to use a grassed area, must be obtained prior to the event commencing. (*Contact FM Helpdesk on 222121 or email; fmhelp@lboro.ac.uk*).
- Students in Halls must notify their Warden team of an event by completing the form at Appendix 1. This must be signed off by the Duty Sub Warden or Warden before the barbecue takes place and a copy sent to; hse@lboro.ac.uk., together with the event risk assessment.
- The barbecue should be sited in a purpose built area or sited as far as possible from buildings, parked vehicles, trees and shrubs. In any event, the separation distance must not be less than 2 metres.  
\*NB. For guidelines on using disposable barbecues please refer to “Health and safety guidance – Disposable foil type barbecues”.
- The use of barbecue lighting fluid should be avoided as far as possible and solid fire lighter’s used instead. If barbecue lighting fluid must be used, follow the manufacturer’s instructions closely. The lighting fluid must be strictly controlled and removed from the location immediately once it has been applied.
- No other flammable liquids must be used or stored in the vicinity of the lit barbecue.
- If Liquefied Petroleum Gas (LPG) is used as a fuel, only the cylinder in use should be kept on site. Spare cylinders must be kept in a secure well ventilated area well away from the site of the barbecue.
- No barbecue must be left unattended. When the event has finished please ensure that the ashes are completely cold before disposal.
- Event organizers must means of communication immediately accessible in order to contact Security and / or the Emergency services in the event of an emergency. If an ambulance is called to campus, Security must be informed that it is on its way. This mitigates any delay in the ambulance reaching the patient because Security can escort it directly to the patient’s location.
- Where an event risk assessment identifies that Fire Fighting Equipment must be provided, it can be obtained on temporary loan from the UH&SS. No charge will be made for this service providing that the equipment is returned intact and by the return date agreed on the form at Appendix 2.
- Officers from the UH&SS, Campus Living, Wardens and Sub Wardens, reserve the right to terminate any barbecue, at any time, where peoples safety is at risk or, noise from the event has become a significant nuisance.

## **Useful event guidance**

### **Third Party Caterers Policy**

#### **Catering for events**

The University's Procurement Regulations stipulate that on-site catering services must be provided by Refresh Delivered Catering, unless prior approval has been obtained. Only in exceptional circumstances and with a valid reason should a third party be considered. If any catering is required you must contact Refresh Delivered Catering in the first instance on 01509 222666 or [deliveredservice@lboro.ac.uk](mailto:deliveredservice@lboro.ac.uk) who will be happy to assist you and offer any advice needed with regard to your catering requirements. The University's Procurement Regulations stipulate that on-site catering services must be provided by Refresh Delivered Catering, unless prior approval has been gained from the Head of Procurement to procure from a third party supplier. Where procuring from a third party, a compliant procurement process agreement must be used or a competitive exercise undertaken based on the total estimated contract value, as outlined by the Regulations, or an exception/waiver gained, as provided for by the Regulations.

If it is still necessary, and after approval, to use a third party then the Food Safety Questionnaire for Third Party Caterers must be completed and returned to the Executive Assistant, Campus Services Catering ([a.c.elliott@lboro.ac.uk](mailto:a.c.elliott@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.

If there is a request outside the remit of university procurement regulations but involves the University from a reputational risk perspective, the catering team is happy to help and advice.

#### **Generic guidance**

For events where inflatable play equipment, marquee's, recorded music and / or live music is provided in conjunction with a barbecue, a written risk assessment must be provided. Copies of the risk assessment must be sent to the UH&SS and for events within Campus Living accommodation, to the Campus Living Health and Safety Co-Ordinator, (Tel; 228569).

A Permit To Dig (PTD) shall be obtained to cover all work where stakes or pegs, which extend to a depth of 150mm or more, are used to fix temporary structures. (Please contact FM Helpdesk: Tel; 222121 or email; [fmhelp@lboro.ac.uk](mailto:fmhelp@lboro.ac.uk)).

The organizer must be aware of the licensing rules in respect of Temporary Event Notices to be obtained in specific circumstances. (*Contact the University Alcohol Licensing officer; Tel; 228516 or email; [D.A.Price@lboro.ac.uk](mailto:D.A.Price@lboro.ac.uk).*)

Provision for First Aid, e.g. first aiders, first aid kits etc for use in an emergency, must be readily available. Event organizers must make themselves aware of the University's procedures for contacting the emergency services especially East Midlands Ambulance Service.

If entertainers are to be engaged, any significant hazards associated with the entertainment must be included on the risk assessment, e.g. fire eating, stilt walking.

The event organizers are responsible for supervising the event. This includes ensuring that the above precautions are followed, maintained and furthermore, that the attendees behave in a sensible manner. If necessary, an appropriate number of stewards must be provided.

Guidance on the safe installation and use of inflatable play equipment can be obtained from the Campus Living Health and Safety Co-Ordinator on 228569.

## Appendix 1: Notification form for events including Barbecues

(Complete and send to; hse@lboro.ac.uk)

Location:	Number of persons attending:	Date of event:
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Event description:

(Tick)

BBQ (I have read & will comply with the relevant guidance on Disposable and non-Disposable Barbecues)	
Live entertainment	
Recorded music / PA system	
Sport	
Dancing	
Amusement rides / fair rides	
Serving alcohol	
Any other hazard (describe): E.g. Other food catering, Inflatables	

### Risk assessment

A written risk assessment is required for events in all of the above categories unless the scale of the event is such that there are no foreseeable significant risks to participants or others

Do you require a risk assessment for the event?

Yes

No

If yes, please forward a copy to the University Health & Safety Service at; hse@lboro.ac.uk

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

Status \_\_\_\_\_

School / Hall / Department / Service \_\_\_\_\_

Staff / Student ID number \_\_\_\_\_

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### Information for organizers of barbecues

Your risk assessment should take fire and heat into consideration as a hazard. Fire Fighting Equipment (FFE) can be borrowed from the University Health and Safety Service (Tel: 222181 or email: [hse@lboro.ac.uk](mailto:hse@lboro.ac.uk)). Go to [www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse) and click on "Forms" to download an application form for the temporary loan of FFE and the relevant guidance; "Health and Safety Guidance – Disposable Foil Type Barbecues" and "Health and Safety Guidance – Use of Barbecues (Excl. Disposable Foil Type)".

## **Appendix 2: Application for temporary loan of fire fighting equipment**

(Complete and send to [R.Gunn@lboro.ac.uk](mailto:R.Gunn@lboro.ac.uk))

I require the temporary loan of the following types of extinguisher;

<b>Description / type;</b>	<b>Quantity;</b>
Water	
Dry powder	
Fire blanket	
<b>Name of person collecting equipment;</b>	
<b>Signature;</b>	
<b>Collection date;</b>	<b>Agreed return date;</b>

### **Conditions of loan:**

No charge will be made for the loan of fire extinguishers or for their replenishment, where they were genuinely used for the purpose intended.

Misuse, loss or damage will incur a charge for restoration, replenishment or replacement as appropriate.

Loan equipment must be returned by the first working day (e.g. loaned on Friday, returned by end of following Monday), after the barbecue / event.

### **Event organiser requesting equipment**

I understand and accept these conditions and have read the fire precautions document attached; "Health & Safety Guidance - Use of barbecues (excluding disposable foil type)".

**Signed;**

**Designation;** (Head of School / Department / Prof. Service / Hall Warden etc)

**Date;**