

Clare College Student Events – Managing, Safety and Security

The College is responsible for ensuring that all events in the JCR or other locations in College that involve entertainment and/or the sale of alcohol are properly managed and supervised and to ensure compliance with the conditions of the College's Premises Licence and Health and Safety legislation. All events held in College are private functions and are not open to admission by the general public. No person under the age of 18 may be admitted.

The UCS Executive will oversee the arrangements of all student events in the JCR and designate a responsible organiser for each event. Non-Clare events will need to seek permission from the UCS before a booking can be made. The UCS President will review this event management process periodically with the Head Porter.

A named "Responsible Organiser" will be nominated for the proper management and supervision of each event and will ensure the conditions set out in this document are observed.

All student events are strictly limited to the admission of students in residence at Cambridge University, upon production of a current University Card. Stewards must be in place to ensure that this is monitored. For some events (ENTS for example) the front gates will be locked to control numbers entering the Old Court. Strict access control must be maintained at the College gates and entry only permitted to authorised guests or Cambridge University students with a University ID Card. The responsibility to ensure that the event is managed effectively and safely within the terms of the various requirements will be delegated to the named Responsible Organiser who will be assisted by appointing a suitable number of voluntary Stewards for all events.

The maximum attendance levels for an event in the JCR and bar area is 130 persons. Up to 100 additional guests may be present in the buttery area, but there must never be more than 230 people in the cellars at any point. The maximum number may be reduced if the plan for the event includes provision of chairs and tables or other items that may make escape from the area more difficult. Therefore access controls inside and outside the entry points into the cellar and buttery are required, and numbers must be strictly and accurately controlled. For all events the Responsible Organiser must ensure that the fire exits in the cellar and buttery are clear, accessible and unobstructed. This must be maintained throughout the event and until the Cellars are clear. The Porters will check the number controls with the Stewards at various points during the event and they are responsible for locking up the cellars after the event has finished.

Other rooms in College used for events also have capacity restrictions, which must be observed. Details are available on request from the Head Porter.

The RESPONSIBLE ORGANISER must:

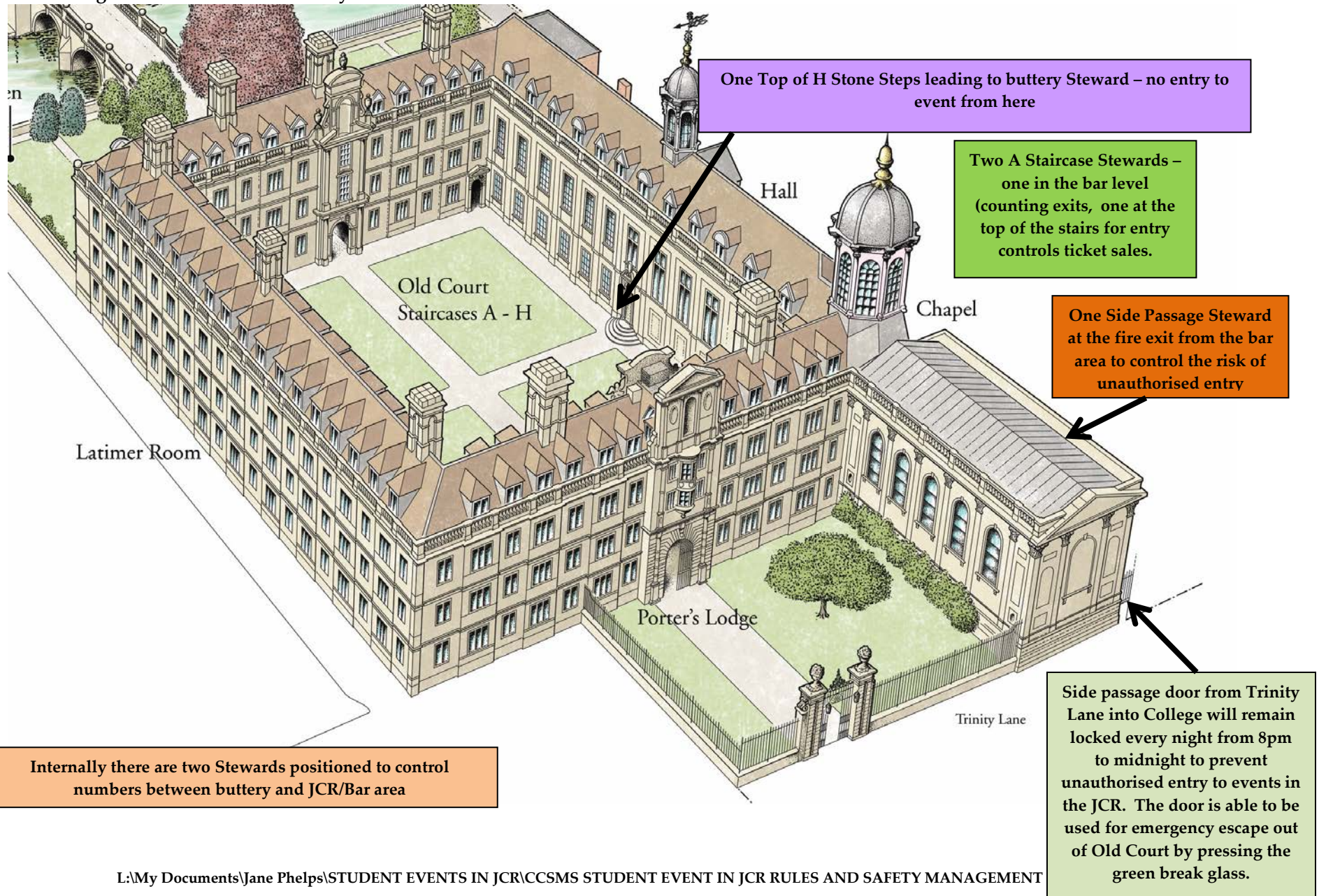
- Be responsible for ensuring that there are sufficient Stewards recruited to safely manage each event where it is likely that more than 100 guests will attend
- Be responsible for ensuring that the Stewards appointed are sufficiently trained and informed of their role and responsibilities
- Be responsible for ensuring that the bar is closed at 11.30pm
- Ensure music is finished by 12.30am for a Friday or Saturday events and at 11.45pm on all other days
- Not allow any food or drink into the JCR and bar unless provided by the College Catering Dept
- Have a sufficient number of people present throughout the event to monitor compliance with these conditions
- Be responsible for recruiting, training and assigning Stewards to manage the event
- Be responsible for communicating with the Porters on duty to keep them informed
- Be responsible for taking appropriate action in respect to any emergencies or reports from the Stewards of possible problems that may disrupt the event, cause any danger or contravene any legal requirements
- Ensure that any contractor/band/performer has been informed of the emergency evacuation procedure, fire escape routes and where to assemble in the case of an emergency
- Appoint people to collect waste and rubbish/room decorations and place these items into bin bags so that housekeeping staff can readily clean the area the next day
- Report to the Porters if vomit is found on the premises in public areas as soon as it is discovered
- Provide a written log of the Stewards working on the event and leave this with the Porters before the event begins

STEWARDS at events will be solely dedicated to their duties and will not drink any alcohol or become distracted by participating in any activities at the event. A Steward at an event must :

- Be alert and act promptly to prevent serious incidents
- Be trained and informed on the emergency procedures and fire escape plans and act quickly in the case of an incident
- Have a thorough understanding of their role and the reasons that Stewards are needed
- Identify themselves to the Porters on duty before the event begins
- Not drink alcohol while working at an event
- Screen visitors by requesting production of University Cards to confirm bona fide guests
- Sell tickets for the event
- Provide advice and ensure the safety of those visiting the premises
- Manage cloakrooms
- Manage queues and control numbers for the safety and well-being of all attendees
- Communicate with the duty Porters as necessary

Important Note:

The RESPONSIBLE ORGANISER is responsible for ensuring that Stewards are adequately trained and informed on how to perform this role and must ensure that each Steward is aware of how to evacuate the JCR and Old Court in the case of an emergency. Duty Porters will take control in emergency situations. However, with large numbers of people it is important that all those involved are aware of the safety procedures, escape routes and assembly points. Training is provided by the Head Porter and the event organizer must liaise with the Head Porter in good time to allow for training for their events as necessary.



One Top of H Stone Steps leading to buttery Steward – no entry to event from here

Two A Staircase Stewards – one in the bar level (counting exits, one at the top of the stairs for entry controls ticket sales.

One Side Passage Steward at the fire exit from the bar area to control the risk of unauthorised entry

Side passage door from Trinity Lane into College will remain locked every night from 8pm to midnight to prevent unauthorised entry to events in the JCR. The door is able to be used for emergency escape out of Old Court by pressing the green break glass.

Internally there are two Stewards positioned to control numbers between buttery and JCR/Bar area

Date and name of event..... Stewards Tasks	21.00-	21.31-	22.01-	22.31-	23.01-	23.31-	00.01-	00.31-
	21.30	22.00	22.30	23.00	23.30	24.00	0.30	1.00
A Stairs Top (ticket sales number controls entering event)								
A Stairs Bottom (number controls leaving event)								
Entry To Buttery From Bar (number controls into buttery from bar)								
Entry To Buttery From Bar (number controls out of buttery into bar)								
Top Of Stone Steps At H staircase								
Side Passage (prevent unauthorised entry at fire exit)								
Bagging rubbish and loose waste/checking wash rooms regularly and using vomit spillage kit as required								
Bagging rubbish and loose waste/checking wash rooms regularly and using vomit spillage kit as required								
Clearing the outside areas of glasses and bottles in readiness for early morning events								
<p>Provide names and signature of Stewards working the event below. Place their initials in the boxes above to show the role they are covering and when. Ensure that all Stewards working have been clearly instructed on the responsibility of their role and know how to evacuate the area in the case of an emergency.</p>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
Name and signature of Responsible Organiser	Date :							