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1 SUMMARY

This Code of Practice is to assist University staff and students who are planning an event by providing guidance on safety arrangements, event authorisation and licensing, and communication with other University departments. It is intended primarily, but not exclusively, for events on campus.

An event is 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 or the University's reputation.

For the purposes of this Code it includes:

- Christmas and Summer balls
- Social and charity events
- Theatre productions
- Events where alcohol is served
- Music productions
- Firework displays
- BBQs
- Events that will meet a threshold limit for number of attendees (see Table 1)
- Open Days and Careers Fairs
- Graduation Ceremonies and events relating to Graduation such as School receptions
- Any event which requires a Temporary Event Notice from the local council
- Events which will impact on the University grounds
- Any event which involves the provision of food, unless it is supplied by Catering Services or a University approved supplier

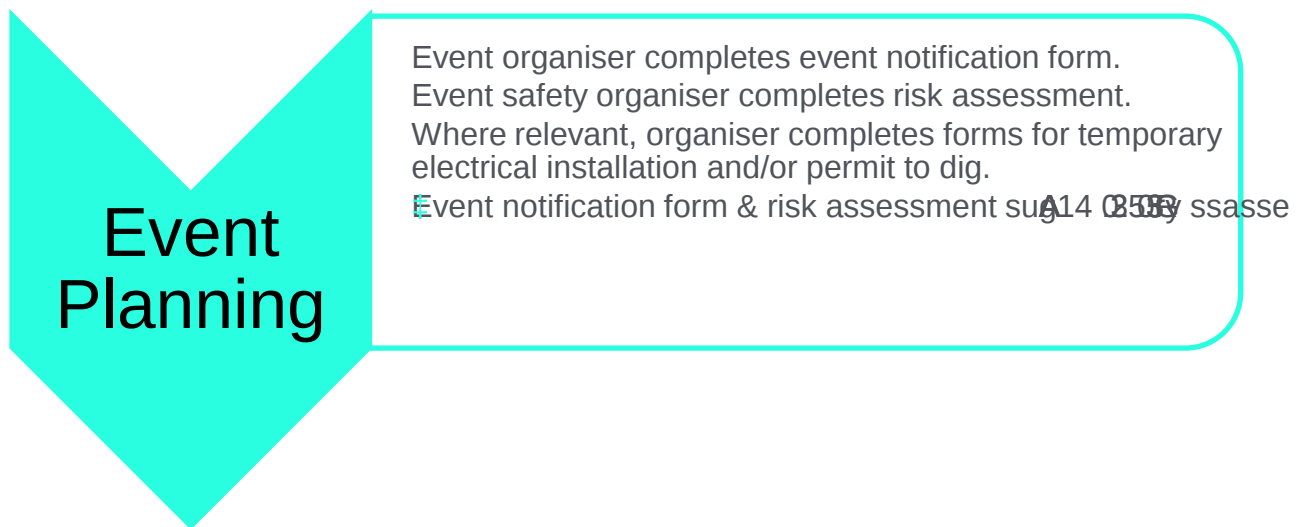
NB The list is not exclusive; there will be other more unusual events where the organisers should also follow this Code of Practice.

Functions that do not require event approval include normal lectures, departmental and business meetings, small private functions and smaller scale events that do not impact on other building occupiers and which are restricted to low risk activities (see Table 1 for notification/approval thresholds).

Figure 1 below summarises the notification and approval procedures, and requirements on event organisers. There must always be an event organiser and event safety coordinator who have responsibility for ensuring that all regulatory and university requirements are complied with, including risk assessment, licensing and health and safety management, see section 1.1.below regarding who may carry out these roles.

For notifiable events, there is a centralised event notification and approval system

Figure 1 Event notification and approval process



Notwithstanding the approval process, organisers remain wholly responsible for the organisation and safety of the event.

2 INTRODUCTION

This Safety Code of Practice sets out the requirements for holding events on campus. It is primarily focused on health and safety, but it also refers to other requirements, in particular communications with relevant University departments/services. This applies to any University staff member or student, individual, group, company or other body which intends to hold an event on university premises.

Events include but are not limited to Christmas and Summer Balls; discos; theatre productions; firework displays; barbecues; graduation ceremonies; music events; open days; conferences; any event that involves the erection of temporary structures such as marquees; any event that could have an impact on University Grounds, any event that meets defined thresholds for number of attendees, and any event involving the provision of food. If in doubt send an email to _____ with an outline of your proposed event.

2.1 Responsibilities

All events must have an appropriate person(s) allocated to the following roles:

Event Organiser has overall responsibility for the event. Ideally they will be a member of the academic, administrative or technical staff for internally organised events held on University premises. Where the organiser is a student, they must be supported by an Event Safety Coordinator from their Hall, School or Reading Student Union (RUSU)ortedty

follow any local conditions set by the Head of School/Department
contact the Building Manager for the building if there are any specific issues that need to be addressed e.g. the presence of children at the event, fire safety arrangements or first aid arrangements.

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 must be a responsible member of academic/ administrative or technical staff (may be combined with the role of Event Organiser). This includes Venue Reading managers for externally organised events, except where permission has been granted by Health and Safety Services for another nominated person to act as the Event Safety Coordinator. For events organised by RUSU the Event Safety Coordinator should be a senior employee of the Union, Union President, or other sabbatical officer.

The Event Safety Coordinator should liaise with the event organiser, other University staff and outside organisations e.g. police as appropriate. For all events the Event Safety Coordinator must:

- prepare a risk assessment
- liaise with the University Fire Safety Adviser (extension 8282), other relevant University personnel (primarily Communication Office and Estates & Facilities) and the Event Organiser before the event to ensure that all health, safety and fire safety requirements are specified and agreed
- ensure that any health, safety, security, fire-safety or other lice

attend to any relevant licensing requirements
inform other relevant university departments, including submitting an Event Approval notice, if an event booked through Venue Reading could impact on other university operations/simultaneous events elsewhere on campus
ensure an appropriate tidy-up is conducted after the event to the satisfaction of the Head of Department/School or Hall manager – if Campus Services are to be asked to clean up, they must be notified 14 days in advance and there will be a charge for this service.

2.3 University assistance

Table 1: Event Approval Thresholds

Type of function	the presence of one of the following activities (or Similar) REGARDLESS OF NUMBER OF PERSONS	OR Number of attendees required for NOTIFICATION AND APPROVAL
Hall functions including JCR events	Staking the ground e.g. for a marquee	300 or over
School and departmental functions, including open days, graduation events etc	Alcohol provided (unless in a licensed premise operated by Catering Services)	50 or over
RUSU sport and social events	Music (recorded or live)	300 or over
Sportspark	BBQs	300 or over
Venue Reading	Inflatables	500 or over
Other campus wide functions such as Open Days, fairs etc	Fairground equipment	500 or over
Charity events (staff or student-led)	Fireworks/ pyrotechnics	50 or over
	Work at height or similar high risk activity	
	Food for an official University event is not provided by Catering Services or an Approved University Supplier.	
High profile, VIP events		No threshold*

Any event which has an impact upon the University grounds(including hard surface areas, roads, car parks etc)587.74

Campus Services
Maintenance and Grounds
Catering Services
Venue Reading
Plus others as appropriate

* High profile events require notification to ensure that suitable arrangements can be made regarding security, communications etc.

For events that are routine and repeated and organised by Venue Reading (e.g. wedding receptions, basic discos, karaoke, bar quizzes, etc) and where there is staff continuity and experience, it is not necessary to follow the notification procedure on every occasion. However, it is the responsibility of the Event Organiser in liaison with Venue Reading to contact the appropriate Estates & Facilities departments if their professional input is needed, or if any unusual situations involving health, safety, fire safety, etc, are anticipated.

Guidance:

Internal events held during the vacations that involve halls or centrally booked rooms are normally booked through Venue Reading, extension 8236.

2.6 Charity events and private social functions

2.6.1 Charity events:

These are small scale events to raise money for a good cause e.g. cake sales, and which are not supported by university or departmental funds.

They must:

- be notified in accordance with this Code (see Table 1)
- not conflict with university operations i.e. not in close proximity to Catering Services food outlets on the campus
- if food is provided, it must be low risk, as defined in Safety Code of Practice 29, the facilities used to prepare and serve the food must be clean, and people providing or preparing it must observe good food hygiene practices.

See Appendix 3 to the University Food Safety Guide 29 for information on good food hygiene.

2.6.2 Private informal social functions

Typically these may be departmental Christmas parties, staff retirement events etc.

These do not require notification so long as:

- the event is not funded by departmental or university funds
- attendance is limited to University of Reading staff and students and invited guests
- it is not open to members of the public
- tickets are not sold or required
- a Council Temporary Events Notice is not required e.g. alcohol will not be sold, there will be no payment for entertainment, live music will not be played etc.
- there will be no impact on other building users
- the event will not be held outdoors on campus
- it does not involve a BBQ – all BBQs must be notified

support from University services is not r

The University has a duty to carry out fire risk assessments with respect to the activities conducted in all its buildings. It is therefore important that if an event is planned and there are going to be alterations to fire safety precautions e.g. the blocking of a fire exit, or change to evacuation routes or room configurations, the Fire Safety Advisor must be contacted during the planning stage and must approve any arrangements.

3.4 Occupant capacity

The occupant capacity is the number of people occupying a building or part of a building and is an important factor in assessing means of escape. Most rooms on campus have room occupancy already determined for different events – this information is available from Room Bookings and Venue Reading. If changes are proposed the Event Safety Coordinator must contact the Fire Safety Advisor.

3.5 First Aid

Adequate first aid provision must be made (see Safety Code of Practice 8). In most circumstances, a minimum of one first aid point will be required for large or high risk events, such as graduation ceremonies, Christmas balls, or firework displays. Event organisers must not assume that building first aiders will be available; they may need to make special provision.

For large events the provision of a quiet recovery room (±chill out² area) located away from the main centre of the event is advisable.

3.6 Security

For detailed security aspects the University Security Services Manager should be contacted (extension 6967). The following general aspects 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
- management of security personnel
- security of cash and monies
- dealing with drunken or potentially violent people

Large events may attract the attention of specialist Police units.

Where specialist security firms are employed to provide experienced stewards the remit of the firm must extend to cover any difficult situations that may develop both immediately outside - as well as inside - the event. Any security organisation employed must be registered under the Security Industry Training Organisation (SITO), have insurance cover to £10 million pounds and carry out a risk assessment for their activities. All staff whom they send to the event must be SIA licensed; proof of this must be obtained.

3.7 Food provision

It is not legally permissible for alcohol to be included in the cost of a ticket without a licence to cover the event. If alcohol is provided in the ticket price, a licence must be obtained.

Organisers must indicate on the Event Approval form that a TEN is required, and provide details of the person who will be responsible for the licence (normally either the Event Organiser or the Event Safety Co-ordinator). Subject to approval by the University, the **Event Organiser** should then apply for a TEN to the local council (i.e. Reading, Wokingham or Wycombe Local Authority depending on the campus location).

Applications need to be made to the local authority a minimum of 10 working days before the event for a standard temporary event notice or 5 working days for a late temporary event notice (for which there is no right of appeal). However as the police and Environmental Health have the right to withhold approval, event organisers are advised to apply before advertising the event.

Regulated (licensed) activity, where a premises license or temporary event notice (which specifies the particular activity) is required, includes the following activities performed in front of an audience:

- the performance of a play
- an exhibition of a film
- an indoor sporting event
- boxing or wrestling entertainment
- performance of live music
- any playing of recorded music
- a performance of dance
- or entertainment of a similar description to live music, recorded music or dance.

Any licences must be prominently displayed at the venue. The regulatory bodies e.g. police, fire or local authorities have a right to carry out an inspection of the premises at any reasonable time.

3.10 Sanitary accommodation

Sufficient clean accommodation must be provided for event attendees - toilets, washhand basins, soap, hot water and means to dry hands. Consideration needs to be given to disabled people. Appendix 4 gives the recommended numbers of sanitary conveniences that would normally be sufficient. In Halls of Residence, attendees of events often have access to their own facilities and these should be taken into account.

3.11 Noise

There are several noise issues to consider.

Noise induced hearing loss

The risk of hearing damage to employees or patrons due to noise hazards should be risk assessed and identified on the risk assessment form. Suitable controls to prevent hearing damage must be identified. Where staff are at work and subject to loud noise, exposure must be kept within the limits set out in the Noise at Work Regulations. This may involve time limits for exposure, rotation of staff between quiet and noisy areas, or the provision of hearing protection.

It would be prudent to warn attendees in programmes and notices if loud noise will feature in the event and it is not obvious this would be the case

3.18 Temporary structures

Temporary structures include marquees, pneumatic structures, such as bouncy castles, etc. Site selection and access are vital aspects to carefully consider and the following general points should be adhered to:

A plan should be prepared showing all structures, exits, generator equipment, vehicles, etc. Contact the University Fire Safety Advisor to establish if the structure will require a fire risk assessment. If one is required then this will be done for you by the Fire Safety Adviser or another member of H&SS.

A minimum distance of 6 metres should be allowed between caravans and other temporary structures.

Temporary structures should be secured using appropriate weights rather than pegging/ staking into the ground. If this is not possible, Estates & Facilities must be contacted so that the location can be checked for buried services such as power and data cables, gas mains etc. This is achieved by completing an on-line Permit-to-Dig form, available on the E&F web site at [http://www.fmd.reading.ac.uk/Partner9Tm\(he\)6\(c\)7y3520.](http://www.fmd.reading.ac.uk/Partner9Tm(he)6(c)7y3520.)

4.1 Fire prevention and means of escape

Every reasonable means 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.

4.2 Fire fighting equipment

4.6 Attendants/stewards

The Event Safety Coordinator may require additional personnel to help - particularly for large events. Generally the number of attendants should not be less than two for the first 100 people plus one for each additional 100 people. Multi-function events will require additional attendants to monitor each element or section. Attendant/stewards must:

- Understand and be able to implement all of the fire safety procedures, crowd control and communications aspects
- Ensure no overcrowding occurs and have use of crowd monitoring equipment such as counters
- Keep all gangways and exits clear.

4.7 Restriction of smoking

All University buildings are non-smoking. Smoking is not allowed within 10 metres of buildings. 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 Fire Safety Adviser should be sought to ensure that the creation of artificial smoke does not set off the fire alarm.

4.8 Noise

All predefined limitations on noise must be adhered to. Event organisers and safety coordinators must monitor the situation and if necessary take action to reduce or stop noise which may cause damage to hearing, or be a nuisance to neighbours.

4.9 Accident and incident reporting

Accidents involving staff, students or the public must be reported in accordance with Safety Code of Practice 9. Significant near misses must also be reported. It is recommended that any significant complaints made by attendees, contractors, local residents etc and remedial action taken should be recorded and notified to the relevant university department e.g. Health and Safety Services, Communications Office, Security (the latter especially for out-of-hours events).

4.10 Cleanliness

All parts of the premises and associated areas must be kept in a clean and tidy condition. Spillages

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Event title:

Date:

Pre-event approval	Yes No N/A
Permission obtained from Head of Department/School/Unit/Hall Warden?	

Internal pre-event Notifications	Yes No N/A
Notification letter sent to: event.approval@reading.ac.uk	
Building Manager (if event to be held inside)	

External pre-event Notifications	Yes No N/A
Notifications sent (<i>if applicable</i>) to:	
Fire Service?	
Police?	
Local authority?	
Local residents/institutions?	

Licence	Yes No N/A
Is there alcohol provided as part of the event? (either sold or provided as part of the entrance charge?) or regulated entertainment? If Yes ' do you need to apply for a Temporary Event Notice? Licence conditions complied with?	
License exhibited?	

Risk assessment - general	Yes No N/A
First aid?	
Security aspects?	
Attendants appointed?	
Communication system in place?	
Control point in place?	
Crowd control aspects	
Staff briefed and trained?	

Structural and equipment	Yes No N/A
Structural alterations required?	

Food safety & hygiene?	
Sanitation aspects?	
Noise?	

Further details:

Sketches, plans, etc:

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1.	Fire hazards, blocked exits, obstructed emergency routes,	Pre-event checklist used. Checked by Event Safety coordinator. Stewards/fire wardens monitor all areas. All staff and contractors briefed on emergency procedures. All decorations fire retarded.	✓			<i>Check on certification of all materials used or treated with fire retardant material. Carbon dioxide extinguishers to be provided in additional bar areas. Additional fire extinguishers in marquee to be provided by contractor.</i>
2.	Crowd control	Tickets limited to students only. Max 400. Security check on entry, wrist band. Security monitor overcrowding, to ensure maximum permitted numbers agreed with University Fire safety Adviser and not exceeded	✓			<i>Counters to be used, ensure all staff are aware of maximum permitted numbers in designated areas.</i>
3.	Slips, trips, housekeeping from food and drink spillages, unlevel floor in marquee	Security, bar staff to monitor areas and arrange immediate clear-up of spillages. Warning signs available if required.	✓			<i>Security and staff to monitor condition of flooring.</i>
6.	Manual handling	Rearrangement of furniture supervised by Dr X. and students given instructions, not to lift beyond capacity. Contractors to carry out own manual handling.		✓		

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
7.	Layout and traffic routes	Rear car parks clear for access by emergency vehicles. First aid room near car park. All walkways checked for trailing leads and trip hazards. Inflatables in marquee positioned so not impeding access and allowing circulation around.		✓		
9.	Lighting system					

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
		Competency questionnaire completed. Trained operatives. Secured down. Strict observance to prevent overcrowding.				<i>inflatables and behaviour. Anyone excessively drunk will not be allowed access. Below ground Services scan to be undertaken by E&M, contact them the week before to mark the site before the arrival of the inflatables company.</i>

EVENT MANAGEMENT - Contractors competency questionnaire	
Do you have a health and safety policy? If yes, please attach a copy.	YES/NO
Do you have written risk assessments? If yes, please provide examples of risk assessments for the type of work you will be expected to carry out at the University.	YES/NO
Please outline the main hazards that are likely to occur in the course of your work.	
Please detail any health and safety monitoring system you have in place such as safety inspections and provide examples.	
Please confirm the type of health and safety training that you provide for those of your staff who may be expected to work at the University.	
Please attach copies of any health and safety notices, investigations or prosecutions that your company has been subject to in the last 5 years.	
Please provide examples of other work of a similar nature that your company has undertaken, and the names and addresses of two other companies for whom you have completed work, that may be contacted for referees, if required.	
Please confirm that you hold all legally required documentation e.g. electrical test certificates, LOLER, pressure systems etc.	YES / NO / NA
Are you members of any health and safety passport scheme, or national or corporate bodies? If yes, please state which.	YES / NO
Please confirm that you hold and will continue to hold on an annual basis, adequate Employer's and Public liability insurance cover. Please provide a copy of the current certificate(s).	YES / NO
Please sign below to confirm that the above information is true and correct, and that you will inform the University should any of the above details change.	
Name of company:	
Address:	
Tel no. /e-mail address:	
Name of contact and position:	
Signature:	
Date:	

APPLIANCES	MALES	FEMALES
Buildings used for public entertainment, In single screen cinemas, theatres, concert halls without licensed bars (BS 6465)		
WC	1 for up to 250 plus 1 for every additional 500 males	2 for up to 40 3 for 41 to 70 4 for 71 to 100 plus 1 for every additional 40 females or part thereof

If required, please complete this form and send it to Estates & Facilities Maintenance (E&F Building, or email as an attachment to

Seating arrangements will vary according to usage. Wherever possible, closely seated audiences should be avoided.

1. Gangways and seating

The occupant capacity of the area should be assessed when drawing-up gangway and seating plans - contact the University Fire Safety Adviser for advice (extension 8282). Gangways and seating must be arranged:

- to allow free and readily available direct access to exits;
- gangways should not be less than 1.05 metres wide, and there should be no projection into the gangway throughout its entire length;
- normally no gangway should be more than 18 metres from an exit, and if there is only one exit then the gangway should not be more than 7.5 metres from an exit;
- the seating size should not be less than 760mm deep where backs are provided for seats, or 600mm where backs are not provided, and 500mm wide where arms are provided to the seats or 450mm where arms are not provided;
- for fixed seats there should be a clear gangway or space of at least 305mm from the back of one seat to the front of another;
- where seats tip up automatically the clear seatway should be measured between the back of one seat and the maximum projection of the seat when it is in the up position;
- standing areas should be marked with a white line or a notice indicating the number of people that can stand there; and
- a continuous handrail should be fixed on each side of all stairs, steps, landings and ramps between 840-1000mm high. It should not project more than 100mm and the ends should be rounded to avoid injury to someone accidentally knocking against it.

2. Conventional seating

The number of seats in a row should not exceed:

Peripheral seating includes seating around a dance floor and does not need to be fixed provided that it comprises individual seats in not more than 3 rows, or it is random and not more than 3 metres in depth.

6. Indoor sports events

Indoor sports events seating should be set out as in conventional and continental seating arrangements.

7. Concerts and similar occasions

Depending on the nature of the event, consideration needs to be given to hinged barriers. Contact the University Fire Safety Adviser (extension 8282) for advice.

Solid carbon dioxide is used in theatres to produce an illusion of smoke. It is immersed in hot water or steam producing clouds of white mist that may then be directed using ducting and fans. Dry ice should be handled with appropriate gloves (Safety Guide 27) as skin contact can cause severe burns. Dry ice should be stored in insulated vented containers that are sited in well-ventilated areas because carbon dioxide in high concentrations can present an asphyxiation risk. Good ventilation is therefore important, particularly under-stage and in basement workshop/storage areas. If there is any doubt as to the concentration, the oxygen and carbon dioxide levels should be monitored. Nitrogen is increasingly being used to create vapour effects and specialist advice

Automatic fire detectors and unwanted signals

The University Fire Safety Adviser (extension 8282) should be consulted to consider ways to avoid false alarms where smoke generators or pyrotechnics are being considered.

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years		