



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

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Index

1	Policy and procedure.....	4
1.1	Overview.....	4
2	How to complete the request form.....	5
2.1	Check the Events Diary.....	5
2.2	Check with the FM Customer Services Non-Residential desk.....	5
2.3	Health and Safety (including Fire Safety).....	5
2.4	Insurance.....	5
2.5	Borough Council for planning or licences.....	5
2.6	Consumption of alcohol and musical performances on College premises.....	5
2.7	Outside space request form – part a.....	6
	Your contact details.....	6
	Phone number and email address.....	6
	External user details.....	6
	Reason.....	6
	Description of academic use.....	6
	Location of academic use.....	7
	Duration of academic use.....	7
	Timescale on decision.....	7
	Provide cost code.....	7
	Health and Safety.....	7
	Approval from your Head of Department.....	7
2.8	Outside space application form – part b.....	9
2.9	Outside space request form – part c.....	11
3	Implementation checklist.....	12
3.1	Review period.....	12
3.2	Other divisions/ teams within FM.....	12
3.3	Customers.....	12
3.4	Other College stakeholders.....	12
3.5	Trade unions.....	12
3.6	Impact assessment.....	12
3.7	Risk assessment.....	12
3.8	Other legislation.....	12
3.9	Finance and resources.....	12
3.10	Sustainability.....	12
3.11	Best practice.....	13
3.12	Training and support.....	13
3.13	Other areas.....	13
3.14	Planning ahead – areas to review.....	13
3.15	Document sensitivity.....	13
4	Appendices.....	14
4.1	Form – Requesting College outside space for academic use.....	14
4.2	Equality Impact Assessment (EQIA): Initial Screening Form.....	22

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.

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.

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.

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"> ○ Maintenance and Services Manager ○ Head of Projects 	<p>Are any issues with the location for access, suitability or for building works?</p> <p>Maintenance and Projects</p>
<ul style="list-style-type: none"> ○ Head Gardener 	<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"> ○ Environmental Health Section 	<p>Food and Hygiene procedures.</p> <p>Compliance with external catering procedures.</p>

- **Operations Division**

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

- **Sales & Marketing Division**

Section Head	What can be checked?
○ Senior Conference Co-ordinator	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:

Name:	Dept:
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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"/> Phone:	Please contact me by email <input type="checkbox"/> Email:
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3. If you are applying on behalf of a client/external user please give their details

Company name and address include your contact's name:	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"/>

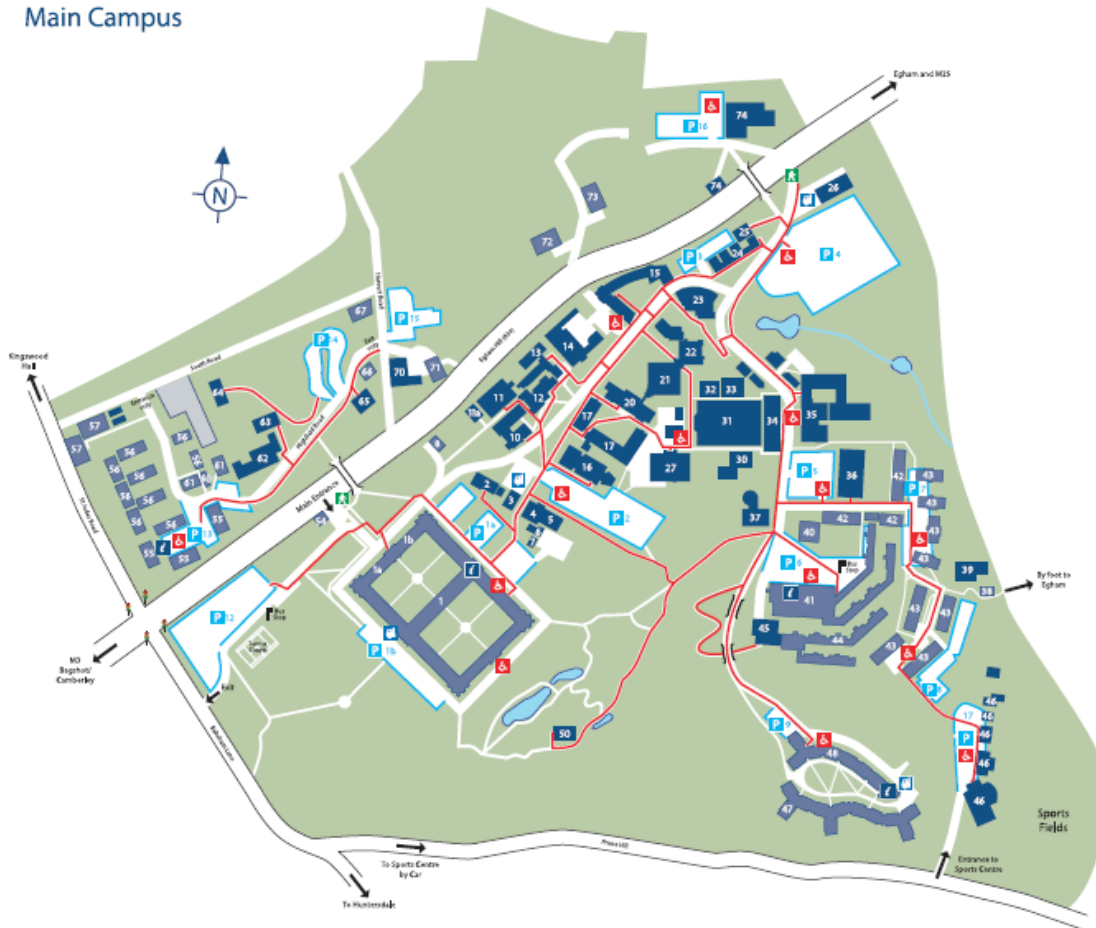
4. Reason for requesting outside space

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:

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"/>

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