

# Open Space Events at UEA

## Guidelines



E-mail: [OpenSpace.Events@uea.ac.uk](mailto:OpenSpace.Events@uea.ac.uk)

**Please keep these guidelines for your reference**

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## 1.0 Introduction

This guide has been designed to provide helpful and useful information to anybody wishing to arrange any event or activity to take place in an open space (i.e. outdoors) on the University Campus or other University property.

N.B. For ease of reference, the phrase 'event' will be used throughout this document to represent any event or activity.

The guide gives general advice that should be used when arranging any type of event, however, it must be remembered that events can be extremely diverse and therefore this guidance cannot be considered exhaustive.

If you are arranging a large event, please contact us on [OpenSpace.Events@uea.ac.uk](mailto:OpenSpace.Events@uea.ac.uk) to discuss initially before making any arrangements or submitting an application. Please allow at least 6 weeks, and longer where possible.

## 2.0 Applying for UEA Permission

It is important that permission is applied for from the UEA Events Permissions Group. The Group consists of representatives of the University who are looking at **health and safety**, **reputation** of the University and **impact** on the day to day running of the University and those studying and working on campus. The application for permission may also be forwarded to other interested parties across the University for their comment before approval is considered.

Applications should be made as far in advance of your event where possible, and within the deadline periods shown below. Applications received with less than this timeframe may not be considered. This period is required to allow additional information or documentation to be obtained where necessary.

Basic stall/stands promoting a society or event	1 week
Events such as flashmobs, dance displays, performances, large BBQ etc.	3 weeks
Large/Major events, such as fairs, large participant events, large marquees, ticket events, fireworks displays etc.	6 weeks

If you are unsure which category your event falls into, please email [OpenSpace.Events@uea.ac.uk](mailto:OpenSpace.Events@uea.ac.uk) for clarification.

All Club/Society and Peer Support Group events must be signed off by SU Student Activities **before** they are submitted to the UEA Events Permission group for approval.

Applications must include all the required risk assessments and any other supporting documentation such as public liability insurance, risk assessments and method statements (RAMS) and any other documents as necessary, e.g. Event Management Plan (EMP). If it is felt that risks have not been adequately covered, your application may not be considered by the Group.

The UEA Events Permission Group will consider your application and you will be contacted regarding the outcome as soon as possible thereafter. Once approval has been granted, an email with details of the full event permission, listing any terms and conditions specific to the event which must be adhered to, will be email to you as formal confirmation that your event can proceed. Your event must not take place until a copy of this document has been received.

If you are refused permission, the Events Advisor will be happy to work with you to try and resolve any concerns or issues, where possible. Otherwise, the decision of the Event Permissions Group is final.

Please be aware that UEA Security are empowered to shut any event down without consultation with the event organisers if: –

- Permission is refused and your event goes ahead
- Your event breaches the terms and conditions stipulated in your approval document
- Your event breaches appropriate noise levels
- There are any concerns towards health & safety at your event
- There are any other concerns at your event

## **3.0 Pre-Planning**

All successful events will have considered and hold detailed pre-planning for the following:

### **3.1 Documentation**

You should keep a record of all documentation in relation to the event, including e-mails and notes of meetings and discussions.

It is important that documents such as these form an integral part of the event plan thereby providing a comprehensive audit trail of the planning process.

### **3.2 Timescale**

Set out the proposed timescale and give yourself as much time as possible to organise the event. Some specialist advice may be required, and special permission could take time.

### **3.3 Event planning document**

This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

### **3.4 Identify roles and responsibilities**

Identify specific responsibilities for all those involved; depending on the size of the event you may decide to establish a planning group. One person should be identified

as the Event Manager and you should have a named Health and Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

## **4.0 Completing the Event Permission Form**

### **4.1 Contact Details**

#### **4.1.1 Event Manager**

The Event Manager is the person in charge of the event and is responsible for overseeing the event during both planning stages and on the day.

#### **4.1.2 Health and Safety Officer**

The H&S Officer is the person responsible for overseeing the health and safety of the event both during planning stages and on the day. This person will be responsible for all queries about safety procedures in the event of an emergency.

The Event Manager and the Health and Safety Officer may be the same person.

### **4.2 Event Details**

#### **4.2.1 Purpose of Event**

This should include full details of the event including any planned activities and items of equipment being used, along with a timetable of events if appropriate. For larger events you should prepare an Event Management Plan (EMP) to accompany your application. Specific facilities may be required to make your event accessible. Decide on the type of activities to be held. Will there be any specific hazards, hot food/drinks, alcohol or high-risk sports?

#### **4.2.2 Location of event**

Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the Campus community. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, uneven ground, crowded places, noise implications etc.

#### **4.2.3 Event date**

Consider the time of year, including the consequences of extreme hot/cold/wet weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event and other activities on Campus such as examination periods, planned open days, other confirmed events etc. External areas are booked on a first-come first-served basis so you may wish to consider a secondary alternative date during your planning phase.

#### **4.2.4 Event start & end times**

Consider the most suitable times to start and end your event based on the day / date / time of year. Events scheduled later in the year may need to conclude earlier to



ensure daylight. Also factor in a period for set-up and set down, ensuring adequate time to retain the venue to the condition on arrival.

#### **4.2.5 Type of event**

Identify who the event is for and what the aims of the event will be.

- Charity Event – an event raising money for a registered charity by a Student, Student Club or Society. See Section 11. You will be required to supply the registered charity number and letter of authorisation from the charity commission confirming they are aware and approve of your charity event on their behalf. Refer to Section 10 and Appendix C for the Charity Collections Policy
- Fund Raising Event – an event raising money for a non-registered Student Society or Club.
- Commercial Event – an event leading to sale of goods or services for profit. This must be an independent student or through a Student Society or Club.
- Community Event – An event where the local community are invited or are welcome to view or participate. Special permission will be required for such events on campus.
- Faith Orientated Event – does your event celebrate a date in your faith calendar? Consider whether there are any specific activities or requirements associated with this event.

***All faith gatherings and faith celebrations including social gatherings must be notified on the Events Permission Form.***

The University will make all reasonable efforts to ensure that its activities cultivate an atmosphere of mutual respect, tolerance and understanding between different religious beliefs.

#### **4.2.6 Number of people**

This may be difficult to estimate in an open space but be realistic as to your estimated audience and clear on your participant numbers. This is important in managing your risks.

#### **4.2.7 Invited or External Speakers**

The Government's guidance states that we must have systems in place for assessing and mitigating risks around external speakers and events on campus, while maintaining the existing duty to promote freedom of speech. It is therefore important that all invited and external speakers visiting campus as part of your event are notified through the portal form to allow each visitor to be logged and checked.

#### **4.2.8 Sale of tickets**

Are you planning to sell tickets to your event? If so, are they at a reasonable rate. Do you have a pre-purchase price and an 'on-the-door' price? If the event is cancelled,

you need to consider and publish what your refund policy is and how this will be managed.

#### **4.2.9 Noise**

Not all areas of Campus are suitable for PA/sound systems or musical events and there are restrictions on when and where sound can be used outside. Please pay consideration towards residential and teaching areas. This may depend on any other University activities or events e.g., examinations.

Some music is subject to Performing Rights Licensing – see Section 4.6.1.

#### **4.2.10 Weather contingency**

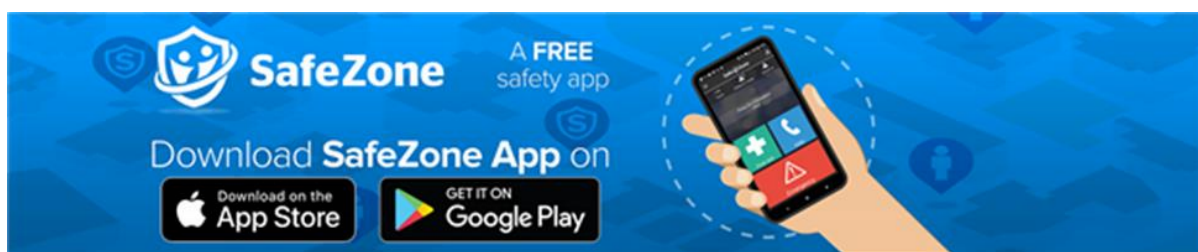
The British weather is variable and good weather cannot be guaranteed - what is your contingency for wet weather, high winds, extreme heat etc.? Have you factored these into your risk assessment and considered alternative inside locations or whether those involved have adequate clothing (sun hats) and equipment (electrical equipment versus rain).

### **4.3 Facilities & Equipment**

#### **4.3.1 First Aid**

Where appropriate, it is your responsibility to arrange for adequate first aid provision and medical cover. If additional first aid cover is not required, it is still important you are aware of how and where to locate the nearest first aid support. It is also a request that your event manager, Health and Safety reps and Stewards all have the SafeZone app on their phones. Use of this app triages a request to security ensuring your event participants can receive attention quickly if required.

#### **4.3.2 Stewards**



Stewards, where used, must be fully briefed and easily identifiable (i.e. wearing hi-visibility jacket or vest) on all aspects of the event. It is important that stewards can be easily identified by your guests and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

Depending upon the nature of the event, specific security arrangements may be necessary. The UEA's Security Team will respond only to emergencies in relation to the event. The Events Advisor can provide guidance regarding any additional security requirements.

#### **4.3.3 Fireworks/Pyrotechnics**

For Firework Displays it is important that you use only appropriate experienced and licensed contractors.

There is a guide for safety of firework displays for organisers and operators published by the HSE, ISBN 0 7176 6196 2.

Full Risk Assessments and Method Statements (RAMS) and Event Management Plan (EMP) will be required.

Please note – Chinese Lanterns are not permitted under any circumstances.

#### **4.3.4 Fairground Equipment**

For fairgrounds and amusement attractions it is important that you use only appropriate experienced and licensed contractors.

There is a Guidance on Safe Practice for Fairgrounds and Amusement Parks published by the HSE, ISBN 978 0 7176 6249 4.

Full Risk Assessments and Method Statements (RAMS) and Event Management Plan (EMP) will be required.

#### **4.3.5 Inflatables**

For any inflatables, it is important that you use only appropriate experienced and licensed contractors. Inflatables are only permitted under exceptional circumstances and must be discussed with the Open Space Events team.

If an inflatable e.g., bouncy castle, is used at your event you must follow the HSE guidelines – [www.pipa.org.uk](http://www.pipa.org.uk). You will also be required to ensure the public liability insurance being used specifically covers use of inflatables.

Full Risk Assessments and Method Statements (RAMS) and Event Management Plan (EMP) will be required.

#### 4.3.6 Substances harmful to people and the environment

Any substances which are harmful to health or the local environment, i.e., chemicals, chalks, flammables, dusts, vapours, gases etc. must be identified in your application form and supported by MSDS and COSHH forms.

#### 4.3.7 Chalk Policy

Please refer to Appendix A if you are using chalk at your event, to ensure you are familiar with all stipulation regarding the full Chalk Policy. Consult with Open Space Events for guidance on pre-tested chalks that are safe to use

#### 4.3.8 Utilities (Electricity, Gas & Water supply)

Where electricity, gas or water is to be used, detailed information must be provided so that arrangements can be made to ensure the facilities are safe. This should also include details regarding any fuel supplies for portable generators etc. Gas should never be used in enclosed spaces and all gas cylinders must be secured with a chain. Further information can be obtained from the Events Advisor.

#### 4.3.9 Other equipment

If you will be using other equipment, you must identify this within the application Form and also consider the use within your risk assessment, for example - gazebos/marquees, as you may be required to complete a marquee fire risk assessment form; fancy dress costumes, as you will need to factor in things such as dehydration, restricted movement and visibility. This ensures you have factored in any additional safety measures.

#### 4.3.10 Specialist equipment

**MSDS – Material Safety Data Sheet.** If you are using a chemical or substance containing potentially hazardous materials, you must obtain a copy of the MSDS for this item and submit with your application. These are usually available online or directly from the supplier.

**COSHH – Control of Substances Hazardous to Health.** This form must also be completed if using a chemical or substance containing potentially hazardous materials, and submitted with your application. You can use your MSDS to assist you in completing this form.

Will the activities require the use of any specialist equipment? If so, does this equipment pose any specific hazards? Will a particular activity need crowd control barriers etc.? Some equipment will require certificates of erection by a competent person and safety inspection certificates. Also consider access to site to install and derig.

#### **4.3.11 External Companies/Contractors –**

If you are contracting (whether free or through cost) an external company to undertake a service for you whilst on campus, this must be detailed on your application form. Ask contractors to send to you a copy of their safety policy, public liability insurance and risk assessments, and satisfy yourself (also check with your Health & Safety Officer) that all documents are satisfactory, and the contractor will perform the task safely. The Event Permissions Group will also need to see copies of these documents.

Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

This may require an application through PERMIT, your Campus Services Events Advisor will explain this if required

#### **4.3.12 Parking/Vehicular Access**

UEA Campus has limited car parking facilities for use by staff, students and visitors and has an environmental policy and a travel plan that seeks to limit the use of motor vehicles and encourage alternative forms of transport, particularly cycles and public transport.

All those participating, spectating, and organising the event, who do bring a vehicle to campus, must park in the main car park of the University. There will be a charge made for parking as indicated on signage in the car park.

Any vehicles carrying equipment etc. for the event itself must be given clearance as part of the request to the Events Permission Group to drop off or park near the designated site, as appropriate.

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only request vehicular access at specific times and not during the event itself.

Enquiries for parking should be made via the UEA Travel and Transport Department by email [transport@uea.ac.uk](mailto:transport@uea.ac.uk)

#### **4.3.13 Litter bins/Clear up**

Arrangements will be required for waste disposal and rubbish clearance both during and after the event.

The UEA can supply you with a maximum of 15 rubbish bins for the event, if required. Bins should be requested as part of your application to the Events Permission Group. It is then your responsibility to ensure that all rubbish is bagged and tied and left with the rubbish bins for the UEA's grounds team to collect.

If the event organiser fails to do this then the University reserves the right to carry out

the works in default and charge the event organiser the cost incurred.

Enquiries for extra litter provisions should be made via the UEA Estates Help Desk by email [jobdone@uea.ac.uk](mailto:jobdone@uea.ac.uk)

#### **4.4 Licences and Insurance**

UEA holds an account with PPL PRS for a music licence that covers background music. Any additional music will incur fees and the Events Advisor must be notified.

##### **4.4.1 Live or Recorded Music**

You may be required to submit details of any live or recorded music used at your event for submission to the Performing Rights Society. Campus Services holds a Performing Rights License covering the external areas of campus.

The use of any LIVE or RECORDED music will need to be notified to the Events Advisor for submission on the Performing Rights Licence. Programmes, playlists or set lists must be received for all live music events, except when personal material is being performed.

A comprehensive list of all music equipment being used at the event should be included on your application form, this should include decks, amps, acoustic, iPod, instruments etc.

##### **4.4.2 Public Liability Insurance**

1. Events forming part of the University's business may be covered by the University's insurance (please contact [insurance@uea.ac.uk](mailto:insurance@uea.ac.uk) for more information)
2. If you are a Student Union funded Club or Society, the Student Union's public liability insurance will cover your event - you must ensure that the Student Union has approved your event before it is sent to the Events Permission Group, to ensure it is covered by the Student Union insurance.
3. Any external companies/contractors hosting or working at the event must have adequate Public Liability insurance. Signed confirmation of insurance on insurer's/broker's letter headed paper should be provided before the start of the event. This should be checked to ensure it operates on the date of the event and an indemnity limit of no less than £5m any one claim applies. Please note the expiry date should be adequate to cover any accidents that may occur after the event also e.g. a stake from a marquee is left in the ground and a member of the public trips over it and injures themselves.
4. . If you are hiring equipment for your event, please check the terms and conditions to assess who is responsible for damage of the equipment during the hire and including installation. The supplier should also hold Public Liability insurance as required in 3 above. If you need assistance with this, please speak to [insurance@uea.ac.uk](mailto:insurance@uea.ac.uk) in respect of equipment for UEA events.

5. . If the event does not form part of the University's business, Student Union business or is not hosted by a third party then specific event insurance can be purchased. Alternatively, insurance may not be required based on a robust assessment of the risk e.g. the risk is negligible.

#### **4.4.3 Premises Licence / Licenceable Act**

If you feel your event may require an Alcohol or Entertainment licence, please speak to the Events Advisor. This would apply to alcohol sales or late-night refreshments served after 23.00. It is essential that you do not apply for any licences until your event has been approved by the UEA Event Permissions Group, but you must leave adequate time in which to apply for a licence once permission has been granted..

### **4.5 Catering**

The approval for catering at any event will be granted at the University's discretion.

The Campus Kitchen is the UEA's nominated food supplier on campus - no external catering service/company is permitted to provide food on campus unless the UEA's nominated supplier cannot provide catering for your event, or by agreement, for any reason.

If they are not able to provide catering for your event, you may be permitted to bring in an outside caterer. In this instance, please provide the catering company name and catering details. Copies of the caterer's public liability and risk assessments will need to be submitted.

Your caterer will also be required to provide the following documentation:

- A copy of their local Environmental Health (home authority) registration documentation.
- A copy of the latest EHO Inspection Report.
- Full HACCP plan for your event

If you are providing your own food, please note that a valid externally accredited Level 2 Food Hygiene Certificate as a minimum must be held by that person and copy (ies) supplied with the application.

For further information please email; [openspace.events@uea.ac.uk](mailto:openspace.events@uea.ac.uk)

### **4.6 Additional Documentation**

#### **4.6.1 Site plan**

If applicable, draw out a site plan identifying the position of all the intended attractions and facilities. Where appropriate plan out and designate the entrance and exit points, circulation routes, vehicular access and emergency evacuation routes.

For events such as a cycle or running event, it is important to show the planned route, along with any steward/marshal locations, on a site plan.

## 5.0 Completing your Risk Assessment Form

### 5.1 Risk assessments

Please remember that organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event as well as to the public and participants attending. This should be ensured by carrying out a detailed risk assessment, in which all hazards associated with the event should be identified, the level of risk assessed, and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards, and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance and an example form are provided in these guidelines – see Section 5.7. Completed forms should be submitted to the Events Advisor with your application and retained by the organiser or trader, for future reference.

### 5.2 Guidance notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments.

### 5.3 Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment.

A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be considered:

Potential Hazard	Potential Examples
Any slipping, tripping or falling hazards	<ul style="list-style-type: none"><li>- Rabbit holes</li><li>- Steps</li><li>- Dropped leaflets</li><li>- Electric cabling</li><li>- Wet surfaces</li></ul>
Hazards relating to fire risk or fire evacuation procedures	<ul style="list-style-type: none"><li>- Flammable equipment</li><li>- Smoking nearby</li><li>- Leaving clear exit routes</li><li>- Enclosed gazebos or marquees</li></ul>



Any chemicals or other substances hazardous to health	<ul style="list-style-type: none"> <li>- Any irritant to the skin</li> <li>- Eye contact</li> <li>- Ingestion</li> </ul>
Moving parts of machinery	<ul style="list-style-type: none"> <li>- Trapping hair, fingers, hand</li> <li>- How is it powered?</li> <li>- Equipment safety checked?</li> </ul>
Water/No swimming in Broad	<ul style="list-style-type: none"> <li>- Swimming, paddling, or falling in The Broad</li> <li>- Games or activities such as apple bobbing</li> </ul>
Any vehicles on site	<ul style="list-style-type: none"> <li>- Vehicles versus pedestrians</li> <li>- Vehicles in pedestrianized areas</li> </ul>
Electrical safety e.g. use of any portable electrical appliances	<ul style="list-style-type: none"> <li>- Fire risk</li> <li>- PAT tested/certificated?</li> <li>- Loose cables/trip hazards</li> </ul>
Manual handling activities	<ul style="list-style-type: none"> <li>- Injury from inappropriate lifting</li> <li>- Injury from inappropriate movement of a large item</li> <li>- Large item toppling from a trolley etc.</li> </ul>
Falls e.g. from ladders, structures or trailers	<ul style="list-style-type: none"> <li>- Injury from height – can cause death</li> <li>- Equipment safety/checked</li> </ul>
High noise levels	<ul style="list-style-type: none"> <li>- Hearing impairment</li> <li>- Disruption to others</li> </ul>
Horseplay	<ul style="list-style-type: none"> <li>- Alcohol consumption</li> <li>- Fighting/disagreements</li> <li>- Misuse of equipment</li> </ul>

This list is by no means exhaustive, and care should be taken to identify any other hazards associated with the activities at the event.

#### **5.4 Identifying those at risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be considered:

- Stewards/marshals
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors, and performers
- Members of the public
- UEA staff or students

#### **5.5 Areas to consider**

The following are examples of areas to consider:

- Type of event
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision of first aid
- Fire Risks
- Security Risks
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

## 5.6 Assessing the risk

**The extent of the risk arising from the hazards identified must be evaluated and existing control measures considered.**

The risk is the likelihood of the harm arising from the hazard and the resulting consequence. The likelihood and consequence are allocated a risk rating number between 1-5 (where 1 is low and 5 is high), which when multiplied together gives a rating for the level of risk. This formula should be used for all risks identified for your event.

Likelihood	Consequence	Risk Rating Score
<b>5 – Almost Certain</b> Typically experienced to be expected to occur	<b>5 - Catastrophic</b>	<b>Score 1-5: Low</b> No further action, but ensure controls are maintained
<b>4 – Likely</b> Typically experienced at least once every six months	<b>4 - Major</b>	<b>Score 6-10: Medium</b> Consider if risks can be lowered to adequate or acceptable, costs of additional measures should be taken account of. Implement risk reduction measures in defined time period. Need to ensure controls are maintained.
<b>3 – Possible</b> Typically experienced once every five years	<b>3 - Moderate</b>	
<b>2 – Unlikely</b> Typically experienced once during the working lifetime	<b>2 - Minor</b>	<b>Score 12-15: High</b> Substantial efforts needed to reduce risk. Implement risk reduction measures urgently in a defined time period – apply interim control measures or stop activity until complete. May involve considerable resources. Need to ensure controls are maintained.
<b>1 – Rare</b> Less than 1% chance of being experienced during the working lifetime	<b>1 - Insignificant</b>	<b>Score 16-25: Critical</b> Risks are unacceptable. Works must stop until risk reduction is below very high. If not possible work must be prohibited.
<b>Likelihood x Consequence = Risk Rating Score</b>		

You should list the existing controls and assess whether any further controls are required. You should be realistic about the hazards – a lower score does not mean your event is more likely to be approved. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable

### 5.7 Further action necessary to control the risk

Classify risks from acceptable to unacceptable as described below. Examples of risks falling into these categories are as follows:

<b>Critical</b>	An unsupervised bouncy castle being used by students, especially after drinking alcohol
<b>Medium</b>	A circus juggling display in a roped off arena
<b>Low</b>	A mime artist performing amongst the crowd

For each risk, consider whether it can be eliminated completely.

If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard
- Preventing access to the hazard e.g., by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Find a substitute for that activity/machine etc.

### 5.8 Record the risk assessment findings

Use the Risk Assessment Form, via the link below, to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

<https://my.uea.ac.uk/divisions/estates/estates-services/open-space-events>

### 5.9 Review and revise

If the nature of the risk changes during the planning of the event, the risk assessments will need to be updated and resubmitted.

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

## 6.0 Submitting your Event Application

Please submit your fully completed Event Permission Form, Risk Assessment Form, and any other supporting documents (EMP, COSHH form, public liability certificate, food hygiene

certificates etc.) to [OpenSpace.Events@uea.ac.uk](mailto:OpenSpace.Events@uea.ac.uk) electronically (preferably with your documents in Word format).

## **7.0 Organising the Event**

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

Ensure you notify the Events Advisor of any changes to the application both before and after approval.

## **8.0 Provisions and Services**

If appropriate, you will need to calculate what provision and services will be required for the event. Listed below are a few examples:

**Disabled provision** - Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

**Temporary Structures** - Some events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. Temporary structures should only be obtained from experienced suppliers.

## **9.0 Final preparations**

Just prior to the event a detailed safety check will have to be carried out. The requirements for this will vary depending on the size of the event. This should include the following:

**Routes** - Ensure clear access and exit routes and adequate circulation within the Campus. Pay particular attention to emergency routes.

**Inspections** - A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards.

**Vehicles** - Check that all contractors, performers and exhibitors' vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

**Barriers** - Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

**Briefing** - Check that all stewards and staff have been fully briefed and understand their responsibilities.

## **10.0 After the Event**

### **10.1 Site Condition**

After the event, another inspection should be carried out to make sure nothing has been

left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event.

## **10.2 Accidents**

All accidents must be reported immediately to the University Safety Services.

## **10.3 Debrief and report**

Where appropriate, depending on the event itself, you should after the event meet with/ask comments from all the agencies involved in the event for an event debrief. If you plan your event to be an annual event, remember to hand over the documentation to the organiser for the following year, or leave on file with continuing members of the Society/Club.

## **11.0 Charities and Fundraising**

For the purposes of the Event Permissions process, the definitions are as follows:

- **Charity** – an activity or event raising money for, or on behalf of, a registered charity only. A registered charity will have a registered charity number.
- **Fund raising** – an activity or event which is raising money which is not for, or on behalf of, a registered charity, e.g., to pay for or towards placement activities, Society social activities, travel expenses for an event etc.

UEA students (individuals), or a non-Union group, organising for a registered charity event on campus are only permitted to do so through the Raising and Giving (RAG) Society. If you would like to work with RAG email [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk)

The Union and the University cannot facilitate individual fundraising activities off campus.

Student Societies or Clubs can fundraise for their own Society independently of RAG by submitting an application as usual.

UEA staff organising a charity or fundraising event on behalf of the University can submit an application as usual.

External or non-student requests – such applications will not be accepted. See Appendix C for the Charity and Fundraising policy.

Should you wish to promote your business or charity to students, Student Union are able to offer advertising and marketing opportunities and can be contacted on [union.advertising@uea.ac.uk](mailto:union.advertising@uea.ac.uk)

## **12.0 Promotions – Leafleting and Posters**

### **12.1 Posters and Leaflets**

To protect the safety, security and privacy of staff and students and to protect the University environment by managing the distribution of leaflets and vouchers on university property, the University has a leaflet and poster policy. See Appendix B for the full policy.

All leaflet and poster requests for your event must be included in the application form.

If your event application relates solely to the distribution of leaflets or placing of posters, you are not required to submit a full application. Please read section 6.6.1 and, allowing at least 5 working days, email [OpenSpace.Events@uea.ac.uk](mailto:OpenSpace.Events@uea.ac.uk) providing the following information:

- Date
- Time
- Number of leafleteers
- Explanation as to why you feel leafleting is the most suitable way of spreading your message, having read the guidelines in Section 6.6.1.

## **12.2 Social Media**

Should you wish to advertise your event using UEA social media or the UEA website, please add your email address. This will be passed to the social media and Events Teams and they will contact you to confirm event details with you if they can assist with promoting your event.

Student events can also be publicised by the Student Union using their social media by speaking to SU Reception.

You should NOT promote your event until you have received permission from the Event

## **13.0 BBQs - PLEASE NOTE THAT DISPOSABLE OR PORTABLE BBQs ARE STRICTLY PROHIBITED ON CAMPUS**

The University has several fixed BBQs on campus which are located by the UEA Broad, these are for the use of UEA staff and students. The BBQ's can be booked through the Open Space Team using the electronic request form.

### **13.1 Using a Fixed BBQ**

When using a fixed BBQ always follow the requirements listed below:

- Loose charcoals must be used
- All BBQ's must be cleaned prior to use
- Coals must be safely disposed of, and hot ash should never be put into a bin
- The BBQ must be booked in advance

### **13.2 BBQ Bookings – For UEA Students or Staff for 12 people or less**

can be made using the online booking form. In most cases, your request will automatically be processed, and you will receive booking confirmation within 24 hours

### **13.3 BBQ Events – For more than 12 attendees**

Will be classed as an event and must be made as an application by a Student Club or Society or UEA School or Department.

An Event Permission Form and Event Risk Assessment, along with any other necessary supporting documentation (certificates/insurances etc.) will be required to be completed.

Any planned events on campus that include the use of a BBQ and any of the following criteria, must be agreed by the Events Advisor before it can go ahead.

- More than 12 staff/students to attend (please advise total number of attendees)
- The use of inflatables or other entertainment such as live or recorded music
- Provision of food
- You will be contacted by the Open Space team should we require any further information about your BBQ booking

### **13.4 How do I book my BBQ?**

In the first instance, complete the electronic BBQ booking request via the link below: [UEA Estates Division | Book a BBQ Site](#)

#### **13.4.1 BBQ Date and Time**

Bookings are made in 3-hour time slots starting at 11.00 and concluding at 23.00. Multiple slots can be booked, subject to availability, if required. All bookings are made on a first-come first-served basis.

It is advisable to forward plan for any BBQ bookings, particularly in the warmer summer months when BBQ plots are very busy and can regularly be fully booked.

#### **13.4.2 BBQ Event Location**

Choose a suitable BBQ location 1-9 from the BBQ plot map (see 13.5.5).

#### **13.4.3 Total number of attendees**

Bookings for 12 and under should be made through the portal. Bookings for over 12 class as an event and must be applied for with an Event Permissions Form and a Risk Assessment.

#### **13.4.4 BBQ Booking Type**

You will need to advise us of your BBQ booking type, i.e., who is your BBQ booking made by and who will be attending. Is your booking on behalf of a club or society or perhaps a school, or is it just a private get-together? You should select one of the following three categories:

- UEA Student Club / Society: For any student run club or society that is registered with the student Union.
- UEA School / Department: For any non-student organisation at the UEA, this could also be for a school.
- Private Booking: For a group of friends or individuals for a social get-together.

### **13.4.5 Provision**

Where event organisers will be providing and cooking food for attendees, at least one person is required to hold Food Hygiene Certificate, Level 2 minimum.

This is not required if attendees are all providing and cooking their own food.

Management of food temperatures transportation and storage should be included in the Risk Assessment

It is recommended that Campus Kitchen is used for large group events.

### **13.4.6 Booking process and approval**

When the Event Permissions form has been signed and agreed by The Campus Events Advisor and the Student Union (where applicable) it will be returned to the Event Manager and should be available at the event for Security to check if necessary.

The Open Space team are available 09.00 to 17.00, Monday to Friday, if you are planning a BBQ in the evening or at the weekend please book in advance.

Any event found not to be complying with these requirements, including the BBQ usage terms and conditions, may be shut down by the Security Deputy Manager.

## **13.5 BBQ Terms and Conditions**

- No vehicles are permitted on ANY grounds area
- Instant or disposable BBQs are not permitted anywhere on campus. They damage the turf and are a fire hazard
- Clearing away litter is the responsibility of the person booking the BBQ. We do not provide bins. A charge will be made for any litter that the Grounds Team need to clear away following your BBQ booking
- Cleaning the BBQ grill is the responsibility of the person booking the BBQ. All BBQs should be cleaned and cleared before the end of the booked time slot ready for the next user
- If a BBQ or BBQ area is found in an unclean/messy state upon arrival, or you will no longer be using the BBQ, you must notify The Lodge (01603 592352) immediately to avoid being charged, as any mess found or reported at the end of your booking slot will be charged to you
- BBQ coals and cleaning equipment is not supplied
- All BBQ's must be fully extinguished before the function ends. BBQ COALS MUST NOT BE DISPOSED OF UNTIL THEY ARE FULLY COLD – HOT COALS CAN CAUSE FIRES IF PLACED IN BINS
- As a responsible person, you must manage all safety aspects of the event and are responsible for the site being left as found (or better)
- The University does not take any responsibility for food cooked or provided at BBQs on campus



- The University does not take any responsibility for harm caused to persons attending the BBQ
- Any alcohol for consumption MUST be given to guests and NOT re-sold to them
- Noise levels MUST be kept below 80Db (the equivalent of a loud lawn mower)
- BBQ sites MUST be cleared by 23.00hrs
- If any of these guidelines are breached, the Duty Security Team leader is empowered to shut down the event and ask participants to leave.

### 13.6 BBQ Plot Map

