

Event Safety Policy

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1. Introduction

The purpose of this policy is to set out London Metropolitan University (LMU) policy and procedures to manage Health and Safety aspects of events organised by the University to put in place appropriate procedures that are commensurate with the risks posed. This policy is to be applied to all events carried out by staff, students and third parties on the London Metropolitan University (LMU) premises and outside venues at all levels.

2. Definitions

For the purpose of this policy, an event is defined as any gathering carried out by staff, visitors, students and members of public such as competitive or non-competitive sport and recreational events, exhibitions, production, music and theatre performances, filming, courses, lab experiments outside of the university curriculum, food taster experiments, promotional events, conferences, fundraising events, students assessment events organised by a third party on the London Metropolitan University (LMU) premises.

Off campus event with audience is defined as any gathering carried out outside university and is open to public.

Off campus event with no audience is defined as an activity carried out outside university and involves no audience.

Event organiser is defined as a competent person who is responsible for planning, managing, and organizing events.

Event co-ordinator is defined as a competent person nominated by the event organiser to supervise the event.

Project Leader can be defined as a competent person responsible for the supervision of the area of the event.

Exhibit Holder is defined as any individual who is responsible for setting up an exhibit in one or more areas of the event.

The event participant is defined as any individual and /or department attending the event.

3. Legal Requirements

These arrangements will be carried out in full compliance with all relevant health and safety at work legislation. The exact nature of the legislation applicable will be determined by the nature of the work. Each division must ensure that competent advice is obtained from the Health and Safety Office on the appropriateness of other legislation before local policies and procedures are drafted.

The legislation applicable includes the following:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Construction (Design and Management) Regulations 2015 (CDM).
- The Health and Safety (First Aid) Regulations 1981.
- Regulatory Reform (Fire Safety) Order 2005.
- Licensing Act 2003

4. Roles and Responsibilities

4.1 Head of School/ Department

Heads of School/Department must ensure that all the managers and event organiser(s) are aware of the policy and legislation and understand it. Head of Department/School and/or Managers should also:

- a) Establish the Event Organiser(s) for the event.
- b) Review and approve the event plan for the event at the earliest opportunity.
- c) Ensure that a suitable and sufficient risk assessment has been completed.
- d) Ensure that measures to reduce risks are implemented.
- e) Ensure that appropriate insurance arrangements are in place.
- f) Review any changes to approved event and take remedial action accordingly or as required.
- g) Communicate all the plans, safe systems of work and instructions to all managers, course leaders and tutors.
- h) Inform their Estates Business Partner of the planned event.

4.2 Event Organiser(s)

The event organisers will vary from the event to the event. The event organiser(s) must as far as reasonably practicable, ensure the safety of all participants and visiting members of public and the venue is safe and without risk to the health and safety of those working there.

Also, the event organiser(s) should:

- a) Ensure that a enough and suitable event safety plan is in place prior to the event commencing date and is approved by the Head of School/Department.
- b) Nominate a competent Event Coordinator if deemed necessary in order to supervise the overall event (this could be the same person as the Event Organiser).
- c) Ensure the event venue / site is designed so that it is safe for people working there and so that the event participants can enjoy the entertainment safely.
- d) Ensure there is a management system in place for each phase of the event to make sure health and safety risks are controlled.
- e) Ensure that there is a suitable and sufficient risk assessment in place and that all precautions are observed for the duration of the event.
- f) Ensure co-operation and proper co-ordination of all work activities on the site and it is advisable that at least one event coordinator for the whole event or different areas of the event to ensure this.
- g) Ensure the competency of all employees and third-party organisers and that

- they are informed of all the safety measures in place.
- h) Liaise with Disabilities and Dyslexia Service (DDS) in terms of reasonable adjustment in order to ensure that these adjustments are reasonable considering the disability and medical evidence available and that they reflect sector standards and good practice.
 - i) Ensure that any third parties are properly inducted, are aware of LMU expectations for health and safety, provide proper RAMS and monitor adherence to these.

4.3 The Event Coordinator

An event coordinator is a competent person who has the task of overall supervision and will report back to the event organiser(s). The event coordinator must ensure:

- a) The risk assessment in place is suitable and sufficient and communicated to all event participants. Whilst this duty may be passed to other competent persons (e.g. third-party operators) the overall duty to ensure the safety of the event remains with the Event Coordinator.
- b) There is a detailed knowledge and understanding of safety measures and that these have been communicated to other members of the teams and participants and are understood by all.
- c) That in the case of higher risk activities, control measures identified are implemented, monitoring and reviewing these threats and altering the institution to any change in threat level.
- d) Ensure that the level of supervision is adequate for any given situation, and to make necessary adjustments to the event in the interests of safety, including – where necessary cancellation of an event or part of the event.
- e) Allocated a competent person as project leader to lead each sub-group where events are subdivided into areas or units during the event for better management.
- f) Delegate explicit responsibility to the project leader of each sub-group to know the role and responsibilities of the participants they are responsible for supervising.
- g) Ensure all event members are fully informed when command passes to others (third party organisers).

4.4 Project Leader

Ensure that the level of supervision in any given situation in one or more areas of the event, and to make necessary adjustments to the event in the interests of safety.

4.5 Exhibit Holder

Must be made aware of the event risk assessment and where applicable, provide a risk assessment for their exhibit.

Ensure that their display does not pose any risk and hazards to anyone and is set up as per instructions provided by Event Organiser(s) and communicated by Event Coordinator.

Inform the event organiser(s) and/or event coordinator work displayed may cause offence to students, staff or visitors, or if there is work that has sexual content or contains nudity.

4.6 Third Party Organiser(s)

All third-party organisers must report to the event organisers/coordinator prior to commencing the work. In practice they will assume many of the duties of the Event Coordinator therefore some of their responsibilities, which should be agreed in advance with Event Organiser(s).

Third Parties organising events have a responsibility to take reasonable care in their activities and provide adequate and sufficient health and safety documentation (i.e.) risk assessment and method statement (RAMS) when requested.

All the work must be approved prior commencing and ensure that a risk assessment, method statement (RAMS) and a permit to work have been completed when required.

Where a Permit to Work is required, all the risk assessment, method statement (RAMS) and a permit to work completed as per requirements outlined in [Control of Works Policy](#) must be sent to LMUpermits@cbre.com at least 14 days before commencing the work for the events only in order to be approved and allowed access by the Estates Team.

Once the event organisers approve the work then the contractor must undertake an induction prior commencing the work carried out by the event organiser and /or event coordinator.

4.7 Event Participants

Event participants vary from event to event and may include as appropriate to each event:

- Staff
- Academic Staff
- Facilities/ Estates Staff
- IT staff
- Hirer Staff and volunteer
- Students
- Contractors (e.g. security services, caterer's equipment)
- Local Council
- Media
- Emergency Services (Visitors)
- Members of public

It is the responsibility of all participants to:

- a) Heed, understand and observe any instruction given to them by the Event Organiser(s) and /or Event coordinator and to bring any questions or problems, particularly those of understanding, to the attention of their supervisor.
- b) Acknowledge their own responsibilities for the health and safety of both themselves and others including members of the public.
- c) Understand the authority and responsibilities of the Event Coordinator or any other designated nominated project leader in relation to safety.
- d) Understand that failure to behave in an acceptable manner, including accepting the authority of the event coordinator, will lead to appropriate sanctions.

5.Event Planning

It is vital that the event is planned sufficiently and adequately, therefore the event organiser(s) may need to submit an event plan, subject to event's complexity, for approval at least 30 days to the Head(s) of School or Department. Please refer to Appendix A: Event Safety Plan.

The Head(s) of School or Department should consider the event planning in detail and approve it at an appropriate level.

The purpose of the event, together with a summary of its associated activities and expected outcomes, should be clearly established at the event planning stage. This will provide a context against which the School/ Department (and others if applicable) can form a view as to whether the expected outcomes are appropriate to the risk. It will also aid in the consideration of financial approval, ethics and other considerations outside the scope of this Policy.

This summary should explicitly identify:

- a) The purpose of the event and value of expected outcomes.
- b) The proposed event organiser(s) and as many of the participants and stakeholders as possible at that stage.
- c) Identify all the departments, exhibits' holders, students, staff and members of public participating in the event.
- d) Establish if the event needs to be sub divided into areas or unit
- e) Identify any other potential participants (including young or vulnerable participants) where possible.
- f) Identify all permissions and/or certifications required in advance and ensure that they are obtained e.g. DBS checks.
- g) Identify any relevant local health and safety rules of the venue in which the event is taking place (as applicable).
- h) Outline event plan stages and project time plan.
- i) Include event costs (including for health and safety: training, equipment etc.) to assist in the preparation of financial approval.
- j) Where appropriate, whether a preparatory visit should be made to the venue location so that an evaluation of local facilities and services with regards the needs of the participants, performers.

According to the Events Safety Guide published by Health and Safety Executive the event can be managed at different stages as:

- 'Build-up', which involves planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing.
- The 'load in', which involves planning for the safe delivery and installation of any equipment and services which, will be used at the event, (e.g.). stage equipment used by the performers, lighting, public address (PA) systems, etc.
- The 'show', which involves planning effective crowd management strategies, transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are important.
- The 'load out', requires planning for the safe removal of equipment and services.
- The 'breakdown', which includes planning to control risks once the event is over and the infrastructure being dismantled. Collection of rubbish and wastewater disposal present risks and these aspects need to be planned and managed.

5.1 Authorisation and Approval

London Metropolitan University (LMU) takes a risk-based approach to authorisation. For risk to be ascertained, a suitable and sufficient risk assessment shall be completed as a minimum requirement. An event safety plan may be required for specific events subject to event complexity.

The entire event must be authorised and approved by the Head of School/ Department at least 30 days in advance. If an event safety plan is required and provided then the Head of School /Department would need to complete the relevant section on the event plan as per [Appendix A: Event Safety Plan](#).

When the event is organised on the premises managed by other department the event organiser must notify in writing the respective department/School and get further approvals (i.e. from Estates if using common areas) at least 14 days prior commencing date.

6.Event Risk Assessment

As part of the event safety plan the event organiser(s) and/or the event coordinator will need to consider undertaking a separate written risk assessment before any authorisation to proceed is given by the Head of School /Department. Additionally, specific risk assessments might be available in the area that would need to be considered and made available to the event organisers by the exhibit holders and their tutor.

The risk assessment process should be closely integrated with the planning of the Event. Documents should ideally be produced that complement each other rather than duplicate information. It is expected, in practice, that all the relevant risks should be covered together in one risk assessment.

For some activities, documenting a contingency plan will also be an integral part of the risk assessment process. Where necessary, a contingency plan should include responses to terrorist attacks, theft or loss of money or vital equipment.

The event risk assessment must be undertaken by a competent individual who will be the person responsible for the organisation of the event (i.e. the event coordinator). All aspects of the work should be considered on a thorough and systematic basis and the final document should aim to identify and record foreseeable hazards and significant risks associated with the planned activities.

It will also include details of the control measures, which will be, or have been implemented to reduce these risks to an acceptable level. Any significant residual risks apparent at the end of the risk assessment process must be clearly identified in the paperwork.

It should be noted that the acceptability of an intrinsic or residual risk would be judged taking in to account the benefits of the event. Benefits may be judged in a variety of ways including the value of the educational experience, the profile of the research or the income potential generated.

In order to be suitable and sufficient, the risk assessment must clearly identify what further action needs to be taken before the activity proceeds, how and by whom the

actions will be taken, and it should detail the timescale for outstanding action to be completed.

Care should be taken to ensure that all strict legal requirements under specific regulations are covered in the same risk assessment process.

An [Event Risk Assessment Template Form](#) has been produced and can also be found on the Health and Safety webpages.

It is likely that an element of dynamic risk assessment will be required to respond to change in circumstances or new risks, however, dynamic risk assessment should not be a substitute for adequate emergency and contingency planning. If new categories of risk need to be assessed dynamically, these should be referred via the approval process before the activity proceeds. The findings of dynamic risk assessments should also be communicated and understood throughout the event participants and the method for achieving this should be established.

When drawing up risk assessments for events, simply circulating an event risk assessment document in advance, detailing the actions to be taken by participants is unlikely to achieve safe practice in isolation.

Clear timely management arrangements should also be in place to facilitate the implementation of suitable controls. A process of skills development and training may be required in advance of the event as part of this process. Participants' advice is best placed within event local arrangements or other forms of communication which is easy to read and understand and can illustrate some of the reasoning behind the controls in place. In some cases, it may be useful to engage event participants in the process of event risk assessment.

Event organiser(s) could also be encouraged to review risks whilst organising the event and suggest safety management strategies however the event risk assessment must always be approved by Head of School/Department.

It may be possible to utilise the risk assessment to consider other aspects, such as ethical or environmental risks.

Completed Event Risk Assessments must be retained for an appropriate length of time and reviewed on completion of the event so that they can be amended for future events (if repeated) (i.e. if there is any near miss or lessons learned as a result of an event).

6.1 Event Hazards and Risks

When completing a risk assessment for events the following should be considered:

- The specific activities undertaken in order to organise the event.
- Activities around the vicinity of the event.
- Threats to personal security from terrorism, crime or aggression from members of the public.
- Hazards that could arise from different stages of the event.
- Risks associated with the event (surfaces that are not even, slippery, or have potholes, and which may cause participants or spectators to trip, slip and fall, projectiles that are used during an event, obstructions that people may run into or hit the head on food hygiene, competitive aggression resulting in brawls, abuse, harassment).
- Equipment (manual handling, defects, failures).
- Unsafe (fire, carbon monoxide poisoning, electrical safety).

- Extremes of weather.
- Location.
- Contact with hazardous surfaces.
- Use of public space.
- Ill health (prevalence of disease, foodborne illness, distance from medical facilities).
- Inadequate or lack of competent supervision.
- Lone working when setting the event.
- Fitness or competence of participants on supervised courses.
- Safeguarding of vulnerable people on site
- Inherently dangerous activities (setting up and dismantling theatre).
- Inability to communicate or summon assistance.
- Poor or inappropriate participant behaviour.
- Failure to develop suitable contingency plans.
- Travel to and from the destination of the event if organised off campus.

7. Permit to work and method statement

A permit to work and method statement must be completed for any work that is being carried out as per the requirements documented in the [Control of Works Policy](#).

The permit to work and RAMS with all the relevant certificates of competency must be submitted for approval to LMUpermits@cbre.com 14 days prior commencing date for events only in order to be approved as per [Control of Works Policy](#).

8. Exhibition preparation and construction

The event organiser(s) must communicate local arrangements for exhibition preparation and construction at least 14 days in advance. All the event participants must follow the local arrangements and [Control of Works Policy](#).

9. Licensed Events include link to the page

Some typical Event activities are strictly controlled by law, such as the selling of alcohol, or the provision of certain types of entertainment. Any individual carrying out unauthorised licensable activities is committing an offence in the UK under the Licensing Act 2003, so it is vital you follow the correct university procedure and seek guidance where necessary.

Where possible all licensed events should take place within the university's permanently licensed premises, The Rocket, (including the Great Hall and Inner Courtyard). This facility is managed by a team of licensed events specialists to ensure safe and successful delivery of both internal and external (public facing) events.

As all the necessary equipment and service delivery is in place, with established risk assessment and method statement (RAMS), these facilities provide the most cost effective, efficient and safest way to deliver licensed events.

Licensable activities include:

- Selling alcohol

- Serving alcohol to members of a private club
- Providing entertainment, such as music, dancing, film screening or indoor sporting events
- Serving hot food or drink between 11pm and 5am

In all instances of a Planned Licensed Event on university premises the Designated Premises Supervisor (DPS) currently the Operations Manager: Licensed Trading, or in their absence the Commercial Businesses Manager, should be approached first. This must happen at the preliminary planning stage of the Event and must be no later than one month prior to the Event date.

They will ascertain whether there is available resource to provide onsite support to the event and advise on licensing. To ensure adherence to the key principles of the Licensing Act 2003, protect the university's reputation and the safety for those attending the event; all proposed licensed events must first be approved in writing by the Designated Premises Supervisor.

On occasions where there is a written request to host licensed events outside of The Rocket, a temporary event notice (TEN) must be applied for in advance to the relevant local authority (Islington or Tower Hamlets) – link to application and guidance below:

<https://www.gov.uk/temporary-events-notice>

To safeguard the university and those attending the event, ideally only members of staff who possess a BIIAB Level 2 Personal Licence should apply for a TEN. The university currently engages in the services of Poppleton Allen (Licensing Solicitors) to provide the training course – link below.

<https://www.popall.co.uk/training/>

Applications for a TEN can be made without the possession of a Personal Licence, limited to a maximum of five applications per calendar year. A single premise can have up to fifteen TENs applied for in one year. To ensure the licensing objectives are upheld no application should be made until permission is confirmed in writing by the Designated Premises Supervisor for a specific person to make an application for a TEN.

Licensing Objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

When seeking permission from the Designated Premises Supervisor, a minimum of one month's advanced notice is required with the following information provided in writing: -

- Purpose and type of the event, including timings, anticipated numbers attending (LMU staff and students only or open to members of the public too)
- Approval from Campus Operations Team - contact TBC by Campus Ops
- Approval from Room Bookings – note any event should not interfere with the university's core business of teaching, or any other events already scheduled to take place in the local area - roombookings@londonmet.ac.uk
- An event specific risk assessment and method statement
- In the case of an event requiring a TEN notice the name of the person who will apply and details of their appropriateness for the role.

Any person wishing to undertake the TEN application MUST be in attendance for the full duration of the event (including set up and break down) and MUST NOT under any circumstance consume alcohol.

Please note this advice is specifically on licensing, any person planning to operate an event where there are financial transactions (i.e. a paying bar service) must check that all other relevant regulations are followed - specifically University / Students' Union financial regs

Note: If you carry out, allow to be carried out, or allow your premises to be used for a licensable activity without a license, you can be fined, sent to prison for up to 6 months, or both.

10. Communication

Good communication frameworks minimise the possibility that those engaged in the event have overlooked policy requirements or other correspondence. Requirements for communication extend throughout the duration of the event and arrangements should be explicitly included in the risk assessment to a detail commensurate with the risk.

In advance of all events (ideally 14 days before the event) Building Reception must be informed of all planned events, their location and duration and the contact details for the Event Organiser(s) and Coordinator(s). This information also needs to be disseminated to all relevant staff members.

Communication in the event of an emergency is a key area to plan, especially when remote location is included in the event plan.

Effective face-to-face communication well in advance of the event can be a critical part of ensuring that those about to engage in the event fully appreciate the type of experience planned.

Full discussion of elements such as event planning, communicating clearly to all the stakeholders involved, supervision, venue emergency procedures catering arrangements, sleeping arrangements, the hours of work as well as any restrictions in place for activities during the event, can pre-empt mismatches in event organisers /stakeholders expectations which might lead to disappointments and/ or difficulties with visitors during the event.

Whilst considering this as part of risk assessment, you may need to establish a system and channel of communication, which will, if required, allow those off-site to check in routinely. These will aid contact from the University in an emergency. If an event participant fails to maintain communication, the home contact nominated should interrogate records.

For supervised events by the project leaders, detail any reporting-in procedures in the risk assessment, including the methods for those off-site to communicate between the institution, event organiser(s), event coordinator, project leader and displays holder.

Where appropriate local contacts should be established and details of these left with nominated home contacts (and vice-versa). Important written information should be shared with all participants as part of any meeting prior travelling to the venue location off campus. This should include opportunities for event participants to express concerns or anxieties. During this exercise participants can be informed about the communication options, which will be available to them and their next of kin during the event.

11. Competence

Event Organiser(s) and third-party organisers of events need to be competent to plan and organise the event safely. Competence in this context is defined as being not only an appropriate combination of knowledge, experience and qualifications, but also being able to acknowledge one's own limitations. In some cases, this may be required formal training.

Event organiser(s) should be satisfied that the event coordinator has the personal capability and competence to lead, especially under possible adverse conditions, and has enough awareness of their obligations to those under supervision.

It is important to recognise that a leader in an academic subject, or in research techniques, is different from competence in management, leadership and supervisory skills.

Event organisers and coordinator competence should be assessed as part of the approval and risk assessment process and should be commensurate with the risk. This should be reviewed regularly and can be a part of the My Review process, with training made available through discussion with Centre for Professional Education and Development (CPED).

Minimum event safety training includes:

- London Metropolitan University (LMU) Operating procedures (i.e. this Policy).
- Implementation of the emergency plans.
- Risk Assessment.

Less experienced project leaders may benefit from shadowing experienced event leaders/coordinator where possible. All project leaders should reflect on the event, as well as the event risk assessment after the event with the intention of implementing and sharing any lessons learned.

Some event risk assessments may identify a need for first aid trained personnel and, in some cases, other formal qualifications may have to be sought.

12. Supervision

Many factors need to be considered when assessing the level of management required for any event. Management and supervision requirements will vary tremendously, for example, an inexperienced group of first year students who are exhibit holders and participants will require a higher level of supervision and management than would be necessary for postgraduate student level when organising events.

Factors that should be considered include:

- The nature of the event.
- The nature of exhibits.
- The exhibition preparation and construction.
- Temporary structures.
- The environment and conditions in which the event takes place.
- The experience of the members of staff and students as event organisers and students and staff and event coordinators and leaders.
- The experience of the group /year.

- The needs of individuals considering their age, level of maturity and any individual special needs.
- The external requirements of regulatory authorities or bodies.

It is the responsibility of the event organiser(s) and /or event coordinator to ensure that the level of supervision is adequate for any given situation and to make necessary adjustments to the event in the interests of safety included the cancellation of an event. This Policy clearly articulates that authority. This includes putting in place adequate deputising arrangements to maintain effective levels of supervision if, for example, the event splits into smaller areas.

The event organiser(s), event coordinator and event must also ensure that contingency plans have considered the impact of losing a supervisor due to illness or being occupied with a difficult issue.

Two levels of supervision can be identified: Direct and Indirect.

12.1 Direct Supervision

Direct supervision describes where a member of staff is in charge of the event participant(s) at all times and is able to immediately intervene in person if necessary. This type of supervision is appropriate for higher risk activities or for less experienced participants.

12.2 Indirect Supervision

Indirect supervision describes a situation where the event coordinator and/or project leader supervises the event but would be unable to intervene in person immediately in different areas. Examples of this type of supervision may include lone working, and participants working together in off campus events.

It is important to consider the arrangements for event coordinator or project leaders and down time during the event and how the arrangements are to be communicated to participants.

13. Disabled Participants

The event participants who are disabled must not be put at a substantial disadvantage compared to non-disabled participants. In order to achieve this, event organisers and/or event coordinator have a duty to make reasonable adjustments to enable disabled persons to participate in the event if, without such adjustments they would be excluded or experience barriers to participation. This duty is 'anticipatory' where possible, which means it, should be considered during the assessment of the event (i.e. well in advance) and not as a reactive process.

The only exception to this would be if the decision not to make adjustments were based on evidence that it is a proportionate means of meeting a legitimate aim. For example, the costs of the adjustments might prevent the event from taking place, thereby disadvantaging all participants' outcomes. Similarly, it might be justifiable to restrict the activities of disabled participants and members of the public, in whole or part, if the safety or the safety of others would be compromised.

It should be embedded in the process of undertaking any event risk assessment that event organisers seek specialist advice on medical, health and safety and disability issues, before making a decision. The disabled participants(s) should also be involved in this process.

Event participants must be provided with an opportunity for disclosing and sharing disability-related concerns with the event coordinator and/or project leaders, in confidence. On disclosure of a disability, control measures should be implemented that support the event participant and the event management team.

14. Third Party Providers

London Metropolitan University (LMU) is obliged to ensure that any third-party provider has considered the health and safety implications of its activities and their potential impacts on the institution and its event organisers and has or controlled identified risks.

Specific sections are given to the selection of accommodation and transport below. However, a wide range of other third-party providers may be used and each of these should be vetted for suitability. Examples of third-party providers are construction companies, catering companies, drilling contractors, suppliers of specialist equipment and laboratory facilities.

Host of partner organisations should be treated as third party providers. Using a third-party provider does not absolve London Metropolitan University (LMU) of its obligations under UK law. Use of a third-party specialist provider may help to improve the overall safety management of the event. However, unless due diligences in the selection of the third party can be demonstrated overall risks to the institution and its event organisers and participants may be increased.

It may be tempting to rely solely on previous experience or word of mouth recommendation for a third-party provider as the major means of control of approval. However, London Metropolitan University (LMU) will be exposed to criticism and potential legal fees in the event of an incident unless formal checks are made prior to the event and records kept – particularly if the third-party provider has a safety-critical or supervisory role.

Where the responsibility for the supervision of health and safety is to pass to a third-party provider, this should be agreed with the third party in writing. The extent to which formal contract arrangements are needed will vary upon the risk involved and the level of control expected of the third party.

Formal vetting of contractors is normal practice in the United Kingdom and at London Metropolitan University (LMU). However, overseas many local contractors may not be used to their safety arrangements being questioned.

In the vetting of third parties, event organiser(s) should consider the following:

- Documented Individual competencies of third-party providers.
- Accreditation of service providers (i.e. to BS 8848).
- Experience with third party providers. It is particularly useful to monitor records of positive or negative experience with third party providers including their reliability.

- Making public liability insurance a standard requirement of all contracts with third party providers.
- If appropriate, review of emergency arrangements of third-party providers to ensure that they are suitable and sufficient.

For project-critical third-party providers, contingency plans should be made in case the provider proves unsuitable in practice.

For further guidance, see London Metropolitan University (LMU) Health & Safety in Academic and Work Placements for Students Policy or discuss with the Health & Safety Office.

15. Catering

To ensure the safety of attendees and compliance with food safety legislation, all catering requirements for events must adhere to the University's Hospitality Policy. The catering / hospitality manager has the responsibility to ensure the appropriate level of training, qualifications, hygiene standard of staff, as well as the production, storage and serving are appropriate and to advise the event manager / coordinator / Project leader / exhibit holder etc. where a risk may be identified.

The type of catering required for the event can vary between full self-catering arrangements to being fully catered for by a third-party provider. It is common for participants to suffer from an upset stomach or diarrhoea resulting from something that they may have consumed.

It is important to ensure that the level of catering meets the needs of all participants of the event, paying attention to participants who have special dietary needs, information on which should be sought prior to the event taking place.

Where appropriate, or where catering is project-critical, a process should be in place to check the suitability of the catering. The event emergency plan should consider the possibility of an outbreak of food poisoning/ foodborne infection and have effective arrangements in place.

16. Transport

Providing safe transport for materials and equipment for off campus events can be challenging. Travel requirements may include transport to and from the event location within the United Kingdom (UK).

The provision of transport will also vary from public transport to third party providers and the possibility of the display's holder and participants using their own vehicles (see Driving and Use of Vehicles Policy), all of which should be managed.

In order to assist with the vetting and provision of transportation providers, London Metropolitan University (LMU) has engaged Company travel provider who performs basic safety and management checks.

The event organiser(s) and /or event coordinator must ensure that the mode of transport is suitable for the needs of all participants, particularly those with disabilities.

The risk assessment must also consider:

- That the vehicle is fit for purpose to secure and carry the loads intended (Do not allow the vehicle to be loaded beyond the manufacturer's recommended limit).
- Experience with third party providers. It is particularly useful to monitor records of positive or negative experience with third party providers including their reliability.
- Only to use vehicles fitted with safety belts.

17. Equipment

All equipment necessary to set up any temporary structures or for any other purpose used during the event should already have been identified and specified at the planning stage, including any equipment or clothing expected to be provided by the participants. Equipment should be specified and selected carefully to ensure that it is suitable for the intended use and conditions and any prior and on-going requirements for testing, examination and inspection should be detailed (including any required competencies to inspect or use the equipment) as per legal and/or manufactures instructions (See [PUWER Policy](#))

Damaged equipment and equipment that has not been approved should not be used and pre-use equipment checks should be made standard practice.

Hired equipment should be similarly specified and any maintenance records verified at the point of hire/ collection/ delivery. Where no records exist, it will be down to the judgement of the event organisers and experienced team members, erring on the side of safety where there is any doubt.

The event coordinator needs to ensure staff and students participating in the event are aware of any equipment that they will need to provide, and all equipment is PAT tested.

Specialised equipment, including emergency equipment, safety-critical equipment and equipment that introduces additional risks, should be detailed in the risk assessment and should be suitable and sufficient for the task.

Personal Protective Equipment (PPE) should always be regarded as a last resort to supplement other protection. Engineering controls and safe systems of work should always be adopted first.

Ensure that manual handling of loads when setting the exhibition /temporary structures have been considered in the risk assessment where applicable.

18.Storage and Handling of Materials and Hazardous Substances

Materials and hazardous substances must be securely (i.e. anti-tampering) and safely stored in appropriate storage areas, communicated respective safe cabinets, taking into consideration the type of product and any relevant segregation which may be required (i.e. flammables may not be stored within 3 metres of corrosives).

Guidance is available from suppliers, contained within the MSDS and COSHH Assessment, on the (in) compatibility of storage of chemicals. Please refer to [Control of Substances Hazardous to Health Policy](#).

Emergency procedures for hazardous substance storage to deal with foreseeable accidents (i.e. spills) need to be considered, and controls put in place to deal with them, such as suitable and sufficient spill kits.

19 Sustainable Events

All Events must adhere to the standard and principles of the University's Sustainability Policy.

20. Waste Management

When recycling is not possible the Event Organiser(s) must set up local arrangements for the disposal of materials, furniture and chemicals accordingly and communicate them to all the departments, exhibit holders and staff.

All staff and exhibit holder must follow the local disposal arrangements in place to prevent uncontrolled accumulation of old/unused hazardous substances so that they are regularly disposed of in line with the University's waste disposal protocol.

21. Events organised outside University

Once the event is approved by the Head of School /Department the Event Organiser/Coordinator may need to provide a risk assessment and plan for the event, and the outside venue/space should share their risk assessment of their space. Some venues/spaces may require you to fill in their Risk Assessment, as they sometimes have a different lay-out then the ones we use in the university.

All the London Metropolitan University (LMU) event participants will be required to attend the Health and Safety inductions organised by the external space/venue. The events participants are responsible for their own transport to the outside venue and to conform to the rules and procedures required.

22. Special Performance Conditions

When any of the items listed below are planned to be part of the event performance a specific risk assessment and method statement (RAMS) must be completed and submitted for approval to the Head of School/Department and Health and Safety Office 14 days prior the commencing date. Once approved the Event Organisers might need to obtain further licensing for organising special performances and adhere to University policies in this area.

The items that could be included are:

- Any naked flames.
- Use of animals.
- Use of smoke.
- Lasers.
- Effects lighting such as Strobes.
- Projections
- Nude art exhibition/performance

- Any performance on public space

23. Incident and Emergency Response Planning

The level and depth of incident planning required will relate directly to the level of risk associated with the event. Emergency Plan should be in place and communicated before the event begins and should, where relevant, cover the following:

- Available support.
- Methods for contacting event's organisers and key stakeholders involved.
- Evacuation procedure.
- Financial plan for emergencies.
- Communication strategy.
- Media management plan.

Campus Operations team will be aware of Events via the Estates Business Partners.

External stakeholders, including partner institutions or third-party providers should be briefed on the incident plan.

Dealing with a medical emergency is a possibility, which should be considered for all events. Considerations include the duration of the event, the location and activities involved, number of participants, visitors and members of public and the access to hospital facilities.

Event's organiser(s) must obtain information on local health care. If additional emergency assistance is to be relied upon, contact and implementation details must be included in the emergency plan.

Where the risk assessment requires first aid-trained personnel ensure that all participants are aware of whom these personnel are. First Aid supplies must be made available where risk assessment requires it.

23.1 Emergency Response Planning

An emergency is a situation that significantly disrupts the event, has ceased or is likely to cause distress, or has severe consequences for individuals and the organisation. It requires out of the ordinary measures to restore order and normality, thus demanding immediate action from senior management.

Crises can come in various forms, and include events threatening an organisation's reputation, assets, financial stability or the safety and security of the events participants (staff, students and members of public). Like incident planning, crisis response planning should take place prior to the event. Crisis or response plans provide valuable guidance and ensure that essential actions are not forgotten in the heat of the moment and the people assigned to respond to the incident are competent.

23.2 Emergency Management Plans

Emergency Management Plans should be designed to create maintain and develop LMU's ability to respond to and manage a crisis in an adequate manner. For a timely and appropriate response, the plans should be regularly updated, reviewed and simulated.

They should include:

- Definitions of types of crises.
- Notification and reporting procedures.
- Clear and effective decision-making structures.
- Roles responsibilities and training for key members of staff.
- Protocols and formats for each possible situation.

24. Insurance

London Metropolitan University (LMU) has in place an insurance policy, which acts as an umbrella for all event organising requirements. It is important to note that policies differ considerably between institutions and that you should verify that London Metropolitan University (LMU) policy is appropriate for the planned event. This may include:

- Hazardous activities part of the event.
- Third party insurance.
- Off -campus events.
- Leisure travel (both before and/ or after an event).
- Those with some pre-existing medical conditions.

In principal, provided proper authorisation has been granted, a suitable and sufficient risk assessment and method statement (if required) must be completed and the notification required to be made to hands@londonmet.ac.uk, insurance@londonmet.ac.uk other relevant departments if required.

25. Monitoring and Review

In accordance with requirements to manage and supervise health and safety, and to keep policies and risk assessments under review, the event organiser(s) should ensure ongoing monitoring of the health and safety of the event, together with post-event feedback from the participants.

Any incident taking place during the event must be reported to the Health and Safety team via the incident report form [Reporting incidents and accidents](#)

Post-event, the event organiser(s) and/or event coordinator (including any other relevant staff members) should review the following:

- Significant accidents or near misses.
- Occasions where dynamic risk assessment was required.
- Where there was significant change to plans or event plan.
- Where unexpected training was needed during the feedback.

Whilst actions following investigation during the event normally focus on immediate cause and effect and on continuity issues, reviews should focus on potential shortcoming in planning, processes and procedures, and in the management of the event.

26. References

Health and Safety Executive, 1999 INDG 360, *Health and safety in audio visual production, Your legal duties*, <https://www.hse.gov.uk/pubns/indg360.pdf>

Health and Safety Executive, 1999 HSG195, *Health and safety in audio visual production, Your the event safety guide (Second edition)*, <https://www.gov.gg/CHttpHandler.ashx?id=107111&p=0>

Health and Safety Executive 2013, *Workplace Health and Safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992*, <https://www.hse.gov.uk/pubns/priced/l24.pdf>,

Health and Safety Executive, 2014, *INDG401 Working at height A brief guide*, <https://www.hse.gov.uk/pubns/indg401.pdf>

Health and Safety Executive, 2015, *The Construction (Design and Management) Regulations 2015*, <http://www.legislation.gov.uk/ukxi/2015/51/contents/made>

Appendix A: Event Safety Plan

Event/Production/ Project Name				
Location	Campus		Area(s)	
Event/Show Organizer(s)	Name	Job Title	Contact details	
Event Coordinator	Name	Job Title	Contact details	
Project Leader	Name	Job Title	Contact details	
Approved by	Name	Job Title	Contact Details	
Schools/Department Involved				
People exposed to the risk				
Special Groups exposed to the risk				
GENERAL ARRANGEMENTS				
Items	Yes	No	N/A	Details
Check if the event can be supported by relevant departments (Facilities, estates and schools, etc)				

All relevant departments been notified of the event and the wider implications it may have?				
Where applicable have you received written approvals				
Permission to use estates/facilities areas				
Details of event and organizational chart				
Floor/Building Plan – showing all activities, first aid provisions				
Space designated for public				
Disability access, seating, other issues addressed				
Children allowed to the shows/exhibition				
On-area vehicle management				
Relevant parties are informed of responsibilities, i.e. students, area owner, exhibit owner event’s organizer, event approver, contractors, self-employed, employees, volunteers, member of public				
GENERAL FIRE, HEALTH AND SAFETY				
Items	Yes	No	N/A	Details
Health and Safety Policies Consulted				
Event General Risk Assessment				
Specific risk assessment to the high-risk event areas or projects				

Health, Safety and Fire Brief held with staff and students				
Third party provider health, safety and fire brief				
Fire safety arrangements in place				
Fire extinguishers have been recently serviced				
All electrical hazards identified and controlled				
All Emergency exits clear and easy to operate				
Any flammable liquids or materials used /risk assessments				
Fire alarms in good working order and recently tested				
Fire Wardens List (include the name and contact details of fire wardens)				
Adequate fire exit signage in place				
First Aiders List (include the names and contact details of the first aiders)				
Platforms or temporary structures construction arrangements in place				
Controlled or uncontrolled moving parts identified				
Machinery Safety Assessment provided				
Removal of equipment and services arrangements in place				
Signage adequate/suitable/correct				
EMERGENCY PLANNING				
Item	Yes	No	N/A	Details

List of names/contact numbers of key employees in place				
List of names /contact number third party providers/organiser				
Arrangements for stopping the event once started				
Emergency routes and access for Emergency Services				
Arrangements for persons with special needs				
Outline of the role of those involved				
Details of emergency equipment, location and availability				
Means of communication are established				
Procedure for dealing with terrorist threats				
Cancellation of the events arrangements				
Media management plan				
STRUCTURES/ELECTRICAL INSTALLATION AND LIGHTING				
Item	Yes	No	N/A	Details
Design and plans/ drawings and calculations are in place				
RAMS approved				
Third party service provider/suppliers RAMS approved				
Location considerations				
Asbestos register consulted				
Suppliers selected and approved				
Erection, scaffolding, platforms, H&S principles communicated				

Lifting equipment used				
Dismantling Local Arrangements				
Monitoring of event plan				
WASTE Management				
Item	Yes	No	N/A	Details
Waste removal during and after event arrangements in place				
Waste Disposal Area arranged and communicated				

EVENT APPROVER (ONLY)				
Item	Yes	No	N/A	Details
Risk Assessment is deemed suitable and sufficient				
All relevant parties have been notified				
All relevant departments have provided approvals/permissions in writing (Facilities, Estates, Security, etc.)				
Health and Safety Office have been notified of the event				
The site plan has been produced				
The local arrangements are in place and communicated				
Any licenses and/or notifications and have been applied for				
If external services /contractors are being used the health and safety documents have been obtained from the external services /contractors (competence, certification, risk assessment, method statement, liability insurance, etc.)				

Brief meeting held or scheduled				
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TO BE COMPLETED AFTER THE EVENT
I (we) confirm that the area left in original state with no new hazards resulting from the activities.
Name(s)
Job Title
Date
Signature