

SAFETY MATTERS JUNE 2016

Welcome to the June edition of our new Safety Matters newsletters. The last few months have been quite busy, with progress being made on the appointment of new H&S Coordinators in higher risk Schools (for more details please see article below), developing new training programmes and courses for Technical Services and the resumption of the H&S audit programme.

The next few months are promising to be equally busy, with a large programme of training for H&S Coordinators and Technical Staff over the

©University of Reading 2016 Page 1

FOCUS ON: EVENTS

We would love for every event at the University to be as successful and safe as possible. To help identify and resolve issues there is an Events approval process. Most events are require to submit a notification and risk assessment

form at least 28 days prior to the event, this will allow all the relevant parties within Estates & Facilities to review and approve the event.

Examples of events that need approval include any of the following:

Where there is alcohol or food provided, including BBQs (if not provided by Catering/licence premises)

Marquees etc. which require staking to the ground

Playing live or recorded music

Attended by more than 50 people

A full list is available in <u>Safety</u>
<u>Code of Practice-33 Event</u>
<u>Management</u> and if you are planning on having a BBQ on campus please see Safety Note 40 on <u>BBQ food hygiene and safety</u>.

It is highly recommended that people organising events attend specific training - if you are interested in booking please contact events@reading.ac.uk call 0118 378 4313 (internal 4313) to arrange it.

Evi Konstantinidou *Assistant H&SAdvisor*

SUN EXPOSURE

We are keeping our fingers crossed for a glorious summer. For those members of staff and students who are lucky enough to work outdoors this does

©University of Reading 2016 Page 3