

Event Permission Form Checklist

This checklist needs to be completed before the event form can be handed in or emailed to the EMS Helpdesk.

SU/Society Event

If you are organising a SU or Society event please complete this section instead of the equipment request on page 3/7.

You have received the signature of the SU Chief Executive Officer or nominated delegate located on page 5/7.

YES NO N/A

If you are running an SU or Society event and need more than two tables and chairs, please complete the table below in addition to your Event Permission Form.

Tables	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Quantity
Chairs	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Quantity
Gazebos	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Quantity

Food Hygiene

You have attached a food hygiene certificate if selling homemade food.

YES NO N/A

If using an external caterer they have provided a [food hygiene certificate](#) which you have attached.

YES NO N/A

You have created a sign informing possible consumers of allergens in your food.

YES NO N/A

Electrical Equipment

If you are using your own electrical equipment or bringing in equipment from a external company you have provided a copy of an in-date PAT test

YES NO N/A

Portering Requests

Please be aware our portering team can only offer support until 2:00pm on weekdays. If your request is out of these times then a costcode will be needed to be provided for their overtime charge.

Note

No events can take place on Square 3 on a Thursday during term time due to the SU Market. Please tick a different location across campus.

Event Permission Form



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

The Estate Management Section requires 1 week notice of any Low Risk* event and minimum 3 weeks' notice for any other** event. (Complex events will need discussion further in advance). Should insufficient notice be received it is not guaranteed that the event can be held.

Event Details

Event Name.....

Event Organiser.....

Email Address.....

Contact Telephone Number.....

Name of University Department, Society or Group organising the event

.....

Information about Proposed Event

Date of Event.....

Please state if this is a regular (e.g. weekly) event.....

Start time (from start of set-up) Finish Time (location cleared)

Full description of all aspects of the event (eg set up, set down, event itself, activities carried out, equipment, emergency arrangements, number expected to attend):

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Please tick the location of your event:

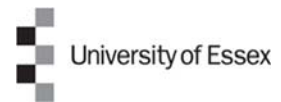
Square 1 Square 2 Square 3 Square 4

Square 5 Silberrad Square Secret Garden

Other area within the University grounds.....

(For office use only) Date received by Estate Management Help Desk & Call Log Number

Event Permission Form



Equipment requested:

Tables	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Quantity
Chairs	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Quantity
Gazebos	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Quantity
Electrical Supply	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Equipment requiring connection.....
.....

NOTE: Electrical equipment will require portable appliance testing (PAT) before being connected to the University's electrical supply (**Evidence of current PAT needed**).

Will music be played as part of your event? YES NO

If so, will this be acoustic or amplified? ACOUSTIC AMPLIFIED

NOTE: Music will **only be permitted between 12.00pm and 2.00pm and after 5.30pm** during a traditional working day.

Will food/drink be sold or given away? YES NO
(If yes, a food hygiene certificates will be required)

Managing Event Health and Safety Risks

Low risk events*:

Use our low risk event criteria list, below, to decide whether your event is low risk.

- 1) Event is on the University squares or in the Secret Garden
- 2) Up to 5 small gazebos (max size 3 meters x 4 meters) supplied and assembled by the SU or Estate Management. (NO OTHER GAZEBOS CAN BE USED **FOR LOW RISK EVENTS**).
- 3) Selling of small items (including food where there is a valid food hygiene certificate).
- 4) Distributing leaflets
- 5) Providing information and advice
- 6) Peaceful demonstration (**where Estate Management security have been informed**)
- 7) Traditional dancing **excluding** any acrobatic type of activity
- 8) Audio equipment (battery supplied or where Estate Management organise the power supply)
- 9) No heat sources or naked flames.
- 10) Less than 200 people attending the event.

If your event satisfies our criteria you can complete the Low Risk Event Health and Safety Checklist, on page 3. This is your safety check list for your 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.

Other events with additional risks**

For any event where there will be activities, equipment or substances not covered by the criteria above, (e.g. physical games and competitions including obstacle courses, throwing items, use of flammable substances. **Note that this is a non-exhaustive list.**) - you must complete a specific risk assessment in addition to the checklist on page 4.

For advice and guidance on how to do a risk assessment go to:

<http://www.essex.ac.uk/health-safety/risk/default.aspx>.

For advice and guidance on how to organise events safely go to:

<http://www.essex.ac.uk/health-safety/activities/events.aspx>

(Please notify the University's Health and Safety Advisory Service, safety@essex.ac.uk, at least 3 weeks in advance, for any proposed event with additional risks).

Event Permission Form



Low Risk Event Health and Safety Checklist <i>(Full Risk Assessment form, supporting this checklist, is available from the EMS Helpdesk for reference):</i>		In Place? Y / N / NA
Fire, Emergency and Security:	<ul style="list-style-type: none"> ■ Exits and signs not obscured or obstructed. ■ The event has less than 200 attendees. ■ Event staff will check for suspicious items and know how to report to Security. ■ Event staff must be aware of emergency procedure and how to raise alarm and gain first aid assistance. Confirm that Patrol staff are able to provide adequate first aid cover for the event. 	
Slips, trips & falls:	<ul style="list-style-type: none"> ■ Ensure that furniture and equipment and cables do not cause a trip hazard. ■ 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) ■ Organiser to inspect site on day of event and prior to its use for potential safety. 	
Gazebos:	<ul style="list-style-type: none"> ■ Are provided by Estate Management or SU. ■ Monitored by the Event Organiser to ensure stability during high winds. ■ Event Organiser to arrange for set down after the event. 	
Manual Handling:	<ul style="list-style-type: none"> ■ Only employees trained in safe manual handling techniques should consider moving heavy furniture and equipment. Refer to Is Your Back Safe leaflet ■ Use porters for heavy lifting activities. 	
Working at Height:	<ul style="list-style-type: none"> ■ Provide suitable access equipment. Check condition prior to event to ensure it is safe. ■ Ensure safe use of stepladders; if necessary give safety instruction prior to event. http://www.hse.gov.uk/work-at-height/step-by-step-guide.htm 	
Electrical Equipment:	<ul style="list-style-type: none"> ■ Confirm all equipment is portable appliance tested. (PAT) ■ Visual inspection of equipment for obvious damage should be made before use by the person responsible for the equipment. ■ Minimise use of extension leads and do not join several together. Protect from wet weather. If an extension reel is used, fully unwind. 	
Food borne pathogens or contamination:	<ul style="list-style-type: none"> ■ Event organiser to ensure that there is a current food hygiene certificate. ■ If practical check whether attendees have special dietary needs, otherwise assume some might and cater for this eventuality. 	
Activities by third persons	<ul style="list-style-type: none"> ■ Confirm that presenter / external organisation has public liability insurance (min £5 million). 	
Behaviour / violence	<ul style="list-style-type: none"> ■ Ensure those supervising the event know how to contact the Patrol Staff. ■ Agree with those supervising the event beforehand what action to take if attendees are drunk or behaving inappropriately. 	
Welfare	<ul style="list-style-type: none"> ■ Confirm sufficient number of lavatories for number of attendees and that they are made aware of how to access them. 	
People especially at risk	<ul style="list-style-type: none"> ■ 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. ■ If children are attending the event, consider potential hazards to them and ensure levels of supervision are adequate. 	
Event organiser to sign here to confirm that the event is LOW risk	Signature:	

If MEDUIM/HIGH risk then include an additional risk assessment for risks not covered above. Please ensure that your risk assessment IS suitable and sufficient to avoid delays.

Event Permission Form



Will any external guests be attending the event?

YES

NO

ENSURE THAT PREVENT PROCEDURES ARE ADHERED TO see links below

<http://www.essex.ac.uk/students/experience/documents/events-external-speakers-code-practice.pdf>

<http://www.essex.ac.uk/about/governance/documents/policies/cop-freedom-of-speech.pdf>

If so, please list.....

(This does not apply to casual attendees)

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Number of guests expected:

Number of vehicles anticipated:

Event organiser:

I confirm I have read the use of squares for events guidelines on page 6 of this document regarding the holding of events on the Squares 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..... Date.....

Event agreed in principle SU Chief Executive Officer or nominated delegate

Signed..... Date.....

(PRINT NAME)

EMS Health and Safety *(Note: The adequacy of the risk assessment is the responsibility of the Event Organiser)*

Signed..... Date.....

Grounds Manager (only if the request is for on the park)

Signed..... Date.....

Deputy Director of Estate Management

Signed..... Date.....

This event is APPROVED

The following conditions apply:

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This event is NOT APPROVED

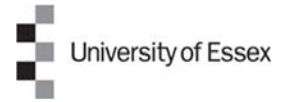
Signed Date

Chris Oldham (Director of Estate Management)

Use of the Squares for events

1. Permission to use the Square/Parkland by University students or staff for society, social or commercial events may only be given by the Director of Estate Management. This will depend on the nature of the event, the timing and the level of organisational commitment.
2. 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.
3. 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 noon and 2pm 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.
4. 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.
5. All entrances to / from the Squares must be retained unobstructed for escape purposes throughout the event.
6. 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.
7. Car parking requirements linked to the event should be discussed in advance with the Security Manager. There is no provision for parking under podia and normal parking fees will generally apply.
8. Gazebos etc. are available to hire from Estate Management and Students' Union.
9. It may be helpful to provide a plan showing the proposed layout of the event when submitting the relevant form for approval. See link to map below
www.essex.ac.uk/about/colchester/documents/colchester-campus-map.pdf
10. Permission to restrict access to particular areas of a Square will not usually be given.
11. The University reserves the right to cancel any agreed event or close down an event if circumstances change or the event creates an unacceptable risk or disruption.

Event Permission Form



Office Use Only:

Event Call Log Number

CALL _____

Maintenance Team advised of request for power supply

YES NO

WO _____

Hire Charge applicable for commercial event:

YES NO

WO _____

Cleaning & Portering Services office advised:

YES NO

WO _____

Security Manager and Office advised:

YES NO