Insurance Events Notification Checklist November 2023

**To ensure appropriate cover is in place, please notify the Insurance team of any events that fall within the following categories to [uor-insurance@reading.ac.uk](mailto:uor-insurance@reading.ac.uk)**

* Staking the ground e.g., for a marquee (Permit to Dig should also be applied for)
* Temporary structures ie Marquees (larger than a small, weighted pop-up gazebo).
* Inflatables.
* Fairground equipment.
* Fireworks or pyrotechnics or dry ice.
* Toxic or asphyxiant gases.
* Animals
* Work at height or similar high-risk activity, such as bungee jumping, bucking bronco, mobile elevating work platforms (MEWPs), and hot air balloons.
* Drones on campus, and off-campus, even if owned by a School or Department
* Any event which has an impact on the University grounds (including hard surface areas, roads, car parks, etc) or adverse impact on buildings.
* Any event that presents an environmental risk that could impact the University grounds (including hard surface areas, roads, car parks, land, water, or air, such as Additional waste services required (e.g., skip hire, use of hazardous substances, Potential discharge of substances to drains.
* Any Estates/Construction project which could have a significant impact on activities on campus.
* Any event which involves a significant number of vulnerable people, such as children or the elderly, immunocompromised people or people with disabilities.
* Any event (other than normal Campus-wide events such as Open Days, Visit Days, Clearing, Welcome Week, Graduation, Careers Fairs, Summer Ball, Varsity, etc. which invites members of the public onto campus.