**Guidelines for running SU events**

**I want to run an event what shall I do?**

**If you event meets these criteria make a calendar listing on the intranet:**

|  |
| --- |
| * Part of the day-to-day operations of the College – a single guest speaker arranged for an lecture for example * Small to medium scale student or staff social with no external guests * Sporting event (unless its exceptional in size) * Low profile – requires no input from estates / security / catering * Cake sale / fund raiser   **Please make a calendar listing on the intranet:** [**https://intranet.rvc.ac.uk/News/Calendar/CalendarForm.cfm**](https://intranet.rvc.ac.uk/News/Calendar/CalendarForm.cfm) |

**If your event is any of the following please make an event listing on the intranet:**

|  |
| --- |
| * External guests and or several speakers (e.g. a symposium or conference) * Members of the public or people from other organisations in attendance * VIPs in attendance * Media presence * Large scale requiring help from estates / security / catering * It will affect the day to day activities of the college   **Please make an event listing on the intranet and fill in the attached form. If you need any help please refer to the checklists and notes on the intranet and speak to the RVC Events Manager (Jennie Winterbottom) JWinterbottom@rvc.ac.uk**  [**https://intranet.rvc.ac.uk/News/Events/Index.cfm**](https://intranet.rvc.ac.uk/News/Events/Index.cfm) |

**Why should I? Because it allows us to stop clashes occurring and offer the best support possible. If you have any question or need any advice setting up your event please talk to the SU Activities Coordinator well in advance of the event.**

**SU event plan**

|  |  |
| --- | --- |
| Event name |  |
| Date |  |
| Society name |  |
| Start time |  |
| End time |  |
| Number of people |  |
| Campus |  |
| Outline of event |  |

|  |  |  |
| --- | --- | --- |
| Role | **Name** | **Phone** |
| Event Organiser |  |  |
| Name of RVC member of staff to be present & responsible if out of normal office hours |  |  |
| First Aider – you must have someone named |  |  |
| Hawkshead Security (24hr) |  | **07900 917 976** |
| Camden Security (24hr) |  | **07810 503 568** |
| Sponsor |  |  |
| Caterer (if needed) |  |  |

**Please list any external speakers and their affiliations:**

|  |  |
| --- | --- |
| Speakers name |  |
| Company |  |

**Schedule for your Event (fill in table below):**

Please list what will happen from set up, right through to cleaning up.

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Action | Location | Who |
| *E.g. 9am* | *Set up registration table and badges* | *TaRC* | *John Smith* |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Risk Assessment:**The health and safety of anyone at your event is your responsibility so please assess the potential hazards and the risk/likelihood of harm. This process helps us to prepare for anything from minor to major situations, so some terminology seems a bit dramatic, but we have to explore the worst case scenarios to fulfil our legal obligations. Please read through this example, then use the blank table below it to create your risk assessment – feel free to copy and paste any useful examples.

Please also assess any potential risk to the reputation of the RVC. Could you event have an impact on the RVC brand and reputation? If so how will you manage this?

**Risk Assessment example:**

| ***Hazard*** | ***Who might be harmed, how might they be harmed and how serious could it be?*** | | | ***What control measures are already in place?*** | ***What else needs to be done?*** | | **Who is responsible for this?** | | **Is the level of risk now acceptable?** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Existing medical condition* | *Guests*  *Students*  *Staff*  *Sickness*  *Heart attack*  *Stroke*  *Fainting*  *Individual serious illness or death* | | | *First Aid trained member of staff or student, will be present throughout the whole event. He / She is first aid trained and knows where all first aid equipment is, including the defibrillator, which they are trained to use.* | *This event is for 20 people. If numbers increase, RVC health and safety need to be contacted to see if another First Aider is needed.* | | John Smith | | Yes | | |
| *Alcohol* | *Guests*  *Students*  *Sickness*  *Alcohol poisoning*  *Injury*  *Anti-social behaviour*  *Low numbers of people, but potential for minor or serious illness and individual deaths.* | | | *The RVC holds a premises licence for the sale of alcohol by retail for both the Camden and Hawkshead sites.*  *All activities with regards to the supply of alcohol are therefore carried out in strict accordance to the Licencing Act 2003, and in full compliance with the latest local Licencing Authority Policy Statement.* | *If any clarification re the supply of alcohol is required then the Designated Premises Supervisor should be contacted via the Estates department.* | | John Smith | | Yes | | |
| *Fire* | *Guests*  *Students*  *Staff*  *Burns, Scalds, Smoke inhalation*  *Multiple fatalities Serious injuries Minor injury* | | | *The building has an ADT monitored fire safety system in place with fire exits clearly marked. All staff working at the event will be informed about the fire evacuation procedure for the building, including the fire assembly point. John Smith will do a house-keeping talk that will include fire evacuation, first aid and toilet and facilities details. All staff will look out for fire hazards and report them immediately.* | *Candles are not allowed inside. LED candles must be purchased instead.*  *In the event of a suspected fire, John Smith to alert security who will contact the emergency services. If Security not immediately available John Smith to call 999.* | | John Smith | | Yes | | |
| *Food safety* | *Guests*  *Students*  *Staff*  *Sickness, allergies* | | | All catering to be provided by the RVC approved suppliers Catering by Churchill  Or  If you are providing your own catering food will be handled with care, refrigerated where required, covered,  Or if provided by outside caterers food hygiene standards have been checked | *Nothing* | | John Smith | | yes | | |
| *Visitors / guests with a pre-existing medical condition that may affect their ability to respond to an emergency* | | *Guests*  *Students*  *Staff*  *Burns, Scalds, Smoke inhalation*  *Multiple fatalities Serious Injuries Minor injury* | *Visitors should be requested to notify the organisers of the RVC event if they have any pre-existing condition e.g. mobility issue, use of a wheelchair, or hearing issue, that would affect their ability to respond to an emergency.* | | | *Personal emergency evacuation plan may be required.*  *Trained staff available to use EVAC chairs to escort visitors safely from the area if required.* | | Event organiser | | Yes |
|  |  | | |  |  | |  | |  | | |

**Your Risk assessment (fill this in please, you can copy and paste from above):**

| **Hazard** | **Who might be harmed, how might they be harmed and how serious could it be?** | **What control measures are already in place?** | **What else needs to be done?** | **Who will be responsible for this?** | **Is the level of risk now acceptable?** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Damage to RVC reputation and brand | RVC staff, RVC students, RVC hospitals and clinical services may be harmed if people no longer aspire to study or use the hospital services at the RVC. | Events must pass thought the event booking process to highlight any areas of potential conflict.  All staff are responsible for managing the reputation of RVC. | If there are any queries the events and marketing team need to be consulted prior to the event. |  |  |

Please now email this form to [events@rvc.ac.uk](mailto:events@rvc.ac.uk). Please do not sign at this stage, but make sure the below is signed before your event starts and you keep it on file.

|  |  |
| --- | --- |
| Event and Risk Assessment Sign-off | |
| Your signature |  |
| Date |  |