

University of Surrey Events Policy

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Section / Dept:	PR & Communications, Marketing and Communications
Implementation date:	March 2016
Date of next review:	January 2017
Related policies:	Code of Practice on Freedom of Speech VIP Visits Policy Health and Safety Policy Alcohol Policy Fire Safety Policy Food Safety Policy Equality and Diversity Policy Stag Hill Traffic Regulations Manor Park Traffic Regulations Prevent Duty Guidance
Policy history:	This is a new University policy.

Version History

Version	Author	Revisions Made	Date
1	Nikki Dormon	First Draft	26.11.2015
2	Nikki Dormon	Second Draft	11.01.2016
3	Nikki Dormon	Third Draft	19.01.2016
4	Nikki Dormon	Fourth Draft	21.01.2016
5	Nikki Dormon & Clive Parkinson	Fifth Draft (inclusion of line and amends from H&S sign-off)	10.02.2016
6	Nikki Dormon & Jo McCarthy-Holland	Sixth Draft (inclusion of E&D amends to procedures, legislative context and Equality Analysis)	01.03.2016

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity	Equality & Diversity Analysis completed in consultation with Jo McCarthy-Holland	01.03.2016

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Executive Board Committee (or other)	

1	Introduction
	<p>Events are a key vehicle for driving Student Recruitment and a positive reputation for an organisation. As such the University of Surrey wants to ensure a high standard is achieved across all events organised at, on behalf of or in association with the University and that they are run with due regard to the advice, guidance and necessary processes and procedures outlined by the University, available on the intranet or on request.</p> <p>The University expects all persons involved in the organisation and delivery of events to adhere to these processes, procedures and associated policies to ensure the safety of all those involved, as well as compliance with necessary Governmental guidance and legislation. It is also necessary to ensure the correct balance between the successful delivery of events and compliance with the Code of Practice for Freedom of Speech.</p>
1.1	Purpose
1.1.1	The Executive Board of the University has enacted the following policy to ensure that, as far as reasonably practicable, all events organised at, on behalf of or in association with the University of Surrey follow the necessary processes and procedures in order to deliver events safely, successfully and in line with the University's values.
1.1.2	The University will ensure compliance with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events, together with University health and safety policies, guidance, local rules, University ordinances and procedures.
1.1.3	To ensure that any events permitted at, on behalf of or in association with the University have a positive impact on the reputation of the University and that events support, as far as possible, the strategic aims of the University.
1.1.4	To ensure that any events permitted at, on behalf of or in association with the University are compliant with the requirements outlined with the Government's Prevent Duty Guidance.
1.2	Scope
1.2.1	The provisions of the policy apply to all Staff, Students & Visitors to the University of Surrey. The policy also applies, as appropriate, to outside organisations hiring University premises and to public meetings held on the premises.
1.3	Equality Analysis
1.3.1	The University is strongly committed to equality of opportunity and the promotion of diversity across the full range of its activities as a partner working with and within local, national and international communities. Equality Analysis is a process which examines how the impact of a policy has been considered on the diverse characteristics and needs of everyone it affects. This policy has been reviewed and a number of measures are being put in place to ensure that equality considerations are embedded within all event management processes.
1.4	Definitions
1.4.1	<i>An Event</i> is defined as any meeting, formal or informal gathering or other activity due to take place at, on behalf of or in association with the University. The event may be for staff, students, visitors, or members of the public where attendance has been co-ordinated in advance by a Principal Organiser acting in the capacity outlined below. A comprehensive definition of activities is not practicable but these activities may include; large or small, "one off", irregular or regularly occurring events, e.g. Art installations, small barbecues for a few members of staff, Fireworks displays, Careers Fairs, Open days, Graduations, School, Departmental or Service social gatherings organised by staff, events organized by the Students' Union or student societies, events organised by an external body taking place on campus, e.g. Vet Festival.
1.4.2	<i>University Events Manager</i> is defined as the person responsible for the oversight of all events taking place at, on behalf of or in association with the University of Surrey, whereby the reputation of the University needs to be upheld.
1.4.3	<i>University Licence Holder</i> is defined as the person who holds the Licence for alcohol and food sale and consumption on the University Stag Hill and Manor Park Campus.

1.4.4	<i>Director of Hospitality, Conference and Catering Services (HCCS)</i> is defined as the person who is responsible for all events taking place at the University that are booked by an external party or external organisation.
1.4.5	<i>The Principal Organiser</i> is defined as the organiser of any event taking place at, on behalf of or in association with the University.
1.4.6	<i>Contractor</i> is defined as any person who enters into a contract, who, for a fixed price, undertakes to procure the performance of works, or the furnishing of goods or services, whether for the public or a company or individual.
1.5	Legislative context
1.5.1	The Health and Safety at Work etc. Act 1974 applies to all work activities, including events. It requires employers to ensure, so far as reasonably practicable, the health and safety of their employees, and anyone else who may be affected by their activities, including non-employees such as students.
1.5.2	The Management of Health and Safety at Work Regulations 1999 apply to everyone at work, regardless of the nature of that work. The Regulations require employers to plan, control, organise, monitor and review their work activities. Employers should assess the risks associated with significant hazards presented by the work activity, including events, in order to identify the preventative and precautionary measures necessary to reduce and control these risks. Specific hazards, such as manual handling, must be specifically risk assessed under separate legislation.
1.5.3	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that certain types of accidents, specific cases of occupational ill health and certain dangerous occurrences must be reported to the Health and Safety Executive. In certain circumstances this can include injuries sustained by non- employees, e.g. students and members of the public attending events.
1.5.4	Section 43 of the Education Act (No 2) 1986 places a legal requirement on the University to issue a code of practice in relation to Freedom of Speech, which should be adhered to for any event taking place at, on behalf of or in association with the University of Surrey.
1.5.5	The Counter Terrorism and Security include, in section 26, Prevent Duty Guidance which requires clear University Events policies to be in place, to ensure that when exercising functions of any kind, due regard has been given to the need to prevent people from being drawn into terrorism.
1.5.6	The Equality Act 2010 includes a public sector duty to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity; and foster good relations between people. This involves considering the need to remove or minimise disadvantages suffered by people due to their protected characteristics (gender, age, race, disability, religion/belief, sexual orientation, pregnancy/maternity, gender reassignment); meet the needs of people with protected characteristics and encourage people with protected characteristics to participate in public life or in other activities where their participation is low. This policy will endeavour to ensure that equality considerations are embedded within all event management processes.
1.6	Health & Safety Implications
1.6.1	This policy forms part of the University Health and Safety policy.
2	Policy
2.1	Principles
2.1.1	So far as is reasonably practicable, this policy seeks to ensure that all events that take place at, on behalf of or in association with the University of Surrey follow the agreed principles outlined below:
	1. Ensure that all events in which a clear association with the University exists, are not detrimental to the institutions' reputation. Events including controversial topics are allowed, but must be managed in conjunction with the requirements of the Code of Practice of Freedom of Speech and the Prevent Duty Guidance.
	2. Ensure that all events that take place at, on behalf of or in association with the University of Surrey (including student led events) are compliant with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events, together with

	University health and safety policies, guidance, local rules, University ordinances and procedures.
	3. Ensure that the Events, Hospitality Conference and Catering Services, Security, Estates & Facilities Management and Parking Teams are informed of any events taking place at the University of Surrey.
	4. Any proposals for new events are brought to the attention of the Events Team for consideration and escalation where necessary. (For clarification commercial events should be, in the first instance, brought to the attention of the Hospitality Conference and Catering Services Team and all other events to the University Events Team).
	5. To ensure any large scale events to be held at, on behalf of or in association with the University of Surrey gain the necessary approvals from the Executive Board or Council prior to going ahead.
	6. To enable the Events Team to develop an up-to-date calendar of University-wide events to enhance understanding of, and opportunities in relation to, our events offering.
2.2	Procedures
2.2.1	<p>We cannot define detailed procedures for every event, as the variables are too great and the possible scenarios too broad. However the following general procedures should always apply.</p> <p>If you have any questions, please contact events@surrey.ac.uk for the attention of the Events Manager.</p>
2.2.2	<p>This section applies to any <i>Event</i> as outlined in section 1.4.1</p> <p>Any new events should be brought to the attention of the University Events Manager/Team and an Event Brief completed (<i>See University Events Team Guidance and templates on [Insert Intranet Page]</i>).</p> <p>Where appropriate, final authorisation, must be sought and given by the <i>University Events Manager, Director of Hospitality Conference and Catering Services</i> and/or Executive Board as well as other relevant senior staff and academics before the event goes ahead.</p> <p>A <i>Principal Organiser</i> is identified to control and manage all aspects of the event, including health and safety. Where agreed and appropriate, the University Events Team or HCCS Team will take on the role of Principal Organiser.</p> <p>The <i>Principal Organiser</i> must ensure that they are familiar with and making use of the University Events Team guidance, policies and templates to ensure the successful and safe delivery of the <i>Event</i>. This guidance is readily available and can be found here [Insert link].</p> <p>Any permission required from internal departments or Support Services, e.g. Estates & Facilities Management, Security, Transport and Parking etc. must be obtained in writing, retained by the Principal Organiser and kept available.</p> <p>The <i>Principal Organiser</i> must ensure that the event meets the needs of attendees/guests and take due care to ensure accessibility to all i.e. venue access, parking requirements, accessible routes etc.</p> <p>For any event where an External Speaker is invited to take part (a panel discussion, a high profile chairperson/or MC, keynote speaker etc.) the Freedom of Speech and External Speaker Policy must be followed. Compliance with this policy ensures the balance between compliance with Government Prevent Legislation and the Code of Practice for Freedom of Speech. (<i>See University Events Team Guidance and templates www.surrey.ac.uk/events-team</i>)</p> <p>Any requests for gender segregation at events and meetings must show due regard and compliance with the Equality and Human Rights Commission Guidance and Legal Framework, available at http://www.equalityhumanrights.com/publication/gender-segregation-events-and-meetings-guidance-universities-and-students-unions</p>

	<i>(Please see the Equality and Diversity intranet pages for further advice, guidance etc.)</i>
	Anyone directly involved in the delivery or management of the event will be fully briefed on health and safety implications and plans.
	All catering and licensing requests or requirements must first be sought through the HCCS Team. If external providers are to be considered this will require approval from the <i>Director of Hospitality Conference and Catering Services</i> .
	Any student led event that uses University premises, branding or association must be overseen by the Society's Social Secretary.
	All contractors must have their current Employers/Public Liability Insurance certificate, their own activity risk assessment, method statement and any other relevant documents checked before they come onto campus. <i>(Please contact Estates and Facilities Management for further advice, guidance etc.)</i>
	Any external Licences that may be required are in place, e.g. public entertainment, alcohol etc. and checked with the <i>Licence Holder</i> .
	Contractors providing services such as those supplying scaffolding, inflatable equipment, temporary structures (e.g. marquees), etc. must receive the University, and local health and safety inductions, before they come onto campus to work. <i>(Please contact the Health and Safety and Estates & Facilities Management Teams for further advice, guidance etc. NB: Internal contractors e.g. FM, are exempt.)</i>
	Each event is suitably and sufficiently risk assessed and the risk assessment is checked and signed off by the relevant responsible person. <i>(See University Events Team Guidance and templates www.surrey.ac.uk/events-team)</i> The risk assessment record must be available for inspection. Identified control measures must be implemented and the key parts of the risk assessment shared with anyone who may be affected, e.g. Security Service where the risk assessment requires a road closure or car park segregation.
	Where the risk assessment requires it, the Principal Organiser attends and monitors the whole of each event, or is at least contactable for the whole of the event.
	Any accidents or near misses are reported to the University Health and Safety team in line with University accident and near miss reporting procedures.
3	Governance Requirements
3.1	Responsibility
3.1.1	Overall responsibility for the University of Surrey Events Policy rests with the Vice-President of Marketing and Communications, or his nominee.
3.1.2	All individuals who are involved in the organisation of events must comply with the University Events Policy, and associated policies. Line managers are responsible for ensuring that staff in their areas are aware of this policy, and have access to the available guidance and equipment to enable them to comply.
3.1.3	<i>University Events Manager</i> is responsible for the oversight of all events taking place at, on behalf of or in association with the University of Surrey, whereby the reputation of the University needs to be upheld.
3.1.4	<i>University Licence Holder</i> is responsible for holding the Licence for alcohol and food sale and consumption on the University Stag Hill and Manor Park Campus.
3.1.5	<i>Director of Hospitality, Conference and Catering Services (HCCS)</i> is responsible for all events taking place at the University that are booked by an external party or external organisation.
3.2	Implementation / Communication Plan
3.2.1	Following the implementation of a newly structured University Events Team, the University Events Manager is leading the team in the development of a thorough review of the guidance and processes available to stakeholders across the University. As part of this review, in January/February 2016 the Events Team will be updating the team intranet pages, uploading a comprehensive 'How To Guide' and processes in line with this policy and implementing a communications plan which will see these practical tools which enable the

	implementation of this policy, communicated to stakeholders across the organisation. These are available here: www.surrey.ac.uk/events-team
3.3	Exceptions to this Policy
3.3.1	The Vice-President of Marketing and Communications, or his nominee, are authorised to approve any exceptions to this policy.
3.4	Supporting documentation
3.4.1	Further information on the University of Surrey Events Team, including toolkits and how the team can support you can be found on the Events Team Intranet pages: www.surrey.ac.uk/events-team