Open Space Events & Activities at UEA

Guidelines

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Please keep these guidelines for your reference
1. Introduction

This guide has been designed to provide helpful and useful information to anybody wishing to arrange any event or activity to take place in an open space (i.e. outdoors) on the University Campus or other University property.

N.B. For ease of reference, the phrase ‘event’ will be used throughout this document to represent any event or activity.

The guide gives general advice that should be used when arranging any type of event, however, it must be remembered that events can be extremely diverse and therefore this guidance cannot be considered exhaustive.

If you are arranging a large event, please contact us on OpenSpace.Events@uea.ac.uk to discuss initially before making any arrangements or submitting an application. Please allow at least 6 weeks, and longer where possible.

2. Applying for UEA Permission

It is important that permission is applied for from the UEA Events Permissions Group. The Group consists of representatives of the University who are looking at health and safety, reputation of the University and impact on the day to day running of the University and those studying and working on campus. The application for permission may also be forwarded to other interested parties across the University for their comment before approval is considered.

Applications should be made as far in advance of your event where possible, and within the deadline periods shown below. Applications received with less than this timeframe may not be considered. This period is required to allow additional information or documentation to be obtained where necessary.

| Basic Stalls/Stands promoting a society or event | 1 week |
| Events such as flashmobs, dance displays, performances, large BBQ etc. | 3 weeks |
| Large/Major events such as Fairs, large participant events, large marquees, ticket events, firework displays etc. | 6 weeks |

If you are unsure which category your event falls into, please email OpenSpace.Events@uea.ac.uk for clarification.

All Club/Society and Peer Support Group events must be signed off by the Student Activities Manager, Alun Minifey A.Minifey@uea.ac.uk before they are submitted to the UEA Events Permission group for approval.

Applications must include all the required risk assessments and any other supporting documentation such as public liability insurance, risk assessments and method statements (RAMS) and any other documents as necessary, e.g. Event Management Plan (EMP). If it is felt that risks have not been adequately covered, your application may not be considered by the Group.
The UEA Events Permission Group will consider your application and you will be contacted regarding the outcome as soon as possible thereafter. Once approval has been granted, an email with details of the full event permission, listing any terms and conditions specific to the event which must be adhered to, will be email to you as formal confirmation that your event can proceed. Your event must not take place until a copy of this document has been received.

If you are refused permission, the Events Advisor will be happy to work with you to try and resolve any concerns or issues, where possible. Otherwise, the decision of the Event Permissions Group is final.

Please be aware that UEA Security are empowered to shut any event down without consultation with the event organisers if:

- Permission is refused and your event goes ahead
- Your event breeches the terms and conditions stipulated in your approval document
- Your event breeches appropriate noise levels
- There are any concerns towards health & safety at your event
- There are any other concerns at your event

3. Pre-planning

All successful events will have considered and hold detailed pre-planning for the following:

3.1 **Documentation** - You should keep a record of all documentation in relation to the event, including e-mails and notes of meetings and discussions.

It is important that documents such as these form an integral part of the event plan thereby providing a comprehensive audit trail of the planning process.

3.2 **Timescale** - Set out the proposed timescale and give yourself as much time as possible to organise the event. Some specialist advice may be required, and special permission could take time.

3.3 **Event planning document** - This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

3.4 **Identify roles and responsibilities** - Identify specific responsibilities for all those involved; depending on the size of the event you may decide to establish a planning group. One person should be identified as the Event Manager and you should have a named Health and Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.
4. Completing the Event Permission Form

4.1 CONTACT DETAILS

4.1.1 Event Manager - The Event Manager is the person in charge of the event and is responsible for overseeing the event during both planning stages and on the day.

4.1.2 Health and Safety Officer - The H&S Officer is the person responsible for overseeing the health and safety of the event both during planning stages and on the day. This person will be responsible for all queries about safety procedures in the event of an emergency.

The Event Manager and the Health and Safety Officer may be the same person.

4.2 EVENT DETAILS

4.2.1 Purpose of Event – This should include full details of the event including any planned activities and items of equipment being used, along with a timetable of events if appropriate. For larger events you should prepare an Event Management Plan (EMP) to accompany your application. Specific facilities may be required to accommodate particular groups or types of people, e.g. disabled guests. Decide on the type of activities to be held. Will there be any specific hazards such as a bouncy castle, hot food/drinks, alcohol or high risk sports?

4.2.2 Location of event - Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the Campus community. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, uneven ground, crowded places, noise implications etc.

4.2.3 Event Date - Consider the time of year, including the consequences of extreme hot/cold/wet weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event and other activities on Campus such as examination periods, planned open days, other confirmed events etc. External areas are booked on a first-come first-served basis so you may wish to consider a secondary alternative date during your planning phase.

4.2.4 Event Start & End Times – Consider the most suitable times to start and end your event based on the day / date / time of year. Events scheduled later in the year may need to conclude earlier to ensure daylight. Also factor in a period for set-up and set-down, ensuring adequate time to retain the venue to the condition on arrival.

4.2.5 Type of Event - Identify who the event is for and what the aims of the event will be.

Charity Event – an event raising money for a registered charity by a Student, Student Club or Society. See Section 11. You will be required to supply the registered charity number and letter of authorisation from the charity commission confirming they are aware and approve of your charity event on their behalf. Refer to Section 10 and Appendix C for the Charity Collections Policy.

Fund Raising Event – an event raising money for a non-registered Student Society or Club.
**Commercial Event** – an event leading to sale of goods or services for profit. This must be an independent student or through a Student Society or Club.

**Faith Orientated Event** – does your event celebrate a date in your faith calendar? Consider whether there are any specific activities or requirements associated with this event.

*All faith gatherings and faith celebrations including social gatherings must be notified on the Events Permission Form.*

The University will make all reasonable efforts to ensure that its activities cultivate an atmosphere of mutual respect, tolerance and understanding between different religious beliefs.

**Community Event** – An event where the local community are invited or are welcome to view or participate. Special permission will be required for such events on campus.

4.2.6 **Number of People** – This may be difficult to estimate in an open space, but be realistic as to your estimated audience and clear on your participant numbers. This is important in managing your risks.

4.2.7 **Invited or External Speakers** - The Government’s guidance states that we must have systems in place for assessing and mitigating risks around external speakers and events on campus, while maintaining the existing duty to promote freedom of speech. It is therefore important that all invited and external speakers visiting campus as part of your event are notified to allow each visitor to be logged and checked.

4.2.8 **Sale of Tickets** – Are you planning to sell tickets to your event? If so, are they at a reasonable rate. Do you have a pre-purchase price and an ‘on-the-door’ price? If the event is cancelled you need to consider and publish what your refund policy is and how this will be managed.

4.2.9 **Noise** - Not all areas of Campus are suitable for PA/sound systems or musical events and there are restrictions on when and where sound can be used outside. Please pay particular consideration towards residential and teaching areas. This may depend on any other University activities or events e.g. examinations.

Some music is subject to Performing Rights Licencing – see Section 4.6.1.

4.2.10 **Weather Contingency** – The British weather is variable and good weather cannot be guaranteed - what is your contingency for wet weather, high winds, extreme heat etc.? Have you factored these into your risk assessment and considered alternative inside locations or whether those involved have adequate clothing (sun hats) and equipment (electrical equipment versus rain).

### 4.3 FACILITIES & EQUIPMENT

4.3.1 **First Aid** - Where appropriate, it is your responsibility to arrange for adequate first aid provision and medical cover. If additional first aid cover is not required, it is still important you are aware of how and where to locate the nearest first aid support.

4.3.2 **Stewards** - Stewards, where used, must be fully briefed and easily identifiable (i.e. wearing hi-visibility jacket or vest) on all aspects of the event. It is important that stewards
can be easily identified by your guests and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

Depending upon the nature of the event, specific security arrangements may be necessary. The UEA’s Security Team will respond only to emergencies in relation to the event. The Events Advisor can provide guidance regarding any additional security requirements.

4.3.3 **Fireworks/Pyrotechnics** - For Firework Displays it is important that you use only appropriate experienced and licenced contractors.

There is a guide for safety of firework displays for organisers and operators published by the HSE, ISBN 0 7176 6196 2.

Full Risk Assessments and Method Statements (RAMS) and Event Management Plan (EMP) will be required.

Please note – Chinese Lanterns are not permitted under any circumstances.

4.3.4 **Fairground Equipment** - For fairgrounds and amusement attractions it is important that you use only appropriate experienced and licenced contractors.

There is a Guidance on Safe Practice for Fairgrounds and Amusement Parks published by the HSE, ISBN 978 0 7176 6249 4.

Full Risk Assessments and Method Statements (RAMS) and Event Management Plan (EMP) will be required.

4.3.5 **Inflatable** – for any inflatables, it is important that you use only appropriate experienced and licenced contractors.

If an inflatable e.g. bouncy castle, is used at your event you must follow the HSE guidelines – [www.pipa.org.uk](http://www.pipa.org.uk). You will also be required to ensure the public liability insurance being used specifically covers use of inflatables.

Full Risk Assessments and Method Statements (RAMS) and Event Management Plan (EMP) will be required.

4.3.6 **Substances Harmful to people and the Environment** – any substances which are harmful to health or the local environment, i.e. chemicals, chalks, flammables, dusts, vapours, gases etc. must be identified in your application form and supported by MSDS and COSHH forms.

**MSDS – Material Safety Data Sheet.** If you are using a chemical or substance containing potentially hazardous materials, you must obtain a copy of the MSDS for this item and submit with your application. These are usually available online or directly from the supplier.

**COSHH – Control of Substances Hazardous to Health.** This form must also be completed if using a chemical or substance containing potentially hazardous materials, and submitted with your application. You can use your MSDS to assist you in completing this form.
4.3.7 **Chalk Policy** - Please refer to Appendix A if you are using chalk at your event, to ensure you are familiar with all stipulation regarding the full Chalk Policy.

4.3.8 **Utilities (Electricity, Gas & Water supply)** - Where electricity, gas or water is to be used, detailed information must be provided so that arrangements can be made to ensure the facilities are safe. This should also include details regarding any fuel supplies for portable generators etc. Gas should never be used in enclosed spaces and all gas cylinders must be secured with a chain. Further information can be obtained from the Events Advisor.

4.3.9 **Other Equipment** – if you will be using other equipment, you must identify this within the application Form and also consider the use within your risk assessment, for example - gazebos/marquees, as you may be required to complete a marquee fire risk assessment form; fancy dress costumes, as you will need to factor in things such as dehydration, restricted movement and visibility. This ensures you have factored in any additional safety measures.

4.3.10 **Specialist equipment** - Will the activities require the use of any specialist equipment? If so, does this equipment pose any specific hazards? Will a particular activity need crowd control barriers etc.? Some equipment will require certificates of erection by a competent person and safety inspection certificates. Also consider access to site to install and derig.

4.3.11 **External Companies/Contractors** – if you are contracting (whether free or through cost) an external company to undertake a service for you whilst on campus, this must be detailed on your application form. Ask contractors to send to you a copy of their safety policy, public liability insurance and risk assessments, and satisfy yourself (also check with your Health & Safety Officer) that all documents are satisfactory and the contractor will perform the task safely. The Event Permissions Group will also need to see copies of these documents.

Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

4.3.12 **Parking/Vehicular Access** - UEA Campus has limited car parking facilities for use by staff, students and visitors and has an environmental policy and a travel plan that seeks to limit the use of motor vehicles and encourage alternative forms of transport, particularly cycles and public transport.

All those participating, spectating and organising the event, who do bring a vehicle to campus, must park in the main car park of the University. There will be a charge made for parking as indicated on signage in the car park.

Any vehicles carrying equipment etc. for the event itself must be given clearance as part of the request to the Events Permission Group to drop off or park near the designated site, as appropriate.

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only request vehicular access at specific times and not during the event itself.

Enquiries for parking should be made via the UEA Travel and Transport Department by email transport@uea.ac.uk
4.3.13  **Litter Bins/Clear Up** - Arrangements will be required for waste disposal and rubbish clearance both during and after the event.

The UEA can supply you with a maximum of 15 rubbish bins for the event, if required. Bins should be requested as part of your application to the Events Permission Group. It is then your responsibility to ensure that all rubbish is bagged and tied and left with the rubbish bins for the UEA’s grounds team to collect.

If the event organiser fails to do this then the University reserves the right to carry out the works in default and charge the event organiser the cost incurred.

Enquiries for extra litter provisions should be made via the UEA Estates Help Desk by email jobdone@uea.ac.uk

4.4  **LICENCES AND INSURANCE**

4.4.1  **Live or Recorded Music** - You may be required to submit details of any live or recorded music used at your event for submission to the Performing Rights Society. Campus Services holds a Performing Rights Licence covering the external areas of campus.

The use of any LIVE or RECORDED music will need to be notified to the Events Advisor for submission on the Performing Rights Licence. Programmes, playlists or set lists must be received for all live music events, except when personal material is being performed.

A comprehensive list of all music equipment being used at the event should be included on your application form, this should include decks, amps, acoustic, iPod, instruments etc.

4.4.2  **Public Liability Insurance**

- Events being run as normal University business may be covered in the University’s insurance (contact the Finance Department, UEA for confirmation).
- If you are a Student Union funded Club or Society, the Student Union’s public liability insurance will cover your event - you must ensure that Alun Minifey has approved your event before it is sent to the Events Permission Group, to ensure it is covered by the Student Union insurance.
- If you are hiring equipment, your provider will hold insurance and public liability which will cover their activities (contact your supplier). This must be checked thoroughly as their insurance may only cover use of the equipment supplied and not your event as a whole.
- Public liability insurance must indemnify for a minimum of £5million per claim.

4.4.3  **Premises Licence / Licencenable Act**

If you feel your event may require an Alcohol or Entertainment licence, please speak to the Events Advisor. This would apply to alcohol sales or late night refreshments served after 23.00. It is essential that you do not apply for any licences until your event has been approved by the UEA Event Permissions Group, but you must leave adequate time in which to apply for a licence once permission has been granted.

4.5  **CATERING**

The approval for catering at any event will be granted at the University’s discretion.
The Campus Kitchen is the UEA’s nominated food supplier on campus - no external catering service/company is permitted to provide food on campus unless the UEA’s nominated supplier cannot provide catering for your event, or by agreement, for any reason.

If they are not able to provide catering for your event, the Campus Kitchen will arrange catering for you via a local catering company chosen by them, and will perform all the necessary food safety checks on your behalf in advance.

If they are not able to provide catering or book an alternative catering company for your event, Campus Kitchen will need to perform a full food safety check of your preferred caterer as part of the application process. For any external companies, please provide the catering company name and catering details. Copies of the caterer’s public liability and risk assessments will need to be submitted.

Your caterer will also be required to provide the following documentation
- A copy of their local Environmental Health (home authority) registration documentation;
- A copy of the latest EHO Inspection Report;
- Full HACCP plan for your event

If you are providing your own food, please note that a valid externally accredited Level 2 Food Hygiene Certificate as a minimum must be held by that person and copy (ies) supplied with the application.

For further information from Campus Kitchen contact Debra Pittick, d.pittick@uea.ac.uk

4.6 ADDITIONAL DOCUMENTATION

4.6.1 Site plan - If applicable, draw out a site plan identifying the position of all the intended attractions and facilities. Where appropriate plan out and designate the entrance and exit points, circulation routes, vehicular access and emergency evacuation routes.

For events such as a cycle or running event, it is important to show the planned route, along with any steward/marshall locations, on a site plan.

5. Completing your Risk Assessment Form

5.1 Risk assessments - Please remember that organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event as well as to the public and participants attending. This should be ensured by carrying out a detailed risk assessment, in which all hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided in these guidelines – see Section 5.7. Completed forms should be submitted to the Events Advisor with your application and retained by the organiser or trader, for future reference.
5.2 **Guidance notes** - A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments.

5.3 **Identifying the hazards** - All hazards should be identified including those relating to the individual activities and any equipment.

A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

<table>
<thead>
<tr>
<th>Potential Hazard</th>
<th>Potential examples</th>
</tr>
</thead>
</table>
| Any slipping, tripping or falling hazards | - Rabbit holes  
- Steps  
- Dropped leaflets  
- Electric cabling  
- Wet surfaces |
| Hazards relating to fire risks or fire evacuation procedures | - Flammable equipment  
- Smoking nearby  
- Leaving clear exit routes  
- Enclosed gazebos or marquees |
| Any chemicals or other substances hazardous to health | - Any irritant to the skin  
- Eye contact  
- Ingestion |
| Moving parts of machinery | - Trapping hair, fingers, hand  
- How is it powered?  
- Equipment safety checked? |
| Water/No swimming in Broad | - Swimming, paddling or falling in The Broad  
- Games or activities such as apple bobbing |
| Any vehicles on site | - Vehicles versus pedestrians  
- Vehicles in pedestrianized areas |
| Electrical safety e.g. use of any portable electrical appliances | - Fire risk  
- PAT tested/certificated?  
- Loose cables/trip hazards |
| Manual handling activities | - Injury from inappropriate lifting  
- Injury from inappropriate movement of a large item  
- Large item toppling from a trolley etc. |
| Falls e.g. from ladders, structures or trailers | - Injury from height – can cause death  
- Equipment safety/checked |
| High noise levels | - Hearing impairment  
- Disruption to others |
| Horseplay | - Alcohol consumption  
- Fighting/disagreements  
- Misuse of equipment |

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

5.4 **Identifying those at risk** - For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards/marshals
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- UEA staff or students

5.5 **Areas to consider** - The following are examples of areas to consider:

- Type of event
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision of first aid
- Fire Risks
- Security Risks
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

5.6 **Assessing the risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account.

The risk is the likelihood of the harm arising from the hazard and the resulting consequence. The likelihood and consequence are allocated a risk rating number between 1-5 (where 1 is low and 5 is high), which when multiplied together gives a rating for the level of risk. This formula should be used for all risks identified for your event.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Rating Score</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – Almost Certain</td>
<td>5 - Catastrophic</td>
<td>Score 1-5: Low</td>
<td>No further action, but ensure controls are maintained</td>
</tr>
<tr>
<td>Typically experienced to be expected to occur</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 – Likely</td>
<td>4 - Major</td>
<td>Score 6-10: Medium</td>
<td>Consider if risks can be lowered to adequate or acceptable, costs of additional measures should be taken account of. Implement risk reduction measures in defined time period. Need to ensure controls are maintained.</td>
</tr>
<tr>
<td>Typically experienced at least once every six months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 – Possible</td>
<td>3 - Moderate</td>
<td>Score 12-15: High</td>
<td>Substantial efforts needed to reduce risk. Implement risk reduction measures urgently in a defined time period – apply interim control measures or stop activity until complete. May involve considerable resources. Need to ensure controls are maintained.</td>
</tr>
<tr>
<td>Typically experienced once every five years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 – Unlikely</td>
<td>2 - Minor</td>
<td></td>
<td>Risks are unacceptable. Works must stop until risk reduction is below very high. If not possible work must be prohibited.</td>
</tr>
<tr>
<td>Typically experienced once during the working lifetime</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 – Rare</td>
<td>1 - Insignificant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 1% chance of being experienced during the working lifetime</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Likelihood x Consequence = Risk Rating Score

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You should list the existing controls and assess whether or not any further controls are required. You should be realistic about the hazards – a lower score does not mean your event is more likely to be approved. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable

5.7 **Further action necessary to control the risk** - Classify risks from acceptable to unacceptable as described below. Examples of risks falling into these categories are as follows:

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>An unsupervised bouncy castle being used by students, especially after drinking alcohol</td>
</tr>
<tr>
<td>Medium</td>
<td>A circus juggling display in a roped off arena</td>
</tr>
<tr>
<td>Low</td>
<td>A mime artist performing amongst the crowd</td>
</tr>
</tbody>
</table>

For each risk, consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Removal of the hazard
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Find a substitute for that activity/machine etc.

5.8 **Record the risk assessment findings** - Use the Risk Assessment Form, via the link below, to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

https://portal.uea.ac.uk/estates/events-and-activities/planning-events

5.9 **Review and revise** - If the nature of the risks changes during the planning of the event, the risk assessments will need to be updated and reviewed again by submitting it to Campus Services.

5.10 **Information** - Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

6. **Submitting your Event Application**

Please submit your fully completed Event Permission Form, Risk Assessment Form and any other supporting documents (EMP, COSHH form, public liability certificate, food hygiene certificates etc.) to OpenSpace.Events@uea.ac.uk electronically (preferably with your documents in Word format).

7. **Organising the Event**
Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

Ensure you notify the Events Advisor of any changes to the application both before and after approval.

8. Provisions and Services

If appropriate, you will need to calculate what provision and services will be required for the event. Listed below are a few examples:

**Disabled provision** - Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

**Temporary Structures** - Some events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. Temporary structures should only be obtained from experienced suppliers.

9. Final preparations

Just prior to the event a detailed safety check will have to be carried out. The requirements for this will vary depending on the size of the event. This should include the following:

**Routes** - Ensure clear access and exit routes and adequate circulation within the Campus. Pay particular attention to emergency routes.

**Inspections** - A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards.

**Vehicles** - Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

**Barriers** - Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

**Briefing** - Check that all stewards and staff have been fully briefed and understand their responsibilities.

10. After the Event

10.1 **Site condition** - After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event.

10.2 **Accidents** - All accidents must be reported immediately to the University Safety Services.
10.3 **Debrief and report** - Where appropriate, depending on the event itself, you should after the event meet with/ask comments from all the agencies involved in the event for an event debrief.

If you plan your event to be an annual event, remember to hand over the documentation to the organiser for the following year, or leave on file with continuing members of the Society/Club.

11. **Charities and Fundraising**

For the purposes of the Event Permissions process, the definitions are as follows:

- **Charity** – an activity or event raising money for, or on behalf of, a registered charity only. A registered charity will have a registered charity number.

- **Fund raising** – an activity or event which is raising money which is not for, or on behalf of, a registered charity, e.g. to pay for or towards placement activities, Society social activities, travel expenses for an event etc.

UEA students (individuals), or a non-Union group, organising for a registered charity event on campus are only permitted to do so through the Raising and Giving (RAG) Society. If you would like to work with RAG email union.opportunities@uea.ac.uk

The Union and the University cannot facilitate individual fundraising activities off campus.

Student Societies or Clubs can fundraise for their own Society independently of RAG by submitting an application as usual.

UEA staff organising a charity or fundraising event on behalf of the University can submit an application as usual.

External or non-student requests – such applications will be not be accepted.

See Appendix C for the Charity and Fundraising policy.

Should you wish to promote your business or charity to students, Student Union are able to offer advertising and marketing opportunities and can be contacted on union.advertising@uea.ac.uk

12. **Promotions – Leafleting and Posters**

12.1 **Posters and Leaflets** – to protect the safety, security and privacy of staff and students and to protect the University environment by managing the distribution of leaflets and vouchers on University property, the University has a leaflet and poster policy. See Appendix B for the full policy.

All leaflet and poster requests for your event must be included in the application form.

If your event application relates solely to the distribution of leaflets or placing of posters, you are not required to submit a full application. Please read section 6.6.1 and, allowing at least 5 working days, email OpenSpace.Events@uea.ac.uk providing the following information:
Date
Time
Number of leafleters
Explanation as to why you feel leafleting is the most suitable way of spreading your message, having read the guidelines in Section 6.6.1.

12.2 Social Media – should you wish to advertise your event using UEA social media or the UEA website, please add your email address. This will be passed to the Social Media and Events Teams and they will contact you to confirm event details with you if they can assist with promoting your event.

Student events can also be publicised by the Student Union using their social media by speaking to SU Reception.

You should NOT promote your event until you have received permission from the Event Permissions Group for it to go ahead.

13. BBQ’s

The University has a number of fixed BBQ’s on campus which are located by the UEA Broad, these are for the use of UEA staff and students. The BBQ’s can be booked through the Open Space Team using the electronic request form.

13.1 Using a Fixed BBQ – When using a fixed BBQ always follow the requirements listed below:

- Loose charcoals must be used
- Disposable BBQ’s are not permitted
- All BBQ’s must be cleaned prior to use
- Coals must be safely disposed of and hot ash should never to be put into a bin
- The BBQ must be booked through the Open Space team prior to use

13.2 BBQ Bookings – BBQ Booking requests for UEA students or staff for 12 or less attendees can be made using the online booking form. In most cases, your request will automatically be processed and no additional paperwork will be required to be completed.

13.3 BBQ Events – Any BBQ booking request for more than 12 attendees will be classed as an event and must be made as an application by a Student Club or Society or UEA School or Department.

An Event Permission Form and Event Risk Assessment, along with any other necessary supporting documentation (certificates/insurances etc.) will be required to be completed. These documents are necessary to capture specific information relating to your BBQ, providing as much detail as possible, to ensure that we fully understand each event.

Any planned events on campus that include the use of a BBQ and any of the following criteria, must be agreed by the Events Advisor before it can go ahead.

- More than 12 staff/students to attend (please advise total number of attendees)
- The use of inflatables or other entertainment such as live or recorded music
- Provision of food
- Free standing BBQ’s
Any activity which could cause disruption to UEA users

Please also be aware –

- Propane and other gas fuelled BBQ’s are prohibited
- Any free standing BBQ’s must be sites as close to the fixed type as possible
- You will be contacted by the Open Space team should we require any further information about your BBQ booking

13.4 How do I book my BBQ?

In the first instance, complete the electronic BBQ booking request via the link below:

https://portal.uea.ac.uk/estates/events-and-activities/bbqs

13.4.1 BBQ Date & Time: BBQ’s requests tend to be seasonal throughout the warmer months of the year. Bookings are made in 3-hour time slots starting at 11.00 and concluding at 23.00. Multiple slots can be booked, subject to availability, if required. All bookings are made on a first-come first-served basis.

It is advisable to forward plan for any BBQ bookings, particularly in the warmer summer months when BBQ plots are very busy and can regularly be fully booked.

13.4.2. BBQ Event Location: Choose a suitable BBQ location from the BBQ plot map (see 13.5.5).

13.4.3. Total number of attendees: Try to accurately ascertain the total number of attendees who will be attending your BBQ. Large group BBQ bookings will be classified as an event and you will be required to complete an Events Permission Form and risk assessment, along with any other applicable supporting documents that may apply.

13.4.4 BBQ Booking Type: You will need to advise us of your BBQ booking type, i.e. who is your BBQ booking made by and who will be attending. Is your booking on behalf of a club or society or perhaps a school, or is it just a private get-together? You should select one of the following three categories:

- **UEA Student Club / Society**: For any student run club or society that is registered with the student Union.
- **UEA School / Department**: For any non-student organisation at the UEA, this could also be for a school.
- **Private Booking**: For a group of friends or individuals for a social get-together.

13.4.5. Food Provision: Where event organisers will be providing and cooking food for attendees, event organisers are required to hold and provide copies of Food Hygiene Certificate, Level 2 minimum.

Where attendees are supplying and cooking their own food for their own consumption at the BBQ this negates the requirement for Event Organisers to hold and provide copies of a Food Hygiene certificate.

It is important for all BBQ’s that consideration should be given towards the transport (method and duration), on site storage and temperatures of food provided for the BBQ. These considerations also need to be included within the risk assessment for large events.
It is recommended that Campus Kitchen is used for large group events.

13.4.6. Booking process and approval: Once the Events Advisor has received and is satisfied with all the details and information for the BBQ event, a confirmation email stating the date, location (BBQ plot number) and booking time slot will be sent to formally approve the BBQ booking. A copy of this email should be taken with you to the event in the case that Security wish to check your booking.

The Open Space team work 08.00 to 18.00, Monday to Friday, so if you are planning a BBQ outside of these hours you will need to book in advance.

Any event found not to be complying with these requirements, including the BBQ usage terms and conditions, will be shut down by the Security Deputy Manager.

13.5 BBQ Terms and Conditions:

- No vehicles are permitted on ANY grounds area
- Instant or disposable BBQ’s are not permitted on the grass under any circumstances. The heat will kill the turf so that nothing will grow for many months
- Clearing away litter is the responsibility of the person booking the BBQ. We do not provide bins. A charge will be made for any litter that the Grounds Team have to clear away following your BBQ booking
- Cleaning the BBQ grill is the responsibility of the person booking the BBQ. All BBQ’s should be cleaned and cleared before the end of the booked time slot ready for the next user
- If a BBQ or BBQ area is found in an unclean/messy state upon arrival, or you will no longer be using the BBQ, you must notify The Lodge (01603 592352) immediately to avoid being charged, as any mess found or reported at the end of your booking slot will be charged to you
- BBQ coals and cleaning equipment is not supplied
- All BBQ’s must be fully extinguished before the function ends. BBQ COALS MUST NOT BE DISPOSED OF UNTIL THEY ARE FULLY COLD – HOT COALS CAN CAUSE FIRES IF PLACED IN BINS
- As a responsible person, you must give consideration to all safety aspects of the event and are responsible for the site being left in the state it was found
- The University does not take any responsibility for food cooked or provided at BBQ’s on campus
- The University does not take any responsibility for harm caused to persons attending the BBQ
- Any alcohol for consumption MUST be given to guests and NOT re-sold to them
- Noise levels MUST be kept below 80Db (the equivalent of a loud lawn mower)
- BBQ sites MUST be cleared by 23.00 hrs
- If any of these guidelines are breached, the Duty Security Team leader is empowered to shut down the event and ask participants to leave.
BBQ LOCATIONS ON CAMPUS

Compiled by:
Head of Campus Support
Estates and Buildings Division
August 2017
APPENDIX A

USE OF CHALK POLICY TO ADVERTISE EVENTS OR DURING ELECTION TIMES

If you wish to use chalk to advertise an event or during election times, you need to follow this process to seek approval.

When you purchase your chalk you need to:

- Obtain a copy of the Material Data Safety Sheet (MSDS) or Product Safety Data Sheet (PSDS) for it. This should be available online if you google it or from the company directly.
- Complete the Control of Substances Hazardous to Health Form (COSHH). The form is listed below or use link: https://portal.uea.ac.uk/estates/events-and-activities/planning-events

Please return both forms electronically to OpenSpace.Events@uea.ac.uk, giving at least one weeks’ notice for your request to be considered and authorised.

Conditions associated with this activity are:

- Only use the chalk on the paving slabs, not on any walls, buildings or columns etc.
- The area is restricted to the Square only.
- The chalk is thoroughly removed by 12 noon the day after the campaign / event finishes or the day after the event.
- The chalk used is standard washable chalk.
- The messages or designs used are not offensive to any other person.
- Failure to remove the chalk by the specified date may result in the organiser or Society being charged for any related clean-up costs.
- You must submit and have your forms authorised before using the chalk.

If incorrect products are used, causing permanent damage, or clean-up is not undertaken by the time and date given, the University may charge clean-up costs to the department, Club/Society or individual organising the chalkings.

Please note that the UEA Grounds Team need to continue their cleaning regime and there will be times when the sweeper cleans the Square and this may lead to removal of some chalk due to the workings of the sweeper.

Head of Campus Support
Estates and Buildings Division
July 2017
# EVENTS COSHH Assessment Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Building Facilities</td>
</tr>
<tr>
<td></td>
<td>Grounds Maintenance</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

| Person(s) involved in COSH assessment | |

1. Eliminating the need to use hazardous substances, consider is it possible to avoid the need to use hazardous substances? Yes | No

2. Before beginning work on the COSHH assessment process ensure you have a copy of the latest Manufacturers Safety Data Sheet (MSDS) for the substance. MSDS’s are available from suppliers and manufacturers of products.

<table>
<thead>
<tr>
<th>Describe the activity or work process.</th>
<th>How long?</th>
<th>How often?</th>
<th>How much?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Include how long the task will take, how often it will be repeated and how much of the substance is used.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Location of work | |

<table>
<thead>
<tr>
<th>Persons at risk:</th>
<th>Employees</th>
<th>Students</th>
<th>Others</th>
<th>Vulnerable persons</th>
</tr>
</thead>
</table>

| Name of the substance | |

**Classification (place an x in the box next to the appropriate sign)**

For a fuller understanding of symbols, abbreviations, risk and safety phrases click on this link: [http://www.hse.gov.uk/chip/phrases.htm](http://www.hse.gov.uk/chip/phrases.htm)

<table>
<thead>
<tr>
<th>Very Toxic</th>
<th>Irritant</th>
<th>Highly Flammable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxic</td>
<td>Sensitising</td>
<td>Extremely Flammable</td>
</tr>
<tr>
<td>Corrosive</td>
<td>Biological</td>
<td>Serious long term health hazard</td>
</tr>
<tr>
<td>Harmful</td>
<td>Oxidising</td>
<td>Dangerous to the environment</td>
</tr>
<tr>
<td>Explosive</td>
<td>Flammable</td>
<td></td>
</tr>
</tbody>
</table>

21
3. Substitution. Is it possible to use a less harmful substance to do the work?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Indicate below which form the substance takes

- [ ] Gas  
- [ ] Vapour  
- [ ] Mist  
- [ ] Fume  
- [ ] Dust  
- [ ] Liquid  
- [ ] Solid  
- [ ] Other - State

Indicate below which route(s) of exposure the substance takes

- [ ] Inhalation  
- [ ] Skin  
- [ ] Eyes  
- [ ] Ingestion  
- [ ] Other - State

### Workplace Exposure Limits (WELs)

<table>
<thead>
<tr>
<th>Long-term exposure level (8hrTWA):</th>
<th>Short-term exposure level (15 mins):</th>
</tr>
</thead>
</table>

List the risks to health below from exposure to the substance click here for risk phrases [http://www.hse.gov.uk/crisp/phrases.htm](http://www.hse.gov.uk/crisp/phrases.htm)

### Control Measures: List below control measures e.g. extraction, ventilation, supervision, include additional controls for vulnerable persons where necessary

- [ ] Dust mask  
- [ ] Respirator  
- [ ] Gloves  
- [ ] Visor  
- [ ] Goggles  
- [ ] Overalls  
- [ ] Footwear  
- [ ] Other

Certain substances can react adversely when they come into contact with others, please list any compatibility warnings here:

Is health surveillance or monitoring required? (remember health surveillance may be required for vulnerable persons e.g. pregnant/young workers those with asthma, dermatisis etc.)

- Yes (see UEA Health and safety arrangements, health surveillance)  
- No
### First Aid Measures

<table>
<thead>
<tr>
<th align="left">Fire identify appropriate fire extinguishers here</th>
<th>During combustion substances may give rise to harmful vapours/gases etc. please detail below</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">Dry Powder □</td>
<td>CO2 □</td>
</tr>
</tbody>
</table>

### Storage

### Disposal of waste substances & containers please indicate below

| Hazardous Waste □ | General waste □ | Biological waste □ | Return to Supplier □ | Other □ |

### Is exposure adequately controlled?

| Yes □ | No □ |

### Signature(s)

<table>
<thead>
<tr>
<th>Date</th>
<th>Review Date</th>
</tr>
</thead>
</table>
LEAFLET & POSTER POLICY & PROCEDURES ON CAMPUS BY STUDENTS

UEA has in place this policy to protect the safety, security and privacy of staff and students and to protect the University environment by managing the distribution of leaflets on University property, as well as to protect the University environment by managing the placement of posters and removal of unauthorised posters.

External Companies or Charities

Due to the large number of requests received from external agencies to distribute leaflets or display posters on campus, we no longer accept requests from external companies or charities, for the open spaces of campus.

Should you wish to promote your business or charity to students, Student Union are able to offer advertising and marketing opportunities and can be contacted on union.advertising@uea.ac.uk

Permission to distribute leaflets

If you are a staff member or student wishing to apply for permission to distribute leaflets, allowing at least 5 working days, email OpenSpace.Events@uea.ac.uk providing the following information:

- Date
- Time
- Number of leafleters (please supply names and student numbers)
- Explanation as to why you feel leafleting is the most suitable way of spreading your message, having read the guidelines below.

Each application will be considered on its own merit. Approval will depend on the nature of the goods or services advertised, the timing of the distribution in relation to other Campus activities and the number of other applications previously approved for the same period. The decision of the Campus Support Coordinator or their representative is final.

Permission to display posters

The University has limited space for poster display on the open spaces of campus. To apply to have your poster placed in these noticeboards (located in The Street) please email Jonathan Murray jonathan.murray@uea.ac.uk

Each request will be considered on its own merit. Approval will depend on the nature of the goods or services advertised, the timing of the distribution in relation to other Campus activities and the number of other applications previously approved for the same period. There may be a small charge made for the display of posters.

Terms and Conditions

- The subject matter advertised on any leaflet or voucher must not promote any unlawful activity, contravene any local or national legislation or be likely to cause offence.
- Leaflet distributors must only hand out leaflets at the location or in the area that has been approved by the Campus Support Co-ordinator or their representative. This is usually restricted to The Square and The Street.

- Leaflet distributors must not enter any student residence, halls of residence or any other building for the purpose of distributing leaflets or vouchers or placing posters, either singly or in bulk.

- Leaflet distributors must not enter any University parking area for the purpose of depositing leaflets or vouchers on motor vehicles.

- Leaflet distributors must only hand out leaflets to individuals and not deposit them singly or in bulk in any location.

- Any leaflets handed out, and later dropped in the same area in which the distributor has been authorised to operate, must be collected and disposed of by the distributor.

- Distributors will be requested to cease their activities immediately if any leaflets fail to comply with any of the above or are distributed out with the spirit of this policy i.e. that do not protect the aesthetic nature or environment of the University.

- Only White tac should be used in the Street or the Square for mounting of posters.

- The University reserves the right to refuse permission, without reason, to any individual, club or society applying to distribute leaflets or place posters on/in University property.

Disregard for this policy, or actions leading to a situation which may cause harm or endanger those on campus, may lead to the University taking formal action against the advertised company, individuals or Club/Society involved.

Head of Campus Support
Estates and Buildings Division
July 2017
APPENDIX C

CHARITY COLLECTIONS POLICY ON CAMPUS BY STUDENTS

UEA understands the importance of charity collections on campus. However, we also need to ensure that collections are legitimate charity collections and people are not abusing the collection of money for charity. We also need to ensure that campus users are not being overwhelmed with requests for donations.

To enable us to do this, any students wishing to collect money on campus for a charity must seek permission from Campus Services and adhere to the following conditions:

- Collection should not commence until permission has been received in writing (letter or email) from Campus Services.
- Documentary evidence (letter, email etc.) should be obtained from the charity, including the registered charity number, confirming that they support the collection/are expecting to receive the donations collected by the group or individual.
- Collection receptacles must be secure/tamperproof (i.e. no open buckets).
- Collectors must carry photographic identification at all times whilst collecting.
- Collectors must only collect in the area of The Square and The Street and must not enter any UEA buildings to collect money, with the exception of the Student Union (see below).
- For permission to collect charity money in Student Union buildings please contact Union House Reception.
- The organiser is responsible for ensuring any litter associated with your collection (i.e. dropped leaflets etc) is cleared away.

To obtain permission to collect on campus please contact Campus Services by email OpenSpace.Events@uea.ac.uk, at least 5 working days in advance, supplying the following information:

- Organiser Name:
- Student Number:
- UEA Email Address:
- Mobile Telephone Number:
- Charity collecting for:
- Are you giving out leaflets or any kind of thank you (i.e. gift) to those donating:
- Please provide names/student number for anybody collecting money as part of this charity collection
- Collection date(s) and time(s):

Please supply the documentary proof of contact with the charity (as stated above) with your request.

Campus Services will give consideration to the number of people collecting and the number of other charity requests received for that period, particularly if collecting for the same cause. We will advise you as soon as possible whether your request for permission has been granted. Please note, the decision given by Campus Services is final.

Head of Campus Support, Estates and Buildings Division
July 2017