



UHSP-23: Event Safety Management



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1. Objective

To ensure the health and safety and wellbeing of students, staff and members of the public at all events organised by or for the University of Leicester.

2. Scope

This document applies to events internally and externally organised by or for the University. For the purpose of this document, they are categorised as follows:

- Type A events – Large-scale events that are organised by the University on the University premises, e.g. open days, family days and taster sessions
- Type B events – Events that are organised by the University outside the University premises, e.g. graduation ceremonies
- Type C events – Events that are organised by a third party on the University premises in which the University acts as a venue provider, e.g. conferences, sporting events
- Type D events – Small scale events organised by the University employees on the University premises, e.g. specialist working group meetings

3. Responsibilities

The Executive Board

- Provide appropriate support to ensure that these procedures are followed, including provision of adequate resources

Heads of Schools, Departments or Corporate Service Divisions (Heads):

- Ensures that their staff and students are aware of this policy and follow the procedures

Event organiser

- Assumes overall responsibility for coordinating the event
- Carries out risk assessment for the event where required
- Obtains approval for the risk assessment from relevant personnel
- Obtains approval for the event where applicable
- Obtain risk assessments from external providers where applicable

Conference and Events Team, Estates and Digital Service (EDS)

- Oversee bookings for outdoor space on the University campus and its conference facilities
- Coordinate catering required for such events
- Advise on the indoor event management

Health and Safety Services

- Advise on the safety management of events and risk assessment where required

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3. Procedure

3.1 Event Approval Process

Type A Events

When organising events on the University premises, consult relevant stakeholders, including Departmental Safety Officer (DSO), Building Safety Supervisors (BSS), the Conference and Events Team, and Security and obtain a written permission from the personnel in charge of the premises. All booking for outdoor space on campus, for instance Centenary Square, must be submitted to the Conference and Events Team, EDS. The booking form is available on the University EDS Conference and Events Team website.

Type B Events

For events outside the University premises, relevant stakeholders, such as land/premises owners, landlord and council, must be consulted and approval sought where appropriate. Insurance requirements must be confirmed, and a risk assessment is likely to be required.

Type C Events

In order to organise an event in one of the University conference facilities, booking can be made directly with the venue or through the Conference and Events Team. Where external contractors are involved, prior evaluation of their risk assessment and method statement (RAMS) and public liability insurance is required as a minimum. Further information on the use of contractors can be obtained from the Conference and Events Team.

Type D Events

Small-scale events with University personnel only that do not require catering, access control, layout alterations, or security attention may not require approval. It is however necessary to assess the impact, such as traffic increase, and inform relevant stakeholders, including area supervisors and BSSs.

Other events at residential locations

No major events that could cause public nuisance and neighbourhood disturbance must be organised at student residential areas. For barbeques at student residence, local rules stipulated in Residences Guides must be followed, in addition to the safety notice on display *in situ*.

3.2 Risk assessment

Risk assessment for events must be carried out where there are potential for significant risks.

Prior to application, risk assessment of the event must be completed by the event organiser and signed off by DSO, Heads or other nominated person. Advice is available from Health & Safety Services where required. Further information on risk assessment, refer to policy UHSP-03 Risk Assessment procedure. The University Fire Safety Manager must be consulted for certain activities using sources of heat and ignition, such as candles and bonfire.

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Equally for externally-organised events that take place on the University premises, a risk assessment must be obtained from the organiser and submitted as part of the approval process.

When undertaking an event risk assessment, following should be considered:

- First-aid
- Fire safety – e.g. fire prevention and means of escape, firefighting equipment, smoking restrictions
- Access control
- Occupant capacity
- Security
- Site access
- Nuisance – e.g. noise, odour
- Waste
- Electrical safety
- Communications
- Disabled visitors
- Insurance
- Food safety
- Contractors
- Temporary structure
- Emergency preparedness – communication, contingency plans

3.3 Incident and near-miss reporting

All incidents and near-misses involving staff, students or the public must be reported promptly to Health and Safety Services in accordance with policies UHSP-02a First-Aid and UHSP-2b Accident Reporting and Investigation procedure.

3.4 Accessibility

The event organiser must assess the needs of attendees/guests and ensure accessibility to all, including venue access, parking requirements, and evacuation routes. Further information can be obtained from Health and Safety Services or the Equality, Diversity and Inclusion Team.

4. Further information and guidance

- Managing crowds safely: A guide for organisers at events and venues: HSG 154. HSE publications ISBN 0 7176 18347
- The Event Safety Guide: HSG 195. HSE publications ISBN 0 7176 24539
- 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. IBSN 978 18511 28235

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5. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.1	Minor amendments: Estates and Campus Services (ECS) to Estates and Digital Services (EDS) throughout the document