Guidance for Social Events

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Introduction

At various points in the text, certain words are in italics. This means that the term is defined in the glossary which appears at the end of this document.

UCL Departments and student organisations or groups frequently arrange social events, which in order to be successful, require a high degree of management control. These guidelines are intended to ensure that events carried out on UCL premises and managed by UCL staff or students are carried out to the highest standards in terms of safety and enjoyment.

N.B. Where the Space Provider and Event Organiser are the same the following responsibilities are combined.

Responsibilities of the Space Provider

Space Provider Manager (SPM)

A space provider manager must be named to co-ordinate the details of the event in collaboration with the event organiser.

Space Plan

Prepare a plan of the event space. The plan must be marked to show the means of escape, which includes corridors, protected staircases and final exits. (If in doubt seek the advice of the UCL Fire Officer). This route must be kept clear of any obstruction, whether permanent or temporary, at all times. A copy of this plan must be given to the event organiser.

Numbers

Ensure that the event organiser is informed of the maximum occupancy figure for the space that they have been given. (If the maximum occupancy figure is not known seek the advice of the UCL Fire Officer).

Approval

You must receive and give final approval to the written arrangements submitted by the event organiser. If you are in any doubt as to the suitability of the arrangements you must withhold approval.

Waste and Cleaning

Cleaning and Waste Services must be informed, prior to the event, that there may be a need for additional domestic waste removal and cleaning following the event.

Co-operation

You must inform the Head of Safety and the Security Manager that your event will be taking place. Be prepared to submit written arrangements for their approval.

Restrict Access

Restrict access to areas which are off-limits to event guests and ensure that stewards are aware of these areas. You must ensure that Departmental equipment, which is not part of the event, does not present a hazard to guests.
Review

The Event Organiser must report problems, accidents or incidents to you. This information will enable you to review current arrangements and put improvements in place, where appropriate.

Responsibilities of the Event Organiser

Event Organiser (EO)

Nominate a member of your Group/Organisation to manage and co-ordinate the details of your event and liaise with the SPM.

Space Plan

The SPM will give you a plan of the event space. This plan will show the means of escape. You must keep this route clear of all obstructions, at all times.

Numbers

The SPM will give you a maximum occupancy figure for the space you have been given. You must not exceed this number. If you do exceed this number you risk having your event cancelled. In order to control numbers you may wish to issue tickets.

Approval

The space that you book for your event, whether inside or outside, is under the direct management of the space provider. You must prepare written arrangements of your planned event and submit them to the SPM for approval, before the event can go ahead. If at any time the SPM is in any doubt as to the suitability of your arrangements he/she may cancel the event.

Equipment

General Equipment

Equipment that may be required for the event will fall into a variety of categories as follows:

- Basic equipment e.g. slide projector, tape recorder.
- Special effects e.g. lighting, smoke machine *.
- Provision of music e.g. live, recorded.
- Specialist equipment e.g. marquees, bouncy castles.

Whether equipment is bought, hired or borrowed it must only be used for operations for which, and under conditions for which, it is suitable. Equipment must be operated in accordance with the manufacturers/suppliers instructions. Damaged or faulty equipment could result in injury and must not be used.
Electrical Equipment

Inevitably some or all of the equipment used will involve the use of electricity. It is essential, therefore, that measures are taken to control associated risks. Consideration must be given to the following:

Condition

Electrical equipment which appears damaged or faulty can result in electric shock or fire. It must not be used until it has been tested and made safe by an electrician.

* Smoke machines have the potential to activate smoke detectors, you must seek the permission of the College Fire Officer before using them.

Number of sockets

Where extension cables are used they must not be overloaded. Three-way adapters must not be used. If in doubt seek the advice of an electrician.

Trailing cables

Trailing cables, from equipment, can present a trip hazard which can result in injury or damage to the equipment. Cables must be routed or covered to minimise this risk.

Outdoor Use

Electrical equipment which is to be used outside must be designed for that purpose. This includes lighting and extension cables. If in doubt check the suitability, for outside use, with the supplier or an electrician.

Licences

You must ensure that the appropriate licences i.e. alcohol and entertainment are in place before the event begins, and that any restrictions i.e. time limits, noise levels etc. are enforced.

Food

In order to minimise the risk of ill-health from poor food hygiene, food must be prepared, stored and served according to current legal standards. These risks must be minimised by employing a competent caterer. If in doubt seek advice.

Alcohol

The consumption of alcohol can give rise to a number of problems, from increased noise levels to foolhardy or aggressive behaviour. Where possible the EO must make arrangements to ensure that guests do not leave the building with bottles or glasses, making excessive noise or in a condition likely to cause themselves or others harm.

Monitoring

The EO must monitor the event to ensure that the agreed arrangements are in place and that they are effective. Problems and incidents must be recorded and reported to the SPM who will use the information to plan future events.
Other Provisions

The following arrangements and provisions must be in place before the event can go ahead. The space provider may, under some circumstances, be able to provide these, however, the duty for their provision lies with the event organiser.

Stewards

Stewards must be on duty during the event and must be issued with written instructions of their duties (see appendix 1). Stewards must be easily identified e.g. badged.

Emergency Plans

see appendix 2

First aid cover

It is recommended that 1 qualified first aider is on duty for every 100 guests. In addition, suitably marked first-aid containers must be stocked in accordance with the number of guests present.

Evacuation plans

In addition to the Emergency Instructions listed in appendix 2, plans for the evacuation of disabled people must be prepared. If these are not already in existence and available from the SPM, contact Safety Services.

Security

Arrangements must be in place to ensure that the building is secure at the end of the event.

Accidents/Incidents

Report all accidents/incidents (whether there has been an injury or not) on a form obtained from the SPM, to whom the form must be returned on completion.
Appendix 1

Duties of Stewards

Normal Duties

Control entry.
Report to the Event Organiser if guests leave;
  • with glasses or bottles.
  • while making excessive noise.
  • if in a condition likely to cause themselves or others harm.
Ensure that guests do not enter areas which are off-limits.
Report all accidents/incidents, whether there has been an injury or not, to the EO.

Emergency Duties

Emergency Evacuation
(See appendix 2)
Know how to raise the alarm.
Know where the assembly point is.
Be familiar with the means of escape.
Be familiar with the plans for the evacuation of disabled people, if appropriate.
Encourage guests to leave quickly during an emergency evacuation.
Once outside the building, control the crowd by getting them away from the building and directing them to the assembly point.

Accident
(See appendix 2)
Know who the first aider(s) is/are.
Provide assistance if required.
Appendix 2

Emergency Instructions

**In the event of the outbreak of fire:**

Sound the fire alarm, or phone 222 / 999.

Evacuate the building.

**In the event of fire alarm sounding:**

Evacuate the building immediately.

Ensure any persons under your supervision leave immediately.

Assemble at the assembly points marked on fire instruction notices.

**In the event of an emergency or serious accident:**

Phone 222.

Clearly state your location and phone number.

Clearly describe the nature of the emergency.

In the event of injury, obtain assistance from the nearest qualified first-aider.

**Minor accidents involving injury:**

Obtain assistance from the nearest qualified first-aider.

If necessary escort the patient to UCLH Accident and Emergency Department.
Glossary and Definitions

Competent
People who have the skills, knowledge and experience required to safely discharge a particular duty and who know the limits of their competence and seek advice when reaching those limits.

Event Organiser
Any department, student group, College organisation.

Maximum Occupancy Figure
The maximum number of people which can be safely accommodated in a building or part of a building.

Means of Escape
A safe route for persons to travel from any point in the building, to a place of safety, which includes corridors, protected staircases and final exits.

Obstruction
Any item, regardless of position, which is placed within the corridor or protected stair is regarded as an obstruction.

Social Event
A party or function carried out on UCL premises.

Space Provider
Any department, Room Bookings, Students Union etc.