

Safety Code of Practice 33

4th Edition, December 2012

EVENT MANAGEMENT



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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

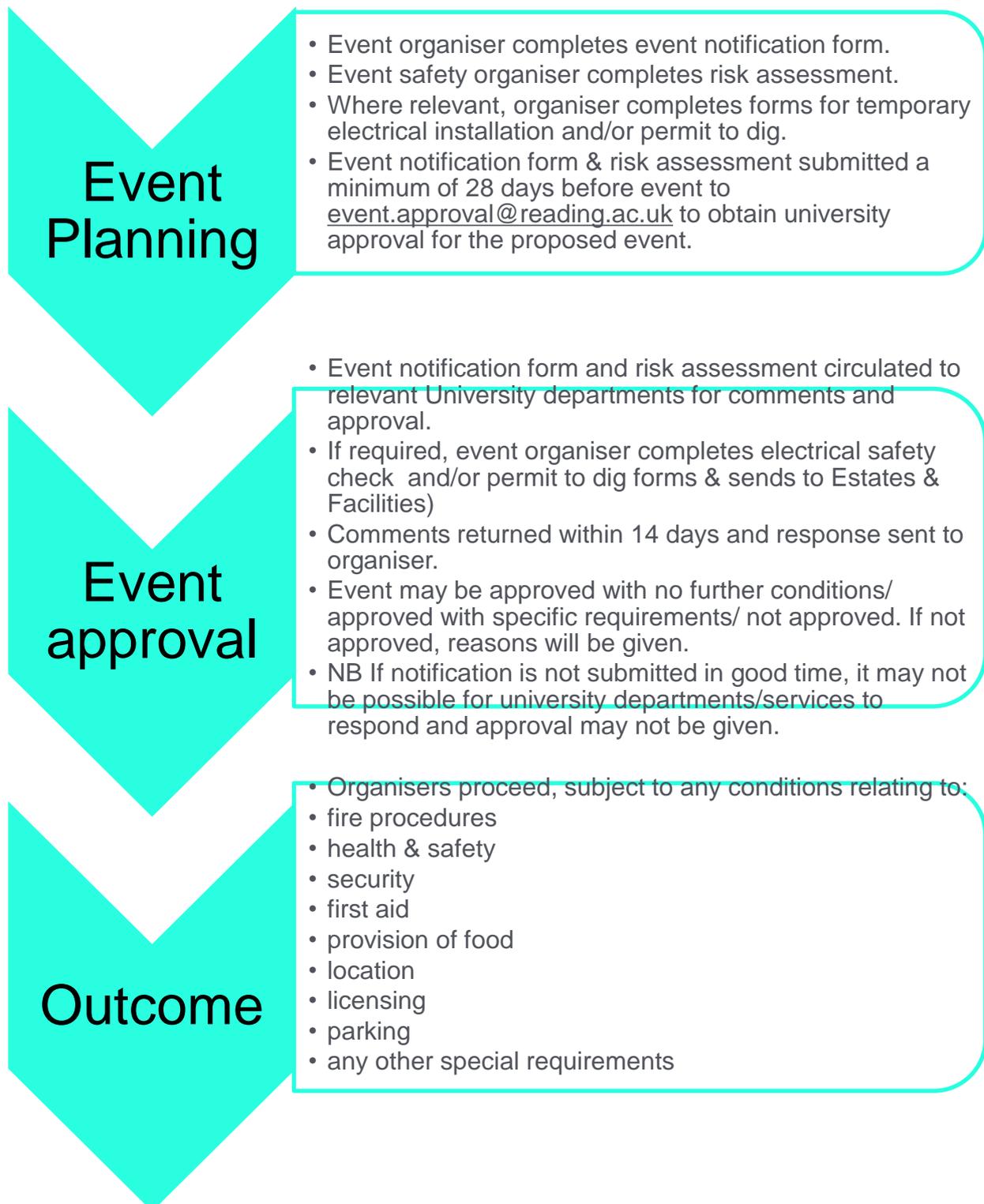
NB The list is not exclusive; there will be other more unusual events where the organisers should also follow this Code of Practice.

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 – to notify your event email event.approval@reading.ac.uk with an outline of the proposed event. Organisers of all events must liaise with the relevant university departments e.g. Health and Safety Services, Estates and Facilities (E&F) (for Security, Maintenance, Grounds, Catering Services, Venue Reading etc), and the Corporate Relations and Events Office.

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 event.approval@reading.ac.uk 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) as appropriate.

For all events the Event Organiser must:

- be familiar with the premises
- appoint an Event Safety Coordinator (which could be the organiser themselves)
- liaise with the University Fire Safety Adviser (extension 8282), Event Safety Coordinator, and other University personnel before the event to ensure that all health, safety and fire safety requirements are specified and agreed;
- ensure that satisfactory arrangements have been made with outside contractors for event services and supply aspects e.g. music, bouncy castles, marquees;
- be continuously present and remain sober throughout the event;
- be prepared and able to cancel the event at any time leading up to or during the event if:
 - the agreed safety and fire safety aspects are not implemented, maintained or used properly
 - permission is refused as part of the Event Approval process
 - required by the Event Safety Coordinator or by any other person acting on behalf of the University e.g. Security, Health & Safety Services.

In addition to the general responsibilities set out above, for internally organised events, the Event Organiser must:

- if required, apply for event approval from the University by completing an Event Notification Form (available from Health & Safety Services website) and emailing it to event.approval@reading.ac.uk
- attend to any relevant licensing requirements, noting that by law there are limits on the number of Temporary Event Notices permitted for any single location in a year
- ensure that an adequate risk assessment has been prepared
- obtain the permission of the Head of School/Department concerned at the inception stage to hold the event

- 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 licensing requirements are followed
- ensure that arrangements are made to confirm the safety of equipment brought onto the premises for the event e.g. music systems, bouncy castles, marquees
- be continuously present and remain sober and clear-minded throughout the event (NB a Deputy Event Safety Coordinator(s) may have to be appointed to ensure a continuous presence)
- be prepared to instruct the Event Organiser to cancel the event for serious breaches of health, safety, fire safety requirements or other unsafe conditions e.g. bad weather at any time leading up to or during the event
- check with the Event Organiser that the premises are tidied up after the event to the satisfaction of the Head of Department, Hall Manager or Campus Services.

2.1.1 Licensing

Where an event requires a licence of any description, permission should be obtained through the Event Approval procedure for a licence to be applied for (e.g. Temporary Event Notice, TEN, from the council) and for the Event Organiser or Event Safety Co-ordinator to be named as the licence holder.

2.2 External events

The majority of externally organised events, e.g. conference dances, wedding receptions, etc. are booked via Venue Reading. The Conference and Events Manager (extension 8242) or designated managers within the department will fulfil the role of Event Safety Coordinator. Where the Event Safety Coordinator is not a member of University staff, permission must be sought from Health and Safety Services and a member of University staff may need to be designated to remain available on-call if required.

In addition the designated manager will:

- 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

Grounds and Maintenance Staff – Where required the grounds and maintenance staff will provide advice on the location of events e.g. the site for a marquee, and on requirements for work which must be undertaken by University staff, e.g. connection to University electricity supply, scanning for underground services such as electrical power supplies and IT cabling.

Security Staff – where required will offer back-up support and will advise if an external security company needs to be engaged. The person making the booking is responsible for ensuring that the security company to be contracted meets all legislative requirements in accordance with the Private Security Industry Act 2001.

Health and Safety Services – will provide health and safety advice with regard to event management, location, food safety, fire safety and high risk activities.

Catering Services – must be used to supply foods to university events where High Risk foods are involved. Alternatively an approved University supplier should be used. Health and Safety Services should be contacted to seek approval for any other supplier if there is a valid reason why Catering Services or an approved supplier cannot be used. All suppliers must have a minimum score of 3 on the Food Hygiene Rating Scheme and be a Registered Food Business with their Local Authority. See section 1.6 for private social and charity events.

2.4 Events organised by Students Union

Separate rules apply to the Students' Union building at Whiteknights and the office, shop, main common room as part of the tenancy agreements. The administration of these premises - including arrangements for the safety of staff and students - are the direct responsibility of the Students' Union. However, compliance with this Safety Code of Practice is expected in order for the occupiers to meet the landlord's requirements in respect of general health and safety and fire safety. The organisers must pay for any associated additional security, maintenance or other costs.

Events outside the main RUSU buildings are subject to the University's notification and approval procedures.

2.5 Approval of events

Table 1 outlines the types of events that require formal approval by the University. An event notification form must be provided **28 days** prior to an event (see Appendix 1) together with a risk assessment (see Appendix 2).

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).		

The event notification must be made using the Event Notification Form available from Health & Safety Services.

Guidance:

The event notification form can be downloaded from the H&SS website at:

<http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-forms.aspx#social>

It must be sent to the following email address: event.approval@reading.ac.uk

To avoid unwanted clashes of events occurring, event organisers should notify their event at the earliest possible opportunity (even if the risk assessment has still to be completed).

The notification form will be circulated to the following as appropriate and a co-ordinated response made to the event organiser:

- Health and Safety Services
- Security Services
- The Communications Office
- Corporate Relations and Events Office

- 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 required e.g. cleaning, catering, maintenance etc.

2.7 Contractors

Where possible events must use contracted suppliers for the provision of services, equipment, entertainment or food. Please ensure that you follow the University's Procurement Policy if you are organising an event using University funds – see the Procurement web site <https://www.reading.ac.uk/closed/procurement/contractedsupply/proc-contractedsupply.aspx>

Where this is not possible Procurement and Health and Safety Services should be consulted.

Contractors must be competent to deliver the required service. A questionnaire for checking competency and insurance cover is given at Appendix 3.

2.8 Training

A training event covering the major health and safety considerations for Event Management is organised by the University Event Team with input from Health and Safety Services. Attendance is mandatory for staff and students who will be event organisers or safety coordinators.

The Students Union is responsible for circulating copies of this Safety Code of Practice to all new RUSU Club Secretaries at the beginning of the Autumn Term.

3 EVENT PLANNING ISSUES

3.1 Risk assessment

All events (regardless of the requirement to notify others in the university) must have a suitable risk assessment. The checklist given in Appendix 2 should be used in the early planning stages. A full risk assessment should be completed as soon as definite decisions have been made about the format for the event and before the event is advertised.

External providers of services or contractors must be requested to supply copies of their risk assessments (no risk assessment means that they cannot be used for the event!). A risk assessment form is available on the Forms page of the Health & Safety Services website <http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-forms.aspx>.

Guidance on completing a risk assessment can be found in Safety Guide 4.

3.2 Insurance

The University is insured to meet employer's and public liability. However, organisers should check with the University Insurance Officer (extension 8309; www.reading.ac.uk/insurance/) prior to an event because certain higher risk activities may not be included and an additional premium may be required. In addition, where a non-contracted supplier is used their insurance details must be provided to prove that they are adequately covered (no insurance – do not use).

3.3 Fire risk assessment

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 out" 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

At all official University events the food should be supplied by Catering Services or a supplier approved by Procurement. For small unofficial social and charity events involving the supply of low risk food, Safety Note 53 should be followed.

Where university suppliers are unable to provide the catering then alternative suppliers may be used in line with Procurement policy. Any food supplier must be a Registered Food Business and have a minimum of a 3 rating on the National Rating Scheme run by the Food Standards Agency. Further checks can be carried out on request by Health and Safety Services to ensure the catering suppliers have a high standard of food hygiene.

All food provided must not be injurious to health and/or unfit for human consumption. This applies to food which is provided free as well as sold and applies in all circumstances except in a private domestic setting. Staff who are involved in serving food should be trained in food handling and hygiene. Organisers of events where food will be provided should consult Safety Guide 29 for more information.

All staff involved in food handling must be appropriately dressed and have access to suitable facilities for washing hands (i.e. provision of hot and cold or appropriately mixed water, soap and hand drying facilities).

Guidance:

Health and Safety Services Offers level 2 Food Hygiene Training on line. Contact H&SS x8888 or email safety@reading.ac.uk

The definition of food includes drinks. Consideration should be given to providing drinks in plastic glasses at large events where large quantities of alcohol are likely to be consumed and there is a risk of glass breakage.

3.8 Affiliated organisations on campus

Some organisations on campus are affiliated to the University, such as the Chaplaincy, RUSU and its subsidiary clubs and organisations, Christian Union etc. but do not come within the University's management structure. They are still subject to Event Notification procedures. These organisations are not obliged to follow University procurement policies but food safety legislation must be complied with - see Safety Guide 29. While they may select alternative food suppliers, the University's staff and students may be affected by unsafe provision. Hence where a non-university supplier is to be used this must be stated in the Event Approval form. The supplier must be registered with their Local Authority and have a minimum of a 3 star rating on the National Rating Scheme run by the Food Standards Agency.

3.9 Licences

To provide alcohol or regulated entertainment the premises must be covered by a **premises licence or a Temporary Event Notice (TEN)**. The event organiser must check:

- whether the building/area where the event will be held has a premises licence or not
- whether the activities allowed on any current licence cover the type of event planned
- any conditions that may be attached to a licence e.g. the operating schedule for hours that licensable activities can take place
- whether a Temporary Event Notice is required, in the absence of a full premises licence. TENS are required for regulated entertainment (see definition below) and/or the provision of alcohol, where the event is for no more than 499 people and will not last for more than 168 hours.

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

Guidance:

As a general rule of thumb if it is necessary to shout to be heard by someone less than 2 metres away, then the noise level requires formal assessment. Advice is available from the H&SS, extension 8888.

Environmental noise

Excessive environmental noise may affect neighbouring premises, in particular residential, non-University premises. Should noise be sufficient to cause a nuisance to neighbours, then Local Authority Environmental Health Departments may visit and serve Noise Abatement Notices and/or stop the event and/or seize equipment. To avoid disturbance to neighbours, noise limiters should be placed on equipment such as discotheques, bands, etc, so that when a set level is exceeded, the equipment is automatically switched off. The noise should be assessed by sound checks and pre-set at a satisfactory level to ensure the noise is not audible at the nearest noise sensitive dwelling. Monitoring checks should be made once an hour during an event to ensure that neighbours are not affected.

Erecting and dismantling equipment

Erecting and dismantling equipment can be inherently noisy and care is required that such actions are carried out at reasonable times.

3.12 Neighbourhood aspects

Where an event may affect nearby residents e.g. traffic flow, noise etc., then the Community Relations Manager, Communications Office should be contacted to discuss any communication which may be required with local residents.

If the event is large, there may be a number of people trying to leave at the same time which could lead to traffic congestion or noise for local residents. It may be appropriate to stagger the end of an event to lessen the impact.

It is good practice to provide a contact telephone number for residents who may be disturbed by the event to phone, should disturbance become unacceptable.

3.13 Barbecues and outdoor events

Barbecues and other outdoor events must be notified in all instances using the event notification procedure. Anyone wishing to organise a BBQ for their area should complete Level 2 food safety training.

Guidance:

Health and Safety Services offers level 2 Food Hygiene Training on line. Contact H&SS x8888 or email safety@reading.ac.uk

3.14 Structural issues

Where necessary (e.g. large numbers of people, the installation of heavy equipment, the erection of a temporary structure or building modifications) the premises must be checked by a structural engineer to certify that the building is capable of sustaining the anticipated loads that may be imposed upon it. Advice should be sought from Estates and Facilities (extension 7000). If

alterations are made to a licensed premise, then the local authority must be consulted in advance, through Estates and Facilities. Staging must be suitable for the purpose that it will be used for.

3.15 Lifts and hoists

Any lifts and hoists which are brought onto campus either temporarily or permanently e.g. lighting rigs or bungee jumps, must comply with the Lifting Operations and Lifting Equipment Regulations 1998, and the Provision and Use of Work Equipment (PUWER) Regulations 1998. If it is a permanent installation it must be notified to E&F (extension 7000) to ensure that it is placed on the University register of such equipment.

Lighting bars must have the weights shown, and each light must be properly chained and marked with the gross weight.

3.16 Fairground rides, play inflatables and similar devices

It is essential that such equipment is installed and used safely. The arrangements for fairground rides, play inflatables and similar devices, such as "bucking broncos", must be in accordance with HSE guidance. Insurance documents and risk assessments must be obtained from the company supplying the equipment (no insurance and/or risk assessments – must not be used). During the event there must be arrangements to monitor and control use e.g. control the numbers and if relevant, ages or size of people using the equipment.

3.17 Services

Where support is required from Estates & Facilities e.g. temporary electrical supply, Permit-to-Dig to allow a marquee to be pegged down, additional cleaning services etc., a work request must be raised on WREN. If the Event Organiser is unsure of how to do this, they should phone the E&F Helpdesk (extn 7000) for advice.

The following service aspects must be considered when planning an event:

Electricity

All electrical installations and portable electrical equipment must be safe and suitable for the intended purpose. It is the owner's responsibility to ensure this; the University may ask for evidence of inspection and maintenance checks, and reserves the right to ban the use of equipment that it considers to be unsuitable or unsafe.

Electrical installations must comply with BS 7671 "IET Wiring Regulations" and BS 7909:2011 "The Code of Practice for Temporary Electrical installations for entertainment and related purpose events". The University Code of Practice for Safe Working on Electrical Systems, section 2.3.8 provides details of competence required.

Estates & Facilities must carry out any adaptations which may have to be made to the electricity supply for an event; this must not be undertaken by event organisers or their contractors. Estates & Facilities must be asked to inspect the safety of temporary equipment and electrical supplies (this is particularly important for electrical equipment to be installed out of doors or which operate at higher voltages i.e. more than 240V/13A). This includes contractors' equipment, unless the company can produce current test certificates that are acceptable to Estates & Facilities.

In order for electrical safety checks to be completed, and to assist with the design of temporary installations if required, the form at Appendix 5 must be completed and sent as soon as practical

and no less than 7 days in advance to E&F Maintenance (this supplements the information provided in the WREN work order request).

Consideration needs to be given to socket outlets used for the provision of lighting, video or sound amplification equipment, particularly in a stage area which should be protected by an integral RCD. This may not be necessary for a properly installed stage lighting installation. Advice should be sought from the Estates & Facilities electrician.

ALL portable electrical equipment must be safe to use, as demonstrated by inspection and testing in accordance with the IET Wiring Regulations (BS7671) or HSE guidance, depending on the type of equipment and conditions of use (see Safety Code of Practice 12). In general any electrical equipment that is brought on to site should have received an inspection and test (PAT test) by a competent person and have a label or another method to prove this. Some dispensation on PAT testing may be given for portable electrical equipment owned by students – see Safety Code of Practice 12.

The guidance on safe use of portable electrical extension systems in Safety Note 52 must be followed where appropriate. In particular any external cabling must be suitably protected against the ingress of water and other potential damage, and must be connected to a Residual Current Device (RCD).

Normal and secondary (emergency) lighting

All parts of the premises and external exit ways must be sufficiently illuminated to allow attendees to leave safely. Secondary emergency lighting is required so that if the normal lighting fails, the emergency lighting will automatically and immediately be brought into operation.

Heating appliances

No oil fired heating appliances - other than those forming part of the boiler installation - should be used in the premises. Ideally portable Liquefied Petroleum Gas (LPG) heaters should not be used in premises when members of the public are present. If the use of LPG heaters is planned the approval of the University Fire Safety Adviser (extension 8282) must be obtained beforehand. Approval will not be granted unless heating appliances are guarded, fixed, and measures taken to prevent unauthorised persons having access to the controls or being able to approach sufficiently close to endanger themselves. Every heating appliance should be sited a safe distance from combustible materials.

Gas and oil appliances

Gas appliances include equipment such as boilers, fires, cookers, etc. University owned equipment must be checked annually by a Gas Safe registered member of Estates & Facilities Maintenance and a certificate of safety issued. Equipment brought onto university premises by contractors or others must have a Gas Safe safety certificate. Oil fired installations must have evidence of an annual inspection by a competent engineer assigned by E&F Maintenance.

Pressurised equipment

A competent engineer must inspect steam boilers and pressure vessels on an annual basis see Safety Guide 46 Part 2. Any equipment brought onto site for an event must comply with this requirement, by the production of an appropriate inspection certificate.

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/Partners_and_contractors/Permit_to_Dig/. This must be submitted at least 7 days in advance of the event. A WREN work request must also be submitted.
- Likewise, the location must be checked by the organisers for the presence of overhead power cables.
- Attendants should be provided – at least one for every 250 persons (ideally one per 100 persons depending on the event) and one for every 75 persons if the attendees are mainly under the age of 16.
- Smoking must be prohibited.
- All grass and vegetation around structures should be kept as short as possible, and cuttings should be removed. If necessary this should be arranged with the University Grounds team.
- Tented structures should be made of inherently flame retardant fabric and certification provided, and all supporting framework, poles, etc, should be regularly tested by the supplier, maintained in a safe condition, and erected by competent persons
- Where tented structures have pegs and where there is a risk of attendees tripping over these, these must be adequately shielded
- The ground/flooring in tents and marquees should be level, dry and free from trip hazards. Careful consideration should be given to whether flooring/matting needs to be laid, and if so, what type.

3.19 Furniture and furnishings

Floor coverings, furniture, furnishings, drapes and hangings should meet fire resistance standards, i.e. British Standards 7177 and 5852.

4 MANAGEMENT DURING THE EVENT

This section provides general guidance on health, safety, welfare and fire safety issues which need to be managed during an event.

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

Advice on the siting and use of fire extinguishers is available from the Fire Safety Adviser (extension 8282). Anyone expected to use a fire extinguisher must have received training. Suppliers of marquees and temporary structures normally provide fire fighting equipment as part of their hire charge, however if they do not, it is not acceptable to remove fire fighting equipment from buildings for use in the marquees.

4.3 Communications

Effective communication must be maintained between the Event Safety Coordinator and attendants (i.e. additional personnel required to help the Event Safety Coordinator manage the event). Two-way radio contact is advised, particularly for large events. Communication is also required with the University Security Services to inform them of any significant incidents (extension 7799 for non-emergencies, extn 6300 for emergencies). Mobile phones may be used, but it should be remembered that they may not operate effectively at all times.

4.4 Personal safety of staff and students

University personnel acting as Event Safety Coordinators or attendants must be continuously present and remain sober and clear-minded throughout the event so that they can make clear decisions. On occasions, they may encounter raucous crowds etc. It is important that staff have sufficient support from security personnel if unpopular action has to be taken, such as switching off equipment if requests to keep the noise down are ignored, or stopping an event. In such circumstances personal safety is paramount and adequate support must be available.

4.5 Licensee/Event Safety Coordinator fire responsibilities

The Event Safety Coordinator has specific responsibility to ensure that the following are adhered to:

- Exits are available and unlocked
- Means of escape are clear and free from obstruction
- Fire door self closers operate properly and fire doors are not wedged open
- Fire fighting equipment is available and readily accessible
- Signage is maintained and illuminated
- Staff are adequately trained in fire prevention and evacuation procedures;
- The agreed numbers of people attending the event is adhered to.

See Appendix 6 for details of seating arrangements.

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 must be cleared up promptly to avoid slips as well as to maintain the premises in a clean condition. The premises and equipment should be left in clean condition after the event – if Campus Services cleaning services are required, they must be notified 14 days in advance and the service will be chargeable.

4.11 Fireworks, lasers, etc

Fireworks and lasers present their own unique hazards. Event organisers should contact the Fire Safety Advisor early in the planning process. Further information is contained in Safety Note 15 Bonfire and Firework Code.

5 FURTHER READING

The HSE website (www.hse.gov.uk) provides up to date advice on various issues e.g. holding firework events and noise at work.

Appendix 1: Example of an Event Notification Form

Once completed, please send this form at least 28 days before the event, to:

E-mail event.approval@reading.ac.uk

Event Name	<i>Summer Formal</i>
Brief description	<i>Social event with formal dinner, marquee inflatables, disco and band</i>
Location including name of building or area of campus.	<i>X building and grounds</i>
Date	<i>21 May XX</i>
Time	<i>1900 – 0200</i>
Numbers attending	
Public	<i>None</i>
Students	<i>400 expected</i>
Employees	<i>15</i>
Children	<i>None</i>
Special Needs	<i>2 expected</i>
Event Organiser Name including School/Department	<i>Ms X, committee member</i>
Contact details (phone and email)	<i>Extn 8099 X@rdg.ac.uk</i>
Event Safety Coordinator	<i>Dr. Y, Lecturer</i>
Contact details (phone and email)	<i>Ext. 0000, y@rdg.ac.uk</i>
Use of contractors	<i>YES</i>
Name of contractors and service provided	<i>Safe as Houses (Security) Adrenaline Ltd (Inflatables) Mad marquees (Marquee) Bust-a-bel (Disco) Rant and Rave (Band)</i>
Risk assessment provided. If not, please forward at least 28 days before event	<i>YES</i>
Signed Head of Department/ School	<i>Prof. Z Head of School</i>

Event title:

Date:

Pre-event approval	Yes No N/A
Permission obtained from Head of Department/School/Unit/Hall Warden?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

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

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?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If Yes – do you need to apply for a Temporary Event Notice?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Licence conditions complied with?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
License exhibited?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Structural and equipment	Yes No N/A
Structural alterations required?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lifts, hoists and lifting gear	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Services	Yes No N/A
Temporary electrical supply?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Electrical generator?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Portable electrical equipment?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gas/oil systems?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

LPG heating systems?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pressure systems?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Fire Prevention & Evacuation	Yes No N/A
Occupant capacity assessed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fire Wardens/Evacuation Officer appointed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Adequate means of escape?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Exits clear and unlocked?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fire signs illuminated?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emergency lighting operational?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fire alarm functional?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fire doors adequate?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Self-closers operating correctly?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
"Fire - what you should do" notices	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fire fighting equipment available?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Stage and seating	Yes No N/A
Stage safety aspects considered?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Safety curtain intact?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stage lighting adequate?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Seating arrangements adequate?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Special effects	Yes No N/A
Lasers?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fireworks?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pyrotechnics/real flame/firearms (authorisation required)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hypnotism (authorisation required)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (specify) :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (specify) :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Contractors	Yes No N/A
Health and Safety Policy and Risk assessments?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
References?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Public Liability Insurance?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Miscellaneous	Yes No N/A
Impact on grounds?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Temporary structure ? (marquees/inflatables)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Permit to Dig?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Welfare aspects?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Food safety & hygiene?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sanitation aspects?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Noise?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Special needs?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (specify) :	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Further details:

Sketches, plans, etc:

Appendix 2: Example of an event health and safety risk assessment form

Event Name	Summer Formal	Date	18 th June XX	Time	1900 - 0200
Location	Common room and grounds	Event organiser	Ms. X, committee member	Event safety coordinator	Dr Y,
Assessor	Dr. Y,	Date	21 May, XX	Permission given by	Prof Z

Section 1 - Identify hazards - consider all the activities with the social event and tick the boxes of significant hazards

1.	Fire hazards	<input checked="" type="checkbox"/>	7.	Layout and traffic routes	<input checked="" type="checkbox"/>	13.	Pressurised equipment	<input type="checkbox"/>	19.	Inflatables	<input checked="" type="checkbox"/>	25.	Seating arrangements	<input checked="" type="checkbox"/>	31.	Confined space	<input type="checkbox"/>
2.	Crowd control	<input checked="" type="checkbox"/>	8.	Lighting levels	<input type="checkbox"/>	14.	Noise and vibration	<input checked="" type="checkbox"/>	20.	Other temporary structures	<input type="checkbox"/>	26.	Welfare	<input checked="" type="checkbox"/>	32.	Lone working	<input type="checkbox"/>
3.	Slips, trips, housekeeping	<input checked="" type="checkbox"/>	9.	Lighting systems	<input checked="" type="checkbox"/>	15.	Environmental noise	<input checked="" type="checkbox"/>	21.	Fairground equipment	<input type="checkbox"/>	27.	Sanitation	<input checked="" type="checkbox"/>	33.	Vehicles, driving	<input type="checkbox"/>
4.	Fall of person	<input type="checkbox"/>	10.	Heating and ventilation	<input type="checkbox"/>	16.	Communication	<input checked="" type="checkbox"/>	22.	Lasers	<input type="checkbox"/>	28.	Food provision	<input checked="" type="checkbox"/>	34.	Machinery/lifting equipment	<input type="checkbox"/>
5.	Fall of objects	<input type="checkbox"/>	11.	Electrical equipment	<input checked="" type="checkbox"/>	17.	Violence to attendees or staff	<input checked="" type="checkbox"/>	23.	Fireworks	<input type="checkbox"/>	29.	Work with animals	<input type="checkbox"/>	35.	Other - please specify Temporary event notice required	<input checked="" type="checkbox"/>
6.	Manual handling	<input checked="" type="checkbox"/>	12.	Use of portable tools	<input type="checkbox"/>	18.	Marquees	<input checked="" type="checkbox"/>	24.	Pyrotechnics	<input type="checkbox"/>	30.	Chemicals, fumes dust	<input type="checkbox"/>			

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Children	<input type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>	Special needs	<input checked="" type="checkbox"/>

Section 3 - Risk controls – For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

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	Disco company erecting own system, risk assessments provided and proof of electrical checks. All rigs checked for secondary attachments and safety chains with weights marked.	✓			<i>Ensure all contractors have completed contractors competency questionnaire</i>
11	Risk of tripping on cables and electrical shock from equipment. Access to electrical points by unauthorised personnel	Cable routes not to cross thoroughfares. All electrics once set up to be checked by qualified University electrician. All electrical distribution boards locked and monitored by security during event.		✓		<i>Check that Wren has been requested for E&F to check the temporary electrical installation – complete form for temporary electrical systems & return to E&F Maintenance.</i>
14.	Noise and vibration	Noise likely to be in excess of legal guidelines. Currently staff issued with ear defenders if requested.		✓		<i>Warnings to be issued with notices of loud noises. Instigate job rotation especially in dining area where maximum levels will be experienced with disco and band. Ensure than limiters are placed on equipment to prevent the noise level to the audience not exceeding 95dB (A).</i>

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
15.	Environmental noise	University communication office notified. Local residents association informed. Hourly checks by Event Safety Coordinator with security to ensure minimal noise on boundary. No noise after 12 midnight. Staged closure.			✓	<i>Noise meter on loan from Health and Safety Services to check that levels do not exceed 5dB(A) above background.</i>
16.	Communication	All security, bar staff and on duty staff in contact via two way radio. Briefing session prior to event to ensure emergency procedures are understood.	✓			<i>Ensure all staff competent with radio use at briefing session prior to the event</i>
17.	Violence to staff and attendees	Security firm SIA registered and carry out own risk assessment. Contractor's competency completed.	✓			<i>University staff to avoid confrontation and allow security to deal with aggressive individuals.</i>
18.	Marquees	Contractor competency assessed. Risk assessments received. Fire certificates received. Marquee erection segregated. Steel frame construction, secured with weights, no pegs. Flooring plastic non slip. Fire exit signs illuminated with back-up. Fire extinguishers. All access level and accessible for wheelchair users. University Fire Safety Advisor booked to complete a fire risk assessment.	✓			<i>Ensure contractors are given detailed information from E&F on positioning of marquee. Request plan of marquee with exits. Ensure during pre-event checks that extinguishers are in position and serviced, full.</i> <i>Fire Safety Advisor to complete fire risk assessment on day of event.</i> <i>If design changes and steel pegs to be used, below ground services scan to be undertaken by E&M. Raise WREN and then complete E&F Permit-to-Dig form on E&F web site. Request E&F to mark the site before the arrival of the marquee company.</i>
19.	Inflatables	Contractor used for several years.	✓			<i>Security to monitor overcrowding around</i>

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>
25.	Seating arrangements	Plan of seating arrangements in marquee to be agreed in advance. Ensure clear gangways of are at least 1.05metres and not within 2 metres of fire exit		✓		
26.	Welfare	First aid room at rear near car park. All security first aid trained. 3 members of university staff first aid trained. 1 paramedic situated in attendance. Chill out area provided on first floor.		✓		
27.	Sanitation	Communal WCs within event area to be monitored routinely by event safety coordinator. Attendees also have access to their own facilities. Disabled WC adjacent to bar.			✓	
28.	Food provision	Commercial Services or other approved supplier providing all food. All staff trained, HACCP carried out. Following established procedures. Special dietary requirements have been assessed at time of booking			✓	
29.	Special needs for 1 wheelchair user and 1 student with severe mobility issues	Personal evacuation procedure completed for the 2 special needs persons.		✓		

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
30.	Licence	Temporary event notice applied for from X Borough Council.		✓		<i>Temporary event notice to be displayed during the event near the bar area.</i>

Appendix 3: Event Management - Contractors Competency Questionnaire

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:	

Appendix 4: Sanitary conveniences recommendations

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
Urinal	2 for up to 100 plus 1 for every additional 80 males or part thereof	
Wash basins	1 per WC and in addition 1 per 5 urinals or part thereof	1 plus 1 per 2 WCs or part thereof
Public houses and licensed bars (BS 6465)		
WC	1 for every 150 males plus 1 for every additional 75 males or part thereof	1 for up to 12 females plus 1 for 13 to 30 females plus 1 for every additional 25 females or part thereof
Urinal	2 for up to 75 males plus 1 for every additional 75 males or part thereof	
Wash basins	1 per WC and in addition 1 per 5 urinals or part thereof	1 per 2 WCs
General guidelines for music events with a opening time of less than 6 hours duration (The Event Safety guide)		
WC	1 per 600 males	1 per 120
Urinal	1 per 175 males	
Wash basins	1 per 5 WCs	1 per 5 WCs
General guidelines for music event with an opening time of more than 6 hours duration (The Event Safety guide)		
WC	1 per 500	1 per 100
Urinal	1 per 150	
Wash basins	1 per 5 WCs	1 per 5 WCs

Appendix 5: Maintenance Services - safety check of temporary electrical installation

If required, please complete this form and send it to Estates & Facilities Maintenance (E&F Building, or email as an attachment to fm-help@reading.ac.uk with a request to forward to E&F Maintenance).

Event name	
Event date	
Event location	
Event Organiser Name	
Contact details (phone and email)	
Event Safety Co-ordinator	
Contact details (phone and email)	

What electrical equipment do you intend to use?	
Where do you wish to install it?	
If using portable electrical equipment (items with a plug), has this been formally inspected and tested (PAT tested)?	Yes/No If Yes, can you provide PAT testing records if requested to do so? Yes/No If No, have you visually checked the equipment for damage/faults? Yes/No
Does this involve using electrical equipment out-of-doors?	Yes/No If Yes, please provide further details of measures to provide adequate protection.
Does this involve voltages higher than the standard mains supply (240V)?	Yes/No If Yes, please provide further details
Do you require electrical services from the University e.g. temporary power supply	Yes/No If yes, please provide further details
Does the temporary installation involve electrical design or construction i.e. more than using portable electrical appliances?	Yes/No If Yes, please provide sufficient details, to enable the University Senior Authorised Person (Electrical) to assess the safety of the proposed temporary installation.

Appendix 6: Seating arrangements

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:

- 7 seats if there is a gangway at one end only, unless the 305mm seatway is increased by 25mm for each seat over 7, then up to 11 seats would be allowed; and
- 14 seats where there is a gangway at each end, up to 18 if the 305mm seatway is increased to 400mm, and more than 18 seats if the seatway is at least 500mm.

3. Continental seating

Refers to rows where there are more than 22 seats. Additional requirements are that:

- no seat should be more than 15 metres from an exit measured along the line of travel; and
- gangways should be provided at each end of a row of seats.

Where gangways are provided, the positions of the exits and seating should be arranged so that streams of persons leaving the seating move in a direction away from the stage or platform.

4. Diners seating and lounges

Where an audience is seated at chairs around tables, the seating need not be fixed, but chairs and tables should be arranged so that identifiable gangways, with a minimum width of 1.05 metres, are provided with respect to the planned occupancy.

5. Peripheral seating

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.

Appendix 7: Stage Requirements

1. Stage requirements

There are generally two types of stages:

- **separated stages** - separated from the auditorium and the rest of the premises and have a safety curtain at the proscenium opening; and
- **open stages** - which are not separated from the remainder of the premises.

The stage should be constructed and arranged to minimise the risk of fire. For a permanent stage, the floor should be constructed of tongue and grooved boarding, and be sufficiently strong to support envisaged performances. Suitable plywood is also acceptable.

For concerts and similar occasions, consideration may need to be given to the height of the stage or safety barrier to prevent access to the stage itself.

There should ideally be two exits from the stage, and at least two exits from the stage basement, one of which should be independent of the stage. All other associated areas - such as dressing rooms and lighting galleries - should have adequate means of escape.

Safety curtain

A safety curtain needs to be robust, non-combustible, able to withstand damage, and act as a smoke seal. It must also be capable of opening and closing within 30 seconds and be marked as the 'Safety Curtain'.

Stage ventilation

A means of ventilating smoke and hot gases from a fire emergency occurring on stage is required.

Scenery stores

Scenery stores should be separated from the stage by fire-resisting construction.

Scenery

All scenery including cloths, draperies, and floral decorations on the stage should be flame retardant. Scenery should be stored in its appropriate place, such as a scenery store, unless immediately required for use in a current production. On an open stage, because the risk of fire spread is greater, the use of non-combustible material and flame retardant fabric is required. Where durable flame retardant fabric is required, i.e. that which has been chemically treated to render it flame retardant, a valid confirmatory certificate should be available. Contact the University Fire Safety Adviser (extension 8282) for advice.

2. Special Effects

Smoke and vapour effects

There are two main ways of producing smoke and vapour for special effects (Reference 17):

- fluid-based smoke machines; and
- solid carbon dioxide (dry ice) fog machines.

Smoke machines work on the principle of superheating an oil or water based chemical, atomising the fluid, and forcing the resulting smoke out under pressure. They are used mainly in night-clubs to enhance lighting effects as well as special effects in theatres. Smoke machines should only be used in accordance with manufacturer's instructions. Oil based smoke should not be used as there is evidence that it may be carcinogenic.

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 should be sought as this can also increase asphyxiation risks in particular circumstances.

Hypnotism

Prior approval of the local authority is required for an exhibition, demonstration or performance of hypnosis under The Hypnotism Act 1952. Hypnosis includes mesmerism or any similar act intended to produce any form of induced sleep or trance in which the susceptibility of the mind to suggestion is increased, or intended to be increased.

Members of the university considering entering into a contract under which they have personal or corporate liability for engaging (or instructing an agent to engage) a stage hypnotist for a public performance should ensure that they are reasonably informed on the subject before deciding to enter into such a contract. In particular they should:

- Take steps to inform themselves of potential dangers to members of the public.
- Be aware that all professional bodies concerned with the uses of hypnosis by doctors, dentists, chartered psychologists etc., disapprove of the practice of stage hypnosis as they, inevitably are called upon to deal with the distressed.
- Be aware that a long list of countries ban the practice of stage hypnosis outright and
- Check that appropriate insurance, risk assessments and after-care arrangements are put in place in case any member of the public who attends the event becomes distressed.

Organisers are advised to contact the University Counselling Service before any events involving hypnotism are held. Hypnotism carried out for scientific purposes does not require approval.

Lasers

Lasers can cause eye damage if incorrectly installed. Certain types of laser can pose a fire risk. They should therefore be installed and operated by expert contractors (Section 19). The use of lasers for entertainment must comply with relevant HSE guidance (Safety Guide 21). Advice may also be sought from Health & Safety Services (extension 8888).

Strobe lighting

Strobes are often used in discos, concerts, theatres, etc. Flashing lights can have a disorientating effect and have been known to induce epilepsy. It is recommended that they are installed by experts and operate at a fixed rate of not more than 5 flashes per second. Where more than one strobe light is in use, the flashes should be synchronised. Where strobes are used in a theatrical production, a warning should be given in the foyer and/or programme to this effect.

Bonfires, pyrotechnics, real flame and firearms

All bonfires and firework displays/use of fireworks require prior approval in accordance with this Code. Advice must be sought from the University Fire Safety Adviser (extension 8282) and/or Security Services Manager (extension 7799) as appropriate. The guidance given in Safety Note 15 Bonfire and Fireworks Code must be followed.

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.

Appendix 8: Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years	XXXXX	XX/XX/XX
X.X	H&S	Annually	XXXXX	XX/XX/XX