**UCL Safety Services**

**UCL Guidance for Managing Social Events**

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## Introduction

**This guidance is for UCL controlled spaces only.**

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 by space provider to co-ordinate the details of the event in collaboration with the *event organiser.*

* 1. **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 Safety team) **These routes 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.

## Event Occupancy 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 Safety team).

##  Approval

You must receive and give final approval to the written arrangements such as the event plan, risk assessments etc. submitted by the event organiser. If you are in any doubt as to the suitability of the arrangements you must withhold approval until arrangements meet required standards.

## Waste and Cleaning

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

* 1. **Co-operation**

You must inform UCL Security, Fire Safety and Facilities Managers that the event will be taking place. You also must inform Safety Services, Construction and Maintenance Safety Adviser if your event is planned to have temporary structures such as scaffolding, stage set ups, gazeebos, marquees, AV set up, or any other construction activities, etc. Be prepared to submit written arrangements for their approval. Risk assessments and method statements (safe system of work) must be submitted to all relevant dutyholders, such as Fire, Security, Facility Managers, Construction Safety Adviser etc. at **least two** **weeks** prior to the event commencing.

**Failure to submit suitable and sufficient documents will result in cancellation of the event.**

* 1. **Restricted 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 does not present a hazard to guests and staff alike.

* 1. **Review**

The Event Organiser must report problems, accidents or incidents to you and you must report all accidents, incidents and near missus on RiskNET. This information will enable you to review current arrangements and put improvements in place, where appropriate. You must inform the Event Organiser about this requirement and when reported forward this information to relevant parties such as Security, Fire Safety and/or Safety Services.

## 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. The must be a member, who can make decisions, of your Group/Organisation present through the event to act as focal point of contact

## Space Plan

The SPM will give you a plan of the premises where the event was agreed to be held. You must mark the plan to show the intended event’s set up, such as stalls, marquees, gazeebos, DJ location, food stalls, etc. The plan will also show corridors, protected staircases and final exits. These routes must be kept clear of any obstruction, whether permanent or temporary, at all times. A copy of this plan must be given to the SPM.

**In case where the routes are obstructed your event might be stopped until the routes are clear****.**

## Occupancy 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, use wristbands or control it by other means you deem suitable.

* 1. **Approval**

The space that you book for your event, whether inside or outside, is under the direct management of the SPM. You must prepare written arrangements such as event plan, risk assessment etc. of your planned event and submit them to the SPM for approval at least four weeks, before the event can go ahead. If at any time the SPM is in any doubt as to the suitability of your arrangements they may cancel the event.

* 1. **Equipment**
		1. **General and Specialist 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.

* + 1. **Electrical Equipment**

Electrical installations are a key aspect of any event. However, electricity can cause death or serious injury to people if the installation is faulty or not properly managed.

All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work.

* + 1. **Management of electrical equipment**

The event organiser should appoint a responsible person with the necessary abilities to take the overall responsibility for the safe installation, testing, operation and deconstruction of temporary electrical installations. The responsible person(s) should have suitable and sufficient skills, knowledge, ability, training and experience to enable them to ensure the safety in all respects of any temporary electrical installation in all conditions which can reasonably be predicted to occur. If an event is planned to use UCL power supply UCL Direct Labour Organisation (DLO) Manager must be consulted. Events during the normal working week are not usually chargeable if for an internal client (UCL) but for external events or works out of normal working hours a charge for the cost of any labour provided will apply. The rate per operative is £30 in normal hours and £50 for any out of hours work. DLO need advance notice to support events and the organisers need to ensure Customer Services have raised a service request so that DLO team have an audit trail for booking time and materials.

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 if used indoors, you must seek the permission of the UCL Fire Safety team before using them.**

* + 1. **Cabling**

Where extension cables are used they must not be overloaded. Three-way adapters must not be used.

All cables should be rated to meet the provisions of electrical safety and any unusual environmental and adverse weather conditions to which the cables will be exposed.

All cabling should be routed to minimise tripping hazards, potential mechanical damage and in a position that facilitates safe installation and removal. Particular care should be paid to position of cable connections.

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 with the supplier or an electrician.

* 1. **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.

* 1. **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 *competen*t caterer. If in doubt seek advice.

* 1. **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.

* 1. **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.

1. **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.

**4.1. 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.

**4.2. Emergency Plans**

See Appendix 2.

**4.3. First Aid cover**

It is recommended that 1 qualified first aider is on duty for every 100 guests, however the number of qualified first aiders should be risk assessment based, depending of a nature of an event. In addition, suitably marked first-aid kits must be stocked in accordance with the number of guests present.

**4.4. Evacuation Pans**

In addition to the Emergency Instructions listed in Appendix 2, plans for the evacuation of disabled people must be prepared.

**4.5 Security**

Security arrangements need to be agreed prior to event booking confirmation as the location for the event will need to be considered and there may be a cost incurred if additional security resources are required

Arrangements must be in place to ensure that the building is secure at the end of the event. If in doubt, please contact UCL Security Manager.

**4.6. Accidents/Incidents/Near Misses and Hazard Observations**

All accidents (whether there has been an injury or not), incidents, near misses and hazard observations must be reported on UCL incident reporting system RiskNET. <https://www.ucl.ac.uk/safety-services/>

**4.7 Weather**

Where an event is held outdoors is an Event Organiser’s responsibility that in conditions of an adverse whether installations such as marques, stalls, parasols etc. are frequently checked for stability**.**

1. **Glossary and Definitions**

*Competent*

People who have the skills, knowledge, ability, experience and training 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, UCL organisation, third parties, etc.

*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 in a case of an emergency.

*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.

**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**

1. Emergency Instructions

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

Sound the fire alarm, phone 020 7679 2222 or 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 020 7679 2222 or 999.

Clearly state your location and phone number. Clearly describe the nature of the emergency.

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

**Minor accidents involving injury:**

Obtain assistance from the nearest qualified first-aider.

If necessary escort the injured person to the closest A&E department.

**Acknowledgments and References**

Health and Safety at Work etc. Act 1974

Electricity at Work Regulations 1989

The Health and Safety Executive website - <https://www.hse.gov.uk/event-safety/>

The Purple Guide - <https://www.thepurpleguide.co.uk/>

UCL Safety Services staff