

The Forum Night Club Safety Statement

This Safety Statement sets out our commitment to providing a safe and enjoyable environment for all students, guests, and staff at the nightclub. The policy outlines measures to prevent accidents, promote responsible behaviour and wellbeing, while ensuring compliance with health, safety, and licensing regulations.

The Forum nightclub has undertaken a risk assessment on all activity and has put measures in place to mitigate risks. These are followed by staff at all times.

We ask all event attendees to follow announcements, alarms and signage accordingly and adhere to the code of conduct. This will allow us to abide by our licensing objectives.

Our commitment to you is as follows: 'Hertfordshire Students' Union will operate and manage the venue so that it is safe and secure for students to be able to enjoy themselves!'

Responsibilities

- **Management** are responsible for ensuring compliance with health and safety laws, training staff, maintaining facilities and investigating any complaints/incidents.
- **Staff** are responsible for following safety procedures, reporting hazards, and ensuring students' welfare.
- **Security** are responsible for crowd management, enforcing entry policies, monitoring for unsafe or antisocial behaviour, and supporting emergency procedures.
- **Students** are expected to comply with venue rules, respect staff and security instructions, behave responsibly and respect one another.

Our Safety Measures

- Full risk assessment of all activity and fire evacuation strategy for the venue
- Working with SIA security guards that are trained and experienced in operating student venues. We work closely with our security team to ensure they're providing you with effective protection and we will challenge & deal with any behaviours drawn to our attention. We employ an external company to provide security for our events, and this is a long-standing and excellent relationship.
- Full CCTV coverage of the venue is in place on all floors and stairs wells and operated by the university only. They will use this to help investigate incidents.
- Our Duty Manager(s) and security officers utilise body-worn cameras to support our efforts in keeping you safe and to help investigate incidents the following day. This footage is accessible by the Forum Management team only but will be shared with relevant university departments who are investigating incidents.
- We've rolled out a training programme for our staff and security – that includes the Ask for Angela scheme, Active Bystander Training and Drug Awareness.
- We provide medical support on nights out with a trained paramedic and/or first-aid trained staff.
- We limit the number of guests and record their personal details to ensure the venue is safe for students.

HERTS SU

- We take a zero-tolerance approach to spiking. If you intend on spiking people, you are not welcome in our venue and shouldn't be part of this brilliant student community. Anyone caught spiking will receive a lifetime ban and they will be reported to the University & the Police.
- We have a zero tolerance towards any form of harassment and will receive a lifetime ban, as well as facing potential university and police action as well. If you are subject to any type of harassment, bullying or similar action, please report to a member of staff or security immediately.
- We adopt strict conditions of entry in the venue and are deploying increased searches coming into the venue. This will slow down the queue and we will endeavour to make this as quickly as possible. We ask that you come early to avoid any wait. We are also limiting to an extent the number of guests in the venue to ensure the venue is for students
- Staff and security are trained to spot the signs of over-intoxication and refuse further sales of alcohol in line with our commitment to responsible drinking. Students will be safely escorted from the venue by security and supported to find a suitable and safe passage home.
- We operate a strict no liquids, drugs or prohibited items into the venue to ensure no items of harm can enter the venue.
- All incidents and reports are shared with relevant parties including the University of Hertfordshire and the Police to ensure follow up of allegations and investigations completed.
- The venue has a robust banning policy to culprits of unacceptable behaviour are not allowed in at future events. Based on licensing parameters and recommendations from the University and police. Outlined sanctions below*
- A night route runs from the Forum through to College Lane accommodation is open to ensure your route home is well lit and has a presence of campus security on the way home.
- We are also supported by Uno Bus for each event with late night free shuttle service continuing to De Hav.
- If you need welfare support, please report this to a member of staff or security found in black t-shirts or yellow high-viz. We also ask all staff and high-viz to proactively step in should they see an incident occurring.

If you would like to provide some feedback on the forum safety measures, please contact contact@hertssu.com.

Misconduct

We operate a firm but fair approach to our venue rules and failure to comply with these will result in bans from all SU events of the following length. Many of these actions will result in disciplinary action taken by the university's Dean of Students and potentially also the police.

Each incident will be judged individually by the Forum Management team and event bans will be issued accordingly, via email.

Misconduct	Disciplinary Action
Drunk/disorderly	Warning to 3 month ban
Smoking or vaping	Removed and minimum 2 week ban
Minor vandalism	Payment for damage and excluded until paid
Major vandalism	Lifetime ban and payment of damage
Irresponsible behaviour e.g. throwing objects	2 weeks to 6 months
Unauthorised entry to premises	2 to 12 months exclusion
Theft	3 months to lifetime ban
Fighting	3 months to lifetime ban
Verbal abuse or threats to staff	1 month to lifetime ban
Harassment/discrimination (of any nature)	Lifetime ban
Spiking	Lifetime ban
Threatening behaviour	3 months to lifetime ban
Drug possession	3 months to lifetime ban
Assault (of any nature)	Lifetime ban
Possession of prohibited item	Confiscation of item and 2 weeks to lifetime ban