

Notification form for Events including Barbecues

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

	(Tick)
BBQ (I have read and will comply with; "Health and Safety Guidance – Disposable foil type barbecues").	
Live entertainment	
Recorded music	
Sport	
Dancing	
Amusement rides / fair rides / inflatable structures etc.	
Serving of alcohol	
Any other hazard (describe): e.g. Other food catering, inflatables, temporary structures?	

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 is no foreseeable risk to participants or others.

Do you require a risk assessment for this event? Yes No

If yes, please forward a copy of your risk assessment to the University Health & Safety Service;
(hse@lboro.ac.uk)

Name:	<input style="width: 95%;" type="text"/>	Signature:	<input style="width: 95%;" type="text"/>
Hall/School/ Dept:	<input style="width: 95%;" type="text"/>	Status:	<input style="width: 95%;" type="text"/>
Staff/Student ID number	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>

Information for organisers of BBQs

Your risk assessment should determine if a fire extinguisher is needed during the event. Fire Fighting Equipment (FFE) can be obtained on loan from the University Health & Safety Service. (Tel 222181 or email; hse@lboro.ac.uk). Go to www.lboro.ac.uk/admin/hse , click of "Forms" and download the application form for the temporary loan of FFE and the guidance note; "Health and Safety Guidance – Disposable foil type barbecues".