



Events and Conferencing Policy (York Campus Only) 2025 - 2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

- 1.1 The purpose of this policy is to provide guiding principles for staff responsible for letting out College premises, specifically York campus, to external organisations/ persons. This includes the following buildings/areas for letting:
- The Conference Centre
 - Sports Hall
 - Gym
 - Playing Fields
 - Equine Arena
 - Wildlife Park
 - Residential Areas (in holiday periods ONLY).
- 1.2 It is also to ensure that all external organisations/persons hiring College facilities are aware of the expectations and procedures they must adhere to. This Policy incorporates guidance issued by the Association of Colleges (AoC).

2. PURPOSE

- 2.1 Askham Bryan College is committed to fostering community engagement by letting its premises to local community groups and organisations. This policy ensures that such lettings are conducted safely, efficiently, and in compliance with legal and safeguarding responsibilities. The College emphasizes managing risks, safeguarding students, and aligning its practices with government strategies such as the Prevent Duty & Martyn's Law to maintain a secure and inclusive environment for all users.

3. SCOPE AND LIMITATIONS

- 3.1 The procedure applies to all external room and facility bookings managed by the College's Accommodation and Conferencing Team. It covers the assessment and approval of lettings, with a focus on mitigating risks associated with events. Limitations include ensuring compliance with legal duties, particularly under the Prevent Duty and safeguarding policies, while balancing freedom of speech and the welfare of students and staff. The College is not responsible for conducting DBS checks on external

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groups but requires written confirmation of compliance with safeguarding standards for activities involving children.

4. RESPONSIBILITIES

- 4.1 The Conferencing Team is responsible for handling booking inquiries for the following areas:
- Conference Centre
 - Residential Areas
- 4.2 The Sports Team along with the Sports Academy Business Development Manager is responsible for handling booking inquiries for the following areas:
- Sports Hall
 - Gym
 - Playing Fields
- 4.3 The Equine Yard Manager and Equine Curriculum team is responsible for handling booking inquiries for the following areas:
- Equine Arena,
 - Stables/Yard
- 4.4 The Animal Sciences & Conservation Manager and the Head of Animal Management is responsible for handling booking inquiries for the following areas:
- Wildlife Park
- 4.5 All relevant areas are responsible for providing pricing details, and ensuring agreements comply with the College's Terms and Conditions of hire. The College must assess risks associated with events, including liaising with local police (if necessary) and reviewing organisation's backgrounds. It ensures that staff involved in security and safeguarding understand the Prevent Duty, Martyn's Law and the college Safeguarding Policies and procedures and that appropriate emergency procedures are in place. External organisations hiring facilities must confirm adherence to safeguarding policies, including staff training and safer recruitment checks when working with children. Risk assessments are conducted for potential events, and the effectiveness of mitigation measures is evaluated. Staff training on safeguarding and the Prevent Duty is routinely updated to align with current regulations. The College also engages with statutory protocols for sharing information about external speakers or events to maintain security and prevent extremist activities.

5. MARTYN'S LAW

- 5.1 We will ensure that all external events hosted on our college premises comply with Martyn's Law by implementing proportionate security measures to protect attendees from potential terrorist threats.

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5.2 As part of our commitment to safety and legal compliance, we will:

- Conduct thorough risk assessments for all external events, especially those involving large gatherings or public access.
- Maintain clear and documented procedures for lockdown, evacuation, and emergency communication.
- Train our staff to be aware of and prepared for potential security threats.
- Manage access points and crowd movement with appropriate signage and control measures.

5.3 We understand that under Martyn's Law, our college falls within the Standard Tier, and we will adopt proportionate measures accordingly. Although the law is still in its implementation phase, we are actively preparing to meet its requirements and will regularly review our policies to ensure alignment with national safety standards.

6. MONITORING AND REVIEW

6.1 The Head of External Relations and Projects will maintain oversight of the effectiveness of these arrangements. This Policy and the implementation arrangements which underpin it will be reviewed every 2 years by The Head of Accommodation, Conferencing and Transport.

7. SUPPORTING/RELATED DOCUMENTS

- Events and Conferencing Procedure
- Letting Agreement/Conditions of Hire Terms and Conditions
- External Speakers Policy
- External Speakers Procedure
- Freedom of Speech Code of Practice
- Request to Hire Facilities Form
- Conference & Guest Speaker Risk Assessment
- Health and Safety Policies and Procedures
- Safeguarding Policy
- Complaints Policy
- Health and Safety Policy

8. RELEVANT LEGISLATION

- Health and Safety at Work Act 1974
- Workplace (Health, Safety & Welfare) Regulations 1992
- Equality Act 2010
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

9. DOCUMENT HISTORY

Date of Issue: 7th November 2025

Approved on: 22nd October 2025

Next review: January 2027

Owner: Head of External Relations and Projects

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Publication requirements: PUBLIC