

AIMS COLLEGE OF BUSINESS AND IT
(PVT) LTD

EVENT ACTIVITIES AT CAMPUS PREMISES



This is a sub-policy of AIMS Health and Safety Policy Statement

This sub-policy applies to all public and private events, including seminars and conferences organized by Faculties, Departments, Services, individuals, staff, or other clubs and social organizations inside or outside AIMS, as well as other quasi-groups or enterprises.

1. The event organizer is responsible for the lodging, reservations, and compliance with AIMS usage restrictions.
2. The overall number of individuals attending an event shall not exceed the maximum number specified.
3. The risk assessment must include complete information on any equipment that will be employed.
4. All event reservations that involve the use of rooms must be booked through the Head of Academics. Ad hoc room booking requests will be entertained only when the lecture schedule has been finalized. Requests for outdoor places will be considered at the discretion of The Head of Academics.
5. If it is determined that a risk assessment is required, no booking request will be allowed. Timetabling will either accept or reject the risk assessment, with the Health Safety Unit consulted if necessary.
6. If the Non-Executive Director is not satisfied that appropriate safety and emergency procedures are in place, he or she may postpone, cancel, or reduce an event.
7. The event organizer must ensure that there are enough people on hand to regulate the situation in case of an emergency and they must be trained in their roles and tasks.
8. Open days and other major internal events should be reported directly to the Head of Academics.
9. Inquiries about external room bookings should be made to The Non-Executive Director, who will check room availability with the Head of Academics. It should be noted that AIMS' rooms need to take precedence over external activities.

10. If a risk assessment is necessary, the person in charge of the event must complete it and provide a copy to the Non-Executive Director. Room reservations for events that need a risk assessment will not be confirmed until the risk assessment form is accepted by the Non-Executive Director, with assistance from the Health and Safety team if necessary. A risk assessment for the usage of a room is generally only necessary if the area is exposed to one or more serious dangers.

Room Reservations for Student Societies and Clubs

1. Please direct all booking requests to the Non-Executive Director, who will subsequently transmit the request to the Head of Academics.
2. In addition, the Non-Executive Director should send any applicable Risk Assessment Forms to back up the bookings.
3. A week's notice should be provided with this sort of booking request so that Risk Assessments may be received and reviewed before the accommodation booking is confirmed.
4. Room reservations will not be verified until the Non-Executive Director accepts the applicable risk assessment form. If there is a health and safety reason why the event cannot take place, the room will be cancelled and the person who booked the room will be notified.

Emergency Preparations

To reduce the risk of injury and danger to humans and damage to property, AIMS' emergency plans, which contain the actions to be done by function organizers, must conform with the following provisions:

- a. All people presiding at gatherings must be familiar with the locations of fire alarm call points, firefighting equipment, and exits inside the places in question.
- b. Any discharged extinguishers must be reported to the Non-Executive Director.
- c. Keep all gangways, corridors, and exits clean.
- d. When the building is in operation, all emergency exits must remain unlocked.

- e. All fire and smoke doors in corridors or opening into corridors must be maintained closed and never propped or jammed open, unless they are held back by a fire or smoke alarm.
- f. Extinguishers may not be removed or relocated without permission, and they must not be hindered in any manner.
- g. Smoking is permitted only in specific places.

A. Public Events

Public events must only take place in locations that have been licensed by the regulatory authorities for that purpose.

The licensee is responsible for the public's health and safety and will retain control of the premises.

Typically, the Non-Executive Director is the licensee for such spaces licensed for public performances on his site(s) and makes an application on behalf of the Governing Board as needed, either annually or on an as-needed basis.

The Non-Executive Director, who is in charge of implementing these necessary standards, must have the license. If the licensee is not exercising active control, he must appoint a responsible person to do so, and the nomination must be in writing.

B. Exclusive Use of Premises

In general, the restrictions that apply to public entertainment also apply to private gatherings. The organizer must bear responsibility for the regulations' implementation, which must be followed with the same rigor as if the event were public. Private events must not be open to the general public.

C. Egress & Access

1. All escape doors, as well as the gangways leading to them must be kept free and exit signs must be plainly visible.

2. The only permissible security equipment for keeping exit doors locked during an event are panic bars/bolts.
3. The gangway's minimum width is 1.1m (43 inches).
4. Seating and other furnishings must be arranged so that the space may be evacuated swiftly and safely in an emergency.

D. Snacks and beverages

Refreshment arrangements should be mentioned in the event risk assessment.

E. Noise

1. Noise levels must not violate health and safety or environmental regulations or cause a nuisance to neighboring businesses.
2. Sound system output, in particular, should be monitored since it might induce ear irritation, pain, or hearing impairment.

F. Electricity

1. Before considering additional supplies, permanent lighting and power systems must be completely utilized. The usage of extension leads should be limited.
2. All portable electrical appliances must be maintained and tested in accordance with Electricity at Work and CEB regulations.
3. No electrical equipment shall be used in situations where its strength and capabilities may be exceeded in a dangerous manner.

G. Stage Presentations

1. All scenery drapes and curtains must meet a sufficient flame resistance standard.
2. Props, scenery, and other items should not be stored on the stage.
3. Performers must have ample ways of escape.

4. Adequate fire-fighting equipment should be stored close to the stage.

H. People with Disabilities

Disabled people must have easy access to events. If required, a separate place should be set up for them. In the case of an emergency, the organizer must guarantee that persons with limited mobility or other relevant disabilities have access to help.

I. Final Approval

Any event must get final clearance from the Non-Executive Director before it may take place.