



Guidelines for the organisation and hosting of social events in and immediately around Halls of Residence

Introduction

Events run by students for students are an integral part of student life and intrinsic to the student residential experience. Social occasions such as welcome barbeques, end of term discos and other events are therefore important as they encourage students to mingle, meet new people and establish the community spirit within the residential environment.

However, experience tells us that events require careful planning and organisation in order to ensure that there are no unexpected problems and that those attending can do so safely. The planning should also ensure that there are appropriate measures and procedures in the event that something goes wrong. In this respect, event organisers, committees and staff must be fully aware of their responsibilities.

Purpose of this paper

This document is intended to clarify the procedures required, and

- provide guidance to event organisers, Residence Managers and Wardennial staff
- cover the issues which require consideration when events are planned
- form the basis for straightforward & consistent approach to planning different types of event

These guidelines have been put together in conjunction with the following related documents:

- "Events organised by Student Societies in University Grounds/Buildings" (produced by Estates)
- "Consumption of Alcohol on University Premises" (produced by RBS), available at <http://www.st-andrews.ac.uk/resbus/> [*work in progress*]
- "Catering Contractors: General Code of Safety Practice" (produced by RBS), available at <http://www.st-andrews.ac.uk/resbus/>

Furthermore, each Residence Team should ensure they have developed any Hall specific guidance (on capacity, layout etc) to be given to each organising Hall Committee on an annual basis when they are elected. This will assist students with the process.

Responsibilities and procedure to be adopted for each event

Process

Initial requests for a hall event should be submitted on a request form and routed through the appropriate route ie via the Warden or Residence Manager.

Student organisers

- are advised to have an 'event plan' of the event they wish to organise. This should give details of date, time, numbers attending and a broad outline of the event
- should note that ALL events require planning and lead in time – some more than others. Whilst staff will not unreasonably refuse permission for events, it must be accepted that last minute requests (ie less than a week) may not be possible.

The RM or Warden who receives the event proposal should ensure that a meeting is held between the Warden, the Residence Manager and the Senior Student, to discuss and jointly approve the event, using the guidelines accompanying this document.



Each event will be jointly evaluated by the Warden, the Residence Manager, and the Senior Student and any risks discussed and identified, along with appropriate solutions.

A risk assessment must be completed for the event IN ADVANCE of the event.

If there is any significant risk to event attendees, that risk should be eliminated from the event. Guidance should be sought if required.

Issues to consider and discuss in relation to the event

It is envisaged that most events will be covered by the preambles laid out in the attached "Good Practice Guides". Hall balls are not included as part of this paper: due to the size and scale of these events, they are held outwith of the residential environment. That said, it is important that each event nevertheless has its own individual risk assessment.

These templates should be used as guidance to evaluate events: responsibility for ensuring that any event specific requirements are properly assessed lies with the above named staff and student representatives.

The "Good Practice Guides" should cover the most significant issues which are likely to occur when an event in Halls is being planned and approved. Such issues, together with any that each individual Hall wishes to include, should form the basis of a written set of procedures and standards which should be supplied to Hall Committees at the start of their term in office.

Where an event is not covered in the Good Practice Guides, below is a useful checklist which can be used to evaluate and assess the risks involved:

- Responsible Person/Event Organiser to be clearly identified.
- The maximum number of persons allowed in the function area. This MUST not exceed any limit that is referred to in formal documentation relating to HMO, Fire Safety, Building Control, etc. Each Residence Manager will have access to this information for their residence. The RM may wish to create a plan of the communal areas of the Hall and show areas suitable for activities, in order to help assist with the process of understanding for incoming committee members.
- There should be a means established to ensure that these numbers are not exceeded (eg ticket arrangements, pass out systems, wristbands, hand stamps etc)
- The type of function. Any games should be described as it may be necessary to ensure that escape routes are not obstructed if held internally. The method of supervision should also be clarified with instruction for those doing the supervising.
- The entertainment proposed (eg disco, bar, band). Please note that certain types of event and equipment will not be permitted eg anything using naked flames, pyrotechnics, laser displays, bouncy castles, and some types of special effects: (smoke or dry ice generators will activate smoke detectors and thus set off the fire alarm system: there are regulations covering use of laser/laser displays etc). Details of the any types of special effects and their locations is required as it may be necessary to restrict or prohibit their use. It is anticipated that events utilising these types of effects should be held outwith the residential environment, and as such be submitted to the University Events Committee.



- Decorations: hazardous materials should not be introduced in large quantities and in areas where the spread of fire could be influenced or evacuation procedures hampered (eg combustible material close to heat sources or near fire exits)
- Security arrangements: is further stewarding required and how will this be undertaken. This will be specific to each Hall.
- Fire Safety Arrangements: Ensuring that there are procedures in place for areas where noisy activities are taking place (loud music), so that it can be shut off and the fire alarm heard. This will normally involve discussion with the disco or music provider on how they are alerted to a problem in order to instigate an evacuation procedure.
- Whether any additional services are required
Eg Electrical/infrastructure (Estates) : Fire fighting equipment (EHSS): First Aid arrangements (EHSS)
- Suppliers of entertainment, games and equipment must ensure they have Public Liability Insurance for at least £2m.
- Notification to University Security of the event details and who the responsible person is

Footnote:

Students who wish to host events in external areas of the University which are adjacent to University Residences require permission from the University Events Group due to the fact the residences are either not set in their own grounds, have limited external space in their grounds, or due to the proximity of the location to other University Buildings:

- St Salvator's Hall [any external event which is intended to take place in the external areas around St Salvator's Hall must also be authorized by the University Events Group]
- David Russell Apartments
- Fife Park/Albany Park
- McIntosh Hall
- St Regulus Hall

The Students Association is an excellent venue/location for larger scale, licenced events and students/committees are actively encouraged to utilize the resources and space it offers.

Further advice can be sought from the appropriate University staff where required, eg Deputy Director or University Risk Adviser (EHSS): Security Manager (Estates): Assistant Director (Estates): Deputy Director (RBS).

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