Planning and Running Events
This document is intended as a brief guide for running events, however it is advisable that you seek guidance from the Health and Safety Manager or Events Coordinator specific to your event.

Planning your event
Do not underestimate the importance of planning to the success of your event. Make sure that plans are agreed by all involved in the event and get as much input from others as possible. Make sure that your plans are clear and precise, but that there is also some room for flexibility and contingencies in case things go wrong.

Putting together an action plan and assigning clear responsibilities to people can be invaluable in making sure that your event runs smoothly on the day.

It is also vital that you put together a budget for your event and stick to it – see the Finance section for more advice.

Running Safe Events
It is important the events are planned with safety in mind and as student groups you have a legal responsibility to make sure that your events are run in a safe manner and to try to prevent harm coming to people as far as is reasonably practicable.

You will need to think through the following when planning your event:

- **Venue** – what is the capacity, what are the fire procedures, is it suitable for the activities that you are planning? Is it accessible for the people attending the event?
- **Emergency Procedures** – are you aware of what to do in the event of a fire or other emergency? You must make sure that you have appointed a “responsible person” to oversee the event who is aware of the emergency procedures and will remain sober throughout the event.
- **Crowd Control** – depending on the number of people at your event, you might need stewards or security to help you control the numbers. If you are using members of your club/society to steward people then you must make sure that they are aware of their responsibilities and remain sober.
- **First Aid** – are there people in your group who could provide first aid cover in the event of an accident/incident. For larger events you might need to provide dedicated first aid cover.
- **Noise Control** – we need to make sure that we are considerate to people living nearby, particularly for on-campus events. For an event on campus any noise/music etc must be “inaudible at the nearest campus boundary” by 11pm.
- **Special Effects/ Decorations** – if you are decorating a venue think about the effect that these might have on the area – are they likely to cause an obstruction or increase the fire risk? Paper and material decorations need to be made flame retardant.

If you are using any special effects then make sure that you have checked with the venue and you may need to display notices to warn people.

- **Alcohol** – if alcohol will be made available to those attending your event, please be aware of the “Code of Practice on Alcohol at Events” that must be adhered to.
- **Inclusion** – your event must not be exclusive and consideration must be given to persons attending who may be non-drinkers, under 18 years of age or have a disability.
• **Food** – there is very stringent regulation concerning food safety and you need to be aware of this. Food cooked in students own homes should not be served to people at events, make sure that you use a reputable food supplier who has public liability insurance and the relevant food hygiene certificates. You will also need to have the caterer approved by the Students' Union. More detailed guidance on food can be found in separate section of this handbook.

**Procedures**

Events need to be registered with the Students Union so that insurance and safety requirements can be looked at. We ask you to complete an Event Approval form for all events which can be found [here](#) or in the committee resources section of the website.

Event Approval Forms MUST be received at least 14 days before the event, but if you are planning something that is particularly large or has a high level of risk involved it is strongly advised that you contact the Student Union's Health and Safety Manager as soon as possible.

Permission to hold events on campus may need to be sought from Hall Managers/ Estates Office/ Security etc. Please make sure that you hand in your form in enough time for these permissions to be sought.

On submission of your form we may request further details from you or a fuller Event Plan depending on the nature of your event.