

## **Student Barbecue Policy and Booking Form**

A Student barbecue should be a safe and enjoyable experience but due to the many risks associated with the use of Barbecues it is very important that these are considered and assessed before the barbecue takes place.

### **Risk Assessment**

**A Risk Assessment for Student Barbecues has been carried out and is available with this booking form**

- Ensure your barbecue is in good working condition and report any faults to the maintenance helpdesk before use - [estates@homerton.cam.ac.uk](mailto:estates@homerton.cam.ac.uk)
- Ensure the barbecue is positioned in accordance with the guidance given in the Student Barbecues Risk Assessment
- Ensure you have read and understood the Student Barbecues Risk Assessment with regard to Fire Safety, The Safe Use of a Barbecue, Food Safety and Hygiene, Safe Use of Equipment, PPE and Personal Safety and also Safe Cleaning of the Barbecue and Barbecue area after use

### **Barbecue approval process**

Homerton College has a process in place to control events held on College premises. This is to ensure that each event is properly planned and managed by ensuring that a risk assessment is completed and suitable control measures are in place by the organiser. The process is applicable to any barbeque planned to be held on College grounds and gardens. Applications for events must be received at least 2 weeks before the proposed date of the event and with full and signed off approval from the relevant departments.

Barbecue Booking Form

A request for a Barbecue must be booked through and approved by the Conference and Catering Department. Please complete the below and when all information is available please forward your request to - [internalconferences@homerton.cam.ac.uk](mailto:internalconferences@homerton.cam.ac.uk)

Name of Organiser .....

Date of requested Barbecue ----/----/----

Numbers Expected to be in Attendance .....

Requested Start and Finish Time of Barbecue

**From -- --:-- -- To -- --:-- --**

Has the Head Porter been made aware of the Barbecue and will there be a First Aid trained student or porter on duty throughout?

**YES NO (please circle)**

Has the Building Services manager been informed and has appropriate fire-fighting equipment been requested?

**YES NO (please circle)**

Has the Head Gardener been informed of the request?

**YES NO (please circle)**

Has a brief Food Hygiene and Safety training session been requested from the Catering Department for the students who will be cooking/running the barbecue or have they undertaken any Food Hygiene and Safety training either online or formally?

**YES NO (please circle)**

Signatures Required

**Head Porter .....** DATE .....

**Building Services Manager .....** DATE .....

**Catering Manager.....** DATE .....

**Head Gardener .....** DATE.....

Should any of the Departments Heads not be available the Assistant Bursar can agree and sign on that departments behalf

All requests will be approved or declined within 2 working days of receipt of the completed booking form.

There is no appeals process for declined barbecues.

**Assistant Bursar 17/07/2020**