

# CAMPUS EVENTS SAFETY

## General campus safety for events:

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. Some events need to go through the Event Notification Process

The Event Notification Process is the University's events approval system. It exists to enable holistic campus co-ordination, provide high-quality guest experiences and provide guidance to event organisers so they can ensure campus events and activities are safe. 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.

The process enables monitoring of adequate risk mitigation and management of event volumes on any given day/time/venue. Third-party, commercial events brokered, booked and managed with Venue Reading and Venue Henley are currently exempt and should follow their existing risk assessment procedures. However, internal University school/department/function/areas organising their own non-timetabled activity taking place outside of buildings' regular opening hours will need to submit an event notification.

Please visit the Event Approval section on the online [Events Guide](#) for guidance on whether an event needs a notification.

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 capacity limits](#). It is recommended that pre-registration and/or attendance monitoring is 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.
5. 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.
6. 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: University safety and emergency regulations; [campus guidance for visitors](#); and good hygiene practices. Please use [event attendee guidance note](#) template.

## COVID-19 safety for University events:

7. It is encouraged to wear face coverings at University of Reading events, especially when in crowded places or when moving around inside buildings (unless an exemption applies).
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 all non-curricular activity including high traffic areas/facilities as well as thorough cleaning before, during and after an event.

9. 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.

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