Liverpool Hope University

Event Safety Management Code of Practice

LIVERPOOL HOPE UNIVERSITY
1844

Document Control

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1. Introduction

The purpose of this Code of Practice is to take all reasonably practicable measures to ensure the health, safety and wellbeing of students, staff, visitors and members of the public at all events organised by or for Liverpool Hope University and to comply with the requirements of:

- The Health and Safety at Work Act, 1974
- The Management of Health and Safety at Work Regulations, 1999
- Terrorism (Protection of Premises) Act, 2025

2. Scope

This Code of Practice applies to all events internally and externally organised by or for the University. These are categorised as follows:

- **Type A Events –** Large-scale events that are organised by the University on the University premises, e.g. Graduation events on campus, University open days and large capacity corporate events.

- **Type B Events –** Events that are organised by the University outside of University premises, e.g. graduation ceremonies at Liverpool's cathedrals.

- **Type C Events –** Events that are organised by a third party on the University premises in which the University acts as a venue provider, e.g. conferences, large sporting events taking place outside of standard sports areas.

- **Type D Events –** Small scale internal events organised by the University staff on University premises, e.g. low risk routine Student Life events, wellbeing and sporting events that do not impact on key teaching associated spaces.

3. Responsibilities

University Executive Board

- Provide appropriate support to ensure that these procedures are followed, including provision of adequate resources.

Line Managers, Heads of Schools, Directors of Departments and Executive Deans

- Ensures Lead Event Organiser is appointed.
- Provide approval for events to Event Organisers.
- Decide if further local senior consultation and approval is required.
- Ensure that staff are aware of this Code of Practice and follow all procedures.
- Ensure that staff are aware of the Freedom of Speech and Management of Events COP and that where applicable is applied and aligned with procedures set out within this document.

Lead Event Organiser

- Assumes overall responsibility for coordinating the event.
- Obtains risk assessments from external providers where applicable.

- Conducts risk assessment and produces plans for the event and shares with approver.
- Receives outline approval.
- Shares information with the Health and Safety Advisor, Campus Services and Timetabling Officer.
- Receives approval of event plans and risk assessment from the Health and Safety Advisor and Campus Services.
- Plans, controls and manages all aspects of health and safety for the event.
- Ensures knowledge of emergency actions and contingency procedures.
- Ensures relevant people are informed of the event plans and risk assessment.
- Ensures that any health and safety briefings required take place before the event.

Gateway Team

- Receive initial notification of event request from Lead Event Organiser inclusive of event booking form and any provisional plans and risk assessment for all non-conferencing events, Student Union events and non-type D events.
- Provides outline approval for the event.
- Directs Lead Event organiser to share information with the Health and Safety Advisor, Campus Services and Timetabling Officer.
- Receives information back from the above stakeholders to inform approval decision or revision of event plans by the Lead Event Organiser.

Conference and Events Team

- For internal bookings, receives notification of conference or event request from Lead Event Organiser inclusive of event booking form and any provisional plans and risk assessment for all conferencing event spaces.
- Shares information to Lead Event Organiser advising of necessary contact with Health and Safety Advisor, Campus Services and Timetabling Officer.
- Notifies Gateway Team of Type C event requests for outline approval.
- Manages Type C Events.
- Oversees bookings for outdoor space, other than I3 Courtyard on the University Campus and conferencing facilities.
- Coordinates catering required for events.
- Advises on indoor and outdoor event management.

Campus Services

- Be consulted on all University events other than type D events via the relevant approver.
- Provides guidance and approval on suitability of the event to the Lead Event Organiser.
- Advise on suitability of event setup and event spaces.
- Assist in the setting up and preparation for events.
- Advise on indoor and outdoor event management.
- Assist in safety and effective management of large events where required.

Health and Safety Advisor

- Be consulted on all University events other than type D events via the relevant approver.
- Provides guidance and approval on suitability of the event to the Lead Event Organiser.
- Provides guidance on the safety management of events and risk assessment production.
- Is consulted during planning phase and receives a copy of and agrees to the event risk assessment.
- Provides periodic monitoring of safety during events.

Timetabling Officer (Indoor Spaces)

- Receives event information from the Lead Event Organiser.
- Ensures booking is appropriate and does not adversely impact on learning and teaching spaces or building capacity.
- Books and records the event space.

4. Event Procedures

Type A Events
When organising events on University premises, an appointed Lead Organiser must gain outline approval from the Gateway Team or Conferencing and Events Team approvers. Following approval, consultation must take place with relevant stakeholders, including University Timetabling, Campus Services Management and Health and Safety Advisor.

Type B Events
For events outside of the University premises, relevant stakeholders, such as land/premises owners, landlord and council, must be consulted and approval sought where appropriate. Insurance requirements must be confirmed, and a suitable and sufficient risk assessment must be completed in consultation with the Health and Safety Advisor.

Type C Events
To organise an event at a University conference facility, external parties will make a booking with the Conferencing and Events Team who will manage the booking and event. The Gateway Team will be notified of any intended event in associated key teaching spaces during academic teaching periods for approval. Where external contractors are involved, prior evaluation of their risk assessment and method statement (RAMS) and public liability insurance is required as a minimum. Further information on conference facilities can be obtained from the Conferencing and Events Team.

Type D Events
Small-scale events with University staff or Student Life events only, not intended to take place in any key teaching associated space during the academic year teaching period. An event that does not require crowd management, additional catering set ups or involves non-professional food preparation. Does not require access control changes, layout alterations, fire safety implications or fire hazards, changes to exit routes, loss of access to exit doors, or security considerations may not require approval. If the event falls outside of Type D risk considerations, follow Type A procedures.

Other events at residential locations
No events that could cause a public nuisance and neighbourhood disturbance must be organised at student residential areas. Local rules stipulated in accommodation guidance and contract must be followed.

5. Freedom of Speech and Events
The University encourages debate of all kind and at all levels, encouraging freedom of speech balanced with respect and the views of all those affected by it. To promote freedom of speech and to enable events to proceed when it is safe and legal for them to do so, the University has established a Freedom of Speech and Management of Events COP. For events proposing the involvement of external speakers, such as standard academic conferences, academic provision, Student Union or a specific external speaker event, organisers must follow procedures set out in the Code of Practice and align with procedures set out within the Event Safety Management Code of Practice.

6. Risk Assessment

A risk assessment must be conducted for all events where there are foreseeable and significant hazards and risks. Before confirmation of approval for the event and event space can be provided, a risk assessment must be completed by the Lead Event Organiser and agreed by the University Health and Safety Advisor, Campus Services Manager and relevant approver. For externally organised events that take place on the University premises, Conferencing and Events team will determine if a risk assessment is required from the organiser in accordance with established team management procedures.

When undertaking an event risk assessment, the following should be considered for evaluation:

- potential for disruption due to the nature of the event or the attendees. Consider cultural, religious and geopolitical issues.
- First-aid needs assessment
- Fire safety – e.g. fire prevention, escape routes, capacity and means of escape, firefighting equipment, PEEP/GEEP
- Occupant capacity and people/crowd management in compliance with the fire strategy for the building/space.
- Access control.
- Site access.
- Nuisance – e.g. noise, odour.
- Waste.
- Electrical safety.
- Communications.
- Licensing authority if applicable.
- Disabled visitors and accessibility.
- Safeguarding of children and adults at risk.
- Insurance requirements.
- Food safety.
- Contractor or event holder management.
- Temporary structures.
- Security measures.
- Terrorism protection measures for compliance with The Terrorism (Protection of Premises) Act, 2025 (Martyn's Law).
- Emergency preparedness, communication methods, contingency planning.

An events risk assessment template has been provided for use with this COP. This should be reviewed to ensure it reflects the specifics of the event being organised. This can be found on the health and safety risk assessment webpage. (in progress).

7. Incident Reporting

All incidents, near misses, dangerous occurrences or crime involving staff, students, visitors or the public must be reported promptly to Health and Safety Advisor in accordance with accident reporting and investigation procedures.

8. Accessibility

The event organiser must assess the needs of attendees and guests and ensure accessibility to all, including venue access, parking requirements, and information on

evacuation routes. Further information can be obtained from Health and Safety Advisor or University Estates Team.

9. Event Approval

The timescale of your submission for approval should allow for sufficient evaluation proportionate to the size, scale and complexity of your event.

- A standard event should prompt notification no less than 2 weeks before the event.

- A large-scale event, e.g. Graduation linked events on campus, University open days and large capacity corporate events of over 200 people attending, should prompt notification no less than 4 weeks before the event.

Non-conferencing events and spaces

Any key teaching associated space during the academic year teaching period, e.g. Eden Building and Foyer, Gateway Building and Foyer, I3 Building, Foyer and I3 Courtyard, Health Sciences Building and Foyer, Gateway Building and Foyer, Hope Park Sports Hall, Angel Fields, Capstone Building Foyer (events outside of venue management), Cornerstone Building, and any Student Union event.

- Outline approval is required by the Gateway Team. Send your event plans, initial risk assessment outline and event booking form to: gateway@hope.ac.uk.

Conferencing events and spaces

Any conferencing and event area that is not a key teaching associated space during academic year teaching periods, e.g. Conference Centre, Eden Arbour Room, Capstone Foyer, Cornerstone Great Hall and Mezzanine Gallery, Cornerstone Foyer, Angel Fields, FML Foyer, Fresh Hope, Our Place and all outdoor spaces on campus, excluding I3 Courtyard.

- Outline approval is required by the Conferencing and Events Team. Send your event plans, initial risk assessment outline and event booking form to: conferences@hope.ac.uk

Overall Approval

- Overall approval is considered granted once you have communicated with Campus Services, Health and Safety and Timetabling and all confirm suitable and sufficient arrangements.

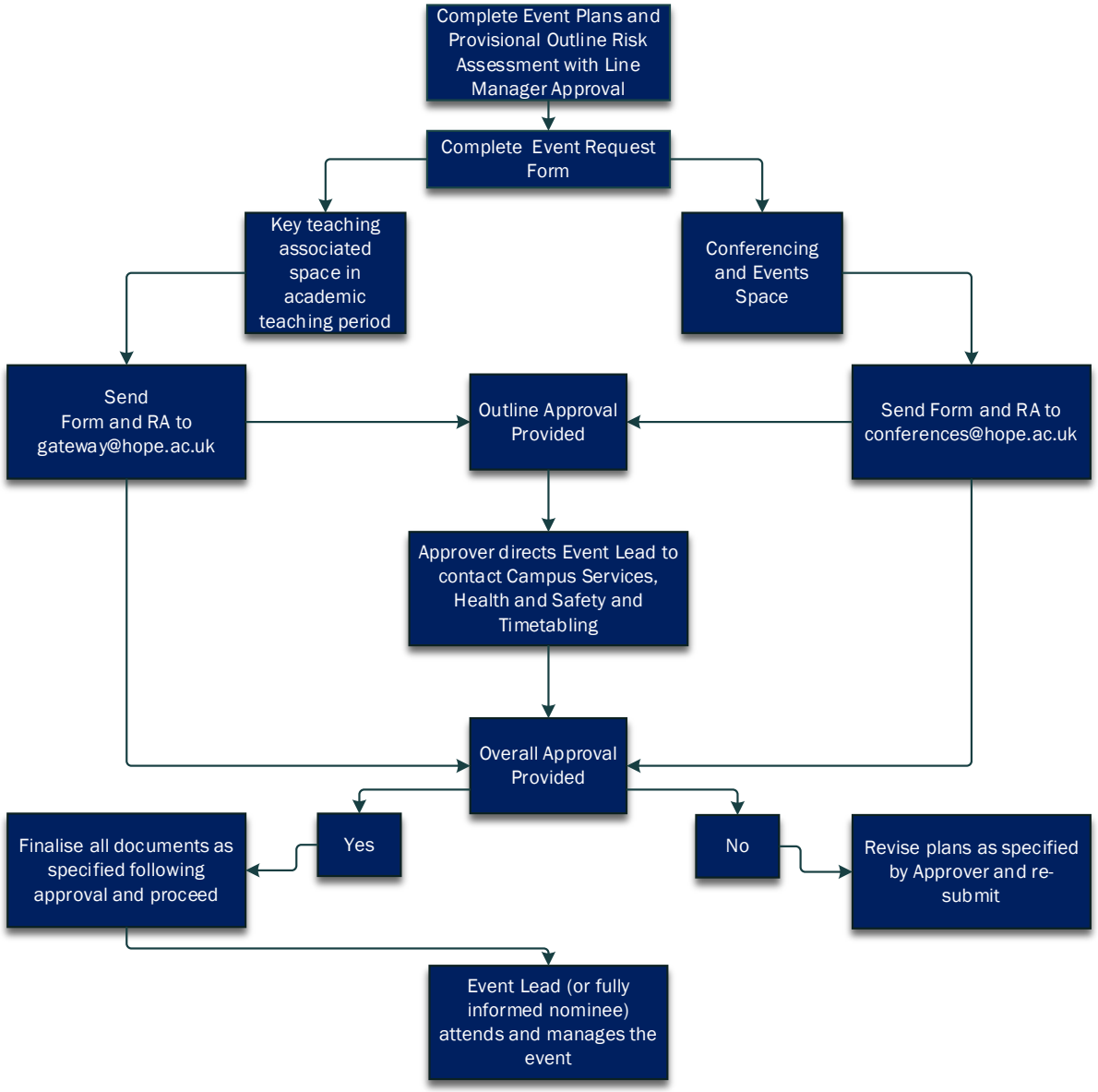
- The Conferencing and Events Team only require outline approval for key teaching associated spaces during the academic year teaching period. Once outline approval is given, the Conference and Events Team will manage the event as per existing team procedures.

Before the event proceeds, it must be ensured that:

- Any necessary insurances and licenses are in place.
- External contractor plans and risk assessment have been reviewed and agreed.

- Any necessary permissions have been provided via internal or external parties.
- All necessary plans and risk assessments are completed and approved by Gateway Team or Conferencing Approvers.
- The Event Organiser (or their fully briefed nominee) will attend and manage the event

9.1 Events Approval Flowchart



10. Further Information and Guidance

- Managing crowds safely: A guide for organisers at events and venues: HSG 154. HSE publications ISBN 0 7176 18347
- The Event Safety Guide: HSG 195. HSE publications ISBN 0 7176 24539
- Sound advice: Control of noise at work in music and entertainment: HSG 260. HSE publications ISBN 0 7176 63071
- Electrical safety at places of entertainment: GS 50. HSE publications
- Fire safety risk assessment: open air events & venues. IBSN 978 18511 28235
- University Health and safety Policy and associated policies.