



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

GOOD PRACTICE GUIDES

Preamble

The following is intended to provide guidance for Wardens, Committees and Residence Managers on the considerations for undertaking a risk assessment of typical types of events hosted by Committees. This is not exhaustive nor exclusive and it is important to stress that each event must be assessed on its own merits and requirements.

Note: general guidance on the consumption of alcohol on University managed premises is provided elsewhere.

List of events includes:

Barbeques

Party/disco/ceilidh

Cheese and Wine

Hog roast

Film night

Student organised dinner (ie not serviced by RBS)



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

GOOD PRACTICE GUIDE: *Barbeques*

- Please use this check list to discuss your event with the Warden and Residence Manager. It will
 - help you organise your event
 - clarify risks in the event and what your responsibilities are in organising it
 - complete a risk assessment
 - know who to tell about your event and what to tell them
- Identify location: Barbeque must be sited away from buildings and areas where fire could start and take hold eg bin or refuse stores, long grass, planting etc. *[NOTE – 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]*
- Fire equipment must be provided ie extinguisher (s) of appropriate type. Responsible person at the event to be shown how to use it. EHSS to be contacted well in advance to arrange this. Decide who will take responsibility for this?
- Noise levels: If music is being played, identify if surrounding neighbours are affected and ensure they are politely notified. Who will take responsibility for this?
- Must be a wardennial presence at the event. Agree with Warden.
- Plastic glasses, paper plates, plastic cutlery
- Must be procedures in place for the control of alcohol consumption (eg adequate provision of soft drinks, someone taking responsibility for supplying alcohol, are there any underage students in the hall? They should not be supplied with alcohol. Wardennial team to provide support.)
- Petrol, paraffin or flammables strictly forbidden
- If food is being bought via RM, it will be stored up until a pre-specified time before it is due to be cooked, or can be par cooked first. The RM will advise
- Students to be advised that all food must be thoroughly cooked right through
- All rubbish to be tidied up and removed from area – RM should provide appropriate bags to assist with this process
- If using disposable BBQs these must be allowed FULLY to cool prior to disposal. The responsible person to ensure this occurs.
- Notify University Insurance Adviser and University Security via email of event.
- Responsible person to be made aware of location of nearest First Aid Box.
- If using gas fired BBQs, please seek advice from EHSS. As a minimum:
 - Gas canisters should NOT be stored inside residences
 - Canisters should be stored in an external store with ventilation at both height & low level
 - Connections to the equipment should be checked for holes or faults
- If required, damages or additional cleaning to be identified/carried out and administered following the relevant procedures ie to be paid for by culprit or Committee



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GOOD PRACTICE GUIDE: *Party/Disco/Ceilidh*

- Please use this check list to discuss your event with the Warden and Residence Manager. It will*
 - o help you organise your event*
 - o clarify risks in the event and what your responsibilities are in organising it*
 - o complete a risk assessment*
 - o know who to tell about your event and what to tell them*

- Location: occupancy of the room to be taken into consideration as per guidelines from the Residence Manager. Check capacity of room for fire regulations – this MUST be adhered to during the event. How will this be done?
- Wardennial presence required – to ensure issues such as behaviour are dealt with expeditiously
- Responsible person to clarify how attendance will be checked and monitored and how occupancy levels will be managed
- Must be procedures in place for the control of alcohol consumption (eg adequate provision of soft drinks, someone taking responsibility for supplying alcohol, are there any underage students in the hall? They should not be supplied with alcohol. Wardennial team to provide support.)
- Fire safety appliances and equipment including smoke detectors etc must not be removed or covered or tampered with in any way
- Fire exits must not be blocked or restricted by any equipment, decoration or furniture
- Valuable items to be removed from the room
- If required, damages or additional cleaning to be identified/carried out and administered following the relevant procedures ie to be paid for by culprit or Committee
- If an external supplier is to bring in equipment eg disco, ceilidh band etc, equipment should be checked ie no loose or frayed wires. Supplier must comply with the University's guidelines on Electrical Safety (there is a booklet which can be issued to suppliers in this regard)
- Noise levels: If music is being played, identify if surrounding neighbours are affected and ensure they are politely notified. Who will take responsibility for this?
- Notify University Insurance Adviser and University Security via email of event.

- Smoke machines, lasers, pyrotechnics or similar equipment is not permitted. Is there any other unusual or specialist equipment? If so seek advice from EHSS.
- Party must end at decent pre-agreed hour so as not to disturb fellow students or neighbours. Collective decision required by RM, Warden and Senior Student.
- All rubbish to be tidied up and removed from area – RM to provide bags to assist. Area to be reinstated as it was prior to party



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GOOD PRACTICE GUIDE: *Cheese and wine*

- Please use this check list to discuss your event with the Warden and Residence Manager. It will
 - help you organise your event
 - clarify risks in the event and what your responsibilities are in organising it
 - complete a risk assessment
 - know who to tell about your event and what to tell them

- Storage of cheese: who is purchasing and storing the cheese – students or the University
- Is any equipment (glasses etc) required
- No tickets to the event must be sold. Pre-paid ticketed events where alcohol is given away require a licence
- Must be procedures in place for the control of alcohol consumption (eg adequate provision of soft drinks, someone taking responsibility for supplying alcohol, are there any underage students in the hall? They should not be supplied with alcohol. Wardennial team to provide support.)
- Occupancy of the room to be taken into consideration as per guidelines from the Residence Manager.
- Check capacity of room for fire regulations – this must be adhered to
- All rubbish to be tidied up and removed from area – RM to provide bags to assist.
- Area to be re-instated as it was prior to party.



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

GOOD PRACTICE GUIDE: *Hog roast*

- Please use this check list to discuss your event with the Warden and Residence Manager. It will
 - help you organise your event
 - clarify risks in the event and what your responsibilities are in organising it
 - complete a risk assessment
 - know who to tell about your event and what to tell them

- Speciality event which must only be undertaken by external contractors. Contractor must comply with RBS guidance on provision of catering – booklet/compliance to be downloaded/sent by student organiser to the contractor. Form must be completed and submitted by the contractor to RBS, available at <http://www.st-andrews.ac.uk/resbus/>
- Location: van/equipment must be sited away from buildings and areas where fire could start and take hold eg bin or refuse stores, long grass, planting etc [NOTE – 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 and is not covered by these guidelines]
- Hog roast should be done using a 'spit roast' or similar type of machine as far as reasonably practicable.
- If the contractor is using gas burners or any similar equipment, advice to be sought from EHSS.
- Fire equipment must be provided ie extinguisher (s) of appropriate type. Responsible person to be shown how to use it.
- Must be a wardennial presence
- Plastic glasses, paper plates
- Must be procedures in place for the control of alcohol consumption (eg adequate provision of soft drinks, someone taking responsibility for supplying alcohol, are there any underage students in the hall? They should not be supplied with alcohol. Wardennial team to provide support.)
- Students to be advised that all food must be thoroughly cooked right through. Contractor should be compliant with this anyway.
- All rubbish to be tidied up and removed from area – RM should provide appropriate bags to assist with this process.
- Notify University Insurance Adviser and University Security via email of event.
- Responsible person and Wardennial team to be made aware of location of nearest First Aid Box



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GOOD PRACTICE GUIDE: *Film nights*

- Please use this check list to discuss your event with the Warden and Residence Manager. It will
 - help you organise your event
 - clarify risks in the event and what your responsibilities are in organising it
 - complete a risk assessment
 - know who to tell about your event and what to tell them

- Location: occupancy of the room to be taken into consideration as per guidelines from the Residence Manager. Check capacity of room for fire regulations – this must be adhered to
- Must be procedures in place for the control of alcohol consumption (eg adequate provision of soft drinks, someone taking responsibility for supplying alcohol, are there any underage students in the hall? They should not be supplied with alcohol. Wardennial team to provide support.
- Control of food if appropriate (ie so no food fight during the Rocky Horror Picture Show)
Wardens to check regularly: Students to be advised this is not acceptable
- Security of the location – does anything need to be locked up after the event and who will take responsibility for doing so (Wardennial team to advise locally)
- Damages to be paid for by culprit or Committee



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

GOOD PRACTICE GUIDE: *Student organised dinner*

(ie not serviced by Residential and Business Services)

- Please use this check list to discuss your event with the Warden and Residence Manager. It will*
 - o help you organise your event*
 - o clarify risks in the event and what your responsibilities are in organising it*
 - o complete a risk assessment*
 - o know who to tell about your event and what to tell them*

- Location and numbers to be agreed
- Wardennial presence required on ad-hoc basis eg for opening and closing of area if relevant
- Responsible student to be identified
- RM to identify whether any areas need locked off or are out of bounds? (eg kitchen
- Who is checking on who attends and who isn't and how will this be monitored
- Must be procedures in place for the control of alcohol consumption (eg adequate provision of soft drinks, someone taking responsibility for supplying alcohol, are there any underage students in the hall? They should not be supplied with alcohol. Wardennial team to provide support.
- Check capacity of room for fire regulations – this must be adhered to
- Damages to be paid for by culprit or Committee
- Use of university crockery/cutlery required – the RM to supply
- must end at decent pre-agreed hour so as not to disturb fellow students or neighbours. Collective decision required by RM, Warden and Senior Student.
- All rubbish to be tidied up and removed from area – RM to provide bags etc to assist. Area to be re-instated as it was
- no candles or other naked flames allowed