

Health and Safety Code of Practice SCP12 Visitors and Use of University Premises

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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 1989
- Regulatory Reform (Fire Safety) Order 2005
- Control of Noise at Work Regulations 2005
- Institution of Engineering and Technology Codes

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- WCP3 No Smoking
- SCP2 Evacuation Procedures
- SCP5 Electrical Safety
- SCP13 Supervision
- SCP18 Risk Assessment
- SCP22 Unattended Experiments
- SCP36 Children on University Premises
- SCP37 Assisted Emergency Evacuation

THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES

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1. OBJECTIVE

The objective of this Code of Practice is to provide guidance on the use of University premises for work or activities outside the normal teaching/domestic activities.

2. AUTHORISED VISITORS

2.1 General visitors

Those visitors invited and vouched for by a member of University staff should be accompanied by the member of staff, or arrangements made for them to be accompanied, during the time that they are on University property. Visitors remain the responsibility of the member of staff.

Whilst on site, authorised visitors have the same duties and responsibilities as permanent members of University staff to ensure that none of their actions harm any other persons.

2.2 Delegates to conferences

Delegates to conferences or other events arranged through Conference and Events Services (or others) will be subject to the terms and conditions as laid out in a contract agreement; this Code of Practice will be regarded as guidance.

3. UNAUTHORISED VISITORS

Although such visitors are usually unwelcome, the University nevertheless has a duty of care towards unauthorised visitors who may gain access to University property. The University may not create, or allow, conditions to arise which are likely to cause harm or injury to the unauthorised visitors e.g. the use of razor wire to deter children, which may give rise to a civil liability claim.

4. CHILDREN AND YOUNG PEOPLE

Children are defined as being of school age or below (0 – 16). **Young people** are between school age (16+) and 18 years.

All children attending an event on University premises must be accompanied by an adult, unless attending an authorised and supervised activity where supervision is a part of the package offered.

On occasions, where audiences are predominantly children and young persons, any special local arrangements and precautions required should be decided by the Event Organiser.

Sufficient numbers of stewards, fully briefed in emergency arrangements, must be on duty to ensure speedy evacuation should an emergency arise.

Restrictions on children and young persons to designated areas must be strictly observed.

Note: Organisers must ensure that the Children Act is complied with and that safeguarding checks have been carried out for all staff involved prior to the event.

Staff and students are, generally, **NOT** permitted to bring children onto University premises unless the children are participating in an event as detailed above. This is covered in more detail in SCP36 Children on University Premises.

5. PETS

Pets (other than assistance dogs) must **not** be brought into University buildings.

6. USE OF PREMISES FOR PUBLIC EVENTS AND PRIVATE EVENTS

6.1 Definitions

Private event

This is an event that admits only members of the organising group and their guests.

Public event

This is an event that admits persons not qualified as above.

Premises

This is any building or land owned by, or controlled by, the University.

6.2 Public events

Public events must only take place in those areas licensed by the regulating authority for such purposes.

The licensee (nominated by the University) has responsibility for the safety of the public and will retain control of the premises. If the licensee is not themselves assuming active control, they may nominate in writing a responsible person to take complete control.

The licensee is totally responsible for enforcing mandatory rules and must hold the license available for inspection as required; for example, theatre productions, and public shows of work.

6.3 Private events

In general, the mandatory rules for public entertainment will be applied to private events, although Estate Management may apply special local rules to suit the event and its environment.

Bands and other artists engaged for private events should be informed that advertising the event could be in contravention of regulations if the advertising suggests the public would be admitted.

The general public cannot be admitted to private events. The event organiser must accept responsibility for the implementation of the rules that must be applied as rigidly as if the event were public.

6.4 Contracted use of premises

Any use of University premises on payment of a fee must be detailed in a contract, in writing, clearly setting out the rights, duties and liabilities of the University and the hirer. Any breach of this arrangement may have serious liability implications in the event of an incident.

7. BOOKING PREMISES

Requests for accommodation to stage an event must be made to Estate Management, at least 14 days in advance (21 days if bar facilities are needed).

The use of any part of University premises is always at the discretion of Estate Management who have a general responsibility for the safety of all persons on site. If Estate Management are not satisfied that safety and emergency arrangements are adequately maintained they may act to postpone, cancel or curtail the event.

No alteration to electrical installations, services or fixed facilities must be undertaken without the written permission of Estate Management. This includes moving ceiling tiles.

Full information regarding any equipment that is to be used must be given.

The event organiser must ensure that, at the end of the event, the accommodation is left clean, tidy and safe.

8. EMERGENCY ARRANGEMENTS

The University's emergency arrangements, including action to be taken in the event of a fire, must be posted in all rooms or halls used for public or private purposes. Further information may be found in SCP2 Evacuation Procedures: <https://www2.ljmu.ac.uk/HSU/65144.htm>

8.1 Stewards

The event organiser must arrange for sufficient stewards (as agreed with the Health and Safety Unit) to take control if and when an emergency arises and to assist in the application of this Code of Practice. Stewards must be instructed in their duties and responsibilities and their names be submitted to Estate Management at least 24 hours in advance of the event.

8.2 First Aiders

The event organiser must arrange for qualified First Aiders to be in attendance and must ensure that the total number of people attending the event does not exceed any stipulated maximum.

8.3 Specific emergency arrangements

To minimise the risk of danger or injury to individuals and of damage to property, event organisers must comply with the following arrangements:

- (a) All stewards must know the positions of fire alarms, fire fighting equipment and emergency exits.
- (b) The stewards must be aware of the different types of fire extinguishers and be able to select the correct appliance should the need arise.
- (c) Estate Management must be notified of any fire extinguishers that have been discharged.
- (d) All gangways, corridors and exits must be kept clear and all emergency exits kept unlocked when the building is in use.
- (e) All fire and smoke doors in corridors, or leading to corridors, must be kept closed and never propped or wedged open.

- (f) Without authority from Estate Management, fire appliances must not be removed or repositioned and must not be obstructed in any way.
- (g) The University's no smoking policy must be strictly observed at all times. Further information may be found in WCP3 No Smoking: <https://www2.ljmu.ac.uk/HSU/88793.htm>

9. ACCESS AND EGRESS

Please note the following:

- All exit doors must be available for egress while the event is in progress
- When tables, chairs and other furniture are used, gangways to exits must be kept clear
- Exit notices must be clear of all obstructions such as curtains, other notices etc.
- Routes to final exits must be clearly indicated

10. SEATING

A closely seated audience requires that seats must be secured in lengths of not less than four, so that easy access to gangways can be maintained and the gangway may be kept free from obstruction by loose or irregularly aligned chairs.

Not more than seven seats are normally allowed in a row with a gangway at one end only and not more than fourteen where there is a gangway at each end of the row.

The minimum space between rows of seats is 300 mm (12 inches). The minimum width for gangways is 1.1 m (43 inches).

Other forms of casual seating, e.g. tables and chairs, must not be positioned to obstruct access to emergency exits.

Seating and other furniture must be laid out so that, in an emergency, the area can be evacuated quickly in a safe and orderly manner.

11. ELECTRICAL INSTALLATIONS

All additional electrical installations must comply with the University Code of Practice SCP5 Electrical Safety and be in accordance with Institution of Engineering and Technology Codes. Additional electrical installations for use at private or public events must be approved by Estate Management.

Permanent installations for lighting and power must be fully utilised before any additional supplies are considered.

The use of extension cables are to be kept to a minimum. All excess wiring should be securely taped down to avoid trips.

12. STAGE PRESENTATIONS

It is an essential requirement that any scenery, drapes or curtains have a satisfactory standard of flame resistance. The stage should not be used for keeping scenery or props other than those required for the current production. Adequate fire fighting apparatus, including fire blankets, must be kept on stage ready for instant use.

There must be adequate means of escape for the performers in an emergency.

The University 'What to do in Case of Fire' notice must be posted in the stage flies, storerooms and dressing rooms, and be brought to the attention of all performers using the stage, adjacent areas and facilities.

Immediately before a performance, the licensee or their nominee should make last minute checks, including that:

- (a) Lighting points are working properly, i.e. general lighting, escape lighting, exit notice lighting and lighting of any external exit-ways. These must be lit where there is insufficient daylight.
- (b) All exit doors and gates, (including those in the stage and back stage areas) and their fastenings, are operating satisfactorily and are free from chains and padlocks.
- (c) Any doors and gates that should be locked in the open position are so locked.
- (d) Gangways and exit routes are free from obstruction.
- (e) Sufficient numbers of stewards, properly briefed, are on duty.
- (f) 'No Smoking' notices are displayed (and obeyed) on stage and in back stage areas.
- (g) Adequate arrangements are in place for persons with impaired mobility.

13. NOISE

A Code of Practice published by the Health and Safety Executive sets levels for continuous exposure to noise over a working day (8 hours).

The output from many music amplification systems can often exceed these recommended limits and, combined with fluctuations in signal strength, the resultant impact on the ear can be painful and could cause permanent damage.

The organiser of any event using such equipment should ensure that sound levels do not exceed reasonable limits, or cause a nuisance to neighbours.

14. PERSONS WITH MOBILITY DIFFICULTIES OR OTHER IMPAIRMENTS THAT AFFECT MOBILITY

The requirements of persons with additional needs should be considered, particularly in ensuring that they are able to leave the building quickly in an emergency without the use of lifts. If necessary, a special area should be reserved at events for use by wheelchair users and marked accordingly.

The organiser of any event must ensure that assistance is available for disabled persons in times of emergency and that the risks have been considered and assessed. Further information is contained in SCP37 Assisted Emergency Evacuation.

15. PARKING OF VEHICLES

Cars and other vehicles must park only in designated areas. Entrances, exits and access routes must not be obstructed by vehicles. Site speed limits must be observed. University parking regulations apply at all times and are enforced.

16. USE OF HOVERBOARDS AND SEGWAYS

The use of Hoverboards and Segways by any person on university grounds or in University buildings is prohibited.