

SAFE OPERATING PROCEDURE

Events and Social Activity

The University is adopting a risk-based approach to all activity on campus to ensure we keep our community safe. The University Events and H&S teams are available to provide support as required with a range of existing documents and risk assessments available on the [H&S Staff Intranet](#) page to guide you through the process.

Definition of an Event/ Social Activity

Within the context of the University, an event is defined as:

A planned public or social occasion where colleagues, students, invited guests or members of the public gather, outside of the scope of everyday teaching, learning and general business.

This may include (but is not limited to):

- Fairs and exhibitions
- Conferences and Dinners
- Awards ceremonies such as Graduation
- Open days and VIP visits
- Student social activities, including societies
- Political or religious gatherings
- Outdoor activities such as BBQs and marquees
- Sporting activities.

This does not include (in usual circumstances):

- Timetabled learning and teaching
- Exams
- Ad-hoc learning activities within a normal classroom environment.

The person arranging any social activity or event, either on or off campus, is responsible for completing a thorough risk assessment and following University guidance to ensure that appropriate reasonable measures are in place and understood to deliver a safe activity.

You are required to provide the following additional information as part of your risk assessment:

Name	
Status (staff, student, tenant, contractor, visitor)	
Location on campus	
Other campus locations visited	
Are you leaving the site?	
Is additional assistance required?	

1. Maintaining Attendance

The event organiser must have arrangements in place to monitor and record attendance at events/ activities. For small scale events, this can just be ensuring that attendees are authorised or invited to attend. For larger more complex events, this could require advance booking or ticketing systems.

2. Prevent Crowding and Limit Capacity

On campus, a risk assessment of University buildings has been carried out and the maximum capacity of centrally managed spaces, has been specified.

In all venues, in order to prevent crowding the following must be considered during the risk assessment:

- The location of the room in the building, considering access to and from the space. Consider the timing of room use between groups and any changeover/ cleaning arrangements required.
- The shape and layout of the room/ space.
- Controlling entry and exit points and manage queues, to prevent people coming together.
- Adopting a table service system where appropriate for food and drink available at the event.
- Spreading people evenly across the venue so that they don't gather in disproportionate numbers in one room or space.

3. Cleaning and Sanitising

On campus, hand sanitiser stations are placed at entrances to all buildings and the University has arrangements in place for cleaning and sanitising of all areas. As standard and in addition to cleaning by the Campus Services team, the following arrangements are in place in centrally managed spaces:

- The sanitising wipe (Sanisafe 3) dispenser buckets are fixed to a surface so please do not attempt to remove.
- The sanitising wipes will be frequently checked and replenished.

In departmental spaces, the department is responsible for ensuring that sanitising wipes are available if needed. If you notice that there are no wipes, please inform the Estates Helpdesk and ask for a restock to be arranged.

Where additional cleaning services are required as part of an event this must be arranged in advance at the point of booking via the Event services team.

4. Refreshments

This applies to scenarios where refreshments may be provided as part of an event activity in a learning and teaching space on campus, not when food is served in a hospitality environment. Consideration should be given to the following:

- Ensure personal hand hygiene before and after eating.
- Cleaning and sanitising meeting space before and after eating.
- All waste to be removed from the meeting room and appropriately disposed of by the individual.

5. Emergency Situations

Event organisers are responsible for ensuring that emergency arrangements are in place (for events on and off campus) and are communicated to attendees. If you are a member of University staff or are a student, download and check in to the SafeZone App when on campus to be kept up to date in the case of any emerging situations.

On campus the following arrangements are in place.

5.1 Fire

In the event of a fire alarm activation, individuals should immediately evacuate the building through the nearest safe exit.

If you require assistance to evacuate a building in the event of an emergency, please inform:

- Staff: your line manager and HR.
- Student: disability office and MyUni support.

Where possible, details of any event attendees who may not be able to evacuate a building in the event of emergency should be confirmed prior to the event start. This will allow for the opportunity to ensure suitable measures are in place such as a Personal Emergency Evacuation Plan (PEEP).

During events/ activities, the availability of fire wardens in buildings may be compromised. All activity should consider the availability of fire wardens. When organising events on campus, ensure that you read, understand and communicate the emergency information to all persons and that you are aware of how to safely access and egress the building.

5.2 First Aid

General arrangements are in place for the provision of first aid on campus but event organisers are responsible for ensuring that appropriate first aid cover is in place for their event. If you require first aid:

- Inform a University staff member, contact a University reception desk or use the SafeZone app to summon help.
- In the event of an emergency contact security (333 from a landline, 01792 604271 from an external phone) or use the SafeZone app or 999 for the Emergency Services.

6. Non-compliance

All individuals are expected to comply with University requirements at all times. The event organiser is responsible for ensuring that all health and safety arrangements outlined in this document (and referenced guidance/ documents) are in place and are communicated to others in attendance. Any concerns related to the space or to individual compliance, should be reported to your line manager, the booking contact i.e. department, timetabling or events team as applicable.

Risk Assessment Template

Risk Assessment

Faculty/ PSU				Assessment Date			
Location				Assessor			
Activity				Review Date (if applicable)			
Associated documents							

Part 1: Risk Assessment

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done Yes/ No

Part 2: Actions arising from risk assessment

Actions	Lead	Target Date	Done Yes/No