Risk Management of Events

Standard

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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 which are out of the ordinary, and take place in locations owned, rented or under the direct control of the University.

There are many activities that would constitute an event but this definition can really be considered as anything outside of ‘business as usual’. For example a lecture being delivered to students would be considered ‘business as usual’ however once the lecture is held out of hours and open to the public the risk profile changes and additional control measures should be considered. Other examples include, festivals, art installations, conferences, exhibitions, celebration events etc.

Events are classified as either Significant or Minor however both can be classed as routine. An event can be organised by University staff, students, LUU; or person/s external from the University. Many events may need consultation and guidance from 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; these events should be risk assessed following the University's general Risk Assessment Protocol; however it may be useful to apply the general principles and guidance of the ‘Risk Management of Events’ protocol. You should also follow the requirements of the venue.

How to define an Event
The Event Table can be used to determine if there are any significant risks involved in the event and if so, where additional advice and approval can be found.
A Significant Event is an event that incorporates any significant risk factors. A Minor Event is an event which does not incorporate any significant risk factors. If you are unsure please seek advice from your Health and Safety Manager.
**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 to ensure that:

1. Events are categorised as either Significant or Minor which is determined using the Event Table.
2. All events are managed in line with the Events Procedure.
3. A nominated person is identified for each event as the Event Organiser.
4. A nominated person is allocated adequate time, resources and support to enable them to fulfill the role.
5. The Events Checklist is completed for all events.
6. The Events Risk Assessment is completed for all **Significant** events.
7. The Event Risk Assessment is approved before the event.
8. Security is notified of all events before they happen.
9. Authorised people are assigned to fulfil the following key functions
   - **Approval and sign off** of the Events Risk Assessment
   - **Final authorisation** for events to go ahead
10. The **Event Organiser** attends each event; managing and monitoring the event as a whole and providing on the ground support and advice.
11. 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.
12. 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.
13. All relevant documents (i.e. Significant Events Risk Assessment, Events Checklist) are completed in full (including sign off and authorisation), available at the event and retained for three years after each event.
14. Training is carried out in line with the Training Matrix.
15. Any variation to this Standard is formally agreed in writing by the Head of Health and Safety.