



Facilities Management  
Policy and procedure  
How to request College outside space for academic use

Author:	Andrew Martin
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## Contributors and reviewers

Name	Title	Role	Date
Mags Paterson	Administration Manager	Editor/Contributor	24/07/06
Gary Pearson	Head of Accommodation Services	Contributor	16/10/06
Sue Lloyd	Acting Assistant Director – Sales & Marketing	Contributor	26/10/06
Alan Gange	School of Biological Sciences	Contributor	23/10/06
David Chapman	Head of Catering Services	Contributor	17/10/06
Richard Fisk	Health and Safety Adviser	Contributor	25/10/06
Michelle Anderson	Environmental Health Supervisor	Reviewer	18/10/06
Daren Bezants	Maintenance and Services Manager	Reviewer	25/10/06
Andy Wright	Head of Projects	Reviewer	25/10/06
Mark Nettleton	Strategic Space Manager	Reviewer	25/10/06
Jonathon Main	Assistant Director – Operations	Reviewer	26/10/06
Ray Gregory	Assistant Director – Estate Services	Reviewer	26/10/06
Hollie White	Executive Assistant to the Director	Reviewer	26/10/06
Tony Lewis	CAFM Systems Administrator	Reviewer	26/10/06
Tony Bathews	Security Manager	Reviewer	26/10/06
Norman Cole	Deputy Finance Director	Reviewer	26/10/06

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# 1 Policy and procedure

## 1.1 Overview

This policy and procedure explains how you request and obtain approval from Facilities Management (FM) for the use of 'outside space' for academic purposes either short or long term including field experiments, ecological studies and so on.

We define 'outside space' as any College space that is not a residential or a non-residential building.

For specific information on Founder's quadrangles refer to <FM Policy on Founder's quadrangles stonework and path protection>.

Outside organisations must apply either through their College contact or through the [Sales and Marketing Division](#).

We manage this policy on behalf of the Space Sub-committee.

## **2 How to complete the request form**

### **2.1 Check the Events Diary**

You will need to check the [Events Diary](#) on the intranet. This is to make sure that you are not requesting space that already allocated to an event, for example the Summer Garden Party, Graduation Ceremonies, and Summer Ball.

### **2.2 Check with the FM Customer Services Non-Residential desk**

Check with the FM Customer Services Non-Residential desk to make sure that the space you are requesting is not currently or planned to be used for another event.

Contact us by:

- phoning on extension 3062 (01784 443062); or
- emailing [FMCustomerServices-NonRes@rhul.ac.uk](mailto:FMCustomerServices-NonRes@rhul.ac.uk).

### **2.3 Health and Safety (including Fire Safety)**

You must plan your usage of the outside space in accordance with all relevant health, safety and fire legislation, as well as that set by the College. Make sure that you consider the needs of any disabled people attending the space.

Where an element of risk is associated with an activity, a risk assessment must be completed and included with your application; advice is available from the [College Health and Safety Office](#).

### **2.4 Insurance**

Have you considered if your usage of the outside space needs insurance? Contact the [Finance Insurance section](#) for more information or if you are unsure.

### **2.5 Borough Council for planning or licences**

To check if your usage of the outside space needs a planning application you should contact the [Head of Projects](#).

### **2.6 Consumption of alcohol and musical performances on College premises**

The College operates a premises licence that defines the College areas where the sale and consumption of alcohol and musical performances have been agreed with the local authority.

Any event where you intend to sell or provide alcohol or include musical performances (both live and recorded) must be referred to the College Premises Manager (currently the Director of Facilities Management) or their deputy.

## 2.7 Outside space request form – part a

Download the Outside Space Request Form from <[yet to be defined](#)>.

If you need help to download the form or are not able to access the intranet, please contact us by:

- phoning on extension 3062 (01784 443062); or
- emailing [FMCustomerServices-NonRes@rhul.ac.uk](mailto:FMCustomerServices-NonRes@rhul.ac.uk).

Complete the following information in **Part A** of the form.

### Your contact details

Give your name and department.

### Phone number and email address

Please give us as much contact information as possible. Show us by ticking the box which way you would like us to contact you.

### External user details

If you are applying on behalf of a user external to the College, you must complete their:

- company name;
- company address; and
- contact's name.
  
- Tick to show if the usage of the outside space is for internal or external users.
- Tick to show if your usage of the outside space requires our catering services.

### Reason

Tick the box that shows why you are requesting your academic usage.

### Description of academic use

Please give as much information as possible.

Think about the points listed below.

- Are there any potential access problems?
- Can disabled people get to the area easily?
- Are there building works being carried out in the area?
- Is there preventative work that FM needs to do to the area, for example lawn or pitch preparation or ground protection?
- Will your usage require heavy or large equipment to be delivered?
- Could any damage be done to walkways, statues or stonework during deliveries or your activity?
- Are there any other sports or recreation issues?
- If this is an ecological activity, have you given enough information to identify the area involved?

- Are there any parking or security issues with your usage of outside space?
- Have you thought about how your usage might affect the day-to-day operation of the College?
  
- Do you need to book catering?
- If you are planning to provide your own catering, you must refer to the FM Policy and procedure on external catering. However, the College policy is that you use our internal Catering services.

### **Location of academic use**

Please give clear information on where you wish to use. Mark the location on the campus map provided.

### **Duration of academic use**

Give the dates your usage of the outside space is going to take place.

### **Timescale on decision**

Tell us when you need a response by. Try to be specific rather than writing as soon as possible.

### **Provide cost code**

Provide a cost code for costs related to the academic use of the area. We will only use the code with your permission.

### **Health and Safety**

Have you included your risk assessment with your application?

### **Approval from your Head of Department**

Your Head of Department must have seen and approved your section (Part A) of the application.

Send the completed form to:

**FM Control Office/Support Desk  
Founder's Building FW43  
Royal Holloway University of London  
Egham Hill  
Egham  
Surrey TW20 0EX.**

If you have completed the form electronically then email it to  
[FMCustomerServices-NonRes@rhul.ac.uk](mailto:FMCustomerServices-NonRes@rhul.ac.uk).

We suggest that you copy your Head of Department as confirmation of their approval.

We will then co-ordinate the remaining approvals from the FM divisional teams who may be involved in the preparation of your academic usage of outside space.



## 2.8 Outside space application form – part b

The FM Support Desk completes part b of the form. We will do this by co-ordinating the responses from the four divisions within FM. We may need to ask you for additional information at this stage to process your application.

To speed up your application, you may want to complete part b if you already have relevant information.

If you need more information about the services we offer, you can look at our [Facilities Management](#) web site.

- [Estate Services Division](#)

Section Head	What can be checked?
<ul style="list-style-type: none"> <li>○ <b>Maintenance and Services Manager</b></li> <li>○ <b>Head of Projects</b></li> </ul>	<p>Are any issues with the location for access, suitability or for building works?</p> <p><a href="#">Maintenance and Projects</a></p>
<ul style="list-style-type: none"> <li>○ <b>Head Gardener</b></li> </ul>	<p>Do you need the gardening team to carry out any work on the location, for example lawn or pitch preparation?</p> <p>Do they need to carry out repairs after your usage?</p> <p>Do they need to avoid a particular area if an ecological experiment is being carried out?</p>

- [Management Services Division](#)

Section Head	What can be checked?
<ul style="list-style-type: none"> <li>○ <a href="#">Environmental Health Section</a></li> </ul>	<p>Food and Hygiene procedures.</p> <p>Compliance with external catering procedures.</p>

- Operations Division

Section Head	What can be checked?
○ <b>Head of Accommodation Services</b>	Are there any issues with: Customer Services, Cleaning, Signage, Portering, Telephony, Post Services, Print Services and Confidential Waste disposal.
○ <b>Head of Catering</b>	Is catering needed for staff, students and external guests?
○ <b>Security Manager</b>	Are there any security implications?
○ <b>Sports Centre and Recreation Manager</b>	Operational management of the sports facilities

- Sales & Marketing Division

Section Head	What can be checked?
○ <b>Senior Conference Co-ordinator</b>	Are there any conflicts with pre-booked conferences or events?

## **2.9 Outside space request form – part c**

When we have completed part b of your application, we then pass your application for approval to the Assistant Director of Management Services in their capacity as the Secretary of the Space Sub Committee.

Final approval by the Director of Facilities Management is usually required.

We will notify you of the final decision by email or by phone.

We will log your usage information into two databases:

- CAFM (Computer Aided Facilities Management System) which we use to log maintenance requests and space usage including grounds, and
- Kinetics (if relevant) which can be viewed by Sales and Marketing and Operations staff. They can use it to notify the correct person of disruption.

## **3 Implementation checklist**

### **3.1 Review period**

The author will review this document every twelve months, with input from reviewers from all four divisions of FM and the Space Sub Committee.

### **3.2 Other divisions/ teams within FM**

Contributors from all four divisions of FM produced this policy and procedure and it reflects their views. See Contributors in the document control section.

### **3.3 Customers**

This document is for the use of College staff. Support in implementing this policy and procedure is available from the [Assistant Director, Management Services](#).

### **3.4 Other College stakeholders**

This policy and procedure reflects the policy approved by the Space Sub-Committee.

### **3.5 Trade unions**

There are no issues regarding the implementation of this policy and procedure.

### **3.6 Impact assessment**

A primary impact assessment was completed and added to the appendix.

### **3.7 Risk assessment**

Users of this policy and procedure may need to complete a risk assessment for their academic usage and make sure that all legislative and College requirements are met refer to [Health & Safety \(including Fire Safety\)](#).

### **3.8 Other legislation**

No other relevant legislation affects this document.

### **3.9 Finance and resources**

You will need to decide if you need insurance for your academic usage of the outside space. If you are unsure, contact the [Assistant Finance Director](#).

### **3.10 Sustainability**

All documents will be stored and accessed electronically, wherever possible, to reduce paper usage.

### **3.11 Best practice**

We have written this policy and procedure in plain English.

### **3.12 Training and support**

All users of this policy and procedure will receive 1-2-1 or group support as required.

### **3.13 Other areas**

There are no other issues.

### **3.14 Planning ahead – areas to review**

Continue to review best practice use of plain English.

### **3.15 Document sensitivity**

This document is suitable for open distribution.

## **4 Appendices**

### **4.1 Form – Requesting College outside space for academic use**

# Requesting College outside space for academic use

## Part A



**Complete Part A and return to the FM Control Office & Support Desk in Founders West 43. Phone us on x3062 if you need more information**

**1. Your contact details:**

<b>Name:</b>	<b>Dept:</b>
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**2. Give a telephone number or email address where we can contact you. Tick to show how you would prefer us to contact you**

Please contact me by phone <input type="checkbox"/> <b>Phone:</b>	Please contact me by email <input type="checkbox"/> <b>Email:</b>
--	--

**3. If you are applying on behalf of a client/external user please give their details**

<b>Company name and address include your contact's name:</b>	Please tick to show if the usage is for: internal staff <input type="checkbox"/> external users <input type="checkbox"/> other <input type="checkbox"/> please specify
	Please tick if the event needs catering Yes <input type="checkbox"/> No <input type="checkbox"/>

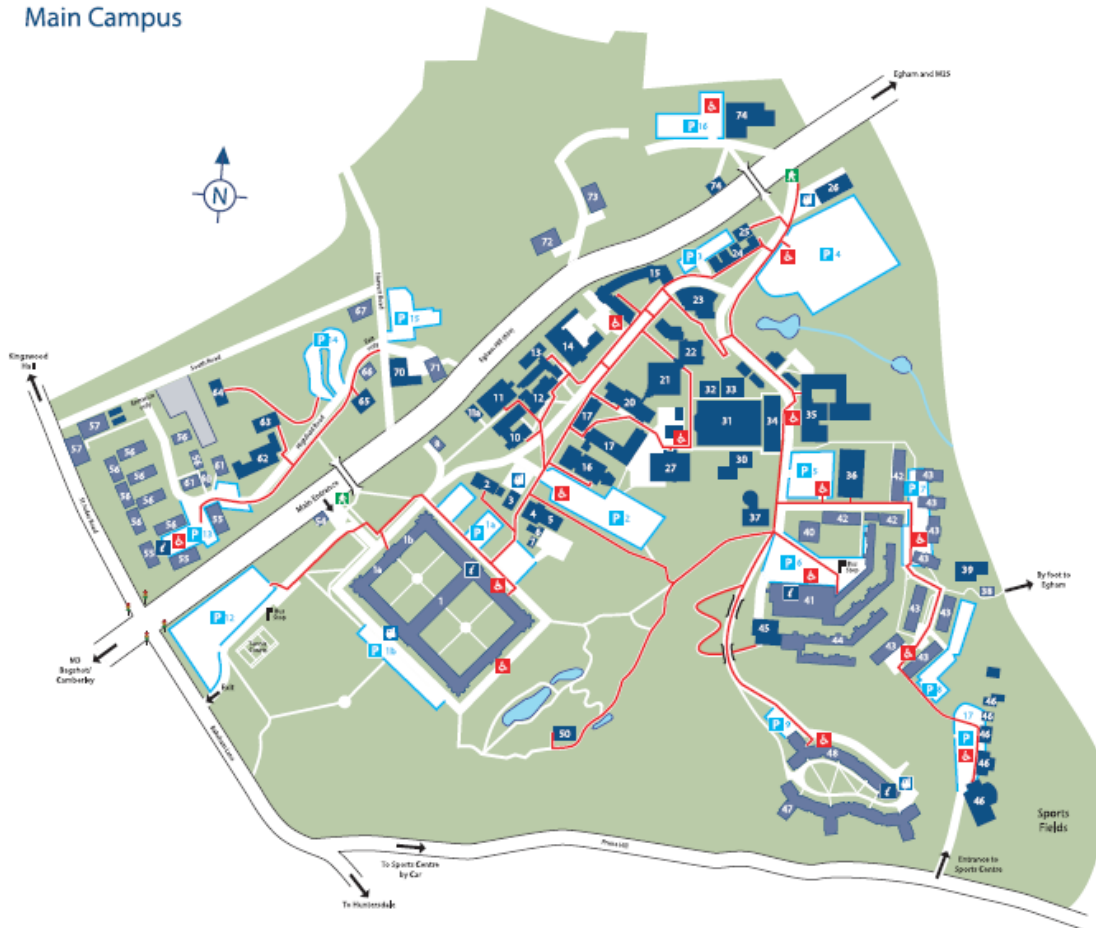
**4. Reason for requesting outside space**

Teaching ; Research ; Other  Please specify

**5. Please give as much information as possible on your usage of outside College space. For example, is the project requiring outside space grant dependent.**

**6. Location of usage.**

**Please mark location on this map. Use an additional page if you need to give more precise information**



**Comments:**



**7. Duration of academic use. Please give the start and finish dates**

**8. When do you need a decision by?**

**9. Please give a cost code. This will only be used with your permission**

**10. Additional information**

Please attached any additional information or requirements such as a completed risk assessment to your application

**11. Tick below to show that your HoD has seen and approved the form.  
It can be signed at a later stage**

Has your Head of Department seen and approved this completed form?

Yes  No

HoD name  
(Printed)

Signed

Date

If approved, I agree to abide by the regulations laid down for the use of outside space at Royal Holloway, University of London

Your name  
(Printed)

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

FM Application Ref:
---------------------

## Part B – to be completed by FM

### Estate Services

Are there any issues with the location of the event for access, suitability or building works?      **Yes**  **No**

**Comments**

**Name**                      **Head of Projects**                      **Date**

### Gardening section

Is there any work which needs to be done with the location, for example lawn or pitch preparation?      **Yes**  **No**

If this is an ecological activity do you have enough information to identify the area which is involved?      **Yes**  **No**

**Comments**

**Name**                      **Head Gardener**                      **Date**

### Sports Centre

Are there any sports related issues?      **Yes**  **No**

**Comments**

**Name**                      **Sports and Recreation Manager**                      **Date**

**Security**

Any there any security issues with the event? Yes  No

Comments

Name Security Manager Date

**Catering**

Has a request for catering being received? Yes  No

Comments

Name Head of Catering Date

**Customer Services / Accommodation Services**

Has enough information being given to assess the operation impact on the College?  
Yes  No

Comments

Name Head of Accommodation Services Date

**Sales & Marketing**

Are there any booking conflicts? Yes  No

Comments

Name Senior Conference Co-ordinator Date

**Environmental Health**

Are there any Food Safety or Hygiene issues?      **Yes**     **No**

**Comments**

**Name**                      **Environmental Health Supervisor**      **Date**

DRAFT

## Part C – to be completed by FM

**When all the information is in place a final decision will be made by the Assistant Director of Management Services.**

**Approved by Facilities Management**

**Name  
(printed)  
Signed**

**Date**

**Comments**

**DRAFT**

## 4.2 Equality Impact Assessment (EQIA): Initial Screening Form

Name of the policy, service or project:  
(Referred to just as 'policy' herein)

How to request College outside space for academic use

Team:

Facilities Management

### a. Preparation

The work on this section should be done in advance and be used as part of your EQIA. Please attach examples of available monitoring information, research and consultation reports.

**1. Do you have monitoring data available on the number of people who are using or impacted upon by your policy?**

- Number of people with disabilities
- Black and minority ethnic communities
- Women and men

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you have answered 'Yes' to the above questions your monitoring data should be compared to the current available census data to see whether a proportionate number of people are taking up your service.

**2. If monitoring has NOT been undertaken, will this be done in future? N/A**  
(Race Relations Amendment Act, 2000)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**If so, specify the arrangements you intend to make; if not, please give a reason for your decision:**

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**3. If you are aware of any relevant local or national equality or diversity-related consultation, research, or good practice guidance, then please list and attach here:**

Plain English, EO monitoring by College's EO advisor.

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

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**b. Your policy, service or project**

**1. What is the main purpose of the policy?**

This policy and procedure explains how 'outside space' can be requested for academic purposes. This can be either short or long-term usage including field experiments and ecological studies.

**2. List the areas of activity of the policy, e.g. the recruitment strategy might have advertising, interviewing, short listing etc. as activity areas.**

Completing and reviewing, getting authorisations and gathering and inputting data on space usage

**3. Who are the main beneficiaries of the policy?**

All College staff, students, customers and visitors

**4. Is the policy corporate and far-reaching?**

Yes  Maybe  No

**5. In your view, does the policy assist residents in meeting their most basic needs, i.e. shelter and income?**

N/A

Yes  No

**6. What number of people may be affected by the policy?**

**Directly: All College staff, students, customers and visitors**

**7. Are you expecting to make any changes to the policy during the next year?**

Yes  No

**c. The Impact**

1. Complete the following tables using ticks.  
 Consider the information gathered in Section (a) of this Screening Form, comparing monitoring information with census data, and considering any earlier research or consultations. You could also look at section \_ of the EQIA Guidance Notes for areas of possible effect:
- Where you think that the policy could have a negative impact on any of the equality target groups, i.e. it could disadvantage them
  - Where you think that the policy could have a positive impact on any of the equality target groups or contribute to promoting equality, equal opportunities, or improving relations within equality target groups

**a) Does the policy affect men and women in different ways, e.g. flexible working arrangements might have a positive impact on women with caring responsibilities**

Gender	Positive impact	Negative impact	Neutral	Reason
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**b) Do people from different black and minority ethnic communities use services differently, e.g. could women from certain minority communities use a swimming pool more often if same sex swimming arrangements are in place?**

Race	Positive impact	Negative impact	Neutral	Reason
Asian or Asian British (including Tamil, Gujarati and Korean)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Black or Black-British	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chinese and other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
White (including Irish)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**c) How will the policy impact on people with disabilities, e.g. if information about our services are not made available in large print or alternative formats, access to such services might be denied to people with a visual impairment or learning disability.**

Disability	Positive impact	Negative impact	Neutral	Reason
Visually impaired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large print available and electronic storage
Hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Physically disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Learning disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plain English allows clearer communication and understanding
Mental health problem	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



If the negative impact is potentially discriminatory and not intended and/or of high impact, you must complete a full Equality Impact Assessment.

2. a) **Could you minimise or remove any negative impact that is of low significance? N/A** Yes  No   
 Explain how \_\_\_\_\_  
**Gender:** \_\_\_\_\_  
**Race:** \_\_\_\_\_  
**Disability:** \_\_\_\_\_
- b) **Could you improve the positive impact?** Yes  No   
 Explain how \_\_\_\_\_  
**Gender:** \_\_\_\_\_  
**Race:** \_\_\_\_\_  
**Disability:** \_\_\_\_\_
3. **If there is no evidence that the policy promotes equality, equal opportunities, or improved relations, could it be adapted so that it does? N/A** Yes  No   
 Explain how \_\_\_\_\_  
**Gender:** \_\_\_\_\_  
**Race:** \_\_\_\_\_  
**Disability:** \_\_\_\_\_
4. **As a result of this initial screening, what is the impact of your policy on the equality target groups?** Low  Me-  High   
 dium
5. **Is progression to a full impact assessment required?** Yes  No

Signed Mags Paterson  
 Date: 15 November 2006

FM Administration Manager

## Equality Impact Assessment: Action Plan

Please list below any recommendations for action that you plan to take as a result of this impact assessment.

Issue	Action Required	Lead Officer	Time-scale	Resource implications	Comments