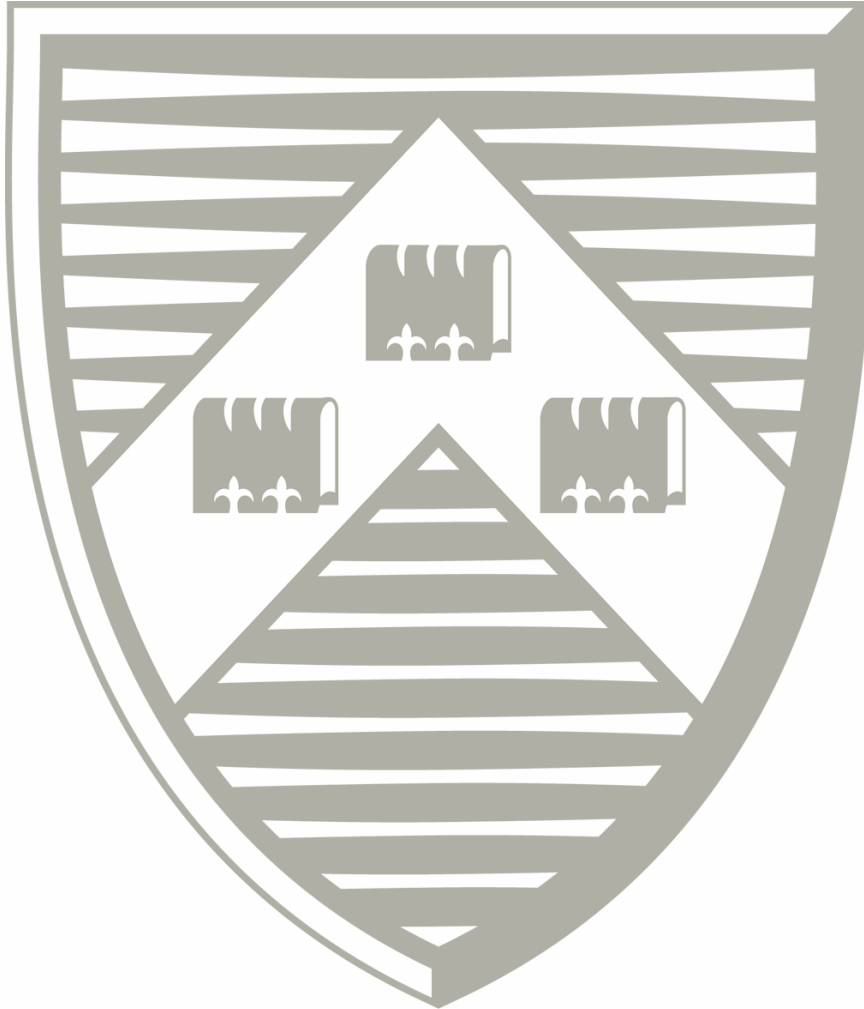




**The Workplace Health and Safety Office**



# **UNIVERSITY POLICY AND MANAGEMENT PROCEDURE**

## **Events Management**

## **Statement**

*This University Policy and Management Procedure was approved and authorised by the Health, Safety and Welfare Committee (now Workplace Health and Safety Committee) on **24 February 2009** on behalf of the University of York Council and forms part of the Health and Safety Policy of the University of York.*

*This document is University Policy for good health and safety management practice. This University Policy provides Deans of Faculty, Heads of Departments, Heads of College and all managers, staff and students with the necessary information to incorporate healthy and safe practices and relevant procedures into their activities. Divergence from this University Policy may result in Deans of Faculty, Heads of Departments, Heads of College and the University of York being exposed to possible legal proceedings.*

*The use of this University Policy and the incorporation of its requirements into working practices and activities will ensure that the University of York and its community achieves compliance with its legal duties with regards to health and safety.*

*The most recent version of this Management Procedure is available at:*  
<https://www.york.ac.uk/admin/hsas/safetynet/atoz.htm>

<i>Date of Review</i>	<i>December 2023</i>	<i>By</i>	<i>The Director of Health and Safety</i>
<i>Date of Last Review</i>	<i>February 2019</i>	<i>By</i>	<i>The Director of Health, Safety and Security</i>
<i>Date of Next Review</i>	<i>December 2025</i>	<i>By</i>	

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## **UNIVERSITY POLICY**

### **1. INTRODUCTION**

The University of York (University) recognises its management responsibilities for the risks and hazards associated with undertakings that involve Events Management (EM). The University will ensure that all relevant control measures are introduced and implemented to prevent injury or harm to those involved within EM.

EM can involve any number of persons, including representatives from the University, event organiser(s), performers and contractors. Coordination of the activities of these persons primarily rests with the University, Event Organiser (EO) and the Responsible Person (RP) nominated for the event; it is essential to have effective communication between all parties. In most cases this communication will be between the RP and the principal organiser of the event.

This process and methodology is to be used for all events held on and off of Campus.

### **2. DEFINITIONS**

#### **An Event**

Defining an event is always difficult in that they can be many and varied and require a range of different skills to manage.

Fundamentally, an event can be anything from a planned public or social occasion that has to be provisioned. It can range from a simple meeting of individuals (a gathering or seminar) to an Inter-University sports tournament (Roses), gala dinner, residential conference or College fete to a major multicultural festival or televised orchestral music extravaganza (Central Hall or Jack Lyons Concert).

An event may take any one or more of the following formats:

- **Social Event** (Disco, concert, performance, poetry reading, music or other social function).
- **Events with high risk** (Abseiling, rock climbing or caving).
- **Statutory Nuisance** (Potential for nuisance or noise pollution).
- **Food or Drink** (Any event involving food or drink).
- **Outdoors** (Any event taking place within University Grounds or open spaces).
- **External Speaker(s)** (Any event at which an outside/external speaker is to be invited/participate).
- **Special Meetings** (In this context means that, because of the subject matter and/or speaker, difficulty may be anticipated for the speaker in entering or leaving the building where the meeting is to take place, or in speaking without unreasonable interruption).
- **Other** (Any event where non-University staff or students are invited on to the Campus).

#### **Event Organiser (EO)**

The Event Organiser (EO) has the responsibility of overseeing, managing and organising the event. The EO shall assess the potential risks arising out of the event activities and decide upon the appropriate measures and resources necessary to control any significant risks. They shall be in charge of, and remain upon, the premises and shall not be engaged in any other duties or activities that prevent them from exercising general and overall supervision and control of the event they have organised to manage. The EO will act as the main point of contact for the Responsible Person Events Management (RP Events).

The role of EO and Responsible Person Events may where the knowledge, experience and resources are adequate be fulfilled by the same person.

External Relations and Communications Office (Events Team) and Commercial Services will, as part of their undertakings, adopt the above duties and responsibilities as part of their service provision and delivery.

### **Responsible Person Events Management (RP Events)**

This is a person with sufficient technical knowledge and adequate training to prevent danger or, where appropriate, injury, during an event. For example a person who has acquired through training, qualification and experience the knowledge and skills necessary for undertaking any task assigned to them by the University or York University Students' Union/Graduate Students' Association (YUSU/GSA). They should, as far as is reasonably practicable, ensure that during the event, the controls identified within the risk assessment and method statement are followed and implemented.

### **Stewards and Student Ambassadors**

Stewards and Student Ambassadors are trained and appointed by YUSU Commercial Services. The key role of Stewards and Student Ambassadors will be to support and assist the RP Events in the smooth delivery, coordination, and safe facilitation of an event. For example:

- performances
- film shows and screenings
- concerts and live music events
- departmental or social functions
- organised gatherings
- sports tournaments
- formal visits
- College or Students' Union/GSA functions that constitute an event.

Whilst on duty post holders will assist the RP Events in ensuring the security and health, safety and welfare of the venue, its resources and users.

### **Method Statement (MS)**

A Method Statement is a document detailing how a particular process will be carried out. It

should detail the possible dangers and risks associated with a particular part of a project or process and the methods of control to be established, to show how the work will be managed safely. A generic MS may be used, for example, for Public Lectures etc. where the lecture doesn't constitute an External Speaker Event or Special Meeting status.

### **Risk Assessment**

A risk assessment is simply a careful examination of what, in the activity, could cause harm to people hence, appropriate precautions and controls should be implemented to prevent harm. Individuals have the right to be protected from harm caused by a failure to take reasonable care. All risk assessments should be recorded, so a record is available. The findings of a risk assessment should be communicated to those involved in the activity. The link below provides additional information of the risk assessment process:

[http://www.york.ac.uk/admin/hsas/safetynet/Risk%20Assessment/risk\\_assessment.htm](http://www.york.ac.uk/admin/hsas/safetynet/Risk%20Assessment/risk_assessment.htm)

## **3. APPLICATION OF THIS MANAGEMENT PROCEDURE**

This University Policy and Management Procedure provides a framework for the University to ensure that EM is carried out in a safe manner and in compliance with legal obligations and Codes of Practice and relates to controlling events held at all premises and facilities for which the University is responsible:

- Minimising the risks associated with EM
- Planning events in good time and taking into consideration all necessary resources
- The appointment of suitably Competent and Responsible Persons including contractors
- The documentation used in the application of this University Policy and Management Procedure.

Compliance with this University Policy and Management Procedure is mandatory.

### **3.1 When to Complete an Events Management Form (EMF)**

The University recognises the need to ensure that all events are adequately managed and resourced. The methodology of EMF outlined within this University Policy and Management Procedure is to be followed for all events, however, not all events will require an EMF.

Where, for example, the use of College/Departmental facilities/spaces (common/meeting and teaching rooms) are used for core business and minor social gatherings or welfare activities, during normal working hours and a basic assessment of the event has been completed and deemed to be a low risk activity, then an EMF need not be completed. For example:

- Social/welfare gathering, farewell function or meeting with no external involvement (primarily for staff and students)
- Use by University staff and students where there is no formal external catering, music or visitors/public invited

- There is no commercial value or income generation
- The event is authorised by the Dean of Faculty, Head of Department/College (HoD/C) in accordance with this Policy.

Where an EO is unsure whether to complete an EMF, in the first instance they should seek clarification from their respective Facilities Manager or the Workplace Health & Safety Office (WHSO), otherwise complete an EMF.

The EMF is deemed to be the record of this process and forms part of an auditable system for the control of events and the associated hazards and risks. It should be completed after verbal or written discussions have taken place with the relevant key stakeholders/parties involved.

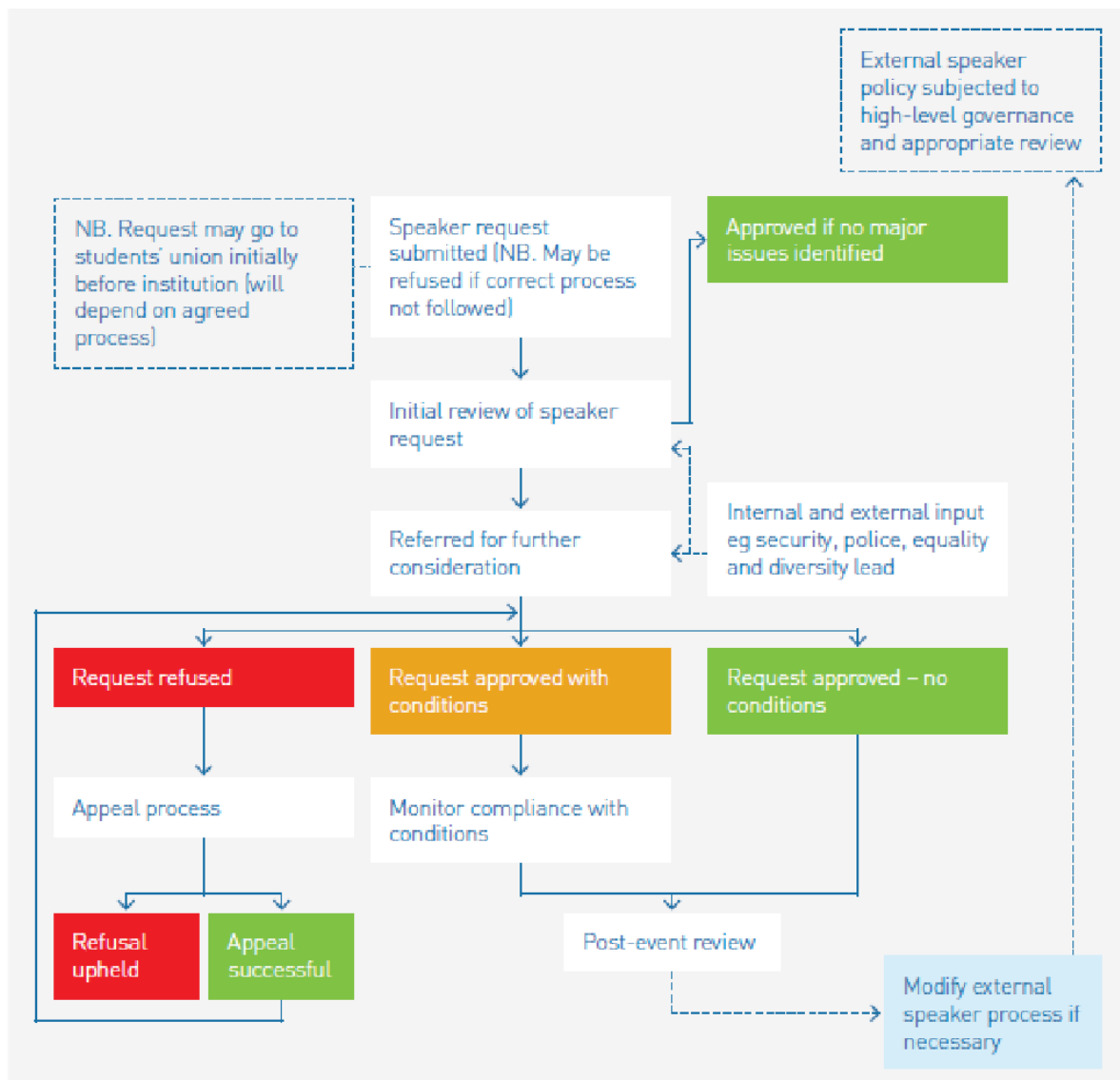
Commercial Services have their own workflow and booking system, Kinetics (KX), this is used to manage their events and broadly uses the methodologies outlined within this Management Procedure. WHSO are included in regular communications with Commercial Services and are copied into KX bookings.

### **3.2 External Speaker(s)**

External speakers are fundamental to the University as an educational institution, as well as in their promotion of freedom of speech and Academic Freedom. **The Higher Education (Freedom of Speech) Act 2023** and Section 43(1) of the **Education Act 1986** places a direct obligation on the University to 'take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers'.

This duty 'within the law' extends to ensuring 'so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with (a) the beliefs or views of that individual or of any member of that body; or (b) the policy or objectives of that body.'

All events involving external speaker(s) require an EMF to be completed and will be subject to the review process outlined below.



## ARRANGEMENTS

### 4. RISK ASSESSMENT

A suitable and sufficient assessment of the risks arising from an EM activity is to be undertaken by the person managing and controlling the event. Additional information and guidance is contained in the Management Procedure - Risk Assessment.

All EM activities are to be assessed and where appropriate, safety arrangements introduced. Six simple steps need to be followed when undertaking a risk assessment for an event. These are:

1. Identify the hazards posed by an EM activity; for example, consider whether there is a danger of people being trapped or crushed
2. Identify who might be exposed, and protect them from the consequences of the event activity



3. Evaluate the risks, and decide whether existing precautions are adequate or whether more needs to be done to control EM risks for example, selecting suitable work equipment or competent service providers for the event
4. Record the findings of the risk assessment process
5. Communicate the findings of the risk assessment to those at risk or involved in the event activity
6. Review and update the assessment at regular intervals (at least annually), or whenever significant changes have taken place for example, if new equipment is introduced for an event.

#### **4.1 Hazards**

All EM activities are to be adequately planned and controlled to ensure that the correct selection of equipment or service provider is used for the purpose for which it is designed, are properly maintained, elimination of dangerous practices, short cuts and staff, students and contractors are properly trained. The following are to be taken into consideration:

- The event is feasible to manage and arrange
- There is adequate time for planning and identifying resources including financial arrangements
- Adequate training arrangements, location and environment (weather) conditions
- Planning and organising the event, the complexity, duration and frequency
- The number of people attending the event and involved in managing the event
- Safe access to and from the event, including security arrangements
- Health and safety arrangements when setting-up the event
- Protecting people from other hazards, such as falling objects etc
- Following any manufacturers' instructions for the safe operation of equipment
- Correct use of resources
- People not involved with EM activities
- Marketing and procurement arrangements
- Health and Safety arrangements including First Aid and Fire Safety.
- Emergency arrangements
- Infrastructure and venue facilities and arrangements
- Close-down arrangements at the end of or after the event.

### **5. TRAINING**

The University will provide adequate and appropriate training to employees who are involved in, provide or support EM. The amount of training those employees need, will depend on their previous experience and the type of work they will be carrying out. Training is to include:

- Recognition of hazards
- Causes of risk
- What can the user do to correct them
- Correct selection and safe use of resources and equipment
- Equipment limitations
- Risk assessment process

- Accident procedures
- Emergency Arrangements.

For additional training information and advice please follow the link below:

<http://www.york.ac.uk/admin/hsas/>

**APPENDIX 1**  
**University Policy and Management Procedure**  
**Events Management**  
**Conditions of Event Booking and Approval**

1. Applications and requests for all events must be completed using the Events Management Form (EMF).
2. Event Organisers (EO) are to follow the Events Booking and Approval Process at Appendix 3 to this Management Procedure.
3. It is the responsibilities of the EO to ensure that the completed EMF and supporting documents are submitted at least three weeks before the event is scheduled to take place/commence via the link below:

<http://www.york.ac.uk/admin/hsas/safetynet/Event%20Management/eventmanagementonline.htm>

Should, for operational reasons, a short notice event be identified, in the first instance contact the Workplace Health & Safety Office (WHSO)).

4. The maximum number of delegates including staff members or others used to manage or support an event including bar, catering or entertainment staff has been identified by the University in consultation with the University Fire Safety Officer (UFSO) and will not be exceeded. All Means of Escape including gangways etc. will be kept clear at all times.
5. The University will not accept responsibility for loss of or damage to property brought on to its premises.
6. The EO accepts full responsibility, on behalf of the organisation concerned, for any personal injury due to their negligence and for any loss of or damage to University property as a direct or indirect result of their event or activities in connection with the event.
7. The University will not accept responsibility for any accidents involving injury to persons or loss of or damage to property which results directly or indirectly from the installation of faulty electrical equipment by visiting performers. Performers' equipment must be tested for electrical safety by a 'Competent Electrician' in accordance with the requirements of the Electricity at Work Regulations 1989, the Electrical Equipment (Safety) Regulations 1994 and the Health and Safety Executive (HSE) Guidance Note GS 50, Electrical Safety at Places of Entertainment.
8. The EO will be responsible for all portable and plug-in equipment used in support of an event.
9. The University requires the event organiser to insure against the liabilities in serials 6 and 7 above, in order to make certain that funds will be available in the event of a claim.
10. The University reserves the right to cancel the use of its premises at any time and will not accept liability for any inconvenience or loss caused in consequence of such cancellation.

11. The EO is responsible for ensuring that they have confirmation from the University's Rooms Booking Service of their venue (where possible), before submitting an application or request to hold an event using the EMF.
12. The EO is required to comply with all requests from members of the University staff concerning the use of its premises and facilities and must satisfy any conditions imposed by the relevant authorities.
13. The EO will ensure that any relevant licence(s) or permissions are available and support the Events Booking and Approval Process for example Performing Rights Society Forms.
14. The EO must agree to accept joint responsibility with the Licensee for complying with the law in respect of an event.
15. The EO will ensure an assessment of risk for the event is undertaken and the findings of such an assessment are recorded. A Method Statement detailing how the event will be managed will support the Risk Assessment where appropriate. Where necessary copies of Certificates of Competency are to be attached to the Risk Assessment, for example First Aid Certificates or Specialist Qualifications for Abseiling activities etc.
16. The EO will undertake an induction of staff etc. at the event and bring to their attention any significant hazards identified by the risk assessment and any relevant controls necessary to manage such risk.
17. The EO will ensure that the RP Events remains in attendance and be available throughout an event and remain sober.
18. The EO is to ensure the health and safety of event personnel and participants/delegates by ensuring that the fabric of University premises is not breached or damaged at any time.
19. The EO will ensure that suitable and sufficient arrangements are in place and maintained to manage and facilitate an event, including Door Safe and Stewards. Failure to comply will result in the event being cancelled.

**APPENDIX 2**  
**University Policy and Management Procedure**  
**Events Management**  
**Frequently Asked Questions**

**Q. For what type of event is an Events Management Form (EMF) required?**

**A.** The University recognises the need to ensure that all events are adequately managed and resourced. The methodology of Events Management (EM) outlined within this University Policy and Management Procedure is to be followed for all events, however, not all events will require an EMF.

Where, for example, the use of college/departmental facilities/spaces (common/meeting and teaching rooms) are used for core business and minor social gathering or welfare activities during normal working hours and a basic assessment of the event has been completed and deemed to be a low risk activity, then an EMF need not be completed. For example:

- Social/welfare gathering, farewell function or meeting with no external involvement (primarily for staff and students)
- Use by University staff and students where there is no formal external catering, music or visitors/public invited
- There is no commercial value or income generation
- The event is authorised by the Dean of Faculty, HoD/C in accordance with this University Policy and Management Procedure.

Where an EO is unsure whether to complete an EMF, in the first instance they should seek clarification from their respective Campus Service Facilities Manager or the Workplace Health & Safety Office (WHSO), otherwise complete an EMF.

An EMF is to be completed for all events taking place on or at University premises. Depending on the type and nature of the event, the EMF has a number of mandatory fields/boxes where basic information and detail will be required.

**Section 1** of the EMF must be completed for all events by the Event Organiser (EO) with the following information deemed as mandatory:

- The name of the Society or Department requesting the event
- Name and contact details of the EO
- Name and contact details of the Responsible Person assisting the EO
- The day and date of the proposed event
- The timings of the event from start to finish
- The proposed or preferred location and venue of the event
- What are the maximum numbers attending the event (this figure is to include the event management team) for example, catering and bar staff, door safe and stewards
- Explain and detail the type of event
- Provide detail of any food or drink that may be provided or consumed at the event
- Provide details of admission arrangements, for example a ticketed event
- If a Bar is required, what are the arrangements (to include 30 minutes drinking-up time)
- Security and Portering requirements (to include extra Portering, removal or set-up of furniture, chairs etc.)
- Provide a short summary of the event providing any additional details not included above.

**Section 2** of the EMF is completed for all York University Student Union (YUSU) sponsored events including Undergraduate Events and Graduate Events. The YUSU have their own arrangements in place for managing YUSU events.

**Section 3** of the EMF is completed for all events by the relevant Directorate of Estates and Campus Services Facilities Manager (FM). The FM will check the EMF and supporting documents, requesting any additional information if necessary. The FM will complete the approval process under section 3 of the EMF, obtaining the appropriate approval from the relevant HoD/C etc. Once completed the FM forwards the EMF to the WHSO for review and approval.

**Section 4** of the EMF is reviewed by the WHSO and any additional information or confirmation of Certificates of Competency, Insurance and risk assessments are requested as necessary. On completion of the review process, the EMF is issued once approved by WHSO.

**Q. What sections of the EMF should I complete as an EO?**

A. For the EO completing the EMF, you are required to complete Section 1 of the EMF, providing all relevant information and mandatory fields/boxes as necessary.

**Note.**

There are two drop-down menus that provide you with a selection to choose from. They are located within Section 1 of the EMF; Society/Other please state and Type of Event (please state). Move the mouse/cursor over the '*please state*' to open the menu, making the appropriate selection.

**Q. As a HoD/C, we are planning a farewell function for a member of staff on their retirement. What is the process?**

A. For any type of event a risk assessment should be undertaken to identify any potential and significant risks associated with the proposed event. If the findings of the assessment identify that any risk is trivial or low (the assessment is a due-diligence process to consider and demonstrate a managerial approach), and the number attending the event will not exceed the capacity of the proposed venue. Complete the EMF Section 1 with all relevant information and details.

As Dean of Faculty, HoD/C this type of event is within your remit to approve and authorise. Once the relevant elements of Section 3 have been approved, ask your Campus Services FM to review the EMF and any supporting documents etc. The Campus Services FM will then pass the EMF and supporting documents to the WHSO for approval as appropriate.

The EMF is reviewed by the WHSO and any additional information or confirmation of Certificates of Competency, Insurance and risk assessments are requested as necessary. On completion of the review process, the EMF is issued once approved by WHSO.