



Risk Management of Events

Standard

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| PRSG4.3 | | WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM | | | | | |
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Introduction

Every year a number of **events** are organised and take place on the University Campus. Because of the extra hazards that may be involved, special consideration, notifications and input from a number of University departments may be required to help ensure safety of the event.

Definitions

What is an Event?

For the purposes of this protocol an event is an organised 'activity or group of activities' taking place in locations owned, rented or under the direct control of the University. The Event Category Table provides examples of activities or features that would constitute an "event".

An event can be organised by University staff, students, LUU; or person/s external from the University.

Many events require the submission of an Events Planning Application Form (EPAF) to one or more University departments/ individuals.

What is NOT covered by this protocol?

Events that take place off campus (in places not owned, rented or under the direct control of the University) are NOT covered as these should be risk assessed following the University's general risk assessment protocol; however application of the general principles and guidance of the ['Risk Management of Events' protocol may be appropriate.

What IS covered by this protocol?

It is not possible to produce a fully definitive list of every activity that would constitute an **event** but examples include, festivals, open days, art installations, conferences, exhibitions, celebration events etc.

Events are classified as either **Significant, Minor or Routine** and are defined in the Event Category Table.

What is a Significant Event?

A significant event is an event that incorporates **any** of the significant risk factors as detailed in the Event Category Table.

What is a Minor Event?

A minor event is an **event** which **does not** incorporate any of the '**significant risk factors**' as detailed in the Event Category Table; and neither has it been identified as a '**routine event**' – **see below**.

What is a Routine Event?

A routine event is an event identified by the Faculty / Service as a regular, repetitive, common place event and often an existing risk assessment or established process may be in place.

Event Category Table

The Event Category Table provides key information and examples to help determine the risk category of events. It also indicates when an Events Planning Application Form (EPAF) is required, where and to whom it should be sent.

Event Planning Application Form (EPAF)

The purpose of the Events Planning Application Form (EPAF) is to **inform** one or more relevant University departments/individuals of the intention to plan an event and to **ask** for their '**agreement in principle**' for (specific aspects of) the event e.g. safeguarding, erecting structures, live music, large numbers of attendees etc. It enables the recipients to provide support, raise concerns and specify any relevant conditions to their agreement in principle.

Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance and expects each Faculty / Service Area to ensure that:

1. Events are categorised as either Significant, Minor or Routine in line with the Event Category Table.
2. Routine events are managed in line with the Routine Events Procedure (Flow Chart 1).
3. Significant / Minor events are managed in line with the Significant and Minor Events Procedure (Flow Chart 2).
4. A nominated (named) person is identified for each event as the Event Organiser.
5. A nominated (named) person is allocated adequate time, resources and support to enable them to fulfill the role.
6. The Events Planning Checklist is completed for all **Significant and Minor** events.
7. The Events Risk Assessment is completed for all **Significant** events.
8. The Event Planning Application Form (EPAF) (where required) is submitted to **each** of the recipients at least 3 weeks before the event in line with the Event Category Table.
9. Designated recipients of the Event Planning Application Form (EPAF) respond promptly in writing to applications they receive.
10. Authorised people are assigned to fulfil the following key functions
 - **Approval and sign off** of the Events Planning Checklist and the Events Risk Assessment
 - **Final authorisation** for events to go ahead
11. The **Event Organiser (or their delegate)** attends each event; managing and monitoring the event as a whole and providing on the ground support and advice.
12. Risk control measures are implemented and information shared with people who may be directly involved in or affected by the event before it takes place.
13. People who have a specific role at the event are fully briefed on their role.
14. If external contractors are brought in, their Public Liability Insurance certificate, activity risk assessment and any other relevant documents are checked as part of the planning process.
15. All relevant documents (i.e. Events Planning Checklist /Events Risk Assessment, Planning Applications etc.) are completed in full (including sign off and authorisation), available at the event and retained for three years after each event.
16. Training is carried out in line with the Training Matrix.
17. Any variation to this Standard is formally agreed in writing by the Head of Health and Safety.