

Guidelines for the planning, organising and approval of 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. These events are important as they encourage students to mingle, meet new people and establish the community spirit within the residential environment. Most events in halls will be organised and run by either the Wardens or Student Committee, however, consideration will be given to external events particularly where there are benefits to the residents of the hall, currently external events will not be permitted in halls but this will be reviewed in January 2022. This guidance will be reviewed frequently and is subject to change if COVID case numbers increase.

Events require careful planning and organising to ensure that there are no unexpected problems and that those attending can do so safely. The planning should ensure that there are appropriate measures and procedures in the event of something going wrong. Event Organisers, Wardens and Assistant Wardens and RBS staff must be fully aware of their responsibilities. COVID risks must be considered as part of this process.

These guidelines are separate to the guidelines and procedures in place for events out with University Residences.

What is an event?

For the purposes of this guidance an event is:

“Any planned gathering of residents and guests in an internal or external public area of the residence”

Normally these will be an open invitation to residents to attend rather than a group of friends choosing to use a public space. Unplanned events may still be considered an event and be subject to these guidelines. Guidance on “parties” which are organised by individual students can be found at the end of this document.

Some practical examples of events are:

- Movie night
- Quiz night
- Disco
- BBQ
- Sports day
- Yoga class

The following would **NOT** be considered an event:

- Small group of students watching a movie/sports event
- Using private dining spaces in Powell and Whitehorn Hall for a birthday party (separate guidance exists for booking these spaces)

Process

An Event Application Form should be completed for every event, the application will be reviewed, and if approved by the Residential Services Manager, Warden and Chef Manager, (if it involves catering or the use of a catering area), a decision will be taken on whether a risk assessment is required. Where a risk assessment is required this will be completed with the event organiser, RBS staff and Wardens where necessary.

All Event Application Forms will be copied to Senior Students/Committee for comment, these comments should be returned within 3 days to allow sufficient time for consideration. Those comments will be considered by Wardens and RBS during the approval process.

Once an event is approved, it will be confirmed to all parties to ensure the event does not clash with any other events planned by the Warden or Committee.

Notice

RBS want students to be able to organise frequent events without onerous requirements, however RBS have a responsibility for the health and safety of the building and all residents and therefore need adequate notice of events.

Notice required for events will vary depending on the type of event:

- 2 weeks' notice will be required for any event not run by the committee or wardens and committee and warden events which require equipment, suppliers, catering or more complex requirements. e.g. discos or BBQ.
- 1 weeks' notice will be required for committee or warden run events which are simple in nature, with few requirements, including recurring events. e.g. movie night, quiz or yoga class.

Events which are not requested in this timescale will be considered but we reserve the right to refuse the event if there is insufficient time to consider it. If an event is approved and a risk assessment is not completed in advance of the event we reserve the right to revoke the approval and cancel the event.

Event Planning

When planning an event, the following must be considered:

- Responsible Person(s)/Organiser(s) - These should be clearly identified. This person(s) must attend the event and must not consume alcohol during the event. Depending on the size of the event it may be necessary to have more than 1 responsible person attending the event.
- Capacity of venue - The maximum numbers in each venue will depend on regulations and the Residential Services Manager will have a list of capacities for each area in the building. These capacities have been set to allow voluntary 1m social distancing.
- Ventilation – windows and doors should be opened where possible to improve ventilation.
- Face coverings must be worn when attending an event, except if exempt or when actively eating and drinking.
- Consideration should be given to how the event organisers will monitor and control numbers and monitor behaviour during the event.
- Event details - Enough information should be provided on the application form to ensure RBS staff can make an informed decision on the suitability and safety of the event. This should include: entertainment proposed, equipment required, games/activities proposed, provision of alcohol, decorations.
- Equipment and Special Effects - Details of all equipment and special effects should be provided as some equipment and special effects are not permitted in Residences, these include, anything using naked flames, pyrotechnics, lasers, bouncy castles, smoke or dry ice machines. This list is not exhaustive, and we reserve the right to refuse any type of equipment on the grounds of safety concerns.
- Security arrangements - Will additional security be required? Where additional security is required this must be discussed with the University Security Manager.
- Fire Safety Arrangements - Emergency evacuation procedures should be considered, ensuring that emergency exits are not blocked and that the fire alarm could be heard. The provision of additional fire safety equipment and first aid equipment should be considered.
- Suppliers of entertainment, games and equipment must ensure that they have Public Liability Insurance of at least £2m.

- Food – where food is to be served at an event, the requirements of the University Food Safety Policy should be followed.
- Environmental Impact of Events – the University is committed to reducing its impact on the environment and this should be considered when planning events. Use of compostable disposables should be considered.

Parties

Events in hall social spaces are organised by Wardens, Student Committee or Student Societies. Individual students may also want to use the hall social spaces for “parties”. Parties may be held in social spaces, student bedrooms/flats and shared kitchens. Where a party is to be held in hall social space, party organisers must comply with the limits on capacity, social distancing and wearing of masks.

Where a party in hall social space has more than 15 guests or involves non-residents, the party organiser must complete an events in residences application form and if deemed necessary a risk assessment. In this case Wardens/RSMs may need to support the party organiser in completing the event application form.

EVENTS IN RESIDENCES - APPLICATION FORM

RBS has a responsibility to ensure that any events taking place on its property are carried out safely and without compromising security or other routine or planned activities. This form should be completed for any events in residences including discos, quizzes, BBQs, yoga classes etc. The first stage in planning your event is to get permission for your event at your preferred venue on your preferred date. **This form must be submitted at least 2 weeks in advance of your proposed event to your Residential Services Manager and Warden and they will review and discuss viable options for your event.**

Part 1 - Event Details

Date of Application:	
Title of Event:	
Society / Group / Committee / Department:	
Name of Applicant:	
University email address:	
Mobile Number	

Date of Proposed Event:	
Proposed Timings (Start/End):	
Preferred Location/Venue:	
Will Alcohol be provided:	

Estimated Attendance:	Hall Residents:
	Non Residents:

PART 2 – Summary of Event

Please describe your event:

PART 3 – Further Information

Providers: Please write n/a if you are unable to provide this information at this point

Equipment Planned:	Supplier:

Standard Conditions:

Permission to hold events or functions in residences is subject to the following standard conditions with which the organiser must comply to ensure the health, safety and security of participants and property:

1. The organiser or named representative(s) must be present (and sober) throughout the event and will be responsible for ensuring that participants refrain from actions that might cause injury or damage to persons or property or bring the University into disrepute
2. The event is as described by the organiser and is not being held for any other purpose
3. Where required by Residential Services Manager or Warden a full risk assessment must be undertaken and identified risks mitigated. Staff must see the risk assessment before the event takes place.
4. Only Security Companies who are accredited under the Security Industry Authority (SIA) Approved Contractor Scheme (ACS) will be permitted to operate at events on University property, or, at events elsewhere in the case of affiliated societies covered by University insurance.
5. No hazardous materials or substances are permitted
6. Any/All insurance requirements are met
7. Any necessary licences/certificates are obtained prior to the event (liquor, food, public entertainment, market vendor)
8. No bouncy castles, large inflatables or similar structures will be permitted
9. The organisers are responsible for clearing the site and removing all litter and waste. Residential and Business Services can provide cleaning equipment and chemicals, and this should be agreed in advance.
10. Any damage at an event will be charged to the event organiser (committee, Wardens, External society) unless the person responsible can be identified, in which case the individual responsible will be charged.
11. The organisers will comply with any safety/security directions issued by members of staff or members of the emergency services
12. The University reserves the right to withdraw permission or add further conditions where appropriate
13. Students will be advised to attend if they are isolating or are experiencing symptoms of COVID 19

Part 4: Approval and Risk Assessment

Committee/Senior Student Comments

Approved By:
Residential Services Manager _____

Date _____

Warden _____

Date _____

Risk Assessment Required: Yes/No

Date _____

Risk Assessment Supplied: Yes/No

Date _____