

# CAMPUS EVENTS SAFETY

## Autumn 21: Supporting a flexible transition back to campus life

**On 1 Sept the MRT announced an autumn term update review of campus COVID-19 measures.** As we approach the start of the new academic year, and with teaching starting very soon for some programmes, the Major Recovery Team (MRT) has reviewed the health and safety measures that will be in place from 6 September 2021.

With vaccination roll-out progressing for adults across the UK, the MRT is confident that we can ease some of our restrictions. They agreed, however, to retain a range of control measures for at least the duration of the autumn term to keep our community safe while also supporting campus life.

### Campus events update

**There are no longer any restrictions on event types or categories, however event organisers should continue to consider whether face-to-face event delivery is necessary.** Where an online offering could be successful and not detrimental to the event aims, this should be pursued in the first instance to prioritise high impact, strategically important events activities taking place on campus.

### Safety measures for campus events and activities

To ensure campus events align to current university policy and government guidelines, we continue to manage events with caution, care, and measure. To minimise the risk of infection onsite, **the following controls continue to apply to all campus events and activities:**

1. All onsite events must follow UK Government Laws for England and University of Reading policies, organised to comply with all guidance provided at the time of planning and delivery of the event.
2. All onsite events and activities must be approved by the Event Notification Process. A completed Events Risk Assessment must be submitted alongside an Event Notification Form; incomplete assessments or other risk assessment templates will not be accepted.
  - **[Online Event Notification Form](#)**
  - **[Events Health and Safety Risk Assessment](#)** – attach to the online form

*The Event Notification Process is the University's events approval system. It exists to ensure campus events and activities are safe, providing high-quality guest experiences which enable holistic campus co-ordination. Events are activities which intend to gather people for a purpose outside of core curriculum teaching and learning. As part of this process, details of the event will be circulated to the Event Notification Group for comment and approval. In return, event organisers receive a collective response to verify the activity. The group is represented by senior University stakeholders from a variety of areas, such as Catering, Estates, Health & Safety and Security. This process enables monitoring of adequate risk mitigation and management of event volumes on any given day/time/venue. Venue Reading and Venue Henley events are exempt to this point and should continue to follow existing risk assessment procedures.*

3. Scheduling of events should be carefully considered to prevent interference with the core business of the University e.g. Teaching, Research and Recruitment

4. All events should observe room ventilation capacity limits. Where this is not possible it will need to be highlighted in the risk assessment with further mitigations put in place and approval sought from Safety team colleagues.
5. If events need to be held face-to-face, consideration for hosting an outdoor event should be given. Note that the **outdoor space booking** facility continues to ensure outdoor spaces are not overcrowded or double-booked. Where outdoor bookings are not appropriate or possible and indoor events are required, events should take place in bookable spaces onsite, where ventilation capacities are measured. Maximum room capacities must not be exceeded.

*NB. To maximise good ventilation for events windows and doors (except fire doors) can be kept open to enable a supply of fresh air; organisers must manage this effectively throughout an event and remain the responsible person ensuring all windows and doors are secured after an event has ended.*

6. Some campus locations will continue to host building one-way systems, events should abide by existing building safety systems and signage. Where this is not possible it will need to be highlighted in the risk assessment and further mitigations arranged. Organisers must carefully manage attendee arrivals and departures to ensure transmission is limited and ventilation is maximised for the duration of an event.
7. The government encourages the use of building QR codes. Event attendees will be invited to use these to check-in onsite, although this will not be mandatory.
8. Events must ensure that hygiene remains a priority for delivery of engagement activity. Strict hygiene procedures should be followed at all times. All event organisers must effectively manage resources to ensure good hygiene is maintained; this helps minimise the spread of COVID-19 and other infections. Some perspex screens and sanitiser stations will be maintained and remain in place until further notice. Cleaning services should be contacted to provide additional cleaning for high traffic areas; before, during and after an event.
9. In line with government changes, face coverings will no longer be expected. However, we continue to encourage face coverings when moving around indoor spaces, crowded spaces and when in close contact with those you do not regularly spend time with. They can be removed once seated in our catering outlets.
10. Pre-registration and/or attendance monitoring must be in place for all events. In advance of the event, the event organiser should take bookings to ensure capacity limits are not exceeded. Registration lists should be recorded and used on the day of the event. For all attendees, contact information may be recorded securely by the event organiser (this is to enable contact tracing in the event of a Covid case, post an event).
11. In advance of the event, all catering must be arranged and supplied via the **University Catering** teams. Any event food and drink provisions should be noted on the risk assessment. Further advice should be taken from Health & Safety Services when an event is planned to include food provision.
12. All attendees to events must be informed and must adhere to University guidelines and safety measures for visiting campus. These measures and policies must be communicated to attendees by the organiser, in advance of the event. This should include specific guidance on following symptoms, signage and hygiene. Please use

**event attendee guidance note** template. See itemised areas for mandatory preparation and coverage below:

**General campus safety for events:**

- Stay updated: Keep an eye on updates. It is possible that events could be cancelled or modified at short notice. Look out for messages from your event organiser and get in touch with them if you have any queries.
- Signage: On your visit, clear signage will be visible throughout buildings, showing fire exits, evacuation routes and in some locations, where to enter and exit areas. Please take note of these directions especially our signposted one-way systems.

*NB. In the event of an emergency evacuation, one-way systems can be disregarded. Disabled visitors, colleagues or students and those with mobility challenges can also disregard one-way systems to ensure access as required.*

- Payments: Please remember that we only take card payments on campus. This helps to limit contact further.
- Regulations: Continue to follow UK Government safety guidance and University of Reading safety policies, including those related to COVID-19 safeguarding and restrictions.

**COVID-19 campus safety for events:**

- Symptoms: Should you start to show symptoms of COVID-19, have tested positive from any type of COVID-19 test, or have been asked to self-isolate because of close contact with someone who has tested positive for COVID-19, you should not attend the event as planned.

*NB. UK Government guidance for events and policies on vaccination passports and self-testing using lateral flow devices in order to access certain events is currently being considered, led by emerging public health advice. Event planning should therefore take into account the possibility that proof of a recent negative test may be required, even after 19 July 2021.*

- Face coverings: In line with government changes, face coverings will no longer be expected. However, we continue to encourage face coverings when moving around in indoor spaces, crowded spaces and when in close contact with those you do not regularly spend time with. They can be removed once seated in our catering outlets.
- Hygiene: Antibacterial hand gel and sanitising stations are available across our campus, but please come prepared with clean tissues for sneezes and coughs. These should be disposed of responsibly and hands should be washed immediately, therefore please make use of our facilities.
- PPE: Some event organisers will be prepared with PPE and protective screens where necessary and appropriate. Please respect these protocols throughout your visit.
- QR codes: The government encourages the use of building QR codes. Event attendees will be invited to use these to check-in onsite, although this will not be a mandatory expectation for event attendees

**Please contact the Events team if you have queries. You can email us at [events@reading.ac.uk](mailto:events@reading.ac.uk)**