



Organising extra-mural activities on University premises

Introduction

This guidance is to assist managers and others who may wish to permit extra-mural activities such as exercise classes and social events to take place on University premises. These activities are not directly related to the normal work of the University but are seen as a benefit to those involved.

Legal background and scope of guidance

Section 3 of the Health and Safety at Work Act 1974 defines that an organisation is responsible for the health, safety and welfare of any non- employees that may be affected by its undertaking. Organising extra-mural activities on University premises becomes part of the University's undertaking. Therefore the Act applies to visitors, students and other non-employees who may access University premises in order to attend such events, as well as the staff who participate.

Therefore where Schools or Departments are considering allowing the use of their facilities for extra-mural activities, they must ensure that they take all reasonably practicable steps to ensure the safety of anyone coming onto the University premises to participate.

The aim of this guidance is to outline some key requirements that should be considered before agreeing such access.

Exercise classes (or similar events)

Paperwork

- Ensure the instructor is suitably qualified to take such a class. Ask to see evidence of qualifications. If in doubt, check with the Department of Sport who can advise on suitability of qualifications.
- The instructor is responsible for carrying out a suitable risk assessment to cover the activity, request a copy of this.
- The instructor must carry appropriate level of public liability insurance. Obtain a copy of the insurance certificate. Commercial Services recommend a minimum of £2million, ideally £5million cover.

Ensure the instructor is trained in first aid or organise first aid cover.

Ensure the instructor is made aware of the local emergency procedures, (fire/medical emergency) and understands that he/she is responsible for communicating these to participants at the start of the class and putting them into practice should the need arise. This is particularly important where the activity is taking place outside of normal working hours for that building.

Ensure the fire exits and fire routes for the room(s) where the event is being held, are unobstructed and available. In particular, for out of normal working hours, University Security (Stuart Croy) may need to be informed in order that fire exits are not locked.

Ensure the location for the activity is suitable. The instructor will need to visit the location to assess it and confirm its suitability. Consider whether allowing the facility to be used for a specific activity will have an adverse effect on subsequent University activity. If in doubt, consult the Estate Office and senior management within the building.

Social gatherings/lectures not organised by the University.

Paperwork

- Obtain information about the nature of the event from the event organiser and ensure they supply a written risk assessment to cover all activities.
- Food /refreshments should be obtained from Nottingham Hospitality. If the event organiser wishes to use other caterers, evidence will be required to demonstrate that the suppliers are suitably trained in food hygiene and a 'waiver' must be signed through Nottingham Hospitality. Contact Nottingham Hospitality (Russ Allen) for further information.
- Any outside company supplying services for the event will require an appropriate level of public liability insurance. Commercial Services recommend a minimum of £2million, ideally £5million cover. Obtain a copy of the insurance certificate and relevant risk assessments.

Where food and refreshments are to be served, additional cleaning and refuse collection may be required in order to ensure the facility is ready for normal University use. Contact the Estate Office Helpdesk on ext. 16666.

Ensure the event organiser is made aware of the local emergency procedures, (fire/medical emergency) and understands that he/she will be responsible for communicating these to participants at the start of the event and putting them into practice should the need arise. This is particularly important where the event is taking place out of normal working hours for that building.

Ensure the fire exits and fire routes from the area where the event is taking place are unobstructed and available. In particular, for out of normal working hours, University Security may need to be informed in order that fire exits are not locked.

Consider first aid provision depending on the nature of the event and the number of people involved.

For any event, involving large numbers of people and/or selling of alcohol, contact the Estate Office Helpdesk (ext. 16666) to ensure that licensing arrangements are in place and other considerations (cleaning, etc.) are dealt with.