



Events Policy

Responsible Office	Finance and Infrastructure
Responsible Officer	Pro Vice-Chancellor (Finance and Infrastructure)
Approving Authority	Senior Leadership Group
Date of Approval	November 2019
Effective Date	June 2020
Related Procedures	
Related University Policies	External Speaker Policy Timetabling and Room Booking Policy
Amended (if applicable)	n/a
Supersedes	(new)
Next review due	June 2022

1. Introduction

- 1.1. Events are a key vehicle for driving a source of commercial income, student recruitment and a positive reputation for an organisation. As such Bath Spa University wants to ensure a high standard is achieved across all events organised at, on behalf of, or in association with the University and that they are run with due regard to the advice, guidance and necessary processes and procedures outlined by the University in this policy.
- 1.2. Bath Spa expects all persons involved in the organisation and delivery of events to adhere to these processes, procedures and associated guidelines to ensure the safety of all those involved, as well as compliance with necessary Governmental guidance and legislation. It is also necessary to ensure the correct balance between the successful delivery of events and compliance with the Code of Practice for Freedom of Speech.

2. Purpose

- 2.1. Bath Spa University has enacted the following policy to ensure that, as far as reasonably practicable, all events organised at, on behalf of, or in association with Bath Spa University follow the necessary processes and procedures in order to deliver events safely, successfully and in line with the values of Bath Spa University.
- 2.2. To ensure that any events permitted at, on behalf of, or in association with the University have a positive impact on the reputation of Bath Spa University and that events support, as far as possible, the strategic aims of the University.
- 2.3. To ensure that any events permitted at, on behalf of, or in association with the University are compliant with the requirements outlined within the Government's Prevent Duty Guidance.

Scope

- 2.4. The provisions of the policy apply to all staff, students and visitors to Bath Spa University. The policy also applies, as appropriate, to outside organisations hiring the facilities and premises of Bath Spa University and to public meetings held on the premises.

3. Definitions

- 3.1. An 'Event' is defined as any meeting, formal or informal gathering or other activity due to take place at, on behalf of, or in association with Bath Spa University. The events may be staff, students, visitors, or members of the public, where attendance has been co-ordinated in advance by a Principal Organiser acting in the capacity outlined below. A comprehensive definition of activities is not practicable but these activities may include, large or small, 'one-off', irregular or regularly occurring events, for example, Open Days, Graduations, Conferences, Seminars, Theatre, Dance or Music Productions and Performances, Weddings, Gala Dinners, Departmental/School Social Gatherings organised by staff, events organised by the Students Union or Student Societies, events organised by an external body taking place on any Bath Spa Campus.
- 3.2. 'Events Manager' or 'Duty Manager' is defined as the person responsible for the oversight of events taking place at, on behalf of, or in association with Bath Spa University, whereby the reputation of the University needs to be upheld.
- 3.3. Bath Spa University Licence Holder is defined as the person who holds the

Licence for alcohol and food sale and consumption on any Bath Spa University sites.

- 3.4. The Conference & Events Department is defined as the department who is responsible for all events taking place on any Bath Spa University campus that are booked by an external party or external organisation.
- 3.5. The 'Principal Organiser' is defined as the organiser of any event taking place at, on behalf of, or in association with Bath Spa University.
- 3.6. 'Contractor' is defined as any person who enters into a contract, who, for a fixed price, undertakes to procure the performance of works, or the furnishing of goods or service, whether for the public or a company or individual.

Legislative Context

- 3.7. The Health & Safety at Work Act 1974 applies to all work activities, including events. It requires employers to ensure, so far as reasonably practicable, the health and safety of their employees, and anyone else who may be affected by their activities, including non-employees, students and general public.
- 3.8. The Management of Health and Safety at Work Regulations 1999 apply to everyone at work, regardless of the nature of that work. The regulations require employers to plan, control, organise, monitor and review their work activities. Employers should assess the risks associated with significant hazards presented by the work activity, including events, in order to identify the preventative and precautionary measures necessary to reduce and control these risks. Specific hazards, such as manual handling, must be specifically risk assessed under separate legislation.
- 3.9. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that certain types of accidents, specific cases of occupational ill health and certain dangerous occurrences must be reported to the Health & Safety Executive. In certain circumstances this can include injuries sustained by non-employees, for example, students and members of the public attending events.
- 3.10. Section 43 of the Education Act (No 2) 1986 places a legal requirement on the University to issue a code of practice in relation to Freedom of Speech, which should be adhered to for any event taking place at, on behalf of, or in association with Bath Spa University.
- 3.11. The Counter Terrorism and Security Act 2015 includes, in section 26, Prevent Duty Guidance which requires clear University Events policies to be put in place, to ensure that when exercising functions of any kind, due regard has been given to the need to prevent people from being drawn into terrorism. Please refer to separate Prevent Policy.
- 3.12. The Equality Act 2010 includes a public sector duty to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity; and foster good relations between people. This involves considering the need to remove or minimise disadvantages suffered by people due to their protected characteristics (gender, age, race, disability, religion/belief, sexual orientation, pregnancy/maternity, gender reassignment); meet the needs of people with protected characteristics and encourage people with protected characteristics to participate in public life or in other activities where there is participation is low. This policy will endeavour to ensure that equality considerations are embedded within all event management processes.

4. Policy

Principles:

4.1. So far as is reasonably practicable, this policy seeks to ensure that all events takes place at, on behalf of, or in association with Bath Spa University follow the agreed principles outlined below:

- Ensure that all events in which a clear association with the University exists, are not detrimental to the institutions' reputation. Events including controversial topics are allowed, but must be managed in conjunction with the requirements of the Code of Practice of Freedom of Speech and the Prevent Duty Guidance. Please refer to separate Prevent Policy.
- Ensure that all events that take place at, on behalf of, or in association with Bath Spa University, including student led events, are compliant with University Health and Safety policies, guidance, local rules, University ordinances and procedures.
- Ensure that the Events, Conferences, Hospitality and Catering services, Security and all Estates & Facilities Management are informed of any events taking place at any Bath Spa University Campus.
- Any authorised proposals for new events are brought to the attention of the Conference & Events Department for consideration and escalation where necessary. All external and commercial events should be, in the first instance, brought to the attention of the Conference & Events Department, any internal, academic events in the first instance must be signed off by the Head of School and then brought to the attention of Conference and Events Department.
- To ensure any large scale events to be held at, on behalf of, or in association with Bath Spa University gain the necessary approvals prior to going ahead.
- To enable the Conference and Events Department to develop an up-to-date register of university wide events to enhance understanding of, and opportunities in relation to, our events offering and to improve communication with other service departments.
- As detailed in the Timetable & Room Booking Policy, outside of normal teaching hours all areas and facilities are available for other purposes, either for community or financial benefit, with Estates and Commercial activity taking precedent.

Procedures:

4.2. Detailed procedures cannot be defined for every event, as the variables are too great and possible scenarios too broad. However the following general procedures should always apply and must be adhered to. If these procedures are not followed the event may not be permitted to go ahead and the Pro-Vice Chancellor External, Director of Estates or a senior representative of the Conference and Events Department has the authority to stop the event at any time.

4.3. If you have any questions please contact conferencing@bathspa.ac.uk

4.4. This section applies to any 'Event' as outlined previously.

- Any event should be brought to the attention of the Bath Spa University's Conference & Events Team and an 'Event Request Form' completed.
- Where appropriate, final authorisation, must be sought and given by either the Commercial Services and Operations Manager, Executive Board or any other relevant senior staff and academics before the event goes ahead.
- All events must be registered on the central Events Register.

Events Policy

- A 'Principle Organiser' is identified to control and manage all aspects of the event, including Health & Safety. Where agreed and appropriate, Bath Spa Conference & Events team will take on the role of Principle Organiser.
- Events will be costed appropriately and will be divided into two groups with different 'rate card' costs associated. This is to ensure Bath Spa University maximises the potential for commercial revenue but also supports internal events:
 - a) Internal: An event that is organised 'in house' with all costs and revenue being generated with the University and an internal budget code associated.
 - b) External: An event that is organised by, or in association with, an outside party or Association where revenue is generated externally and costs invoiced.
- Any permission required from internal departments or Support Services, for example, Grounds Team, Estates & Facilities Management, Parking etc. must be obtained in writing and retained by the Principal Organiser.
- The Principal Organiser must ensure that the event meets the needs of the attendees/guests and take due care to ensure accessibility to all, including venue access, parking requirements, accessible routes etc.
- For any event where an External Speaker is invited to take part, for example, a panel discussion, high profile chairperson, keynote speaker etc. the External Speaker Policy must be followed. Compliance with this policy ensures the balance between compliance with Government Prevent Legislation and the Code of Practice for Freedom of Speech.
- Any requests for gender segregation at events and meetings must show due regard and compliance with the Equality and Human Rights Commission Guidance and Legal Framework, available at <https://www.equalityhumanrights.com/en/publication-download/gender-segregation-events-and-meetings-guidance-universities-and-students> Please also refer to Bath Spa Hub for further advice and guidance on Equality and Diversity.
- Anyone directly involved in the delivery or management of the event will be fully briefed on Health and Safety implications and plans.
- All catering and licensing requests or requirements must first be sought through Bath Spa Conference & Events Department and will be in line with Bath Spa University's catering policy. If external providers are to be considered this requires written approval from the Head of Estates for Facilities & Services or the University's Catering & Hospitality Manager and the required forms to be completed and authorised by the University's Environmental Health Officer.
- Any student led event that uses University premises, branding or association must be overseen by the Society's Social Secretary or other relevant post holder.
- All contractors must have their current Employers/Public Liability Insurance certificate, their own activity risk assessment, method statement and any other relevant documents checked before they come onto any Bath Spa University Campus.
- Contractors providing services such as those supplying scaffolding, inflatable equipment, temporary structures (such as marquees), etc. must receive Bath Spa University and local Health and Safety inductions before they come onto any Bath Spa Campus to work.
- Any external Licences that may be required are in place, for example, public entertainment, alcohol etc. and checked with the Licence Holder.

- Each Event is suitably and sufficiently risk assessed and the risk assessment is checked and signed off by the relevant responsible person. The risk assessment record must be available for inspection. Identified control measures must be implemented and the key parts of the risk assessment shared with anyone who may be affected, for example, Estates and Services where the risk assessment requires a road closure or car park segregation.
- Where the risk assessment requires it, the Principle Organiser attends and monitors the entire event, or is at least contactable for the entire event.
- Any accidents or near misses are reported to the Principal Organiser, who is then responsible for reporting it in accordance with Bath Spa University's accident reporting procedures.

Governance Requirements

Responsibility:

- 4.5. Overall responsibility for Bath Spa University Events Policy rests with the Director of Estates, or their nominee.
- 4.6. All individuals who are involved in the organisation of events must comply with the Bath Spa University Events Policy and associated policies.
- 4.7. Line managers are responsible for ensuring that staff in their areas are aware of this policy and have access to the available guidance and equipment to enable them to comply.
- 4.8. The Conference and Events Department is responsible for the oversight of all events taking place at, on behalf of, or in association with Bath Spa University, whereby the reputation of the University needs to be upheld.
- 4.9. University Licence Holder is responsible for holding the Licence for alcohol and food sale and consumption on any Bath Spa University Campus.
- 4.10. The Conference and Events Department is responsible for all events taking place at any Bath Spa University campus that are booked by an external organisation.

Implementation & Communication Plan:

- 4.11. 2018 saw the implementation of a newly structured Bath Spa Conference and Events Department, the Commercial Services and Operations Manager is leading the team in the development of a thorough review of the guidance and processes available to stakeholders across the University.
- 4.12. As part of this review the team have already put into place the Events Register alongside event booking procedures. The team will also be putting together a comprehensive 'How To Guide' and processes in line with this policy and implementing a communications plan which will see these practical tools which enable the implementation of this policy, communicated to stakeholders across the University.

Exceptions to this policy:

- 4.13. The Pro-Vice Chancellor External, Director of Estates, or their nominated person, are authorised to approve any exceptions to this policy.

Supporting Documentation:

Events Policy

- 4.14. For further information on Bath Spa University's Conference & Events Department, including booking forms, and how the team can support, please contact conferencing@bathspa.ac.uk or call 01225 876700.