

2nd August 2019

RISK BANDING FOR EVENTS

HEALTH AND SAFETY GUIDANCE RISK MANAGEMENT OF EVENTS Organised by faculties, schools and departments

This document describes a methodology for applying pragmatic health and safety risk management to events organised by faculties, schools, departments or teams within the University. Not only is it a *legal requirement* to effectively manage the risks created by such events, but it is necessary for the University to demonstrate that it applies the **highest standards of professionalism** to all its endeavours, and in so doing, meets its **duty of care** towards anyone who may be affected by its activities. The key emphasis is on planning and preparation and prior approval before the event takes place.

The methodology recognises that some events inherently carry more risk than others, and applies a first-stage assessment on the basis of the type of event. The risk management methodology subsequently applied is based on this first-stage assessment. This type of approach is known as **risk banding**. The methodology identifies three broad types of event, with discernibly different levels of risk, and specifies risk management activities accordingly. The bands and processes are summarised overleaf.

Green guidance - good practice for all events

What is a green event?

Events designated as Green are low risk events or activities that someone might attend in their private life or during their usual business at the University.

Generally, an event that meets the “basic event” criteria, as defined below (and in the Event Management Policy), will be “Green”.

Basic event criteria:

- Occurs between Monday and Friday between 7am – 7pm (except Public Holidays) and
- Requires no additional Property services support such as cleaning, security, facilities, car parking and
- No member of the general public is attending and
- Is not ticketed or externally sponsored or marketed and
- By its nature does not present a heightened risk to the University and
- Does not involve the serving of alcohol

Some examples of these types of events include:

- Internal workshops (students and staff in attendance)
- Internal seminars (students and staff in attendance)
- Outings to public places of interest organised by the University (e.g. team Christmas lunch)
- Social/ volunteer outings
- Supervised workplace visits
- Student club meetings
- Internal catered meetings without alcohol

Guidelines for green events:

For Green events, you **do not** need to fill in an Event Notification Form or create a detailed risk assessment. However, the Event Manager still needs to be familiar with the Event Management Policy and think about what risks or hazards their event might reasonably encounter (and what actions should be taken to eliminate or minimise them).

Best practice for Green events includes the following points:

- **Event details.** Clarity on date, time, location, duration, anticipated numbers, audience, purpose of the event
- **On-site contact.** Who is the on-site contact on the day of the event
- **Event Manager.** This person planning and delivering the event. This person is the primary contact for the event and is responsible for ensuring the event is safe and compliant with University policies.
- **Event Owner.** This is the person or entity who owns the concept, content and liability associated with the event.
- **Access for the disabled.** If there are any disabled people in the group, check on the nature of their disability, and ensure that access and other facilities will be suitable.
- **Recommended attire.** Describe style of dress, including what is suggested in the invitation (e.g. business attire, no open toe shoes, etc.). **Accident/Incident reporting.** Make sure you know how to report an accident/incident should one occur.
- **Dietary requirements.** If the event involves food and catering, try to use venues and suppliers that can cater for people with specific requirements, such as vegetarians or those with specific allergies or food intolerances. If necessary, compile a list of such requirements and notify the caterers in advance. Some people with allergies and intolerances may wish to speak to the caterers directly, in which case make sure that the contact details are available. This one of the reasons why Flame Tree, Dawsons Catering and Urban Gourmet are preferred University suppliers.
- **Do your research.** Check the venue prior to the event to make sure it is suitable. Where is the nearest AED (automated external defibrillators) on campus? Where are the toilets for the venue? Where is the first aid kit located?
- **Check security arrangements.** If the event is on campus, keep Security's number on hand: 0800 373 7550 from a mobile, 966 from internal phones. In an emergency, call 111 (1-111 from a University landline).
- **Domestic arrangement briefings.** Make sure that the group is briefed on the domestic arrangements, such as fire procedures, any special medical arrangements required, locations of facilities etc.
- **Get feedback.** After an event, ask people to let you know what they thought of the venue and other aspects of the day, so you can take account of any issues in future.

Orange guidance - for planning an event

What is an orange event?

An Orange event is any event that has the potential to create hazards in a hitherto safe venue e.g. blocking a fire exit, trailing cables, bringing in unsafe electrical cables, gas bottles, intoxication, etc.

An Orange event is any event that has the following criteria:

- Occurs outside of Monday – Friday 7am – 7pm (or on a public holiday)
- Requires additional service support from Property Services
- VIPs or a members of the public are in attendance
- Is ticketed or externally marketed/sponsored
- Service of alcohol

Some examples of these types of events include:

- Public lectures or meetings
- Workshops
- Symposiums
- BBQs/bake sales
- Small scale, indoor drama or dance productions

**A Level 1 Event
Compliance Officer is any
staff member who
completed Fire Warden
Training**

Guidelines for orange events:

All Orange events **must** fill in an [Event Notification Form](#) so that the Event Coordination Group (ECG) can provide compliance advice. In most cases, ECG will not require a risk assessment for Orange events though you may choose to complete one anyway. The Event Manager must action any recommendations from ECG.

All Orange events **must have a Level 1 Event Compliance Officer (ECO)**. The Level 1 ECO must be present for the duration of the event and they must fill in an Event Safety Checklist on the day of the event. The Event Safety Checklist should be kept on file and available on request.

Although ECG doesn't require a risk assessment to be completed, the Event Manager is still responsible for the health, safety and wellbeing of any attendees or workers. They must work closely with the Event Owner and ECO to ensure the event is safe for those attending.

Follow the Green guidance for best practice and in addition consider the following:

- **Security.** Do you have a VIP or prominent visitor? Has Security been advised?
- **Alcohol.** Have you obtained approval to serve alcohol from ECG? Will your caterer be covering the bar service? Have a plan in place for preventing intoxication and handling intoxicated patrons.
- **Expected number of attendees.** Have clarity on your expected attendees and ensure your venue has capacity.
- **Emergency plan.** Where is the evacuation point? Who will call 111? Have your attendees been briefed?
- **Fire egress.** Keep all fire evacuation routes unobstructed and doorways unlocked and clear. Keep all fire doors closed (unless by design).
- **Trip hazards.** Move equipment if necessary and consider using cable walkovers or taping them down.
- **Electrical equipment.** Check that all electrical equipment is in good condition and working order. Carry out a visual condition check, and look for inspection and test labels where appropriate.
- **First Aid.** Who is the First Aider, location of first aid kits, AED?
- Are any special controls or arrangements necessary, such as ventilation, additional types of fire extinguisher, or use of non-venue electrical equipment?

Red guidance – for planning a high risk event

What is a red event?

Red events are high-risk events or activities that due to their size, complexity or other factors require professional event management and an exhaustive health and safety plan.

Events designated as Red include one or more of the following factors:

- Multiple moving parts e.g. several spaces required or inter-faculty involvement
- Large number of attendees
- Multiple suppliers required to deliver complex event requirements
- Animals
- Minors
- Hazardous or controlled substances
- Licences, permits or consents required to deliver the event legally including the sale of alcohol when not covered by a caterers or venue licence
- Other unusual factor that may pose a significant risk to participants

Some examples of Red events include:

- Open days such as Courses and Careers day
- Orientation and Re-Orientation Weeks
- Laboratory demonstrations
- High school visits
- Large conferences
- Concerts

A Level 2 Event Compliance Officer is any staff member who completed fire warden training, risk assessment training and has a current first aid certificate.

Guidelines for red events:

All Red events **must** submit an [Event Notification Form](#) so that the Event Coordination Group (ECG) can provide compliance advice. Red events should submit the notification form far enough in advance that they can action any recommendations received. ECG recommend submitting at least 1 month in advance. In some cases, ECG may request the Event Manager attend one of their meetings to present the event and discuss any compliance issues in person.

ECG will require that all Red events complete a **comprehensive risk assessment** identifying all potential hazards that may be encountered before, during and after the event and documenting steps taken to eliminate or minimise them. This should be a collaborative effort between all parties involved such as the Event Manager, Event Compliance Officer (ECO), Event Owner, venue management, demonstrator/presenter etc.

All Red events must have a **Level 2 ECO** in attendance for the duration of the event. The Level 2 ECO must have fire warden, first aid and risk assessment training. The ECO must be supplied with the following documents (if relevant) in advance of the event so they can familiarise themselves:

- Run sheet
- Risk assessment
- Evacuation plan
- Floor plan
- Security management plan
- Alcohol management plan
- Bad weather plan

The ECO should also fill in an Event Safety Checklist on the day of the event.