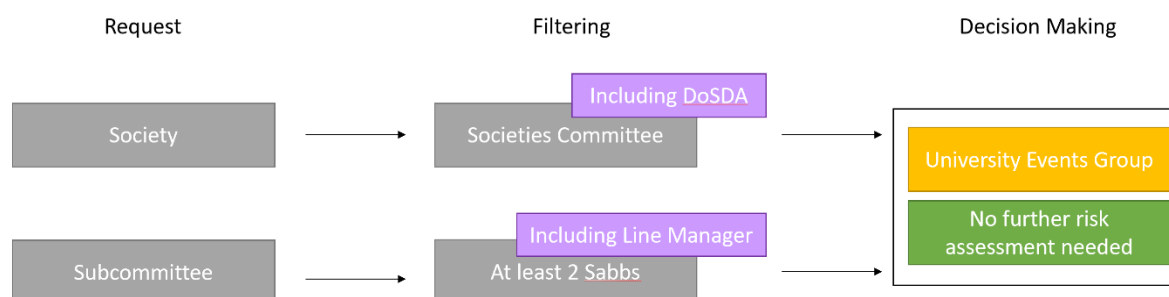


To streamline the event approval process for Students' Association affiliates and to ensure that we are aligned with the University a new process is now in place as laid out below. This process will be reviewed regularly to assess effectiveness.

New event requests will be triaged through the Societies Committee and Sabbatical Officers, reducing the workload previously held by the Acting Building Supervisor. Following clarification from the University, more events will be allowed (including in private residences) and the overall number of new risk assessments will hopefully be reduced.

Event Approval Procedure

1. Students submit a description of the event highlighting what the activity will be, number of attendees, and where it will be held. Explain any unusual risks that are associated.
2. The event will be filtered to one of two possible outcomes:
 - *no further risk assessment needed*
 - *risk assessment submitted to University Events Group.*
3. **Students will be made aware of safety guidelines that they must follow.**



Students are advised to submit event requests 2 weeks in advance. Events with no further risk assessment needed should be accepted faster than this, but events passing through the University Events Group will need the time to be processed.

Societies Committee meets once a week; committee members will be able to review requests as they come in. No additional training is required, due to committee members' experience as part of societies, and oversight from the DoSDA. However, examples and further guidance will be provided for reference. Decisions must be unanimous to progress to *no further risk assessment needed*.

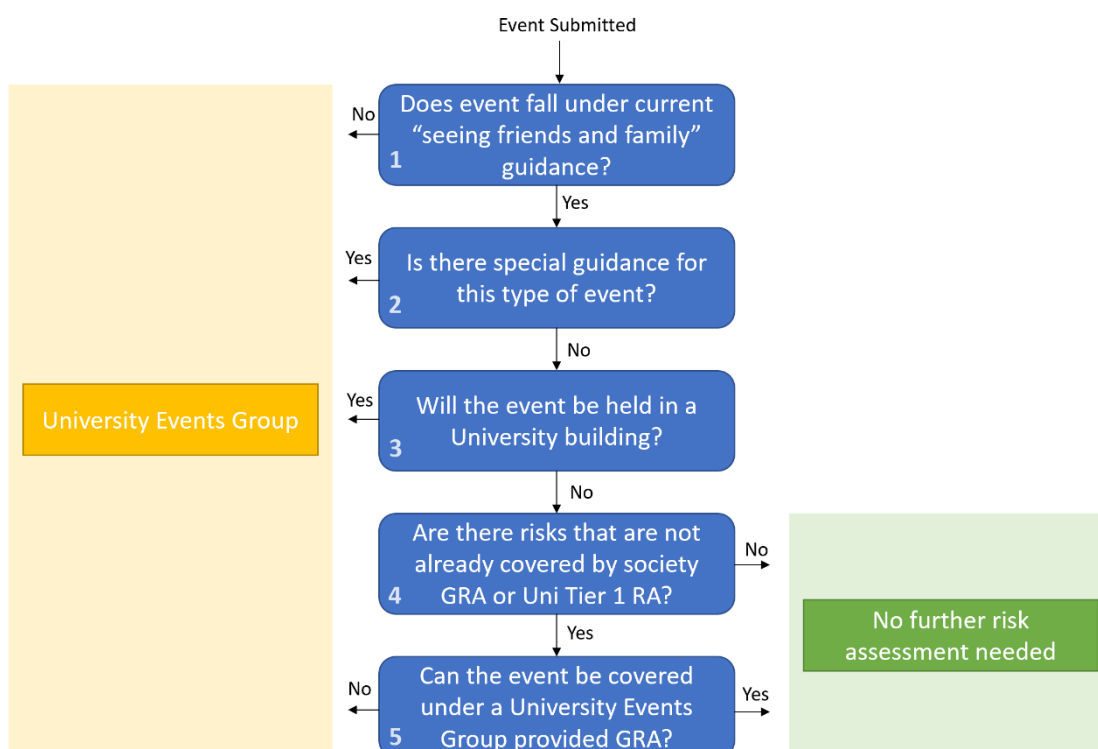
Decisions for subcommittee events will be handled by at least two sabbatical officers. Any disputes will lead to the event being submitted to the University Events Group.

University Events Group

The University Events Group / Can Do Events Committee will be made up of the appropriate staff members from across the University and the Students' Association. Included in this will be DoES, DoSDA, and a member of Union staff (Phil Hulse, Acting Building Manager). This group will meet regularly and provide guidance and risk assessment oversight for student run events.

Event Filtering Flow

Societies Committee / Sabbs will follow the same flow, explained in detail below. If there is any confusion or uncertainty, decisions will be made by unionra@ or University Events Group.



1. Following latest government guidance, taken from <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/seeing-friends-and-family/>.
2. Special guidance (e.g. Music, Education) handled by University Events Group with appropriate specialist input.
3. Centralised guidance for buildings handled by University Events Group with input from building staff where necessary.
4. Societies submit a General Risk Assessment (GRA) as part of affiliation. University Tier 1 Risk Assessment (RA) covers coronavirus risk for normal activities. For small events, students are expected to self-police, and follow the COVID Code.
5. In future, generic risk assessments provided by University Events Group can be used for simple events.

Event Restrictions

Outside of government and University guidance, no additional restrictions are in place for events, as long as events follow the procedure laid out in this document and are therefore appropriately risk assessed. Societies must have an approved general risk assessment.

Current guidance prevents events inside private property of more than one household, however as restrictions lift this will be allowed.