

## **Guidance for Students organising Events - Hall Event Risk Assessment & Contractors Inductions**

### **Risk Assessment training DVD for student led Hall Events**

There are many Hall Events organised by students. Hall Event Risk Assessments must be completed by the Event Organiser which should include generic risk assessment where available, supplemented by specific risk assessments of significant hazards for the Event specified. (e.g. manual handling. The risk assessment should be signed by the Event Organiser and where applicable, a permit to dig where inflatables, temporary structures etc are being secured by being staked to the ground. Outdoor event approval forms should be sent to the Events Officer - Student Recruitment; (Tel 228294 or email; [c.e.fletcher@lboro.ac.uk](mailto:c.e.fletcher@lboro.ac.uk)), Community Relations Officer; (Tel; 228696 or email; [A.J.Barlow@lboro.ac.uk](mailto:A.J.Barlow@lboro.ac.uk)), Security Services; (Tel; 222141 or email; [security@lboro.ac.uk](mailto:security@lboro.ac.uk)), and the University Health and Safety Service; (Tel; 222181 or email; [hse@lboro.ac.uk](mailto:hse@lboro.ac.uk))

To assist Hall Event organisers undertake risk assessments, a DVD has been developed.

[Hall Event Risk Assessment Video](#)

### **Event Contractors Induction DVD**

Health and safety and the well-being of everyone on campus is a responsibility we all share at Loughborough, from the Vice Chancellor down. We want Contractors to work safely while they are at Loughborough, in a way that is safe for them and anyone else who may be affected by their work.

Contractors are hired to do all sorts of different jobs in respect of Events at Loughborough. They include erecting scaffolding, temporary structures and inflatables, erecting staging and sound systems and providing food and drink. Contractors must work in a safe way and safety inductions are an essential element of health and safety management of Contractors at Loughborough. Contractors who work at Loughborough are required to register for, and attend one of the daily safety induction sessions at Facilities Management (FM) Building prior to coming to starting work. (Daily sessions start at 0830hrs). Contractors coming to site are issued with a swipe / ID card which must be worn at all times the contractor is on site and used to swipe in and out of the site if the work goes on longer than 1 day. (Register for induction using email; [fmhelp@lboro.ac.uk](mailto:fmhelp@lboro.ac.uk) or Tel; 01509 222121).

This document forms part of Loughborough University's health and safety policy  
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If, for some reason the Contractor cannot attend one of the daily induction sessions in FM building, we have created two DVD which Contractors must watch and declare to us that they have seen it. The induction DVD's (links below) are designed to inform Contractors of basic health and safety rules here at Loughborough.

The written declaration that the DVD's have been seen by all the workers coming to Loughborough, should be sent to; [hse@lboro.ac.uk](mailto:hse@lboro.ac.uk).

We have 10 Golden Rules that you must follow when you work here at Loughborough.

### [10 Golden Rules DVD](#)

Now you have seen our 10 Golden Rules, do you need to do anything differently?

Here's some more guidance showing good and bad practice.

### [Good Contractor v Bad Contractor DVD](#)

#### **Golden rules re-cap**

- 1** Understand your risk assessment and method statement for the work you are doing. Get a proper briefing from the event organiser and/or your supervisor  
Ask questions if you are unsure.
- 2** If you have attended the daily FM induction, and been issued with a swipe card, make sure you scan in and out, so you can be located in an emergency.  
Wear your pass at all times.
- 3** Only do jobs you are competent to do. Don't do "favours" for others.
- 4** Some jobs will have to have a permit issuing by the duly authorised person in FM, before, for instance, keys can be issued or stakes driven into the ground to secure an inflatable.
- 5** Get the right equipment for the job. It must fit you, be comfortable, do the job it is designed to do and be in good repair.
- 6** Protect our environment. Don't litter and please respect the Smoking policy ([Smoking Policy](#)) on campus. Nothing goes down surface drains except water.  
Report any spills to the Sustainability team

- 7** Be aware of people around you when you are working. Segregate your work area and work tidily. Keep to the speed limit on campus and park within marked bays and considerately if delivering.
- 8** Be aware of hidden services when driving stakes into the ground to secure a marquee or inflatable in place. Be aware that you must refer to the Asbestos register before working on the fabric of any building. If you have any suspicions that there may be Asbestos present, do not work on it and report it.
- 9** Report all accidents and near misses to 222181 or [hse@lboro.ac.uk](mailto:hse@lboro.ac.uk). Any defects to the infrastructure must be reported to 222141 or [FMhelpdesk@lboro.ac.uk](mailto:FMhelpdesk@lboro.ac.uk)
- 10** Emergency contacts;
  - FM Helpdesk (01509) 222121
  - Security: (Routine) (01509) 222141  
(Emergency) 0800 526966
  - Dial 999 if you need an ambulance straight away; then inform Security so the ambulance is directed to the correct location.
  - If the Police or Fire Service are required, contact Security and explain the incident – they will call the emergency services.

We monitor the safety performance of our contractors. Poor performing contractors will be excluded from the approved suppliers list.

If you have any questions about the above, please contact the University Health and Safety Service on 222181 or email; [hse@lboro.ac.uk](mailto:hse@lboro.ac.uk).