**To be completed by Event/Activity Organiser**

**\*PLEASE COMPLETE THE FORM AS FULLY AS YOU CAN**

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| **Section 1 – EVENT DETAILS** |
| **A - OVERVIEW OF EVENT** |
| Name of Event / Activity  |  |
| Dates and Times of Event/Activity |  |
| General description of event eg purpose/Type of Event/Activities taking place |  |
| Has authorisation for the event been granted?  |  |
| **B – IS YOUR EVENT A UNIVERSITY ORGANISED OR STUDENT EVENT?****University organised events – complete section B****Student organised events – complete section C** |
| **B - UNIVERSITY ORGANISED EVENT** |
| Name of Event Organiser/Manager |  |
| Contact details |  |
| School or Department |  |
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| **C - STUDENT ORGANISED EVENT** |
| Name of Event Organiser/Manager |  |
| Contact details |  |
| Student ID number (if relevant) |  |
| Organising Society/organisation details |  |
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| **D - VENUE INFORMATION** |
| Location of Event/ Activity *– please advise where the event/s is/are taking place ie building or external location* |  |
| -Which rooms/ venues are being used |  |
| -What is the maximum occupancy of each venue (please list)*Please note CV19 restrictions apply* |  |
| - how will attendees be advised of venue restrictions such as toilets, directional signage, use of lifts etc? |  |
| - is there any anticipated cleaning requirement for the venue over and above the normal regime? |  |
| - Will any furnishings, infrastructure or equipment be required ie tables, chairs, or external power source? |  |
| *NOTE – CV19 restrictions also apply to toilets, circulation routes, consumption of food/beverages* |
| *NOTE – AV and Catering requirements should be booked directly with those service providers* |
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| **E - ABOUT THE EVENT** |
| How has the event been advertised (eg internally only, social media/press) |  |
| Is there any known or likely media interest? |  |
| Is the event likely to impact on the University's / Student Union's reputation? |  |
| Does the event have the potential to affect, either positively or negatively, relations between different community groups or between the equality protected characteristics? |  |
| Are there any special access requirements? |  |
| What support for the event is required in terms of cleaning and logistics? |  |
| *Note – depending on the size/scale and nature of your event, and its context in relation to other activities, it is not guaranteed that Facilities Services will be able to service your event.*  |
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| **F - ATTENDEES** |
| Name of Responsible Person managing the event |  |
| Contact details |  |
| Are there restrictions on who attends eg Is the event internal to the University only, or is it open to external attendees? |  |
| How many attendees are coming to the event?***(MUST not exceed room capacity)*** |  |
| Have tickets been issued? |  |
| How will contact tracing requirements be managed?  |  |
| How will you ensure you store this information securely to comply with relevant cyber and data storage legislation? |  |
| How will social distancing be managed? |  |
| How will general attendee compliance with University CV19 requirements be managed? |  |

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| **Section 2 – SPEAKERS** |
| Are there any speakers at the event?* *Please provide details (full name/s and organisation or affiliation)*
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| Topic/s covered by the speaker/s |  |
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| **Section 3– HEALTH AND SAFETY: General information** |
| Have you completed risk assessments for the following* ***The general event and its activities***
* ***Mitigating Covid 19 risks***
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| Are there activities which could present hazards/risks to attendees or participants? |  |
| Are any third parties involved in the event? Have you received relevant risk assessments? |  |
| Is there any known or likely impact of the event on the safety of students, staff or the wider community attending the event? |  |
| **\*Please attach your risk assessments to this Events plan** |
| **Section 4 – Managing the Event Safely (attach any other relevant documents)** |
| A: In this section, you must indicate how you intend to manage the overall event safely in relation to the risk assessment, paying particular attention to the following:* Ticketing/Admission – control of attendees
* Stewarding and Overcrowding – managing and not exceeding occupancy, marshalling of behaviours and activities
* Covid-19: compliance with University pledge, social distancing, face masks, sanitising, etc
* General hygiene and cleanliness during the event
* Test and Protect measures/contact tracing and relevant compliance
* General health and safety of the activities the event involves
* Fire or other emergency, including evacuation
* Injury / First Aid provision (noting that this should be provided AT the event)
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| B: In this section, you must indicate how you intend to manage the event safely in relation to the following (complete as appropriate):* Politically sensitive material or speaker topics
* Speculative attendees (ie those who turn up but have not booked)
* Unruly or criminal behaviour
* behaviour not complying with CV19 requirements (ie not wearing masks etc)
* Alcohol/food consumption
* Showing of films / filming of event
* Protest or objection to event
* Any other specific control measures relevant to event activity or venue
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| **\*\* I confirm that the event will be run in accordance with any guidelines issued by the University including - where relevant -the risk assessment undertaken for the event and all Covid 19 requirements** |
| **Signature:** | **(Organiser) Date:**  |

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| **Section 5 – University Use Only** |
| *Comments-additional conditions / requirements, and whether or not the event can go ahead* |
| **Estates and Facilities Comments** | **Health, Safety and Wellbeing Comments** |
|  |  |
| **Completed by** | **Completed by** |
| **Designation** | **Designation** |

**PLEASE SUBMIT THE FORM / BOOKING TO:**

**xxxxxxxxxxxxxxx**

**ALONG WITH ALL RELEVENT RISK ASSESSMENTS**