

Events Safety Management

Overview

The University of Greenwich has a legal obligation to ensure that all events organised and managed by and on behalf of the University are organised and managed appropriately so that all hazards and risks involved with the event have been identified and assessed so far as is reasonably practicable. This guidance focuses on the health and safety aspects of events management and compliments the University's 'Code of Practice for the Booking and Conduct of Events Held on University Premises'.

Definition of an “event”

An event is any planned public or social occasion or can take any number of forms. Fundamentally, an event is something out of the ordinary. (Standard lectures, seminars and meetings are deemed to be within the normal business of the department.) A wide range of events may be held on University premises: revenue-earning or free; hire of University premises and catering services by an external Client for a meeting or conference; complex events offered by the University with internal and external Providers and participants; or use of parts of the premises for events organised by others, for example filming at the Greenwich Campus under arrangements made by the Greenwich Foundation.

Who has responsibilities?

Ultimately it is the responsibility of each stakeholder involved to ensure that appropriate hazard and risk control measures are in place and to ensure that all parties involved are aware of their individual responsibilities for the duration of the event.

Stakeholders may include: University of Greenwich, the Client and the Provider. Under this code of practice, the 'Client' can be defined as the person or group seeking to hold the event at the University (they may be external or a University Faculty/Office) and the 'Provider' is a person or group making inputs to the event on behalf of the University or the Client, for example an external supplier of equipment or installations, Campus Estates & Facilities Management contractors providing catering, or a Faculty/Office providing practical sessions in their own area.

Responsibilities to ensure the event causes no harm will be shared between the University, the Client, the Providers and the participants. The University, the Client and the Providers each have responsibility for the particular aspects over which they have direct management control. Participants are responsible for their own behaviour and adherence to any instructions they are given.

Each party must:

- Cooperate and consult with other parties to exchange information on the event and jointly make adequate arrangements to ensure that the event does not cause harm to themselves, or other parties who may be affected
- Ensure that their own premises, activities, personnel, equipment, materials and arrangements are safe
- Take reasonable steps to assure themselves that arrangements made by other parties are adequate. Depending on the complexity of the event and the risk involved this may be by simple assurances, direct discussions or written proof.
- Comply with reasonable requirements of other parties to ensure safety
- Monitor, review and if necessary, revise the information and arrangements if the proposed premises, activities, personnel, equipment and materials change significantly or if problems are experienced during the event.

Management of Health and Safety Regulations 1999 (MHSW) – requirement for risk assessments

MHSW places a legal duty on employers to ensure that all work-related activities and events are appropriately assessed and to do all that is “reasonably practicable” to control all identified hazards. The assessment must include all hazards that are reasonably foreseeable to occur within the activity.

Under the MHSW Regulations, all parties involved with an event must undertake a risk assessment. Therefore, the minimum requirement will be that both the University and the Client undertake a risk assessment for the event and the provider may also be required to undertake an assessment where necessary; the UoG risk assessment form should be used for all University managed and internal events, external clients and providers should provide a risk assessment on their own forms. The risk assessment should serve as a record of the agreed control measures required in order for the risks posed to be reduced to the lowest level possible and should be provided to all individuals involved with the activity.

Specific risk assessment training for events is available please check staff development hub.

Organising an Event

Information and arrangements in advance:

- Make sure that the Campus Facilities Management Office (FM) are informed as soon as possible about the planned event and are included in discussions as necessary. In particular, they will need to be consulted on any proposals using or affecting the integrity of the University’s premises (buildings, grounds, facilities and services, and especially any out-of-hours requirements for heating, lighting and security).
- Inform the University’s Insurance Manager as soon as possible, particularly for any unusual events.

- Make sure that any University Schools/Offices or neighbours who may be affected by the planned event are also informed as soon as possible and included in discussions.
- Make sure that the setting up and clearing away stages are also included in the arrangements, and not just the event days/times themselves.
- Ensure Clients are aware of the facilities and services available from the University, and any University requirements to minimise disruption and harm to event participants or to University personnel or premises (e.g. maximum occupancy, access restrictions, and equipment prohibitions) for the proposed campus/building/room.
- For simple events, standard information on facilities, services and requirements may be provided in pre-booking information such as campus maps and room booking lists and requirements/agreements confirmed in discussions. For complex events, hold site visits and joint meetings with the Client and the Providers to ensure all aspects can be considered thoroughly.
- Obtain clear information from the Clients on their planned activities, materials and equipment, the arrangements they propose to manage the event, and particularly how they propose to take account of any University requirements. This may be their risk assessment or method statement – which must be event/date/location-specific. Take reasonable steps to assure yourself that these arrangements are adequate. Depending on the complexity and risk of the event, this may be assurances from the Client and Provider for example that they will use competent contractors and that all their equipment will be safe and properly installed, or it may be by sight of training records and copies of test certificates.
- Agree with FM any parking requirements, particularly for deliveries and for disabled participants.
- Agree, with FM if necessary, where any materials and equipment are to be located and/or stored. Particular attention will be needed for any hazardous materials or equipment such as generators (and their fuel, cables and fumes) or lifting equipment and marquees that could collapse. Arrangements may also be needed for secure storage of valuable equipment and personal belongings.
- Agree room bookings, room layout (including registration areas if necessary), audio-visual and catering requirements in good time.
- When making room bookings, include plenty of time for the room(s) to be set up beforehand and cleared/reset afterwards. Ensure that the Campus FM, ILS and catering teams have plenty of notice of the event and requirements and are consulted on the time that they will need to do all the necessary work.
- If essential equipment is not available through the University, consider hiring from reputable Providers and recharging to the client. If Clients or Providers must bring equipment to the event, obtain confirmation from them that the equipment is safe. Ensure that any equipment installation and checking (e.g. electrical testing) – and who is to do this – is included in the arrangements.

- Ensure that information is sought on participants' special requirements e.g. disabilities, dietary restrictions. Consider the need to obtain next of kin or contact details for emergencies. This may be included in the event registration forms.
- Check the normal emergency (security, fire and first aid) arrangements for the area and discuss and agree with the Client if any amendments are required for the event.
- Ensure any special requirements are addressed if possible, eg access/egress, induction loop facilities, catering, assistance for disabilities (including assigned 'helpers' if necessary). Inform the client as soon as possible if arrangements cannot be made.
- Agree provision of University assistance, if any, to support the client during the event particularly for emergencies. Consider involving staff from other Schools/Offices or employing Student Ambassadors through the Job-shop to act as 'helpers' for particular areas or activities. They could wear a coloured t-shirt to identify them. Ideally all 'helpers' should already be familiar with the event area(s). 'Helpers' may be particularly important for children's events but bear in mind that [DBS](#) checks may be needed.
- Ensure sufficient Fire Wardens are appointed in line with the University's [Fire Safety Policy](#).
- Make arrangements for all event areas, including break-out rooms and toilets, to be searched if there is a fire alarm. Under general University arrangements the session leader would be responsible for taking their group to the Assembly Point and remaining in charge of them there. External Clients may need assistance with this, which should be agreed during planning.
- Ideally some of the Client's own event staff will be first aiders. If not, 'helpers' may be specifically arranged. The University's Security Officers are first aiders and can be called for assistance if necessary. This must be agreed during planning.
- Ensure Clients are made aware of any disease control measures that are in place at the university at the time of the event.
- Make sure Clients are aware of the University Accident Report Form to report any injuries/illnesses/near misses. Copies should be made available.
- Make arrangements for dealing with waste and spillages during the day (e.g. bins, paper towels or mops) and for waste removal at the end of the day. 'Helpers' could do this for their areas if arranged.
- Agree with the Client who is to provide information and briefings on local arrangements for the event personnel (Client and Provider staff, 'helpers' and participants). Consider providing a briefing sheet and/or a briefing session in advance for university, client and provider staff to ensure everyone knows their roles for both planned activities and emergencies. Content could include the format of the day(s), rooming and catering arrangements, location of toilets, fire alarm sound, location of fire exits and assembly points, and first aid arrangements. Also cover any special requirements or assistance identified for individuals. Provide relevant

University contact details for problems with premises, room bookings, room layout, audio-visual and catering arrangements.

- Participants' information covering emergency arrangements could be included in registration packs or placed on seats in the rooms. It should also be covered briefly during an introductory session on the first day and 'helpers' introduced to assist with arrangements.
- Ensure that names and contact details are available on the Client and Provider staff that will be present during setting up, the event and the clear up. Provide relevant details to University groups who may need them, e.g. Campus Security.

Student Organised Events

Where events are organised by students as a requirement of their studies then the safety process detailed above must be followed at all times. It is the responsibility of the faculty and the department to ensure that students are aware of their responsibilities when organising events and of the requirement to ensure that risk assessments and method statements are prepared and shared with all relevant stakeholders. The students must ensure that all relevant stakeholders e.g., Estates and FM, Safety Unit are advised of the proposed event in a reasonable timeframe and that all required documentation is provided when requested.

A completed example risk assessment for an event can be found on the University Health & Safety pages – students should refer to this when completing their own. If the students are not sure of their responsibilities, then clarification should be sought from the Faculty/Department or from the University Estates & FM department and the Health & Safety Unit.

Further Guidance

Example risk assessments can be found on the University Portal health and safety pages Further guidance on events management can be found on HSE web pages Guidance to Events; <http://www.hse.gov.uk/event-safety/>