



# Risk management of events

## Guidance

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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.

This document explains and provides guidance about the key aspects of the University's protocol for the Risk Management of Events; specifically the Standard which sets out the University's expectations regarding events management and the elements that must be in place within each Faculty and Service.

## 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 and Standard 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 along with more detailed information about what type of activities constitute the different categories.

### 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 procedure 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.

Author:	HSS	Doc Ref	PRSG4.15	Version number:	1	Approved by:	PV	Issue Date:	APRIL 2017
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## Roles and Actions

The responsibilities of each staff member, student or visiting personnel are set out in the University of Leeds Health and Safety Policy - see [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety). In addition to these general responsibilities, Executive Deans, Directors of Service, Heads of School/Service and other role-holders are required to carry out specific actions for each protocol; for the 'Risk Management of Events' protocol these roles and actions are outlined below. Tasks can be delegated, but the responsibility for achieving them cannot be delegated and remains assigned to the relevant role-holder.

### Executive Deans and Directors of Services

- For **significant events**, **approve** and **sign off** the event planning checklist, risk assessment and give **final authorisation** for the event to go ahead **or** appropriately delegate these roles to Heads of School/Service.

### Heads of School/Service

Are expected to ensure:

- Events are correctly categorised as either Significant, Minor or Routine in accordance with the Event Category Table.
- Routine events are managed in accordance with the Routine Events Procedure (flow chart 1).
- Significant/Minor events are managed in accordance with the Significant and Minor Events Procedure (flowchart 2).
- For **significant events**:- (if delegated by Executive Dean/Director) - that they **approve** and **sign off** the event planning checklist, risk assessment and give **final authorisation** for the event to go ahead **or** if acceptable to Executive Dean/Director appropriately delegate these roles within their school/ service area to competent individuals.
- For **minor events**: - that appropriate and competent individuals (e.g. Line Managers/ Academic Tutors etc.) are assigned to **approve** and **sign off** the event planning checklist, and give **final authorisation** for the event to go ahead within their School/Service area.
- Nominated (named) person(s) are identified for each event as the **Event Organiser** - to plan and risk assess and manage all aspects of health and safety of the event. They must be allocated adequate time, resources and support to enable them to fulfill their role as detailed below.
- **Event Organisers** are trained (see training matrix) with the necessary competence to manage the event.
- All relevant documents (i.e. Planning Checklist, Risk Assessment, Event Planning Applications etc.) are completed and retained for a period of three years after each event.

### Line Manager/Academic Tutor

Are expected to ensure:

- Events are correctly categorised as either Significant, Minor or Routine in accordance with the Event Category Table.
- Routine events are managed in accordance with the Routine Events Procedure (flowchart 1).
- Significant/Minor events are managed in accordance with the Significant and Minor Events Procedure (flowchart 2).

Author:	HSS	Doc Ref	PRSG4.15	Version number:	1	Approved by:	PV	Issue Date:	APRIL 2017
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## Risk Management of Events Protocol – General Guidance

- For minor events: - (if delegated by HOS) - that they approve and sign off the event planning checklist, and give final authorisation for the event to go ahead or if acceptable to HOS appropriately delegate these roles within their area of responsibility to competent individuals.
- Nominated (named) persons are identified for each event as the Event Organiser - to plan and risk assess and manage all aspects of health and safety of each event. They must be allocated adequate time, resources and support to enable them to fulfil their role as detailed below.
- Event Organisers are trained (training matrix) with the necessary competence to manage the event.
- All relevant documents (i.e. Planning Checklist, Risk Assessment, Event Planning Applications etc.) are completed and retained for a period of three years after each event.

### Event Organisers

- Correctly categorise events as either Significant, Minor or Routine in accordance with the Event Category Table.
- Manage routine events in accordance with the Routine Events Procedure (flowchart 1).
- Manage Significant/Minor events in accordance with the Significant/Minor Events Procedure (flowchart 2).
- Attend relevant training (training matrix) and have the necessary competence to manage the event.
- For **significant events** (and other events where necessary) seek **early** advice, support and input from their relevant health and safety manager (HSM).
- Ensure 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.
- Ensure the Event Planning Application Form (EPAF) (where applicable) is submitted to **each** of the relevant designated recipients in line with the requirements of the Event Category Table.
- Ensure that designated recipients of the Event Planning Application Form (EPAF) have responded in writing within the set timescales and that any required conditions of their “*agreement in principle*” are fulfilled before the event takes place.
- Implement risk control measures and share information with people who may be directly involved in or affected by the event before it takes place.
- Fully brief people who have a specific role at the event on their role and responsibilities.
- 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.
- Attend (or assign fully briefed delegate/s to attend) each event; manage/ monitor the event as a whole and provide on the ground support and advice.
- Lead a post-event review for **Significant Events** to share learning points and ensure relevant staff are aware of any health and safety issues raised at the event.

Author:	HSS	Doc Ref	PRSG4.15	Version number:	1	Approved by:	PV	Issue Date:	APRIL 2017
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### **Health and Safety Managers (HSM)**

- Support and advise all parties where necessary to fulfil their responsibilities at each and any stage of the event planning or risk assessment process.
- The 'LUU liaison HSM' to check/validate/agree LUU's events planning checklist and risk assessments where an LUU event is held in whole or in part on University land.

### **Health and Safety Coordinators**

- Offer advice and guidance to local Event Organisers - referring to the HSM as necessary.

### **University Conferencing and Events Team**

- That for those events where they are deemed to be the Event Organiser (i.e. those initiated by external organisations and where no local staff members are identified as the lead) they meet all requirements of the role of **event organiser** (as set out above).
- Provide support and advice/agreement in principle for specific elements of events as set out in the Event Category Table.
- Support/provide training and the provision of information relating to their areas of expertise e.g. food hygiene, licensing etc.

### **Designated recipients of the EPAF**

- Respond promptly in writing to applications they receive; provide support, raise concerns and specify any relevant conditions to their 'agreement in principle' for (specific aspects of) the event e.g. safeguarding , erecting structures, live music, large numbers of attendees etc.

### **LUU**

For events they organise **on University premises (land and buildings)** LUU ensure:

- Their own internal "**LUU Events Management Standards**" (and any revision) is consulted upon with University Health and Safety Services (HSS).
- Their internal "**LUU Events Management Standards**" is followed.
- These events are managed in accordance with the LUU section of the Significant/Minor Events Procedure (flowchart 2).
- Event Planning Checklists and Risk Assessments are submitted to the HSS Liaison HSM for consultation/ agreement; in advance of the event giving adequate time for consideration and feedback.

## Guidance

### 1. Event categorisation using the Event Category Table

The Events Category Table sets out what type of activities constitute the different categories of events i.e. Significant, Minor or Routine and identifies when completion and submission of an Event Planning Application Form (EPAF) – (see below) is required and to whom the form should be sent.

It is not possible to produce a definitive list of what would constitute an event but examples include, festivals, open days, art installations, conferences, exhibitions, celebration events etc. Where there is any doubt of which category an event falls within, event organisers should seek advice from their relevant Health and Safety Manager (HSM) in the early planning stages.

### 2. Management of routine event Procedure (flowchart 1)

The Procedure (flowchart 1) is a critical and integral role of the planning process and all events need to be managed in line with the categorisation of the event. Procedure (flowchart 1) – for events identified by the faculty / service as regular, repetitive or common place; compliance with the processes set out in the Routine Events Procedure (flowchart 1) is required.

### 3. Management of significant or minor events Procedure (flowchart 2)

The Procedure is a critical and integral role of the planning process and all events need to be managed in line with the categorisation of the event. For events categorised as significant or minor (as defined in the Events Category Table) compliance with the processes set out in the Significant/Minor Events Procedure (flowchart 2) is required.

### 4. Nominated (named) person(s) – Event Organisers

In order to ensure that events are planned and managed effectively, people need to be nominated, appointed and trained to provide them with the skills and knowledge (competence) that are required to manage and monitor the events in line with the standard to ensure that it runs smoothly.

### 5. Resources

In order to effectively plan and manage an event time and resources will need to be allocated to enable the event organisers to fulfil this role.

### 6. Events Planning Checklist

The Events Planning Checklist needs to be completed for all Significant and Minor Events (It can be used for all events). This checklist takes you through a number of steps that will help you when planning an event.

Key points are:

- It needs to be completed in good time by the event organiser
- It covers the majority of likely hazards; designed to guide and assist the organiser
- Organisers need to involve/consult others with specialist expertise as part of the process
- It needs to be completed fully with risk control measures clearly stated
- It needs to be signed off and approved
- Contents shared with relevant people
- 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; vetted and approved in line with University's Contractors Standard
- For **minor events** this checklist serves as the risk assessment provided it is competently completed in enough detail
- All identified training is provided

- It is made available at the event and kept for 3 years
- For **significant events** – an overarching Event Risk assessment must be completed in addition to the checklist – **see below**

## 7. Risk Assessment for Significant Events

The Events Risk Assessment must be completed for all **Significant** events. It helps you to identify hazards that will need to be eliminated or controlled. The information within the assessment will then need to be shared with others who are involved.

Key points:

- Completed in good time by the event organiser
- Covers the majority of likely hazards; designed to guide and assist the organiser
- Organiser to involve/consult others with specialist expertise as part of the process
- Needs to be completed fully with risk control measures clearly stated
- Needs to be signed off and approved
- Made available at the event and kept for 3 years
- Contents shared with relevant people
- 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; vetted and approved in line with University's Contractors Standard.

## 8. Event Planning Application Form (EPAF)

The purpose of the Event 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.

The form itself includes information including contact details, submission and response time scales. The Event Organiser is responsible for completing the form with concise but adequate detail so the recipients can make informed judgements. A copy should be sent to **each** of the appropriate recipients clearly stating what they are being asked to give their "*agreement in principle*" for.

## 9. Recipients of the (EPAF)

In order to support those who are planning events effectively, the recipients of the EPAF need to respond promptly in writing to applications they receive; they are expected to provide support, raise concerns and specify any relevant conditions to their "*agreement in principle*" for (specific aspects of) the event e.g. safeguarding, erecting structures, live music, large numbers of attendees etc.

This enables those who are planning events to proceed with the detailed planning processes.

## 10. Authorisation and sign off

Before an event can take place the following documents need to be signed off. The individual who is delegated to do this must have the necessary skills and knowledge.

- Events Planning Checklist
- Events Risk Assessment
- Final authorisation for events to go ahead

## 11. The Event Organiser (or their delegate) attends each event

The event manager or their delegate needs to be present through the event managing and monitoring the set up and running of event. If contractors are present during the event they will also need to be monitored to check they are following the identified control measures. They will also need to be available to provide on the ground support and advice.



## **12. Risk control measures**

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. This will help them understand what they need to do and what control measures they need to follow.

## **13. Event Briefing for those with roles and responsibilities**

In order to ensure that everyone who has a specific role at the event know what is expected of them a full briefing detailing on their role and responsibilities will need to be provided.

## **14. External contractors**

Where external contractors are brought in, their Public Liability Insurance certificate, activity risk assessment and any other relevant documents need to be checked as part of the planning process before the event takes place.

## **15. Availability of documents**

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**

Further information and support is available by contacting your Health and Safety Manager.

We are currently developing detailed training to support staff in implementing the Protocol; in the interim briefings will be held across campus. Email [safety@leeds.ac.uk](mailto:safety@leeds.ac.uk) to book your place.

## **17. Variation to this Standard**

In very occasional circumstances a variation to the Standard may be required. If this is the case, it needs to be agreed in writing by the Head of Health and Safety. If you have any further questions or need advice, guidance or support please contact your Health and Safety Manager.

Author:	HSS	Doc Ref	PRSG4.15	Version number:	1	Approved by:	PV	Issue Date:	APRIL 2017
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