

Events

Number	MS- 05
Scope	Details the health and safety aspects of events organised within the University. This includes events based teaching, off-site events managed by university staff and students and events organised by, or involving third parties and held on University sites.
Law	Management of Health and Safety at Work Regulations 1999
Related H&S standards	<p>MS – 02 Contractors</p> <p>M- -02 Lifting Operations and Lifting Equipment (LOLER)</p> <p>MS – 18 Filming</p> <p>EP – 03 Fire</p> <p>MS – 06 Safety Inspections</p> <p>HS – 02 Management of hazardous substances (COSHH)</p> <p>MS – 04 Electricity</p> <p>EP – 01 First Aid</p> <p>MS – 20 Working at height</p> <p>MS – 09 Manual handling</p> <p>EP – 02 Emergency Evacuation</p>
Training / information / instruction required	University risk assessment training or refresher training within the last 36 months for anyone carrying out risk assessment.
Additional sources of information	<p>L21: Management of Health and Safety at Work Regulations 1999 — Approved Code of Practice</p> <p>HSG 195 'Event Safety Guide: guide to health, safety and welfare at music and similar events'</p>

Introduction

1. It is important that the health and safety standards we set at UAL are maintained at all times. During events many things change; the use of the building, the items present in the building, the number of people in the building to name but a few. It is extremely important therefore that all events and events based teaching, planned by either staff or students take health and safety into account during the set up, break down and during the show itself. For events taking place off-site the restrictions and requirements of the venue will have to be complied with, as well as the good practice required by UAL. It is not possible in one Standard to anticipate every possible aspect of an event and the attached checklist should not be taken as an exhaustive list.
2. Contractors are often called in to assist with events. The Management of Contractors Standard should be considered in conjunction with this Standard.

Requirements

3. Events can be complicated, involving many different people and groups. There is a risk that assumptions will be made and things missed. To prevent this one person should be identified to manage and co-ordinate health and safety lifecycle of an event – from planning to the construction, event itself and dismantling. For the purposes of this document this person is called the **Event H&S Co-ordinator**. This role can be added to an existing member of an event team, but there must be adequate resources to perform the functions.
4. Some areas of the University have public entertainment licences. All licences will place restrictions on the use of a site during an event, typically including the hours an event can take place, the noise levels and other nuisance factors. Licences will also place requirements on emergency evacuation procedures and other safety issues. They must be complied with and any changes to the licence must be agreed with the local enforcing authority beforehand.
5. **Event Marshals** may also be required to assist during the normal running of an event and in an emergency. The requirement for Event Marshals and their duties will be identified by the event risk assessment.
6. For every event the local health and safety adviser should be informed as soon as possible; they can then provide advice and guidance at an early stage.

Assessment of the risks of an event

7. Even relatively simple events may have several different components, being bought together to form the finished event and it is necessary to consider each component in turn.
8. An assessment must be made of the event as a whole to identify how each component may affect, or be affected by other components.
9. Most activities or pieces in an event should be risk assessed by the person/people directly involved, for example, in a student show every piece should be assessed by the

student and the assessment should include how the piece will be constructed and taken down and will be signed off by the tutor as suitable and sufficient. As a result no individual piece should create unacceptable risks to those constructing it and taking it down, visitors or anyone else likely to be affected by it.

10. It is important to consider the effect of an event on the rest of the site and what may be planned by others i.e., building work, exams, or another event.
11. Sometimes it is necessary to consider the wider environment, the site's neighbours and how they may be affected by a large, noisy, or otherwise obtrusive event.
12. The Events Checklist attached to this Standard considers a wider range of risks. The checklist is not a risk assessment. the University risk assessment forms should be used.

Event H&S Co-ordinator's Role

13. As mentioned above the Event Co-ordinator oversees the management of health and safety for an event. The Event H&S Coordinator should have sufficient authority to direct people and if necessary stop work and/or require additional control measures. A prompt list / form has been included in this Standard to assist with this role (see appendix 1). **This is not a risk assessment form.**
14. The role will include the following:
 - Coordinating all the health and safety matters involved in the lifecycle of an event
 - Completing an assessment of the entire event, using individual risk assessments prepared for each component, site fire risk assessment and emergency procedures. This is usually done with the assistance of the local health and safety adviser and any other parties involved in the event.
 - Ensuring appropriate controls are in place during the event. The Event H&S co-ordinator is responsible for appointing Event Marshals and determining their responsibilities, identifying and ensuring the provision of any necessary information, instruction or training.
 - Carrying out a 'post-mortem' of the event to identify what worked and what didn't so lessons can be taken forward to the next event.

Event Marshals

15. The role of an Event Marshal is to assist with the smooth running of an event. The number of Event Marshals and their specific duties will be determined during the risk assessment of the event as a whole. They can be assigned a variety of duties including;
 - Crowd control, including guiding people around a site, stopping visitors accessing restricted areas and restricting numbers into particular areas

- Fire Warden/ Marshal duty, guiding people out of a building when the emergency alarm is raised and reporting to the Event Incident Manager.
 - Assisting people in an evacuation. Some people may require more assistance than simple direction in an emergency. This may include guiding people to a safe haven and waiting with them for further instruction or using evacuation chairs to take people out of a building.
 - Additional first aiders may be required. If this is the case then sufficient Event Marshals will have to be trained to at least appointed person standard to provide adequate first aid cover.
16. Events Marshals must have sufficient information, instruction and training to carry out their duties. This can usually be provided during a pre-event briefing session rather than a formal training session. First Aid training and the use of evacuation chairs does require formal training.

Controlled items and activities

17. Some activities and items are controlled and can only be bought on site or undertaken with the explicit approval of the Academic Site Manager or Curator of the Davies Street Gallery.
18. Controlled items include
- Live animals;
 - Dead animals, or parts of dead animals;
 - Radio active materials; includes battery operated smoke detectors;
 - Explosives, firearms, ammunition, black powder and fireworks;
 - White goods such as refrigerators, cookers and dishwashers. Electrical and electronic equipment has to be disposed of properly and can be expensive. Refrigerators have additional controls on disposal because of the coolants.
19. Controlled activities include
- Children as performers;
 - Serving food or drinks other than in established venues on site;
 - Use of naked flames, explosives or pyrotechnics.

Asbestos

20. It is illegal to bring any item containing asbestos on site. Asbestos is not always easy to identify, and can be found in the following articles if dating from the 1970s and earlier;

brake pads

linoleum like floor coverings

gas masks

Architectural mouldings,

heat protective clothing

roofing sheets

Cement/ concrete panels

artex and some textured wall papers and plasters

toasters, electrical fires and other items with heating elements

21. This is **not** an exhaustive list, if in doubt ensure an item has been checked before allowing on site

Appendix 1**Event Health & Safety Checklist**

(This is a checklist, not a risk assessment. the University risk assessment forms should be completed for all events)

Date of planned event:
Location of event:
Nature of event:
Event H&S co-ordinator:
Safety Checklist completed by:
Signed: _____ Date: _____

POTENTIAL ISSUE	YES	NO	COMMENTS
<p>Third party involvement</p> <p>This checklist is equally applicable to work carried out by contractors, all the work they are carrying out must be risk assessed, usually by them. Contractor's assessments must be reviewed by the Event H&S Coordinator and if necessary challenged. If contractor's assessments are not suitable and sufficient it may be necessary to delay all or part of the work. Contractor risk assessments must be received in good time otherwise delays may affect the event.</p>			
<p>Does your event involve third parties e.g. contractors assisting with the event, or an event completely managed by a third party?</p>			
<p>Have risk assessments been received for all the work that is being carried out?</p>			
<p>Are the risk assessments suitable and sufficient?</p> <p><i>Advice should be sought from others if you are not familiar with the hazards being assessed. Advice is available from the Local or University Health and Safety Adviser and Estates. In some instances it may be necessary to seek advice from third parties such as the fire brigade, structural engineers or electricians.</i></p>			
<p>Are all control measures identified by the risk assessment in-place?</p> <p><i>Work should not start until the relevant control measures are in place. For example, electrical installations should not go live until checked by a competent electrician. If this is not done then the event should either be delayed or not made</i></p>			

POTENTIAL ISSUE	YES	NO	COMMENTS
<i>live.</i>			

Vehicular access and use

Unless vehicles are going to use existing parking areas there must be controls on the movement of vehicles on site. Pedestrians and vehicles must be kept separate and routes clearly signed. Wherever possible there should be separate entry and exit routes for vehicles. There should always be separate pedestrian and vehicle entry and exit points, with physical barriers between. The speed of vehicles on site should be restricted to 5mph. Restrictions on parking and speed must be clearly marked using signage similar to standard road signs

If vehicles are being brought on site and additional parking is required this must be agreed before hand with the Academic Site Manager and the Assistant Facilities Manager (AFM). It may be necessary to designate an area for disabled parking for some sites. Where disabled parking is not normally available this should be by prior arrangement only, and the need for notification made clear on any booking forms and advertising. It is not always possible to offer disabled parking.

Does your event involve bringing vehicles onsite at any time?			
How long will each vehicle be present on site?			
Would disabled parking be desirable?			
Is disabled parking available on site?			
Have you agreed access with appropriate individuals and briefed all drivers on the rules for driving/parking on our site?			

Working from height

This is defined as any height above which a fall may cause injury and includes; working over pits, drains or other holes in the ground. H&S Standard MS 19 details the way in which working at height must be managed.

If a piece or activity involves visitors being at height then this must be considered in the assessment for the piece.

Any equipment used to work at height must be subject to thorough inspection and testing and documentary proof must be available. H&S Standards MS19, M02 & M-04 provide details of the testing and inspection regimes for lifting equipment and equipment to be used when working at height.

Equipment used and managed by the Estates Department for working at height is not available to non-estates staff.

Control measures must be in place to prevent the risk of people falling, slipping or tripping, or objects falling and causing injury or damage.

Most equipment used to work from height, apart from simple ladders, must have emergency rescue procedures in case of failure or people becoming ill or injured and unable to make their own way down. This must be in place and all those involved in executing the procedures must be trained and competent.

Will anyone be working at height?			
Is there an alternative to working at height?			
Are those involved in working at height trained in the use of any equipment to be used and any emergency rescue procedures?	Staff <input type="checkbox"/> Students <input type="checkbox"/> Contractors <input type="checkbox"/>		
Are ladders/stepladders needed? <i>Ladders must be inspected and safe to use. Appropriate footwear is essential and anyone using a ladder must be able to demonstrate they are competent to do so.</i>			
Is a scaffold tower or other scaffolding to be used?			

<p><i>Scaffold towers must be erected and dismantled by a competent person and anyone using the tower must be able to demonstrate they are competent to do so, or instruction must be provided, by a competent person.</i></p> <p><i>There are similar controls for scaffolding, which is also subject to Regulation.</i></p>			
<p>Does the event itself involve persons being at height, including performers, stewards or visitors? <i>(This does not include access to floors above ground height, using existing access routes)</i></p>			
<p>If yes, how will their safety be ensured?</p>			

Electrical equipment

All electrical equipment being brought on to site must be subjected to a portable appliance test or, if it belongs to contractors', proof provided that equipment is safe to use. Portable appliance testing can be arranged through the Estates Helpdesk <mailto:estateshelpdesk.arts.ac.uk> or ext. 8000

The only exception is new equipment from a reputable supplier or battery operated equipment, although the charging unit will require testing.

Electrical installations

If electrical equipment has been modified in anyway, or a piece of work or activity involves making an electrical installation, must be pre-approved by a qualified electrician and checked before being made live. Any work on pieces involving electrical installation should have been assessed and appropriate control measures put in place by technicians or academic staff well before the assessments are forwarded for consideration by the Event H&S Co-ordinator.

No work should be carried out on live circuits unless absolutely necessary and should never be done by anyone other than an electrician qualified and competent to carry out live working. A permit to work must be issued by the AFM for any live working.

Will any electrical equipment be used in the event?

Please list as fully as possible

Has any electrical equipment been adapted?

This must be inspected by a competent electrician before it is switched on.

Has the electrical equipment been PAT tested if required?

New equipment that has not been modified will not need to be tested but a visual inspection should be carried out. H&S Standards MS-04 and M-04

<p>Is the equipment to be used for the purpose for which it was originally designed?</p> <p><i>If not then the alternative use must be proved to be safe. If no acceptable proof can be produced then a competent electrician should be consulted.</i></p>			
<p>Is the electrical equipment suitable for the environmental conditions and intended use?</p> <p><i>For example, electrical equipment that is being used outside, near or in water or in dusty or explosive atmospheres must be of a suitable construction to remain safe, this will always be indicated on the outer-casing of the equipment. Further information is available in H&S Standard M-04</i></p>			

Work equipment and machinery

Work equipment includes powered and non-powered hand tools as well as more substantial equipment such as bench saws, lifting equipment, compressors and generators.

H&S Standard M-04 covers the control measures for work equipment across the university. As a general rule only hand tools should be used in the construction and demolition of events managed by university staff or students. Any construction or making requiring more than hand tools should be completed in the workshops. If this is not possible then the use of additional work equipment must be assessed with the assistance of a competent person i.e. a technician, and agreed with the Academic Site Manager or Curator of the Davies Street Gallery.

Work carried out by contractors should already be subject to a risk assessment but particular attention must be paid to work involving work equipment other than hand tools.

Hot work, outside the workshops, must be controlled by a permit to work whether undertaken by staff, students or third parties.

University workshops are not available to contractors and third parties.

Is any work equipment or machinery to be used in set-up, breakdown or during the event itself?

The risk assessments for activities, tasks and pieces involving the use of work equipment must address the following points:

- *Who will have access to the equipment and their competency to operate it;*
- *How unauthorised access will be controlled including how access to dangerous parts of machinery is controlled during an event;*
- *Arrangements for the continued inspection of machinery for the duration of an event to identify any problems such as tampering or vandalism.*

<p>Manual handling If, during any part of the event, hazardous manual handling is likely to take place a manual handling assessment must be completed. Staff undertaking manual handling tasks must attend manual handling training, this includes any student helpers involved in the execution of an event. Training can be on-site and specific to the tasks being carried out.</p>		
<p>Have manual handling risk assessments been completed for all hazardous manual handling?</p>		
<p>Are the assessments adequate and control measures in place and suitable?</p>		
<p>Has manual handling training been carried out, or is it planned?</p>		
<p>Is lifting equipment being during manual handling operations? <i>This includes block and tackle, lift trucks, cherry pickers and any other equipment used to lift people or objects.</i></p>		
<p>Has lifting equipment been inspected and tested as required by the Lifting Operations and Lifting Equipment Regulations? <i>Documentary evidence must be provided to confirm this.</i></p>		

Personal Protective Equipment (PPE)

PPE includes high visibility clothing, head protection such as hard hats and bump caps, ear muffs, and ear plugs, gloves, footwear and eye protection. Uniforms are not generally PPE.

If identified as necessary, PPE must be worn when on a site or carrying out an activity, it is not optional. Clear signage should be used to identify what PPE is to be worn

H&S Standard MS-18 provides detailed information about the identification and management of PPE

<p>Is PPE required for any stage in the set-up, breakdown or running the event?</p>			
<p>Has it all been provided and persons trained in its use?</p>			
<p>Is PPE stored appropriately?</p>			

Waste disposal

If large quantities of general waste, or difficult/hazardous wastes are going to be generated during the course of an event arrangements must be made to manage this and ensure waste does not accumulate and is disposed of safely and legally.

The disposal of waste is managed by the Estates Department. The AFMs should be contacted in good time to ensure additional disposal or specialist disposal for hazardous and difficult waste. Hazardous and difficult waste includes electrical and electronic equipment, refrigerators and freezers, hazardous chemicals, substances and preparations, prescription only medicines, flammable or explosive substances and radio active sources (not as unlikely as it may sound, most battery operated smoke detectors have a radioactive source)

Are significant quantities of waste going to be generated during the course of the event?

Even general waste, if in large volumes, needs to be planned for to ensure waste does not accumulate. There may also be a cost incurred for additional waste collections.

Is any electrical or electronic equipment going to require disposal?

This type of waste is subject to the WEEE Directive, imposing strict controls on disposal.

Is any of the waste hazardous?

See above

Is any of the waste difficult to handle because it is heavy or particularly large, dense, hard, slippery or otherwise awkward?

Are there suitable arrangements in place to ensure the appropriate disposal of the waste?			
--	--	--	--

Storage

Storage space on most sites is very limited and special arrangements may need to be made. Storage may be required for equipment being brought on site for the event or for equipment usually kept in areas to be used during an event.

Flammable and explosive substances should be stored in flam proof stores.

Generally, access routes cannot be used to store equipment, even temporarily. If this is proposed the local H&S Adviser and AFM must be consulted and the Academic Site Manager or Curator of the Davies Street Gallery must agree.

Will additional storage be required at any time during the event?			
Has adequate additional storage been identified and agreed with the Academic Site Manager or Curator of the Davies Street Gallery?			

Emergency arrangements

Any changes to the site emergency arrangements must be agreed with the local health and safety adviser and the Academic Site Manager or Curator of the Davies Street Gallery. Any substantive changes to evacuation procedures must be agreed with the local Fire Officer (there is no guarantee that they will be agreed so it is important to involve the FO as early as possible in the organisation of an event.)

Escape routes must be kept clear at all times, fire doors must not be propped open unless temporarily to allow access when moving large, heavy, or large volumes of equipment. If fire doors are propped open someone must remain in the area.

Are the existing evacuation arrangements adequate for increased numbers of people? In the evenings and weekends evacuation arrangements are usually based on a significantly reduced number of people in a building, and much less of the building being in use, this must be taken into consideration when assessing evacuation arrangements.

Are there adequate evacuation arrangements for people who require assistance for example, wheelchair users and people with a visual impairment

Is information about emergency procedures clearly available when entering the event?

This is usually provided at the reception desk.

--	--	--	--

Does the site have a general emergency evacuation procedures (GEEP) identifying which areas are accessible to people requiring assistance during an evacuation?

If this is not available then an assessment must be made to ensure that there are adequate arrangements for the evacuation of everyone who may be attending an event to be able to evacuate in an emergency.

It may be necessary to restrict access to some or all of an event if arrangements to ensure evacuation are not in place and cannot be made in time.

First aid arrangements

If an event significantly increases the number of people normally on a site then additional first aiders will be needed.

If an event introduces new risks to a site then first aiders may need specialist training and experience.

If an event is being organised off-site, in a remote area, where it would take significantly longer for the emergency services to attend there should be more first aiders than otherwise and they should be experienced in providing emergency care, it would not be appropriate for first aiders in these circumstances to have only completed Appointed Person training.

<p>Does the number of people expected to attend the event require additional first aiders to be on site?</p> <p><i>Remember that in the evenings, weekends and vacations the number of first aiders on site will be significantly less than during 'normal working, term-time hours'</i></p>			
<p>Do any of the activities taking place during an event, or the site, require a higher level of first aid knowledge and experience?</p>			

<p>Serving food and drink If food or drink is going to be served during an event then good food hygiene practices must be followed. Food or drink prepared for consumption should be prepared in a kitchen that meets the standards of a commercial production kitchen.</p> <p>If food or drink is going to be charged for then a public entertainment licence may be necessary, this should be verified with the local enforcing authority. This process can take several weeks, therefore planning is essential.</p>		
<p>Is food or drink going to be served during an event in places other than by professional caterers?</p> <p><i>This includes any food or drink being served as part of a performance or performance art.</i></p>		
<p>Public safety During an event there will probably be many more people on site than usual and the majority will be unfamiliar with the building and emergency procedures. Because of this there are several things that need to be considered to ensure safety is maintained for all people on site:</p> <p>What is the maximum number of people the venue can accommodate and how will this be managed? This is relatively easy to manage for invitation only or ticketed events but can be tricky for open access events or on unsecured sites or sites with multiple entry points.</p> <p>Should Event Marshals be provided and what training will they need?</p>		
<p>Does the number of people expected at the event require any special arrangements to be made?</p>		
<p>Will event marshals be required?</p>		
<p>What training and instruction do the event marshals need? <i>See section 15.</i></p>		

<p>Will additional signage be required?</p> <p><i>Additional signage may be required to indicate emergency escape routes, particularly if temporary walls and partitions have been built or there are additional escape routes to accommodate increased numbers. Signage may also be necessary to direct people around an event, indicate areas not open to the public or to warn of particular hazards.</i></p>			
<p>Hazardous substances Hazardous substances can be broadly classified as any substance that will cause ill health or injury, or damage to the environment and includes flammable and explosive substances and bio hazard materials.</p> <p>Flammable and explosive substances (including gas bottles)</p> <p>If flammable and/ or explosive substances are being used they must be stored and disposed of appropriately. If the amount of substance is enough to affect a fire then the fire assessment must be reviewed and permission gained from the H&S Advisers and/or the Academic Site Manager.</p> <p>H&S Standard HS-02 covers the Management of Flammable and Explosive Substances. HS-0-3 covers gas bottles</p> <p>Bio hazards</p> <p>This includes human and animal bodily fluids i.e. vomit, blood, urine, faeces and semen; dead animals (whole or part), uncured animal hide, skin or hair/fur. This could also include food if allowed to rot.</p> <p>Live animals, other than, assistance animals, and whole or parts of dead animals should not be bought on site without the permission of the Academic Site Manager or Curator of the Davies Street Gallery.</p>			
<p>Are any hazardous substances unavoidably used or created during set-up, breakdown or during the event that are not covered in students risk assessments?</p>			

Are any of the substances listed above, or any other substance or article that may be hazardous, being used or generated during the event?			
Have risk assessments been completed for hazardous substances and/or articles, or have they been included in the general risk assessment?			
Are control measures adequate and in place?			

<p>Noise</p> <p>There are two types of noise that should be controlled during an event. If noise is loud enough to damage hearing then it must be managed in accordance with the requirements of the Noise at Work Regulations (H&S Standard MS-09). Even if not noisy enough to be considered dangerous to hearing, noise may be a nuisance; disruptive to teaching and the work environment and the neighbours. This is known as nuisance noise and wherever possible should be controlled and/or avoided. Local Health and Safety Advisers can measure noise levels to determine if the requirements of the Regulations are being breached. Before an event that may generate significant noise in the surrounding area the local authority should be contacted to ensure the venue is not in a noise protection area, this information should be available from the authority's website.</p>		
<p>Is nuisance noise likely to be generated at any time in the lifecycle of the event and have controls put in place to ensure it is controlled as far as possible?</p> <p><i>Controls could include moving a noisy piece of work away from work or teaching areas.</i></p> <p><i>If noise is going to be generated by the construction or taking down of an event it may be possible to alter the hours of work to minimise disruption to others</i></p> <p><i>If nuisance noise is unavoidable it is easier to cope with if people know when and for how long the noise is likely to be made.</i></p>		
<p>Has excessive noise been identified as a risk and controlled as far as is reasonably practicable?</p> <p><i>Is any one at risk of hearing damage because of excessive noise levels?</i></p> <p><i>If this is the case then this work must not be allowed to continue until noise levels have been reduced to below the</i></p>		

<i>action levels specified in the Regulations.</i>			
--	--	--	--