



# **Event & Social Planning Guide**

This guide will help you to run a safe and inclusive social, event, trip or activity for your members.

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# 1. Planning a Social

When planning your social event, think about the following things:

- Having a designated sober person if people are drinking alcohol.
- Ensure it's a safe environment –
  - ✓ Is there enough room for everyone at the venue?
  - ✓ Do you have to cross roads to get to venues?
  - ✓ Is there transport involved?
- Community - NOISE! Most areas around the campus are residential areas, be respectful when leading groups of people through these areas.

Note that at Asylum nightclub we have the Hull Uni Angels on hand to help you and your fellow students stay safe, we also have Ask for Angela, bottle tops to stop drink spiking and also Test Strips available.

When putting on Socials, please be aware of our Alcohol & Initiations policy!

- Do not force anyone to do anything they do not want to do.
- Put on alcohol free socials ie: Big Fun, Film night, get involved in a GIAG event.
- Lead by example, ensure good advertising and make it an enjoyable and inclusive experience for all.



## **2. Planning an event on campus in a building or outside on campus**

For any event being held on campus such as a demonstration, stall, or fundraising for your own club or society, an 'Event Permission' form must be completed at least 2 weeks in advance of the date you want it to take place – these are available online, on the university share point site or can be requested from staff at HUU.

If an event is taking place within a building, please still complete the relevant online room booking system.

You will need to ensure that anything you are doing is fully risk assessed and that you have all documents required to undertake this event ie: anything involving food would need a food hygiene certificate. Anything electrical will need a pat test and you will need to write a method statement about your event from start to finish.

Please bear in mind that an 'Event Permission' form will not be necessary if you are using the room for its intended use i.e. a guest speaker in a lecture hall. However, if you are preparing your own food or drink during this event, then you will need to submit a form. If you are unsure, please ask the relevant zone co-ordinator for assistance.

This will then be sent to the University Health & Safety team for approval and only once they have approved everything your event will be able to take place, so please ensure you submit everything within a sufficient time frame.

- Fill out Event Permission form
- Fill out a Risk Assessment and write a method statement to help us understand your event.
- Collate all relevant documents such as certificates for Insurance, First Aiders, Food Hygiene and PAT testing and also any licenses.
- Send to relevant zone co-ordinator for approval and health & safety check.

### **3. Planning an event off campus - using an external venue**

Such as balls / Old boys/girls dinners / presentations etc.,

Things to consider!

- ✓ What venue are you going to use?
- ✓ How many people to you expecting to attend?
- ✓ What are the costs of the event?
- ✓ How much are you going to sell tickets for?

You should first speak to the venue you are intending to host at – discuss with them what you would like to do and ask them for a breakdown of costs.

Do not sign any contracts without informing Hull University Union first about what you intend to do.

Once details and prices are confirmed, look at how much you would have to sell tickets for in order to either break even or make a profit.

Speak to Hull University Union staff and they will advise and issue a Purchase Order number if required by the venue – we can then sell tickets through our website for you and the money will go directly in to your account. (The 'Ticket Selling Form' can be found on our website).

These events must be risk assessed so please speak to a relevant staff member about what you need to do. (The 'Risk Assessment Form' can be found on our website).

You will only need to complete a trip pack if you would like to book a coach/self-hire vehicle there and back, or if you would like to claim money back from the society account.

## **4. Planning an event in HUU Student Central**

Contact our reception team ([hUU-reception@hull.ac.uk](mailto:hUU-reception@hull.ac.uk)) or request a room or stall via the book a space form on our website <https://hulluniunion.com/spaces-places/book-a-room> or to hire one of our venues <https://hulluniunion.com/spaces-places/hire>

The reception team will advise you what paperwork is required, such as External Speaker requests or if you need a separate Risk Assessment.

## **5. Planning a Charity fundraising event on or off campus**

When planning a Charity fundraising event please ensure you contact the Charity first to let them know what you are wanting to do. You can only fundraise for a UK registered charity. To find out if your charity is registered visit <http://apps.charitycommission.gov.uk> and type in the name of the charity you are supporting.

You will then need to contact HUU RAG (Raising and Giving) on [hUU.rag@gmail.com](mailto:hUU.rag@gmail.com) and they will send you all the relevant paperwork to go ahead with your event – this will consist of an event permission form, a risk assessment and a charity collections form.

RAG will also supply you with a fundraising regulator logo which HUU are affiliated with, any promotional materials MUST have this logo on it. Please ask RAG for this.

You will need to have your forms in at least 2 weeks in advance of the event so that we can check everything through and if it is on campus we can then request permission from the Health & Safety team and security at the University of Hull. . If it is off campus then permission must be sought from the venue in use or Hull city council if you are holding a street collection.

If the event is given permission to go ahead RAG will provide you will the sealed collection buckets for use. You just need to request buckets in advance and sign them out with a RAG team member, however there is a charge if buckets are not returned within 2 weeks after the event.



## **6. Purchase Orders**

When hosting an event or running a trip that involves paying a venue or booking transport you must request a Purchase Order otherwise we cannot pay for it from your account. You can request this from either the Sports Co-ordinator or the Student Opportunities Co-ordinator.

You must give us the following information:

- Date & Time of event/trip
- Cost of event/booking/venue

The staff will then check if you have enough funds in your account for this or will liaise with you on how you are going to pay for it.

Once confirmed we will issue you with a Purchase Order/Number and you can then pass this to the supplier or venue - they will then be able to issue an invoice direct to us for payment from your account.



## **7. Selling tickets via our website (Hulluniunion.com)**

You can find our ticket selling request form on our website and at the end of this document.

The form will ask you for the following information:

Basic Information - including Name, Club/Society/Group & contact details

Full Event Information - such as Type of Event, Name of Event,

Date and start/finishing times. We will also need to know the event you are holding it at and the capacity.

Ticket Information - Is it a ticket only event, are you just selling to members or are public sales welcome. We will need to know the cost of the ticket and when you want them to go on and off sale.

We also require a full description of the event to go on our website, so think about what you are writing and make it attractive!

HUU Staff can keep you up to date whenever you like of how many tickets have been sold.



## 8. Trips / Activities

For any Trips run by student union groups – you must complete a trip pack and ensure that a risk assessment is in place. Trip packs can be found on our website and at the One Stop Area.

These must be completed one week in advance of your trip so that HUU Staff can check everything over for you and book any relevant transport as requested. If it is an international trip it must be handed in 4 weeks in advance.

All participants must be a member of your group and you can check their membership by logging on to the Student Union Management System (SUMS) Dashboard – all committee members have access to this.

If you have members wishing to drive their own vehicles on these trips, please ensure they comply with the Volunteer Driver Policy that is on our website.

If you are unsure about any element of your trip/activity please speak to a member of staff.

If you do not have a trip pack in place, you cannot claim expenses from your HUU account for any part of your trip/activity.

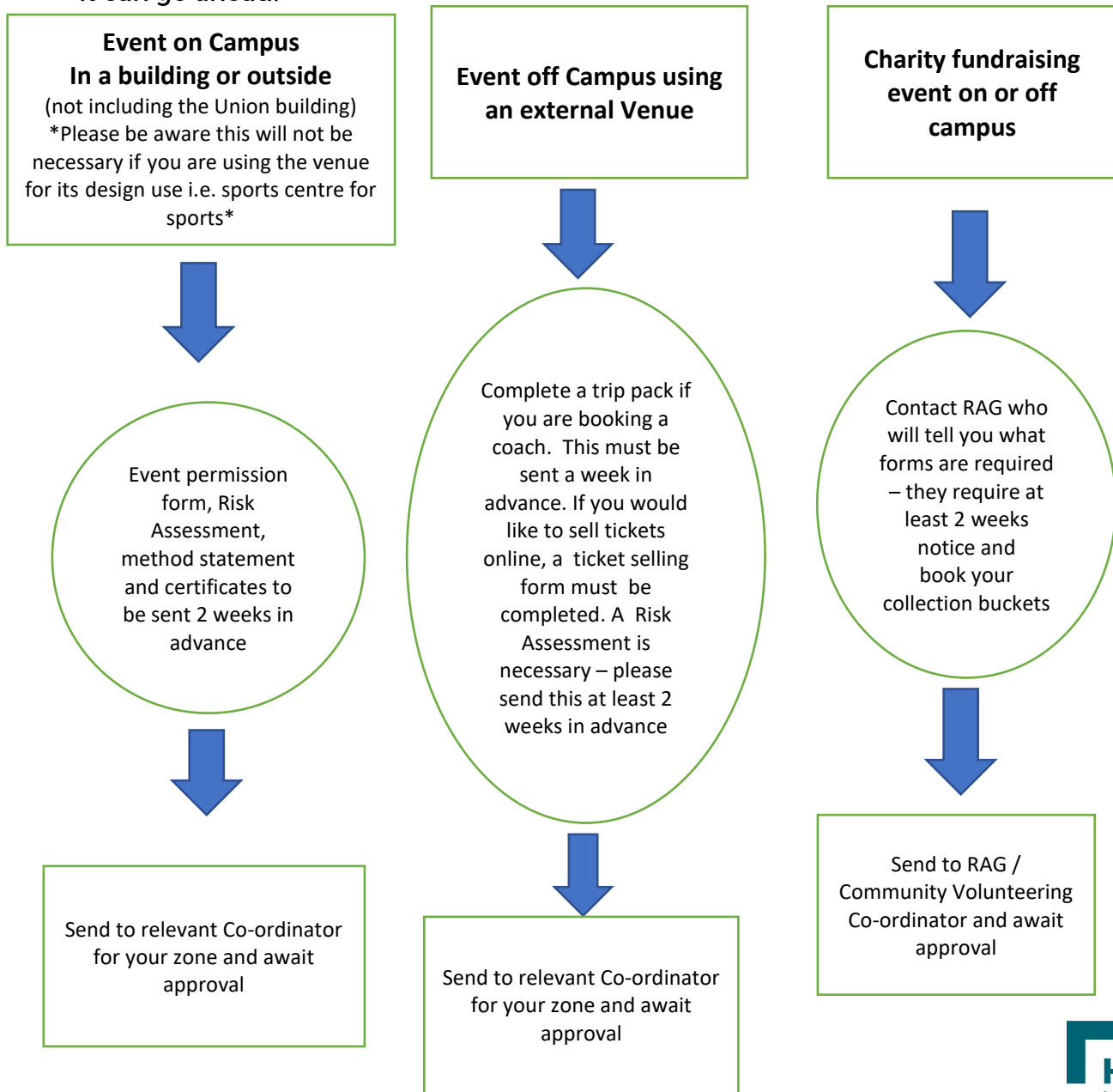


# 9. Flow Chart for Events

Follow this flow chart to understand what to do for each type of event that you may be thinking of running.

For instance, you'd like to do a bake sale in the library, following the guide, you'd be looking at holding an event on campus in a building, the building use would not be for the purpose of the building, i.e. reading in the library, a bake sale it outside of a normal remit. For this you would need to fill out an event permission form, risk assessment, ensure your method statement (a start to finish overview of your event) is either on a separate document or in your risk assessment and any certificates needed such as food hygiene at LEAST two weeks in advance. This then should be sent to your relevant staff member, who will send it to the University Health and Safety Team for their comments and approval and will let you know if the event will go ahead.

The earlier you get the information to us, the earlier that we can let you know if it can go ahead!





# **10. Risk Assessments**

You will have already filled out a General Risk Assessment for each club/society that is already on our system.

More specific ones are needed for some other activities and events (i.e. Big Fun, Gravity – anything someone can hurt themselves at!) – speak to staff if you are unsure if anything is covered.

As many committee members as possible to need to check and sign these

When organising any activity for your group, you must ensure that members are protected from harm and record that you have considered all of the things that might go wrong.

Everything we do involves an element of risk, so we need to put a plan in place.

We need to assess and control the risks associated with activities in order to minimise the chance of injury.

Here are our handy 5 steps to risk assessing -

## **Step 1 - Identify the hazards**

A hazard is anything that could cause harm.

In the context of activities, a hazard could be weather, equipment, how you do something, activity location and much more. Analyse your activity, check if there are existing risk assessments to inform yours. Look at what actually happens rather than what should happen. Look for the obvious hazards. Visit the activity location beforehand if possible, discuss the activity with an expert if appropriate.

Always inform your co-ordinator of all activity planned for your members, they will need to check your finished risk assessment to ensure you are covered by our insurance.

## **Step 2 - Determine who might be harmed, and how**

- Who is involved in the activity - students, visitors, sports coaches? Participants with additional needs?
- Do people have appropriate training (eg; food hygiene, coaching qualification, manual handling) that puts them at less risk?
- Are there any language barriers? What could happen to cause people harm?

A risk is the chance - high or low - that someone will be harmed by the hazard.



### **Step 3 – Minimise the risk –put controls in place**

Controls are ways of removing or reducing risk. Ask:

- Can I get rid of the hazard altogether? (E.g. not crossing a road but using a bridge or underpass).
- What is a less risky option?
- How can we reduce the risk of people being in contact with the hazard? (e.g. use a zebra crossing rather than any busy point on the road)
- What sort of instructions do participants need for the activity? A written sheet? Visual aids?
- Have you asked somebody that has done it before if they have any tips? Look for advice from Union staff –contact your co-ordinator to discuss the risk assessment, it's why we are here!
- Do members or participants have to wear any protective / safety clothing e.g. gloves, climbing harness, walking boots, shin pads?

### **Step 4 – Write it all down – create your written risk assessment**

- Record and communicate it effectively and appropriately.
- Use the Hull University Union risk assessment template. Contact your co-ordinator or download from 'Join In' on our website.
- How will you inform participants about the risks identified and the controls in place to keep them safe?
- **SHARE THE RISK ASSESSMENT WITH EVERYONE TAKING PART IN YOUR ACTIVITY**

### **Step 5 - Review and reflect**

Review after to learn if anything can be adapted for next time, consider things such as if there any need for a change of equipment, this is crucial if there has been an accident or near miss. Share your findings.



## Handy Risk Assessment Tips!

- Staff have to complete risk assessments all of the time for events such as GIAG events that may be a little obscure or out of the ordinary. Try googling the event and type in for example 'crazy golf risk assessment' or 'chocolate making risk assessment' and see what comes up. You may find some pointers in other risk assessments that you may not have thought about for your similar event.
- Ask staff if they have a risk assessment of a similar event. We may have something stored that you could base your risk assessment on and adapt it for your event.
- Unsure of anything? ASK! Give us plenty of notice when planning your event and our team will be more than happy to go through any queries with your risk assessment and the planning of your event.
- Still unsure of how to write a risk assessment? Have a look at this handy You Tube guide [here](#)

On the next page you'll see a HUU Risk Assessment. In the highlighted areas, this is telling you exactly what are asking for each section. If you are still unsure, get in touch with your co-ordinator who will be happy to support you.

## HUU Event Risk Assessment

<p><b>Department:</b> <i>HUU department or Society</i> <b>Tell us who you are!</b>  <i>The Crazy Golf Society</i></p> <p><b>RA Reviewed by :</b> <i>Name of person reviewing RA</i> <b>Who has written the risk assessment and be responsible for the implementation of it</b>  <i>Joe Blog, President of Crazy Golf Society</i></p>	<p><b>Event lead contact details :</b> <i>Mobile phone number, email etc of the person leading the event on the day. Please state that you agree for your contact details to be used on the day of this event by the Union or University.</i></p> <p><i>We might need to get in touch with you or a member of the the university security or health and safety team may need to speak to you, you'll need to provide us with the best contact for you on the day and tell us that you are happy for a member of staff to call if needed</i></p> <p><i>Contact number 07950123456</i>  <i>I give consent to be contacted about this event on the day</i></p>	<p><b>Location of event :</b> <i>Location of the event on campus</i>  <i>Where is this taking place ? Be as specific as you can. In a pub ? Tell us which one ! In a escape rooms, there are two in Hull, tell us the address of which one you mean !</i></p> <p><i>This event will be in the University library on the ground floor near the café entrance.</i></p>
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<p><b>Activity:</b> <i>Detailed description of the event and activity</i>  <i>This is where you can write up your method statement, which basically means we want to know exactly how the event will take place from start to finish.</i></p> <p><i>This event is a charity bake sale, we are raising funds 50% for our society and 50% towards our chosen charity.</i></p> <ol style="list-style-type: none"> <li><i>1. We will assess the space before the day to ensure that we are near any facilities that we require such as hand washing facilities.</i></li> <li><i>2. We will follow the food guidelines sent to us by HUU, the preparation area that the cakes will be made in will be clean and we will ensure that any ingredients with allergens used are clearly labelled.</i></li> <li><i>3. All food will be individually wrapped before transportation</i></li> <li><i>4. On the day we will arrive 30 minutes before the event to set up. A member of our committee, david is manual handling trained and will be lifting the cakes and heavy equipment into the library.</i></li> <li><i>5. We will ensure our table is set up far enough away from the main walkway to ensure that we do not cause any hazards of people stopping at our stall.</i></li> <li><i>6. The event will run from 10am-2pm with two committee members on the stall at all times manning the sealed charity bucket and the baked goods to ensure no tampering of either takes place.</i></li> <li><i>7. After the event, the area will be cleaned down and left as we found it. We will ensure that our funds are taken to HUU finance office and hand in the money with our charity collection form.</i></li> </ol>	<p><b>RA date written:</b> <i>Date the RA was written</i>  <i>Tell us when you finished completing this risk assessment</i>  <i>21/01/2020</i></p> <p><b>RA cover period:</b> <i>The timescale the RA covers (2 weeks from date written)</i>  <i>Tell us here when you would like the risk assessment to cover you for and what date the event is on. If this is for a student groups annual general risk assessment the cover will be the maximum that a risk assessment can be which is to cover you for a year, please state the date from and to the RA will cover you.</i>  <i>This will cover the event on the 30<sup>th</sup> January 2020</i></p>
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<p><b>People at Risk:</b> <i>List of people who may be affected such as participants, Members of the public etc</i>  <i>Who are you going to be around? If you are bag packing at Asda, this would be members of the public, including children. If it is at the University, you may have public, staff and students.</i></p> <p><i>Anyone is able to buy our products, so people at risk will be general members of the public, staff and students.</i></p>	<p><b>HUU Counter signatures:</b> <i>HUU staff member signature</i>  <i>This is where your co-ordinator will sign if they approve of the risk assessment. Please email it over to them for them to read over and give any amendments in good timing of at least two weeks prior to your event.</i></p> <p><b>HUU Counter signatory prints:</b> <i>HUU staff member printed name</i>  <i>This is where a final sign off will be made if required by a manager at HUU</i></p>
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## Risk Evaluation

Hazard (Potential Hazard)	RISK (How might someone be harmed)	Risk Rating	Control Measures (What control measures are used to mitigate the risk)	Residual Rating	Additional controls (What further controls are required if any)	Action by
Remember step 1 of the 5 steps guide, what is your hazard? Go through your method statement, have a look at what your event involves step by step and see what risks that could lead to.  Poor quality / unsuitability of space and facilities at venue	So you've identified the risk, a poor quality space, this could be in its original state or during the event, i.e it would become poor quality of if food and drink is spilt on the floor. This would lead to....  slips trips and falls	What is the risk of this hazard causing harm before the control measures are in place?  Medium	<ul style="list-style-type: none"> <li>A committee member will carry out site visit to check facilities prior to the event</li> <li>Check and confirm details with venue / facilities manager</li> <li>Ensure site is suitable for selling baked goods</li> <li>On the day, ensure that the site is kept clear of stock and packaging to prevent trips and blocked pathways</li> <li>Clear up any spillages of liquid or food to prevent trips and slips to students and the public.</li> </ul>	What are the risks of the hazards causing harm after the control measures are in place?  Low	Do any extra controls need to be put in place?  If a spillage does happen, a committee member will ask the nearest staff member to obtain a wet floor sign to ensure that the spillage is visible until it is dry.	Whos is responsible for these control measures and ensuring that this risks don't happen?  Committee members
Allergies	Someone may have an allergic reaction to one of our products	Low	<ul style="list-style-type: none"> <li>Our food stall will display signs on each product which contain any trace of nuts, which products contain egg, diary, wheat and gluten.</li> </ul>	Low	A first aider will be on site at the venue, we will immediately go to the reception team and ask them for first aid assistance if someone does have a severe allergic reaction.	Committee members

SIGN OFF SHEET				
FULL NAME	POSITION HELD	SIGNATURE	DATE OF SIGNATURE	COMMENTS
Each member of your group will need to sign the risk assessment to acknowledge that they have read it and will uphold the risk management measures on the day of the event				