**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)* |  |
| 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*** |  |
| 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**