

OFF CAMPUS EVENTS AND ACTIVITIES

Heading off campus for a society activity or event is always exciting. There's a wide range of opportunities to explore, and we encourage you to make the most of them while keeping safety a priority. This guidance is designed to help you make informed decisions, with the safety and wellbeing of you and your members in mind.

WHAT THIS MEANS FOR YOU

When you submit a request to host an off campus society activity or event and it is approved to take place by your Student Activities Coordinator, you are required to:

1. **Complete a risk assessment** and submit it to the Student Activities Team.
2. List the event on the **UUSU What's On** page.
3. Set up admission tickets— You can choose to add a fee to your ticket, or you can issue it for free.
4. If a student arrives without a ticket, they must purchase one on the website before being admitted.

Follow our guides here:

- **Event Safety**
- **How to list an event/activity on uusu.org**
- **How to set up admission tickets**

INFO YOUR MEMBERS NEED FROM YOU

You should provide all attendees with pre-event information that clearly outlines:

- Society rep contact details
- A brief overview of the activity or event to help set expectations
- The meeting point
- The departure location (if relevant to event)
- Departure times (if relevant to event)
- Taxi contact details and alternative transport options (if relevant to event)
- Any relevant health and safety information
- Guidance on appropriate footwear and clothing, where applicable
- Any additional information specific to your event



Include this info in your ticket receipt or send attendees an email via your webpage. Learn more about how to do that here.

INFO YOU NEED FROM YOUR MEMBERS

To help you run your activity or event safely and smoothly, you should collect the following information from all attendees:

- Emergency contact details
- Any special requirements that the organisers should be aware of
- If the activity or event involves food, details of any dietary requirements or allergies

You can collect this information by adding custom questions to your event ticket.

[Follow our step-by-step guide on how to do this here](#)

USING PUBLIC TRANSPORT

If your society is travelling using public transport, please make sure members are clearly informed whether they are expected to cover their own travel costs or if these will be paid for by the society.

CAR SHARING

If you plan to car share as part of a society activity or event, you must submit an **Off Campus Travel Request form**. This form confirms that:

- You hold a full UK driving licence
- Your vehicle has valid motor insurance and road tax
- Your vehicle is roadworthy and safe to use

BOOKING A PRIVATE BUS

If you are planning to hire a private bus for your society activity or event, you must submit an **Off Campus Travel Request form** we recommend using J&K Coaches. You can request a quote by emailing info@jandkcoaches.com.

If you wish to use a different bus operator, you must ask them to provide the following information and forward it to your Student Activities Team:

- A copy of their public liability insurance
- A risk assessment for the journey

In addition, the bus company must provide written confirmation (this may be included within their risk assessment) that:

- They hold a valid UK-issued Public Service Vehicle (PSV) operator's licence
- All vehicles are fully insured
- They have appropriate employers' liability insurance
- All vehicles have valid MOT certificates

BENEFITS OF TICKETING YOUR OFF CAMPUS EVENTS

- You'll know who is planning to attend, making event planning easier.
- You can message ticket holders with reminders or follow up information.
- Students can trust that UUSU off campus events are reviewed, approved, and correctly insured.

IMPORTANT INFORMATION

- Events listed on uusu.org without full approval will be removed.
- Off campus events on uusu.org without admission tickets will also be removed.
- Events not approved by the Student Activities Team are not officially recognised by UUSU and are not insured. Students running unapproved events may be personally liable if an incident occurs.