**This form is to be completed by current University of Essex staff or students, (including any SU recognised student group, or SU staff) who would like to hold a protest and/or demonstration in one of the University squares or on the University grounds.**

**In the first instance, students wishing to organise a protest or demonstration must make direct contact with the Students’ Union either in person at the** [**SU reception**](https://www.essexstudent.com/reception/)**, by phone (01206 863211) or via email (****su@essex.ac.uk****). Members of staff should contact the** [**EMS Helpdesk**](https://findyourway.essex.ac.uk/bcdc98e0-e3c3-11eb-b52e-05a67b7792fc/search/projects/23/60ef1a7f2031e800c230367c)**, by phone (01206 872959) or via email (****ems-opps-comms@essex.ac.uk****).**

**The University requires a minimum 5 working days’ notice for any protests/demonstration on the University’s grounds and all additional risk assessments and supporting documentation at least 3 working days prior to the proposed date of the activity. PLEASE NOTE – External Speaker notification requires 15 working days.**

**Anyone organising a protest and/or demonstration must confirm that they have read and understood the University’s** [**Protest and Demonstration Management Protocol**](https://www.essex.ac.uk/about/academic-freedom-and-freedom-of-speech)**. This provided advice and guidance on how to organise the activity and the process to be followed. Please see this** [**webpage.**](https://www.essex.ac.uk/about/academic-freedom-and-freedom-of-speech)

**Event Details**

|  |  |
| --- | --- |
| Event Name | Enter event name here |
| Event Organiser | Enter event organiser here |
| Email Address | Enter email address here |
| Telephone Number | Enter telephone number here |
| Department, Society or Group organising the event  | Enter Department, Society or Group name here |

**Information about Proposed Event**

|  |  |
| --- | --- |
| Date(s) | Enter date(s) here |
| Start Time (from time of set-up) | Enter start time here |
| Finish Time (location cleared) | Enter finish time here |
| Location (Squares)  | Enter location here |
| Events which are not on the squares will need authorisation from the Grounds team. Please provide as much detail as possible about the location of your event. Please see information regarding location availability on page 5.Enter all details here |
| Full description of all aspects of the event (e.g., subject matter of protest/demonstration, location, start point, route, end point, disbursement plans, emergency arrangements, number expected to attend etc.):Enter all details here |

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| **External Speakers**You are required to complete a Speaker Risk Assessment if you are inviting an external speaker to this event.  You can find out information about inviting an external speaker to an event and the University’s Speaker Code of Practice on the University’s webpages for [staff](https://www.essex.ac.uk/staff/event/external-speaker) and for [students](https://www.essex.ac.uk/student/event/external-speaker-student). **Please note that the process to approve an external speaker through the code of practice requires 15 days’ notice so organisers will need to account for this in their planning of the activity.**  |
| YES[ ]  | NO[ ]  |
| If ‘YES’, please list: Enter all details here |
| **Advertising your protest/demonstration and supporting collateral/media**It is important that organisers consider the legality of their own and any potential participants’ actions in relation to the activity and this must be referenced within the risk assessment. This includes consideration to the wording of speeches, banners and any media released in relation to the protest. This includes flags, banners, posters, flyers, clothing, logos and electronic media such as social media posts. Organisers may provide copies of any planned speeches, banner wording or chants as part of the notification and risk assessment process in order that guidance can be provided in relation to potential legal considerations. |
| **Code of Conduct / Terms and conditions of employment**Students should consider the requirements of the [Code of Student Conduct](https://www.essex.ac.uk/-/media/documents/about/governance/code-student-conduct.pdf) will help ensure that student organisers and those taking part in the activity are not at risk of being in breach of any aspects of the Code.Staff members organising an activity should seek advice from People & Culture to ensure that the activity does not breach their terms and conditions of employment or any University policies. |
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**Health and Safety**

**Any Protest and/or Demonstration is deemed a complex event and requires an assessment of the risks associated with it by the organiser.**

Organisers have a responsibility for the health, safety, and wellbeing of those who may attend, or who may be impacted by the activity that they are organising. To this end, organisers should complete a risk assessment in relation to the planned activity and submit this to [ems-ops-comms@essex.ac.uk](file:///C%3A%5CUsers%5Cdbbaker%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C8UFCG0TH%5Cems-ops-comms%40essex.ac.uk). Students organising a protest/demonstration can obtain support from the Students’ Union team to assist them in preparing a suitable risk assessment. Staff should contact their departmental Health & Safety Liaison Officer and/or the People & Culture Section for advice and guidance.

Please ensure that your risk assessment and any associated paperwork that may be required is suitable and sufficient and submitted with (or as soon as possible following) your notification form or authorisation of your activity may not be granted.

For advice and guidance on how to do a risk assessment please consult our webpage on [Carrying out a health and safety risk assessment | University of Essex](https://www.essex.ac.uk/staff/risk-assessment/carrying-out-a-risk-assessment)

For advice and guidance on how to organise events safely follow this link for our webpage on [Event safety | University of Essex](https://www.essex.ac.uk/staff/activities-health-and-safety/event-safety)

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| Sign here |

**Conditions of Authorisation for use**

1. Through the Acknowledgement and Authorisation process the University does not absorb any of the legal duties of the ‘organiser’, all such duties remain with the listed ‘organiser’.
2. Permission to use the Squares/Parkland by current University students or staff for the purpose of protest and/or demonstration may only be given by the Chief Compliance Officer (Infrastructure & Environments) with support from the Protest and Demonstration Operational Group (PDOG).
3. Each protest/demonstration will be assessed by PDOG in line with the Activity Assessment section of the [Protest and Demonstration Management Protocol](https://www.essex.ac.uk/about/academic-freedom-and-freedom-of-speech) (Page 7).
4. Protests/Demonstrations located or routed through the west side of the Colchester campus can be requested up to, and including, the BBQ area between the Lakes. No events or activities will be authorised in the immediate vicinity of Wivenhoe House Hotel or Lake House.
5. Please note that protests/demonstrations events at all campuses that are requested to be located close to, or have a route close to, individual living and sleeping accommodation of residents will not normally be permitted.
6. The nominated Organiser will be responsible for completing the relevant form and will subsequently be the contact point for the event, and deemed to take on the responsibilities of ‘the Organiser’ as defined in the [Protest and Demonstration Management Protocol](https://www.essex.ac.uk/about/academic-freedom-and-freedom-of-speech) and the University’s [Speaker Code of Practice](https://www.essex.ac.uk/-/media/documents/about/governance/speaker-code-of-practice.pdf).
7. A limited electrical supply is available and should be reserved at the time of the booking. Notice is especially drawn to the requirements for Portable Appliance Testing (PAT) of any electrical equipment provided by the event organisers / participants. Please be aware our Electrical Team can offer support until 7.00pm on weekdays only. If your request is outside of these times, then you will need to arrange overtime support.
8. All entrances to / from the Squares must be retained unobstructed for escape purposes throughout the event
9. The area must be left clean and tidy at the end of the event and all participants should be dispersed immediately following the end of the event.
10. Car parking requirements linked to the event should be discussed in advance with the Travel and Sustainability team at travel@essex.ac.uk. There is no provision for parking under podia and normal parking fees will generally apply.
11. Gazebos etc. are available for use from Facilities Services and Students’ Union. Please be aware our Operational Team can offer support until 2.00pm on weekdays only. If your request is outside of these times, then you will need to arrange overtime support via SoftFM at softfm@essex.ac.uk.
12. The University reserves the right to cancel any authorised activity or closedown an event if circumstances change or the event creates an unacceptable risk or disruption.
13. Events that occur on university grounds which have not received authorisation are subject to being cancelled and closed down
14. Notification of a protest/Demonstration event will not be acknowledged or authorised if the organiser fails to provide a completed Protest/Demonstration Notification Form and required / requested additional documentation within the timescales listed in this document and will be subject to point 11 above.
15. Events dealing with sensitive issues may require additional assessment in relation to the University’s obligations under the Prevent Duty Guidance.

**Signatures:** To be obtained by the event organiser before the submission of this form

**Protest/Demonstration Organiser:** I confirm I have read the ‘[**Protest and Demonstration Management Protocol**’](https://www.essex.ac.uk/about/academic-freedom-and-freedom-of-speech), and the relevant associated University policies/procedures indicating in the Protocol and the ‘Conditions of authorisation for use’ on page 3 of this document and I will ensure this event is compliant. As the organiser of the above event(s) I understand and accept that I am responsible for ensuring that the appropriate health and safety precautions are in place.

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| --- | --- |
| Signed Sign here | Select today’s date |

**The appropriate delegates have signed below to agree this event in principle:**

|  |  |  |
| --- | --- | --- |
| **University or External Party Event**  |  | **SU Event**  |
| Head of Department or Section (if university) | CEO or nominated delegate  |
| Signed Sign here | Select today’s date | Signed Sign here | Select today’s date |
|  | Facilities and Health and Safety Manager |
|  |  | Signed Sign here | Select today’s date |

**Signatures: Infrastructure and Environments ONLY**

**Infrastructure & Environments Health and Safety**. Note: The adequacy of the risk assessment is the responsibility of the Event Organiser.

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| --- | --- |
| Signed Sign here | Select today’s date |
| **Conditions of approval:**Input any conditions here |

**Grounds Manager**

(If applicable)

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| Signed Sign here | Select today’s date |

**Head of Security & Campus Safety**

|  |  |
| --- | --- |
| Signed Sign here | Select today’s date |

**Chief Compliance Officer – Infrastructure & Environments (PDOG)**

|  |  |
| --- | --- |
| **This event is AUTHORISED** [ ]  | **This event is NOT AUTHORISED** [ ]  |
| **Conditions of approval:**Input any conditions here |
| Signed Sign here | Select today’s date |