

Protocol for the use of external voice Public Address (PA) systems and broadcast music on campus

Introduction

- All University events held outside involving the use of voice PA systems or broadcast music must be organised with the potential community impact of such events taken into consideration. University approval is required for **all** events held outside employing the use of a voice PA system or broadcast music.

Copies of the relevant approval form are available from the University Health and Safety Events webpage. It is also appended to this document as Appendix 1: "OUTDOOR EVENTS AND ACTIVITIES APPROVAL FORM"

Policy

1. It is not permitted to broadcast *constant* music with a likely community impact before 9am or after 7.30pm for any event held outside. Constant music is defined as a block of more than 15 minutes within any 60 minute period
2. Statutory guidelines should be adhered to at all times. (Where levels are included in guidelines these should be regarded as a maximum and not minimum standard.)

Additional Guidelines

1. PA systems used outside should only be used where it is essential to the effective and safe running of the event (e.g. in making health and safety and emergency announcements, programme / running order information etc.)
2. The use of broadcast music outside at levels likely to disturb the community should be avoided at all times.
3. Permission will only be given in exceptional circumstances for any event proposed outside the guidance times above.
4. The position and number of speakers need to be carefully considered so that these provide for the needs of the event but minimise disruption or nuisance in off campus areas.
5. For all events held outside a noise level assessment (at the nearest off campus boundary) should be undertaken in advance of events by a member of University staff to assist with 3 above and to allow for adjustments where necessary. (N.B for further advice contact Security or Community Relations).
6. For any event held outside involving the use of voice PA or music consideration should be given to advance notifications for nearby residents. N.B For further advice contact Community Relations. (Email; A.J.Barlow@lboro.ac.uk, or Telephone; 228696)
7. Community Relations and Security must be advised about all events to be held outside involving the use of voice PA or broadcast music.

ANY EVENT ORGANISER, IF IN DOUBT ABOUT THE SCALE, NATURE OR POTENTIAL IMPACT OF AN EVENT, SHOULD CONTACT: ALISON BARLOW, COMMUNITY RELATIONS. Email: A.J.Barlow@lboro.ac.uk or telephone; 228696

Appendix 1: OUTDOOR EVENTS AND ACTIVITIES APPROVAL FORM

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

Is the event (tick which applies)	
Student only	
Students and the public (includes parents & other relatives)	
Public only	
University staff/visitors	
Alumni	
Prospective students	

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

What is the timing and duration of the event

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

Are any marquees, tents or other covered areas being erected?	
Do you have the necessary permissions / permits to dig from Facilities Management?	

Note: Contact the FM helpdesk on 222121 for further information

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

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

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

Note: please supply additional information to Security, Ext 222141 or email: Securityservicemanagers@lboro.ac.uk

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 (Contact Catering Services for advice regarding Third Party caterers)	

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	

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.	
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Have you considered whether a risk assessment is required for this event?	
Have you completed a risk assessment? Yes/No	

Note: For further information contact the University Health and Safety Service, Ext 222181

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 or Kiran Beri, Ext 228696	
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Contact Information	
Name of event organiser:	
Hall/Dept/Service:	
ID Number	
Position	
Telephone/Email	
Date of application:	
Name of person ultimately responsible for event (if different from above):	
Position:	
Telephone/Email	

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

Officer/Chief Operating Officer			
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