**This form is to be completed by University of Essex staff, any SU recognised student group, or SU staff who would like to hold an event in one of the University squares or on the University grounds.**

**The University requires a minimum 3 weeks’ notice for any activities on the universities grounds unless the event is a small /non-complex event as described on pages 3 and 4. Small / non-complex events require a minimum 1 weeks’ notice.**

**For advice and guidance on how to organise events sustainably please see this** [**webpage**](https://www.essex.ac.uk/staff/event/sustainable-events)**.**

**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 approval 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., set up, set down, event itself, activities carried out, equipment, emergency arrangements, number expected to attend):Enter all details here |

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| **Operational Requests – for Estate’s equipment ONLY** |
| Tables | NO[ ]  | YES[ ]  | Quantity Enter quantity here |
| Chairs | NO[ ]  | YES[ ]  | Quantity Enter quantity here |
| Gazebos | NO[ ]  | YES[ ]  | Quantity Enter quantity here |
| **Electrical Requests**Electrical equipment will require portable appliance testing (PAT) before being connected to the University’s electrical supply. If you are using your own electrical equipment or bringing in equipment from an external company, you have provided a copy of an in-date PAT test. |
| YES[ ]  | NO[ ]  | N/A[ ]  |
| If YES, describe the equipment requiring connection (items and ampage)Enter all details here |
| If you are utilising a generator or other temporary electrical supply, you will provide an Electrical Installation Certificate from your provider upon installation. This will be reviewed by our in-house maintenance team.  |
| YES[ ]  | NO[ ]  | N/A[ ]  |
| **Food and drink** If food and or drink are being sold or given away, or an external caterer is being used then a Food Hygiene Certificate must be attached to the event form. Allergen information must be available during the event.  |
| YES[ ]  | NO[ ]  | N/A[ ]  |
| **Music** Music willonly be permitted between 12.00pm and 2.00pm and after 5.30pmduring a traditional working day. |
| YES, acoustic music [ ]  | YES, amplified music [ ]  | NO music to be played [ ]  |
| **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)  |
| YES[ ]  | NO[ ]  |
| If ‘YES’, please list: Enter all details here |
| **Advertising your event**When your event has been approved you can advertise it on the [events webpage](https://www.essex.ac.uk/events). Information on how to advertise your event can be found on the [university website](https://www.essex.ac.uk/staff/web-support/events).  |

**Event scale and Health and Safety**

**Small / non-complex events** meet the below criteria

* Up to 5 small gazebos (maximum size 3 meters x 4 meters) supplied and assembled by the Student Union or Estate Management. (Note: use of other gazebos / marquees is not a small / non-complex event and requires a separate risk assessment and a minimum of 3 weeks’ notice given)
* Selling of small items (including food where there is a valid food hygiene certificate).
* Distributing leaflets
* Providing information and advice
* Traditional dancing excluding any acrobatic type of activity
* Audio equipment (battery supplied or where Estate Management organise the power supply)
* There are no heat sources or naked flames in use (with exception to BBQ area)
* The event does not have more than 100 persons at any given point in attendance
* Your event is not ticketed and is free to attend

If your event satisfies this criterion, you can complete the ‘Small / non-complex event Health and Safety Checklist’ on page 4. This is the safety check list for the event and the event organiser is responsible for ensuring the health and safety of the event and the control measures listed are in place during the event**.**

**Complex events** are any event where there will be activities, equipment or substances not covered by the criteria above, events over 100 persons and requires specific risk assessments related to the activities. All such events require a minimum of 3 weeks’ notice. Such activities include, but are not limited to, physical games, throwing items, use of flammable substances, use of tools/chemicals etc. You must complete a specific risk assessment in addition to the checklist.

**Peaceful demonstration** will require a specific risk assessment. Security must be informed in advance and location/routing will need to be specified and be in accordance with the location availability information on page 5.

Please ensure that your risk assessment and any associated paperwork that may be required for your activity (such as public liability insurance, PAT test certificates, food hygiene certificates etc.) is suitable and sufficient and submitted with your event form or authorisation of your activity may be declined.

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)

|  |  |
| --- | --- |
| **Small / non-complex event Health and Safety Checklist** | **In Place?** |
| **Fire, Emergency and Security** | * Exits and signs not obscured or obstructed
 | Yes / No / N/A |
| * The event has less than 100 attendees
 | Yes / No / N/A |
| * Event staff will check for suspicious items and know how to report to Security
 | Yes / No / N/A |
| * Event staff must be aware of emergency procedure and how to raise alarm and gain first aid assistance. Confirm that Patrol staff can provide adequate support
 | Yes / No / N/A |
| **Slips, trips & falls** | * Ensure that furniture and equipment and cables do not cause a trip hazard
 | Yes / No / N/A |
| * Check ground, on the squares, is suitable and level and not liable to become excessively slippery due to weather or other conditions (temporary surfaces may be needed)
 | Yes / No / N/A |
| * Organiser to inspect site on day of event and prior to its use for potential safety
 | Yes / No / N/A |
| **Gazebos** | * Are provided by either Estate Management, the SU or in accordance with a suitable risk assessment and erected/dismantled by trained staff in line with the risk assessment.
 | Yes / No / N/A |
| * Monitored by the Event Organiser to ensure stability during high winds.
 | Yes / No / N/A |
| **Manual Handling** | * Only employees trained in safe manual handling techniques should consider moving heavy furniture and equipment. Refer to [Is Your Back Safe](http://www.essex.ac.uk/health-safety/activities/documents/back-pain.pdf) leaflet
 | Yes / No / N/A |
| * Operational Team to undertake heavy lifting activities
 | Yes / No / N/A |
| **Working at Height** | * Provide suitable access equipment. Check condition prior to event to ensure it is safe.
 | Yes / No / N/A |
| * Ensure [safe use of stepladders](https://www.hse.gov.uk/work-at-height/step-by-step-guide.htm), if necessary, give safety instruction prior to event.
 | Yes / No / N/A |
| **Electrical Equipment** | * Confirm all equipment is portable appliance tested. (PAT)
 | Yes / No / N/A |
| * Visual inspection of equipment for obvious damage should be made before use by the person responsible for the equipment
 | Yes / No / N/A |
| * Minimise use of extension leads and do not join several together. Protect from wet weather. If an extension reel is used, fully unwind
 | Yes / No / N/A |
| **Food borne pathogens or contamination** | * Event organiser to ensure that there is a current [food hygiene certificate](https://www1.essex.ac.uk/health-safety/activities/events.aspx)
 | Yes / No / N/A |
| * If practical check whether attendees have special dietary needs or allergies, otherwise assume some might and cater for this eventuality
 | Yes / No / N/A |
| **Activities by third persons** | * Confirm that presenter / external organisation has public liability insurance (min £5 million)
 | Yes / No / N/A |
| **Behaviour / violence** | * Ensure those supervising the event know how to contact the Patrol Staff
 | Yes / No / N/A |
| * Agree with those supervising the event beforehand what action to take if attendees are drunk or behaving inappropriately
 | Yes / No / N/A |
| **Welfare** | * Confirm enough lavatories for number of attendees and that they are made aware of how to access them
 | Yes / No / N/A |
| * Manage health hygiene and communicable illnesses in line with government guidance if appropriate
 | Yes / No / N/A |
| **People especially at risk** | * Provide information about facilities for those with disabilities and nursing mothers. If possible, do this on promotional information about the event, so that they are aware in advance.
 | Yes / No / N/A |
| * If children are attending the event, consider potential hazards to them and ensure [appropriate safeguarding measures](https://www.essex.ac.uk/staff/safeguarding/safeguarding-unaccompanied-children) are in place
 | Yes / No / N/A |
| **Event organiser** to sign to confirm that the event is **small / non-complex****Signature:** Sign here |

**Conditions of** **authorisation for use**

1. Permission to use the Square/Parkland by University students or staff for society, social or commercial events may only be given by the ECS Head of Customer Services. This will depend on the nature of the event, the timing, and the level of organisational commitment
2. Events/activities on the west side of campus can be requested on the Sports pitches and 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. Use of the sports pitches must be pre-booked through the Sports Centre Reception at screcept@essex.ac.uk ahead of submitting this form
3. No events can take place on Square 3 on a Thursday during term time due to the Student Union Market unless approved by the Student Union ahead of submission of this form
4. The nominated Event Organiser will be responsible for completing the relevant form and will subsequently be the contact point for the event, and responsible for any costs that may be incurred
5. Events should not create excessive noise or disturbance to other users of the Squares or to occupants of rooms adjoining the Squares. **Music will only be permitted between 12.00pm and 2.00pm, and after 5.30pm on a traditional working day**. If the music is causing an unacceptable disturbance, you will be advised to either turn the volume down or to cease playing the music
6. 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
7. All entrances to / from the Squares must be retained unobstructed for escape purposes throughout the event
8. The area must be left clean and tidy at the end of the event. A charge will be made for any excess cleaning or rubbish removal required
9. 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
10. Gazebos etc. are available for use from Estate Management 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
11. The University reserves the right to cancel any agreed event or closedown an event if circumstances change or the event creates an unacceptable risk or disruption
12. Events that occur on university grounds which have not received approval are subject to being cancelled and closed down
13. Events will not be approved if the organiser fails to provide a completed event form and required / requested additional documentation within the timescales listed in this document and will be subject to point 11 above

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

**Event Organiser:** I confirm I have read the ‘Event scale and Health and Safety’ information on page 3 and the ‘Conditions of authorisation for use’ on page 6 of this document regarding the holding of events on the squares/parkland and that 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

|  |  |
| --- | --- |
| 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 |
| University named contact (if external party) | Facilities and Health and Safety Manager |
| Signed Sign here | Select today’s date | Signed Sign here | Select today’s date |

**Signatures: ESTATES ONLY**

**EMS Health and Safety**. Note: The adequacy of the risk assessment is the responsibility of the Event Organiser. The Health and Safety Adviser will also confirm if a permit is needed (e.g., work at height) for higher risk activity.

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

**Grounds Manager**

(If applicable)

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

**Head of Security & Campus Safety**

(If applicable)

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

**Darren Baker (ECS Head of Customer Services)**

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