**Policy Number: SP/PO/063/1**



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 **EVENTS’ SAFETY POLICY**

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| Lead Author |  Claire Baxter |
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Comments or queries relating to the contents of this document should be referred to:

The Head of University Safety, University Safety Service, e-mail: safety@qub.ac.uk

Developed by Eventus, Culture and Arts, Student Plus

February 2020.

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1. Policy

1.1 Rationale

An event is a function or activity which has the potential to have an impact on students, staff, the general public or normal university operations in relation to food safety, health and safety, licencing, car parking, security, University grounds/premises or the University’s reputation.

This policy and associated guidance sets out the University’s general arrangements regarding the management of safety at Events. It exists to assist University staff and students who are planning an event by providing guidance on safety arrangements, event notification and licensing, and communication with other University departments. It is intended primarily, but not exclusively, for events on campus.

1.2 Policy Statement and Objectives

The University is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of all staff, students and visitors during events hosted by the University.

The University recognises and accepts its responsibility in accordance with all relevant health and safety statutory requirements.

It is committed to providing a safe and healthy environment for all staff and others who may be affected by activities being undertaken by the University.

The objectives of this policy and associated procedures are to provide guidance regarding the management of Events by the University.

1.3 Policy Scope

Throughout the year, the University hosts a complex range of Events, organised by different departments and attended by staff, students and the general public. Examples include, but are not limited to:

* Graduation Ceremonies and events relating to Graduation such as School receptions
* Open Days and Careers Fairs
* Christmas and Summer balls
* Publicly attended talks and lectures
* Social and charity events
* Theatre productions
* Events where alcohol is served
* Events that involve the erection of temporary structures, such as marquees
* Music productions
* BBQs
* Events which require a Temporary Event Notice from the local council

Events that do not fall under the remit of this policy include normal University teaching (lectures, tutorials, seminars, etc.), departmental and business meetings and small private functions that do not impact on other building occupiers or University assets and which are restricted to low risk activities.

1.4 Policy Responsibilities

1.4.1 Management

Heads of School/Directors are responsible for ensuring that satisfactory arrangements are in place within the School/Directorate/Institute to ensure that events are properly planned and managed to ensure the health and safety of all involved.

Each School/Directorate/Institute should nominate staff to undertake the role of Local Events Coordinator in order to fulfil the requirements of this policy.

1.4.2 Event Organiser

 The Event Organiser has overall responsibility for the Event and should be a current member of University staff (refer to Section 2.1).

Where the Event Organiser is a student, they must be supported by a Local Events Coordinator from their School/Directorate/Institute.

Where the Event is being coordinated by a ratified Club or Society of the University, they should be directed to the Students’ Union at the point at which their room booking is confirmed. The Clubs and Societies Coordinator will liaise with the Club/Society Committee to offer event management guidance and support as appropriate.

Where the Event is being coordinated by an external organisation, they should be directed to Eventus, Culture and Arts who will manage the booking in accordance with the Terms & Conditions Governing Use of University Premises and thePolicy for Health and Safety at Events (External Hire).

1.4.3 Event Safety Coordinator

 The Event Safety Coordinator has responsibility for the health, safety (including fire safety) and welfare of the Event. The Event Safety Coordinator should be a current member of University staff and can be the Event Organiser.

For events organised by students, the Event Safety Coordinator should be supported by a Local Events Coordinator from their School/Faculty/Institute.

Where the Event is being coordinated by a ratified Club or Society of the University, the Students’ Union will support the Club/Society Committee in preparing an Event Risk Assessment, and in liaising with appropriate Health and Safety support staff (e.g. Security, Portering, Estates Manager for Fire Safety).

1.4.4 Event attendees

Event attendees must undertake to follow any instructions or procedures provided including any health and safety arrangements put in place to minimise the risk of injury or ill health.

1.5 Consultation

The University Health & Safety Compliance Committee and Health and Safety Consultative Committee have been consulted in the drafting of this policy.

1.6 Implementation and Monitoring

Heads of School and Directors shall periodically monitor compliance with the provisions of this policy to ensure the requirements of this Policy are being implemented, within their School/Directorate/Institute.

The School/Directorate/Institute arrangements will be monitored by the University Safety Service through internal audit, assessment and review of incidents to provide assurance that the University is compliant with this policy.

1.7 Approval and Review

This Policy and supporting guidance has been approved by the Health and Safety Management Group and will be reviewed on a four-year basis, or as required due to changes in legislation or University requirements.

1.8 Equality and Diversity

The Policy has been drawn up and reviewed in light of Section 75 of the Northern Ireland Act (1998) which requires the University to have due regard to the need to promote equality of opportunity. It has been screened to identify adverse impact on the nine equality categories and will be subject to ongoing screening.

1.9 Communication and Further Information

This Policy and Procedure is available via the Policy Library section of the University Safety Service web site, [www.qub.ac.uk/safety](http://www.qub.ac.uk/safety). To aid compliance with this policy and assist management in developing local arrangements, supporting management guidance is provided on the [Events at Queen’s](http://www.qub.ac.uk/events-at-queens) website.

Further information on this Policy is available from the Head of University Safety, University Safety Service.

1.10 References

 Health and Safety at Work (Northern Ireland) Order 1978, Article 4 (1);

Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (SR2000/388), Regulation 3 (1);

Health and Safety Executive, Event Safety.

1.11 Document Change Log

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| --- | --- | --- |
| Date | Change | Page or Section Number |
| August 2019 | First Draft. | All pages |
|   |  |   |

1. Responsibilities and Requirements for the Management of Events
	1. Duties of an Event Organiser

The Event Organiser has overall control and responsibility for the smooth running of the event. For larger events, individual key personnel should be allocated specific responsibilities by the Event Organiser.

For all events the Event Organiser must:

* Obtain the permission of the Head of School/Department at the inception stage to hold the event
* Familiarise themselves with the premises and relevant safety arrangements
* Appoint an Event Safety Coordinator (which could be the organiser themselves)
* Liaise with their School/Directorate/Institute Local Events Coordinator and other relevant University personnel before the event to ensure that all health, safety and fire safety requirements are specified and agreed
* Ensure that an adequate risk assessment has been prepared including a risk management plan for larger events and that it is communicated to the relevant staff and where appropriate contractors
* Follow any local conditions set by the Head of School/Department
* Attend to any relevant licensing requirements (see Section 2.3.6)
* Address any specific issues e.g. the presence of children at the Event, first aid arrangements, etc.
* Be contactable at all times, continuously present and sober throughout the event
* Be prepared and able to cancel the event at any time leading up to or during the event if the agreed safety and fire safety aspects are not implemented, maintained or used properly
* Carry out post event evaluation, reporting any defects in the venue to Estates
	1. Duties of an Event Safety Coordinator

The Event Safety Coordinator has responsibility for the health, safety and welfare of the Event. They should liaise with the Event Organiser, other University staff and outside organisations e.g. PSNI, as appropriate.

For all events the Event Safety Coordinator must:

* Prepare a risk assessment (see Section 3.2)
* Prepare a risk management plan (for larger events)
* Liaise with the Event Organiser before the event to ensure that all health, safety and fire safety requirements are specified and agreed
* Ensure that the capacity of the venue, as specified on the Belfast City Council Entertainments Licence, is not exceeded
* Ensure that fire exits remain unobstructed at all times and familiarise themselves with the evacuation procedures for the building
* Ensure a Safety Announcement is made at the beginning of the event, to include details about fire alarms, muster points, nearest exits, location of toilets, etc.
* Ensure that arrangements are made to confirm the safety of equipment brought onto the premises for the event e.g. music systems, bouncy castles, marquees
* Ensure there is suitable provision for the emergency evacuation of people with disabilities and appropriate warnings in place for the use of strobe lighting effects/flash photography
* Carry out safety checks before the event and complete a safety check list for the venue, based on risks identified in the risk assessment
* Be contactable at all times, continuously present and sober throughout the event
* Be prepared to instruct the Event Organiser to cancel the event for serious breaches of health, safety, fire safety requirements or other unsafe conditions e.g. bad weather at any time leading up to or during the event
* Ensure that the premises are tidied up and de-rigs take place after the event in a safe and timely manner.
	1. University Assistance
		1. Eventus, Culture and Arts

The Events and Conferencing Manager provides a free consultancy service coupled with a twice yearly training course for internal Event Organisers. This is to ensure a high standard of event delivery which is consistent across the University. A range of downloadable resources, including Risk Assessment templates, are available from the [Events at Queen’s](https://www.qub.ac.uk/home/events-at-queens/queens-staff-information/) website.

* + 1. Stewards

At certain events, it may be necessary for Stewards to be in attendance. The number of Stewards required will depend on the nature of the event and the size of the audience, and should be established in the risk assessment. The main responsibility of Event Stewards is crowd management and they should be located at key points, including entrances, fire exits and stairs. The Stewards are also there to monitor safety during the event and assist the police and other emergency services if necessary. The Portering and Security teams can provide a limited number of Stewards on request, at a chargeable cost. All Stewards will receive a briefing prior to the event on their duties which includes the emergency procedures/arrangements.

* + 1. Gardening and Maintenance

Where required, the Gardening and Maintenance teams can provide advice on the location of events and on requirements for work which must be undertaken by University staff e.g. appropriate sites/arrangements for marquees, connection to University electricity supply, etc.

* + 1. Security

Security can offer back-up support for some events and will advise if an external security company needs to be engaged. Where external security is engaged, the person making the booking is responsible for ensuring that they meet all legislative requirements in accordance with the Private Security Industry Act 2001.

* + 1. University Safety Service

The University Safety Service (USS) can provide health and safety advice with regard to event management, including high risk activities to the event organiser or coordinator. In the first instance, this should be discussed with your Local Events Coordinator. USS will review the Event Management Plan for larger events including the risk assessment and risk control arrangements. Where appropriate staff from the USS will inspect the event location.

Relevant University policies are available via the Policy Library section of the University Safety Service web site, [www.qub.ac.uk/safety](http://www.qub.ac.uk/safety).

* + 1. Campus Food and Drink

All food and drink at events must be supplied by Queen’s Campus Food and Drink or one of the University’s 3rd Party Catering Operators. It is not permitted to bring in food or drink from an external source or home baked goods unless agreed with the Food and Beverages Manager. Food provided by staff must meet Food Safety Regulations including allergy advice. Food served must be consumed at the specified time in order to comply with catering regulations.

The University holds a number of Liquor and Entertainment licenses for rooms and areas across the Campus.  The Event Organiser must ensure at all times that relevant Northern Ireland legislation is followed.  The Head of Campus Food and Drink can provide advice to Event Organisers if required.

Where concession units are brought onto the event site these will be managed by the Head of Campus Food and Drink.

* + 1. Environmental Management

The Environmental Management team can provide advice on waste management, energy, travel, pollution prevention, environmental risks and other sustainability considerations to ensure activities remain compliant with the University’s Sustainability Policies.

* + 1. Charities Committee

The Queen's Charities Committee administers charitable fundraising requests from students, staff and external sources, and ensures that University guidelines and procedures are upheld. Anyone wishing to hold a fundraising event on campus should download the [Fundraising Request Form](https://www.qub.ac.uk/public-engagement/CharitiesCommittee/) in advance of publicizing the event and return it to the Committee Secretary, who will submit it for the consideration of the Committee. In-house coffee mornings are excepted.

* 1. External Contractors

Where appropriate, Event Organisers must use contracted suppliers for the provision of services and equipment (e.g. AV services, marquee hire, etc.). The University will, through its procurement procedures, ensure that contracted suppliers meet relevant Health and Safety standards and have appropriate public liability insurance in place. Details of current contracts can be found on the [Procurement](https://www.qub.ac.uk/directorates/FinanceDirectorate/Staff/DirectorateServices/Procurement/Contracts/) website.

All external contractors must compile separate risk assessments for their work, including a method statement for the erection and dismantling of any temporary structures.

1. Planning and Managing Events
	1. Planning for an Event

Event planning meetings will be held by the Event Organiser prior to the event. The meeting(s) should be attended by the relevant staff and where appropriate representatives from external contractors. The meetings are to consider the requirements of the various parties and ensure that the event is conducted in a safe and efficient manner.

A general outline of the event should be drafted and recorded. This will entail identification of the:

* scale, type and scope of the event
* type and size of audience
* location
* duration of the event
* time of day and year the event will be held
* health, safety and welfare arrangements
* parking arrangements
* access requirements

These factors will help in to the determination of what resources and facilities will be required and enable the translation of this information into an appropriate safety plan. A sample Event Outline and Management Plan is provided at Appendix 1.

* 1. Risk Assessment

All events must have a suitable risk assessment which should include emergency arrangements for reasonably foreseeable risks. The arrangements should be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. You should include contingencies to deal with incidents and situations as varied as contractors cancelling at short notice, severe weather, or the unavailability of key staff in your team.

It will also be necessary to consider the response to more serious emergencies, including major incidents that will require help from the emergency services and implementation of their emergency plans.

Appropriate management systems should be put in place for each phase of the event to make sure health and safety risks are controlled. While the numbers onsite during the ‘public’ period will be significantly greater, the need for safety management during build up, load-in, breakdown and load-out is just as important as this is likely to be when the highest-risk work activities are carried out.

For information to help with the event risk assessment, see Appendix 2. A sample risk assessment is provided at Appendix 4.

* 1. Communication

All staff involved in the Event, including contractors, should be provided with relevant information on any risks to their health and safety identified by the risk assessment. This should be done as part of a general induction and/or briefings about individual work activities or tasks. Relevant health and safety information can also be provided to the attendees, e.g. in the form of signage.

Throughout the event, effective communication must be maintained between the Event Safety Coordinator and stewards. Two-way radio contact is advised, particularly for large events. Communication is also required with the University Security to inform them of any significant incidents (extension 5099 for non-emergencies, extn 2222 for emergencies). Mobile phones may be used, but it should be remembered that they may not operate effectively at all times.

Arrangements for public address emergency announcements should be considered and put in place where appropriate.

* 1. Sound and Noise

Due consideration must be given to noise levels at events and should be controlled in order not to cause annoyance to those working nearby or occupants living close to the place and to minimise the risk of hearing damage to the audience, performers and staff. Where appropriate, a noise risk assessment must be carried out and appropriate measures put in place to control any risk. Contact the USS for advice. Event Security

The following general aspects of Event security may need to be considered depending on the type of event:

* Parking and traffic issues
* Crowd control
* Exclusion of unwanted visitors (gate-crashers i.e. people without an invitation/ticket)
* Offensive weapons
* Drugs and illegal substances
* Security of cash and monies
* Dealing with drunken or potentially violent people

Large events may attract the attention of specialist Police units. For detailed security advice, the University’s Head of Security should be contacted.

Where external security firms are employed to provide experienced stewards, the remit of the firm should extend to cover any difficult situations that may develop both immediately outside - as well as inside - the event.

* 1. Children and Vulnerable Adults

The University has arrangements in place to safeguard children and vulnerable adults when on campus and additional measures may need to be considered to ensure their appropriate and proportional protection during attendance at Events. Event Organisers should refer to the [Safeguarding Children and Vulnerable Adults Policy](http://www.qub.ac.uk/directorates/HumanResources/legal-services-and-employee-relations/) or contact the Legal Services Unit for any assistance implementing the policy.

* 1. Temporary Structures

The siting and erection of any temporary structures, e.g. additional staging, sets, etc., must be approved prior to build by Estates / University Safety Services. All temporary structures will be erected by competent contractors in accordance with their own plans, risk assessments and method statements

In regard to marquees and other temporary structures such as bouncy castles which can be vulnerable to high wind events, the contractor will include within the risk assessment the actions to be taken should the wind speed reach certain levels.

Test certification of flammability ratings of the covering material used on marquees shall be provided by the specialist contractor and be available for inspection.

Any additional electrical equipment must be installed by a suitably qualified electrician and have a current appliance test certificate or test label where appropriate. A University electrician must be on site for the initial connection to the electricity supply. Cables can provide trip hazards and should not be placed across passageways, entrances or exits. Where this is not possible, they should be firmly secured and covered with suitable matting. Any large electrical power requirement must be notified to the Estates Department at the event planning stage to ensure the power requirements can be met. The Estates Manager (Fire Safety) must approve the use of any portable electrical generation equipment. Portable generating equipment must be used outside of University buildings and any temporary enclosures.

* 1. Fire Safety

If an event is planned and there are going to be alterations to standard University fire safety precautions e.g. the blocking of a fire exit, or changes to evacuation routes or room configurations, the Estates Manager (Fire Safety) must be contacted during the planning stage and must approve any arrangements.

The Event Organiser must familiarise themselves with the evacuation procedures for the building, displayed in each venue. Every reasonable effort must be taken to prevent fire occurring, to provide warning, and to provide a safe means of escape should a fire occur. Event organisers must have sufficient people on duty to be able to manage an evacuation if necessary. These people must be briefed on the evacuation procedures and their role.

All University buildings are non-smoking. Smoking should be strictly prohibited on stage and all areas associated with the stage where the event occurs within a building. The advice of the Estates Manager (Fire Safety) should be sought to ensure that the creation of artificial smoke does not set off the fire alarm

The Event Safety Coordinator has specific responsibility to ensure that the following are adhered to:

* Exits are available and unlocked
* Means of escape are clear and free from obstruction
* Fire door self-closers operate properly and fire doors are not wedged open
* Firefighting equipment is available and readily accessible
* Signage is maintained and illuminated
* Staff are adequately trained in fire prevention and evacuation procedures;
* The agreed numbers of people attending the event is adhered to
* Clear spaces are maintained around heaters of all types

HSE Guidance on Emergency Procedures is included as Appendix 3.

* 1. Fireworks and Pyrotechnics

Use of fireworks and pyrotechnics such as gerbs must only be carried out by fully certified and professional firework display operators and where required licencing for the use of fireworks / pyrotechnics must be sought. A site specific risk assessment including protection of people/premises and emergency procedures must be completed by the display operator prior to the event and reviewed by QUB Estates Directorate before acceptance of the proposed display.

Naked flames, such as sparklers or candles, must not be used by event organisers inside any University Premises.

External Chinese Lanterns are not permitted for use at any University Premises, due to the fire risks they present as they float in an uncontrolled nature.

* 1. First Aid and Accident Reporting

The level of First Aid provision at an event will depend on the numbers attending, the profile of the audience and the type of event. This should be detailed in the risk assessment for the event.

The majority of the Queen’s Stewards are trained in first aid but for larger events, the Event Safety Coordinator should ensure there is First Aid provision from a recognised provider. A number of voluntary organisations will provide cover for a fee.

If an accident occurs during an event, the Event Safety Coordinator should take full details at the time of the incident, including the name and address of the injured person, the nature of the accident and where the accident occurred. Details of the incident should be recorded on the University's Incident Recording Information System (IRIS) and assigned to the relevant Incident Investigator for further processing as required.

* 1. Housekeeping

All parts of the premises and associated areas must be kept in a clean and tidy condition. Spillages must be cleared up promptly to avoid slips as well as to maintain the premises in a clean condition. The premises and equipment should be left in clean condition after the event - if additional cleaning services are required, they must be logged with Estates Helpdesk through Planon and the service will be chargeable. Litter and waste must also be cleared at the end of the event.

* 1. Monitoring and Review

Periodically, the Event Organiser should check their agreed methods for controlling risks and test them to make sure they are working and being followed. The Event Risk Assessment should set out the frequency of checks, who is responsible for them, and the methods they use.

For small-scale events, a simple checklist is sufficient. For larger events, a number of people may share the monitoring role. Whoever has the role should be familiar with the Risk Assessment findings and control measures, and be able to identify new hazards and assess risks as they arise.

Appendix 1

**Sample Event Outline & Management Plan**

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| Event : Parents Evening  |
| School / Directorate | School of Enterprise |
| Event Coordinator | Name |
| Location | Whitla Hall,  |
| Date | Thursday 21st February 2019  |
| Time | 7pm to 9.30pm |
| Event Description | An evening where prospective students for the Faculty of AHSS attend with their parents and get to meet with current students and employers and hear from academics |
| Running Order | 7pm – Welcome in Whitla Hall7.15 – 9.15 Stands in the Whitla Hall |
| Expected Attendance | 800 people (prospective students and family members) |
| Hosts / Guides / Student Helpers | 31 UG Helpers and 3 PG Helpers |
| Staff | 2 x members of the Recruitment Hub TeamAcademic Staff – Approximately 18 to give lectures and assist at standsCareers Staff and Admissions Staff – Approximately 4 at two stands |
| Staff / Helper Safety Briefing | 6.30 pm before event |
| First Aid Arrangements | 1 x medics from Ambutran1x First Aider  |
| Fire Safety | Panel check – PorterExits check - CoordinatorFire Announcement – CoordinatorStewarding - Guides |
| Security Notified | Yes  |
| Portering | 2 porters booked |
| Housekeeping Inspection* Fire Exits / Access / Egress
* Stands location/stability
* Cables
* Other trip hazards
* Electrical
 | Venue inspection – CoordinatorEntertainment Licensed Event – Log Book to be completed |
| Electrical | Contractor supplied PAT certificationsIn-house equipment in-date |
| Food Safety | Food from Campus Food & DrinkAllergies notified |
| Alcohol | Alcohol supplied by Campus Food & DrinkNot a licensed event |
| Temporary Structures | Stands supplied by Potato Bred |

Appendix 2

**Risk Assessment Factors**

Fire

Consider the risk of fire and appropriate fire safety arrangements required.

* What numbers are expected?
* Is the venue adequate? (All venues will have a maximum capacity)
* Are evacuation wardens (stewards, hosts or guides) required?
* Are there any particular significant fire risks created by the event e.g. fireworks, gas cooking, fire walking, lighting rigs etc.

Participants and Crowd Handling

Consider the people attending the event.

* Are they staff or members of the public?
* Are they adults, young people, children or the elderly?
* What are the arrangements for people with disabilities, medical conditions or food allergies?
* What numbers are expected? For large crowds, safety before, during and after the event should be taken into consideration.
* Will stewards, hosts or guides be required?
* Will school groups be expected to provide supervision?

First Aid Arrangements

All events need arrangements for first aid. This may be reliance on staff first aiders, including Security out of hours. For large events, dedicated first aid assistance is recommended e.g. St John’s Ambulance, Ambutran, etc. Include the procedure for summoning first aid and the location of the first aid kit and defibrillator in your arrangements. Consider any significant health and safety risks associated with the event e.g. fireworks, physical activity, heat stress, etc.

Environmental Factors

Consider environmental factors and their consequences.

* Slippery conditions from rain, ice or snow (including water being carried into a venue).
* Effects of wind (temporary structures such as, marquees, gazeboes, inflatable structures, etc. are vulnerable to weather conditions).

Food Hygiene

Appropriate precautions should be taken to avoid the risk of food poisoning and inform attendees of particular allergens present in the food.

Entertainment Licensing

Some venues and activities are subject to the requirements of an Entertainments License. Venues include the Whitla Hall, Great Hall, Elwood Hall and Students’ Union. A log book must be completed for entertainment and other events in these areas. Contact Campus, Food and Drink for further information.

Alcohol Licensing

The sale of alcohol (or supply at a paid event) is subject to Alcohol Licensing laws. Contact Campus Food and Drink for further information.

Other Licensing

Other events may require licensing or notification to the local council or police service. These may include fireworks displays, use of pyrotechnics, drones or Unmanned Aerial Vehicles (UAVs), road closures or parades. Contact the Security Manager for further information.

Electrical Safety

All equipment used in an event must be electrically safe and should have a valid portable appliance test label. This should also apply to any contractor’s equipment brought to the venue.

Temporary Structures

Various temporary structures may be erected as part of the event including stalls, display stands, tent and marquees etc. All structures must be stable and be inspected before the event. Temporary structures must not block fire exits. Advice should be sought from the Estates Fire Safety Team.

Housekeeping

There must be safe access and egress at events at all times. This will include avoiding the blocking of fire exits, cables across access routes, etc. During the build for a large event, careful management may be required to coordinate various contractors and internal service providers on site at any one time.

Other Hazards

Beware of possible heat stress from large numbers of people in a poorly ventilated room. Special effects such as strobe lighting or fog machines may present a risk to attendees. Where applicable attendees should be made aware that flashing/strobe lighting effects will be used at some point during the event. Noise should be at reasonable levels. Noise levels to staff and temporary workers are regulated under the Noise at Work Regulations. Where necessary noise levels should be confirmed using portable sound pressure measurement instruments.

Appendix 3

**HSE Guidance on Emergency Arrangements**

**Emergency procedures**

Procedures for staff and volunteers to follow in an emergency should include:

* raising the alarm and informing the public
* onsite emergency response, i.e. use of fire extinguishers
* summoning the emergency services and continuing to liaise with them
* crowd management, including evacuation, where necessary
* evacuation of people with disabilities
* traffic management, including emergency vehicles
* incident control
* providing first aid and medical assistance

**Have clear emergency roles and responsibilities**

You should appoint people to implement your procedures if there is an incident or emergency. Make sure that all relevant staff members, whatever their normal role, understand what they should do in an emergency, for example:

* the location of exits
* how to use emergency equipment
* how to raise the alarm
* who they should receive instructions from

**Evacuation**

Emergencies can develop very rapidly. Make sure you are equipped to move the audience to a total or relative place of safety without delay. The following actions will help.

**Escape routes and exits**

Plan escape routes and make sure they remain available and unobstructed. Make sure all doors and gates leading to final exits, as well as site exits themselves, are available for immediate use at all times. Check that they:

* are unlocked - if security is an issue they should be staffed not locked
* are free from obstructions
* open outwards in the direction of escape

**Signs and lighting to help evacuations**

* Consider signs for people unfamiliar with escape routes
* Light all escape routes sufficiently for people to use them safely in an emergency
* If using floodlighting, lighting towers etc. as temporary lighting make sure it does not shine in people’s faces along the escape route, making it more difficult for them. As an alternative, ‘festoon lighting’ along an escape route prevents glare

**Places of safety**

* Plan how you will evacuate people to a place of relative safety from where they can make their way to a place of total safety

**Vulnerable people**

* Plan to provide additional assistance to people with a disability, people with learning difficulties, those with limited mobility and children
* Where children are separated from their parents, in play areas etc., make arrangements for their safe evacuation clear so parents don’t try to reach them against the normal direction of escape

**Communicating with the public**

* Plan for how you will communicate official event messages to the public in conjunction with the emergency services, e.g. via social media

**Show stop**

Effective response to an emergency can sometimes mean a rapid and controlled halt to an event to prevent further risk to the attendees or to initiate an evacuation. This sort of ‘show stop’ involves:

* identifying the key people involved, particularly those who can:
	+ initiate a show-stop procedure
	+ communicate with the performer or participants
	+ communicate with the audience
* deciding how these key people will initiate a show-stop procedure
	+ having pre-agreed wording for public announcements (consider your lines of communication, eg radios, PA systems)
	+ briefing the management of performers or participants in advance about the show-stop procedure

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| **Event Risk Assessment Summary Form** |
| Reference: AHSS - EVENT | Date: 15/11/2018 | Event Organiser: Student Recruitment Hub – Faculty of AHSS  |
| Event: Year 13 Parent’s Evening  |
| **Hazard** | **Hazardous Situation and Consequences** (if none identified enter N.A.) | **Existing Safeguards** | **Impact****Category**(1,2,3,4) | LikelihoodLevel(1,2,3,4) | **Risk (VH,H,M,L)** | **Actions** | **Actions****Complete.****Initials** | **Risk After Actions** |
| Fire | Outbreak of fire,Smoke from fire | Fire alarm, automatic detection, Fire doors, exitsFire evacuation planUni staff on dutyFire briefingsExtinguishersFire safety checksList of attendees and staff working at the event retained by Student Recruitment Hub Staff in attendanceAttendees requested to advise of disability issues during application process. | 4 | 1 | L | At start of the event, the event officer will point out the fire safety exits and inform attendees of procedure to evacuate.Staff will be nominated to assist any attendee with mobility impairments in evacuating the building.QUB security to be notified of the event to assist with any parking or access arrangements. | H&S announcement made at start of event. | L |
| Slips, Trips, Falls | Fall on stairs within Uni buildingsSlip on liquid spillages Spill of tea/coffee/refreshments | Low intensity lighting Well maintained stairs and floor surfacesHandrailsAll spills in venues cleaned up immediately as part of the day to day health and safety requirements. Refreshments will only be served in the designated areas. No refreshments permitted in lecture theatres. | 3 | 1 | L | Visual inspection of venues prior to use. Monitoring of venues during the eventSpills will be cleaned up immediately by staff employed at venues. |  | L |
| First Aid | Ranging from minor 1st Aid treatment to medical emergency | Organising staff made aware of QUB emergency number 2222.Attendees asked to notify organisers of relevant medical concerns/disability issues, such as students with epilepsy/mobility restrictions.City Hospital A&E adjacent for medical emergency. | 2 | 1 | L | Attendees will be instructed at the opening of the event if they feel unwell to notify a member of staff. |  | L |
| Electricity | Electric shock from defective electrical equipment in venues. | Equipment (Computers/data projectors etc) in centrally bookable rooms regularly serviced and checked by Information Services.Equipment maintained and tested as per university requirements.Minimal use of electrical equipment e.g. presentations.  | 3 | 1 | L | Visual check of equipment prior to use (identification of defects in plugs, cables). Defects reported immediately. |  | L |
| Food allergy | Attendees are asked at start of event to inform the Event Organiser of any other food allergies not disclosed prior to the event.  | Hospitality Services to be advised of any special dietary requirements of attendees. | 4 | 2 | M | Event organiser to discuss allergy issues with any specific attendees to ensure appropriate controls are in place to protect their health.Event staff to be advised of allergy or dietary issues of attendees.  |  | L |
| Form Completed By: | All Actions Complete (sign) |