**UCL Estates**

**Events Policy – 2022 Update**

**Background**

The Prime Minister announced that all COVID-19 “Plan B” safety measures were to be removed by 27 January 2022.

We are committed to welcoming everyone back to work onsite carefully and as safely as possible to rebuild our community on campus.

As part of our measures to reduce the risk of infection, face coverings will [remain mandatory](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/wearing-face-coverings-campus) at UCL while you are indoors in our buildings, unless you are exempt.

**Coronavirus: how to stay safe and help prevent the spread**

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

**Working safely during coronavirus (COVID-19) – Events and Attractions**

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Although legal restrictions have been removed, certain elements of guidance remain in place in recognition that COVD-19 will continue to present a threat to the wellbeing of individuals and to wider society. The guidance focuses on the following areas:

* No one should come to campus if they are unwell (even if you do not have COVID-19).
* We recommend getting tested with a free Lateral Flow Test (LFT), before coming to campus, even if you don’t have COVID-19 symptoms.
* Face coverings are mandatory while indoors on campus, unless you are exempt.
* Get vaccinated or boosted against COVID-19 if you can
* The requirement to comply with any COVID-Secure measures which remain in place.
* The need to use well-ventilated indoor spaces when organising an event indoors.

Full compliance with central government guidance and legal requirements has been fundamental to the approach UCL has taken throughout the pandemic crisis as an institution and it will continue to adopt this approach. This policy has been created seeking to enable us to manage events in a recognisably consistent manner and apply mitigating measures against a potential outbreak and spread of COVID-19. All or some of the measures adopted may also be used to inform policy in the event of a deterioration of the current pandemic situation and the re-imposition of central conditions and restrictions.

All event organisers are reminded of their obligation to comply with the Procedure for the Management of Events which include External Speakers

<https://www.ucl.ac.uk/srs/sites/srs/files/procedure_for_the_management_of_events_that_include_external_speakers_v1.0.pdf>

and that the terms our Code of Practice on Freedom of Speech must be applied to all events.

<https://www.ucl.ac.uk/srs/sites/srs/files/ucl_code_of_practice_on_freedom_of_speech.pdf>

Whilst it is accepted that events of varying sizes may now take place and the policy does not seek to impose an upper size limit on these, an enhanced level of risk assessment will be applied to events featuring more than thirty-fives attendees.

Therefore:

* A separate, standard risk assessment must be undertaken for event types of all sizes not considered to be core teaching or an ad-hoc meeting (see ***Teaching and ad-hoc meetings*** below for definitions).
* Where such events feature more than thirty-five attendees, specific arrangements for COVID mitigation must be included in the assessment.

For more information on UCL’s risk assessment processes and the tools available to help you complete an assessment, please go to

<https://ucl-safety.co.uk/Login/Default.aspx> (log-in required).

**Teaching and ad-hoc meetings**

Core teaching and ad-hoc meetings (such as committees, departmental meetings, research seminars, exam boards etc.) should be undertaken in accordance with the generic risk assessment provided. Where necessary (for example for large gatherings) this risk assessment may need to be supplemented by additional measures depending on the specific academic activity

**The policy**

Holding events in outdoor areas reduces the risk of COVID transmission and event organisers should continue to consider this option wherever possible.

Full mechanical ventilation will be maintained and used in all spaces where it is available and where they exist, windows should be opened before and during events take place. Capacity should be determined by the risk assessment considering the type of activity and although all spaces may be used to the maximum capacity shown, it remains sensible to use over-sized venues for events wherever possible.

1. It is expected that the university’s contracted supplier (CH&CO) will be used for all event catering.

Event organisers are encouraged to undertake pre-registration for events and to keep and maintain a list of attendees. The Conference Office retains the right to ask for registration information from external hirers of UCL space.

1. Should, at a future date, a requirement for a full event track and trace system be identified by UCL or central government, event organisers will be required to comply with measures deemed necessary or mandated to achieve this.

It is no longer mandatory for certain high-risk events and venues to check the COVID-19 status of attendees. Although venues where large crowds gather or are in close contact may choose to check the COVID-19 status of attendees, it is not anticipated that such checks will be applied to any event held on UCL premises.

1. Face coverings. Until further notice it remains mandatory for everyone on campus, including visitors, to wear a face covering in all indoor spaces. Standard exemptions will apply.
2. Units managing income generating events for which specialist event management staff are provided (such as the Bloomsbury Theatre and the central UCL Conference Office) will continue to follow central government and university guidelines on audience safety and risk assessment using the established procedures designed for this purpose.

It is understood that any deterioration in the pandemic situation or considerations relevant to this may necessitate the re-imposition of control measures on events and social gatherings as mandated by central government or required by UCL internal policy.

1. UCL-sponsored social gatherings can go ahead and those that were required to be postponed can be rearranged.

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