

Basic Activity Safety Measures

As a student group you are responsible for making sure that your events and activities are safe for all involved. The Students' Union has health and safety and events processes in place to help you make sure that you are putting the appropriate measures in place to ensure the safety of your events and activities, and all student groups need to follow these processes.

These are the measures student groups need to have in place in order to run virtual events/activities or small outdoor events/activities (of no more than 6 people). Please note that, at the moment, we are not able to offer room bookings or for student groups in University or Students' Union rooms, nor are we able to offer book out outdoors space or Library Square stalls.

The President of each student group needs to read through the below measures and sign the **Basic Activity Safety Measures Form**. This is to let us know that the group's committee members understand what safety measures need to be in place for these specific events and activities. Once the President has signed on behalf of your student group your student group may plan and deliver events or activities in line with the measures described, without needing to complete a separate risk assessment. The President of the student group should then stay up to date with any changes to these measures, which will be communicated by the Students' Union.

Following our processes means that you have our protection if something was to happen at an event or activity you've organised. As these processes are important for the safety of you and your members, not following these processes could lead to restrictions that would prevent your student group from running further activities.

Basic Activities Measures List

Virtual Events/Activities

- All external speakers will be approved via the External Speaker process. For details of the process [click here](#).
- Students' Union approved platforms should be used wherever possible (such as Teams, Zoom, Google)
- No personal data (email address, address or phone numbers) should not be shared on virtual events/activities. If any personal data has been disclosed on an event/activity that is being recorded that section of the recording should not be made available to others
- Consent should be sought from attendees if the event/activity is being recorded
- Online platforms guidance provided by the Students' Union will be followed
- Any tickets for virtual events or activities will be sold via the Students' Union website
- Any online events/activities involving under 18s or adults at risk will require additional safeguarding measures. These should be discussed with the Volunteering Coordinator on su-volunteering@qmul.ac.uk
- Student Media Outlets will follow the specific process applicable to them to producing content, online or printed

Small gatherings (outdoors, 6 people maximum, Covid-measures in place)

- Gatherings of no more than 6 people may take place outdoors (in a public place or in a private garden)
- In a pre-event message, event organisers must inform expected guest that they should not attend if they are showing COVID-19 symptoms, have recently tested positive for COVID-19, or have been in close contact with someone who has, or should be self-quarantining

- Guests should be advised not to travel with anyone from outside their household or support bubble unless they can practise social distancing
- A distance of at least 1 metre must remain between those in different households
- If meeting in a private garden, those needing to use the toilet should be told not to touch surfaces unnecessarily, wash their hands carefully, and dry their hands disposable towel/tissue and disposing of these carefully, wherever possible
- If meeting in a private garden, those needing to pass through a home to reach the garden, should be told to avoid touching surfaces unnecessarily
- No student should be encouraged to drink alcohol
- No cash handling is not permitted- any fundraising or ticket sales should be done online via the Students' Union website. This can be organised by contacting su-rag@qmul.ac.uk for fundraising or your staff support for all other sales
- Event organisers should be aware of the weather forecast, with activity only going ahead if considered safe to do so or with additional safety measures in place
- If event happening early in the morning or late at night guests must be advised of the start and finish time and advised to plan safe travel appropriately
- Event/activity organisers must make safety measures clear to any expected attendees in advance
- Event/activity organisers must ask those not following measures to leave
- Equipment must not be shared (pens, games, etc.). If an event or activity involves sharing equipment the event/activity must be first be approved via the Event/Activities Registration Process. [Click here](#) for more information about our events/activities processes.
- Recreational sporting activity may not take place. If you're considering an event/activity that involves physical activity that this must first be reviewed via the Events/Activities Registration Process. [Click here](#) for more information about our events/activities processes.
- No food or drink (or crockery, cutlery, glasses/cups) may be shared- any event/activity involving food would mean guests would need to bring their own
- No open flames or fireworks permitted
- If any guest is found to be in possession of an illegal substance, event organisers should inform the police or if a guest is under the influence of an illegal substance, they should inform the emergency services. If this occurs, the event organiser must inform their staff support as soon as possible
- Any health and safety instances must be reported to the relevant Students' Union staff support

Basic Activities Declaration

By completing and submitting this form I am confirming that I am the President of my student group and I:

- Understand what safety measures need to be place for these events or activities to take place
- Confirm that I will ensure all other committee members helping to organise events or activities will be made aware of these measures
- Confirm that I will ensure that these measures are adhered to throughout my student group's events and activities
- Will keep up to date with any changes to safety measures, which will be communicated to me via the Students' Union
- Understand that for any other face to face or physical events or activities I will follow the Event/Activity registration process so my student group event or activities can be reviewed by the Students' Union and any additional safety measures can be put in place to ensure the safety of all involved

To sign the Basic Activity Safety Measures Declaration [click here.](#)

Last updated 24 March 2021

