

Health and Safety Unit

Event Activities on UEL Premises

This is a sub-policy of UEL's Health and Safety Policy Statement.

This sub-policy applies to all events public or private, including seminars and conferences organised by Schools, Departments, Services, individuals, the students union, staff association or other clubs and social organisations from within or outside UEL or other quasi groups or companies.

General

1. The organiser of the event is responsible for the accommodation, reservation and for applying the conditions of use required by UEL.
2. The total number of people attending an event must not exceed the stipulated maximum.
3. Full information must be given in the risk assessment regarding any equipment to be used.
4. All event bookings that require the use of rooms must be made via CELCAT Room Booker through the Central Timetable Unit (CTU). Ad hoc room booking requests will only be accepted once teaching timetables have been finalised. Requests for outside spaces will be at the discretion of the CTU.
5. No booking request will be accepted without an appropriate risk assessment if it is decided that one is necessary. Timetabling will either accept or reject the risk assessment; in consultation with the Health and Safety Unit if deemed necessary.
6. The Designated Premises Supervisor, if not satisfied that safety and emergency arrangements are adequately maintained, may act to postpone, cancel or curtail an event.
7. The event organiser must arrange for sufficient stewards to be in attendance and effect control if and when an emergency occurs. Stewards must be instructed in their duties and responsibilities.
8. Open days and other large internal events should be communicated to the CTU directly.
9. External room booking enquiries must be directed to Conference and Events, who will check room availability with the CTU. It should be remembered that UEL's requirements for rooms takes priority over external events.
10. If a risk assessment is required it must be completed by the person in charge of the event and a copy sent to the CTU. For events that require a risk assessment, room bookings will not be confirmed until the risk assessment form is accepted by the CTU with support from the Health and Safety team if necessary. A risk assessment for the use of a room will normally only be required if one or more significant hazards are going to be introduced to the space. Events in outdoor spaces will always require a risk assessment.

Student Society and Club Room Bookings

1. All booking requests should be directed to the Society and Events Coordinator who will then forward the request to the CTU via CELCAT Room Booker.
2. The Society and Events Coordinator should also forward all relevant Risk Assessment Forms to support the bookings.
3. A week's notice should be provided with this type of booking request so that Risk Assessments can be received and checked prior to confirmation of the room booking.
4. Room Bookings will not be confirmed until the relevant risk assessment form is accepted by the CTU with input from the HSU if necessary. If there is a Health & Safety reason why the event shouldn't go ahead the room will be cancelled and the person who booked the room informed.

Emergency Arrangements

UEL's emergency arrangements, which include the action to be taken by the Organisers of functions, must comply with the following arrangements to minimise the risk of injury and danger to individuals and damage to property:

- a. All stewards officiating at functions must know the positions of fire alarm call points, fire fighting equipment and exits within the areas used.
- b. The Designated Premises Supervisor/Estates and Facilities must be notified of any discharged extinguishers.
- c. All gangways, corridors and exits must be kept clear.
- d. All emergency exits must be kept unlocked when the building is in use.
- e. All fire and smoke doors in corridors or leading onto corridors must be kept closed and never propped or wedged open; unless held back by maglocks,
- f. Fire extinguishers must not be removed or repositioned without authority from the Fire Safety Officer, and must not be obstructed in any way.
- g. Smoking is only allowed in designated areas.

A. Public Events

Events described as public events must only take place in those areas licensed by the regulatory authority for such purposes.

The licensee has responsibility for the health and safety of the public and will retain control of the premises.

Usually the Designated Premises Supervisor is the licensee for such areas licensed for public performances on his site(s) and makes an application as necessary on behalf of the Governing Body, either on an annual or occasional basis.

The licence must be held by the Designated Premises Supervisor who has responsibility for enforcing these mandatory rules. If the licensee is not assuming active control, he must nominate a responsible person to take control and the nomination should be put in writing.

B. Private Use of Premises

Generally, the rules applying for public entertainment shall apply to private events. The organiser must accept responsibility for the implementation of the rules, which must be applied with the same rigidity as if the event was public. The general public must not be admitted to private events.

C. Access & Egress

1. All final and other exit doors and the gangways leading to them must be kept clear and exit signs must be easily visible.
2. Panic bars/bolts are the only acceptable security devices for keeping exit doors closed during an event.
3. The minimum gangway width is 1.1m (43 inches).
4. Seating and other furniture must be laid out so that in an emergency the area can be evacuated quickly in a safe and orderly manner.

D. Refreshments

Arrangements for refreshments should be detailed in the event risk assessment.

E. Noise

1. Noise levels must be such that they do not contravene health and safety or environmental legislation, or cause a nuisance to neighbouring premises.
2. The output from sound systems in particular needs to be monitored as it can cause ear discomfort, pain or hearing damage.

F. Electrical

1. Permanent installations for lighting and power must be fully utilised before any additional supplies are considered. The use of extension leads must be kept to a minimum.
2. All portable electrical appliances must comply with Electricity at Work and IEE Regulations concerning their maintenance and testing.
3. No electrical equipment shall be put into use where its strength and capability may be exceeded in such a way as to give rise to danger.

G. Stage Presentations

1. All scenery, drapes or curtains must have a satisfactory standard (BSI) of flame resistance.
2. Storage of props, scenery etc. on the stage should not be permitted.
3. There must be adequate means of escape for performers.
4. Adequate fire-fighting equipment must be kept near the stage.

H. Individuals with Disabilities

There must be easy access to events for disabled persons. If necessary there should be a designated area reserved for them. The organiser must ensure that assistance is available for people with impaired mobility or other relevant disability in the event of an emergency.

I. Final Approval

In order for any event to be able to go ahead it must get final approval from the Conference and Commercial Events Manager.

J. Use of Marquees

This briefing note has been produced to supplement the "Event activities on UEL premises" guidance note.

The event organiser should submit details of the event and a relevant risk assessment to the Designated Premises Supervisor. The documents will either be approved, or further information sought before deciding whether or not it is safe and practicable for the event to go ahead. As part of this assessment, it is essential that any weather forecasts are taken into account.

In addition, where an organiser is considering the use of a Marquee the following basic procedure should be followed:

1. The Marquee should be hired from a reputable supplier who meets the required standards - preferably from UEL's preferred supplier, who is on our approved list and has already met our relevant H&S and insurance requirements.
2. The Marquee must be fit for purpose i.e. relevant size, shape etc. and be made of flame retardant material and have sufficient fire exits.
3. The Marquee must be sited in a place agreed with Estates & Facilities and in space booked via the CTU or Conference and Events.
4. The Marquee must be suitably constructed and secured in such a way as to be able to withstand any likely weather conditions.
5. The arrangements for means of escape; signage etc. mentioned in the guidance note should be followed. The electrical supply must be agreed with the consent of Estates and Facilities. Any request for new works, including provision of additional power, installation of additional signage, large banners, movement of large items of furniture etc. should be made via the form available via the following link.

[Estates and Facilities Intranet Page](#)

Reviewed August 2019: Next review date September 2021.
