



## 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.

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.

### 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 and form the basis for straightforward & consistent approach to planning different types of events. 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.

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.

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. Consideration should be given to how the event organisers will monitor and control numbers.
- 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.

**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
- 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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