
The University of Aberdeen has an obligation to ensure the safety of you whilst on campus. In the interests of Health and Safety, you are requested to, at all times, observe the instructions detailed below particularly in the event of an emergency situation.

ORGANISER'S RESPONSIBILITIES

The organiser (as detailed on the booking form) is named as the responsible person for health and safety matters, including risk assessments relating to the event, and must be present, or their nominated representative, throughout the event. The name of the person responsible for Health and Safety on the day, if not the event organiser, must be detailed on the booking form.

The organiser or named person is responsible for maintaining proper order on the day, observing fire, safety and security regulations.

It is recommended that arrangements are made to carry out a visit to the Chapel prior to the event, to ensure familiarisation with the Chapel, fire exits and facilities.

In the situation where assistance is required and a member of staff is not present at the Chapel, please contact the Multi-Faith Chaplaincy Office for assistance Monday to Friday from 9.30am to 5.00pm, on 01224 2721237 (2137 internal).

Out with these hours please contact University Security. The security control room is attended 24 hours a day, for assistance please call 01224 273327, or in an Emergency 01224 273939 (3327/3939 internal).

CHAPEL HEALTH & SAFETY

On arrival the Chapel will be set up as previously agreed and detailed on the booking form. This set up will ensure that all fire escape routes remain unobstructed at all times. Furniture must not be rearranged without further approval.

Events are not allowed to exceed the maximum capacity of the Chapel which is 200 people.

The University of Aberdeen operates a no smoking policy within its buildings. Smoking is permitted outside and appropriate disposal bins are provided. Organisers of events are responsible for ensuring that all participants comply with this policy.

The use of pyrotechnics, helium balloons, streamers, naked flames and the burning of incense or similar is also not permitted.

MEDICAL ASSISTANCE

In the event of a medical emergency please contact the emergency services on 999. ('9'-999 internal)

Security control can provide on-site first aid assistance for non-emergency situations, please contact them on 01224 273939 (3939 internal).

FIRE SAFETY

The organiser or named person must familiarise themselves with the fire alarm procedure, evacuation routes and assembly points, and must ensure that these instructions are communicated to all those attending.

IN THE EVENT OF A FIRE

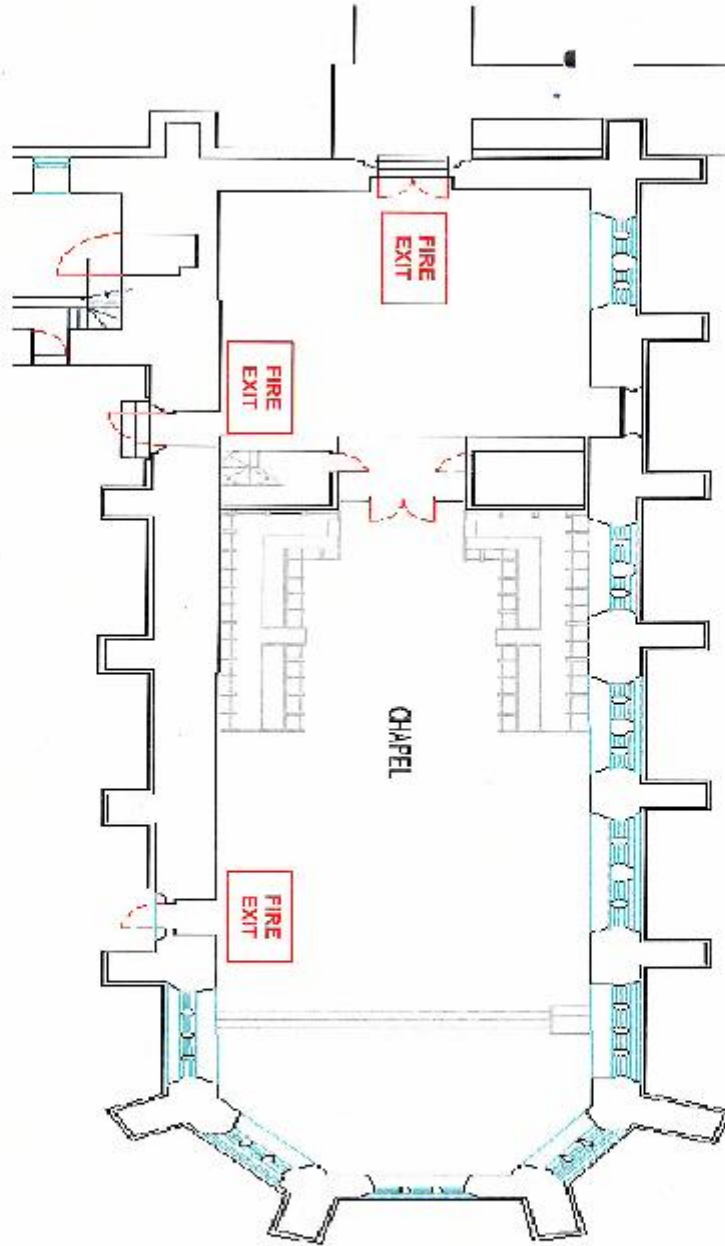
1. Sound the Alarm
2. Call the Fire and Rescue Service by dialling 999 ('9'-999 internal)
3. Report the exact location of the fire
4. Warn others in the vicinity of the danger
5. On the arrival of the Fire and Rescue Service indicate the location of the fire

ON HEARING THE ALARM (continuous klaxon)

1. Leave the building by the nearest exit and gather at the assembly point (as detailed on each venue plan below)
2. Attendees, delegates and guests will not be permitted to re-enter the building unless directed to do so by the emergency services.
3. Upon the sounding of the alarm, a member of University Security personnel will be called automatically to the venue.

FIRE SAFETY INFORMATION

The following plan clearly details all fire exits and escape routes for King's College Chapel. Please ensure all responsible and appropriate persons are familiar with fire safety arrangements.



Fire Assembly Point – Lawn to the West of Elphinstone Hall/Linklater Rooms.

Fire Alarm Test Times – Wednesdays at 8.30am

EQUIPMENT AND LOADING AND UNLOADING FROM VEHICLES

1. The Multi-Faith Chaplaincy must be informed of any equipment the organiser plans to bring in. Extreme care must be taken when loading/unloading equipment. Please be aware of the surroundings and environment as it may be a busy pedestrian area.
2. Please keep the public walkways clear at all times.
3. Only capable and competent personnel may be involved in the loading/unloading of equipment.
4. Equipment must be stored in areas specified by the Multi-Faith Chaplaincy or Chapel staff only.
5. Equipment within the Chapel must not block any doorways or contravene any fire regulations.

AUDIO VISUAL

Anyone organising an event in the Chapel with electrical appliances or devices (those that can connect to mains power) that they intend to use at their event need to inform the Multi-Faith Chaplaincy of their intention at least 4 weeks prior to the event.

Information must be supplied on the equipment they plan to bring on site.

1. A description of the equipment,
2. Power consumption of the equipment.
3. Type of mains power connection (13amp, 16amp, 32amp)

PAT TESTING

A proposal of the equipment's use and set up in the Chapel must also be provided and approved by the University Media Services Unit prior to the event taking place.

Any devices proposed to be used in the Chapel using higher than 13amp connectors (16/32amp) will need additional approval from University Estates.

1. Any equipment brought onto Campus remains the responsibility of the event organiser.
2. Personal equipment must not be left unattended at any time during the event.
3. It is the responsibility of the organiser to ensure that health and safety legislation is adhered to and that appropriate care and protective coverings are used to reduce trip hazards during the event.

EQUIPMENT HIRED FROM THE UNIVERSITY OF ABERDEEN

All audio- visual equipment supplied by the Media Services team will be set up to comply with The University of Aberdeen's Health and Safety responsibilities.

When setting up hired equipment, the Media Services Unit will supply and safely layout any mains extensions along with any protective covering that may be required to reduce trip hazards.

REPORTING OF ACCIDENTS & INCIDENTS

All visitors to King's College Chapel are required to report all accidents and near miss incidents to Security.

Please inform security immediately if anything is seen which may be considered a risk to health and safety.

If further information is required please contact the Multi-Faith Chaplaincy; Monday – Friday 9.30am – 5.00pm, on 01224 272137 (2137 internal).