

# Event Planning

## 1. PURPOSE

- 1.1 The purpose of this procedure is to define the actions required when planning an event to ensure compliance with health and safety law.

## 2. SCOPE

- 2.1 This procedure is applicable no later than 1st August 2016 and covers all internal events planned by University staff either on or off campus.

## 3. DEFINITIONS

<p><b>Event</b></p>	<p>An internal corporate and/or social event organised by University personnel. These are events that are held, either on, or off, University premises, where the public and/or staff and/or students are invited to attend.</p> <p>This procedure will not normally apply to low risk events or small social gatherings, e.g. 25 people attending a presentation, unless a high-risk aspect, e.g. firework display, is involved.</p>
<p><b>Event Safety Controller</b></p>	<p>Every event must have one person formally nominated in writing as the Event Safety Controller. The Event Safety Controller will have overall responsibility for the health, safety, fire-safety and welfare of the event.</p>

## 4. RESPONSIBILITIES

### Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

### Deans, Directors, Heads of Schools and Departments and Research Institute Directors

- 4.2 Deans, Directors, Heads of Schools and Departments and Research Institute Directors are responsible for ensuring safe systems are in place for all events being organised either in or by their departments

### Event Safety Controller

- 4.3 The Event Safety Controller works with the event organisers to ensure, so far as is reasonably practicable, that in the planning and running of events that hazards are identified, risks are assessed and control measures are put in place.

## 5. PROCEDURE

- 5.1 When planning for an event, either corporate, e.g. graduation ceremony or social, the organisers must appoint an Event Safety Controller.
- 5.2 The Event Safety Controller will work with the event organisers to ensure that risk assessments have been carried out and suitable control measures have been put in place.
- 5.3 The Event Safety Controller will liaise with relevant University personnel, local authority and where appropriate, the emergency services. The Event Safety Controller must be a responsible member of the academic or administrative or technical staff for events held in buildings occupied by the University. For buildings under the control of the Students Union the Event Safety Controller must be a responsible employee of the Union, or the Union President, or other sabbatical officer.
- 5.4 The Event Safety Controller confirm that the permission of the Provost / head of school / department concerned or Head of Facilities Services has been obtained to hold the event.

- 5.5      The Event Safety Controller be familiar with the premises in which the event is to be held.
- 5.6      The Event Safety Controller will liaise with the University Health and Safety Services (extension 24903), other relevant University personnel, and the Event Organiser before the event to ensure that all required health, safety and fire-safety matters are specified and agreed.
- 5.7      The Event Safety Controller will ensure that any health, safety or fire-safety requirements are followed.
- 5.8      The Event Safety Controller will be continuously present, vigilant and in a state of readiness throughout the event (for events of long duration Deputy Event Safety Controller(s) may have to be appointed).
- 5.9      The Event Safety Controller must be prepared to instruct the Event Organiser to cancel the event for serious breaches of health, safety or fire-safety requirements at any time leading up to or during the event.

## **REFERENCE DOCUMENTS**

- The Health and Safety at Work (Northern Ireland) Order (1978)