Community Noise Procedure

Document ID	Version	Issue Date	Current Date/Time	Current User	Review Date	Approve Date	Approved by
2785	2	20 Feb 2018	25 Sep 2020 12:09	John Moore	20 Feb 2020	20 Feb 2018 14:25	James Dixon-Gough
Title	Community Noise procedure				Owner Name	Beverley Kenny	

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1. INTRODUCTION

The purpose of this procedure is to ensure that any noise generated by the University through our events, either annual or ad-hoc are properly managed to ensure that the impact on the local community is minimal.

2. SCOPE

This procedure covers any large event, performance or display that is likely to generate considerable noise. This includes noise generated at the event as well as any impact created after the event is completed, typically when individuals leave the event, making sure they do so quietly and considerately. Examples would include the student summer ball or staff festival.

3. REFERENCES

This procedure supports the 'Risk Management of Events Standard', which can be found here: http://wsh.leeds.ac.uk/info/188/events/270/events   and should be directly referred to in conjunction with this document when considering the organisation of any event by the University of Leeds.

4. RESPONSIBILITIES

All staff: Any member of staff organising an event must follow the University's 'Risk Management of Events Standard', and submit an 'Events Planning Application Form' (EPAF), detail of which can be found here: http://wsh.leeds.ac.uk/info/188/events/270/events indicating at point of application any event where noise may become an issue.

Leeds University Union: Student events are arranged through Leeds University Union, who must also follow the Risk Management of Events Standard and submit an Events Planning Application Form (EPAF) indicating at point of application any event where noise may become an issue.

Catering and/or Conference and Events staff: are expected to follow this procedure if responsible for organising, managing or overseeing any events.

Event Managers: are expected to ensure that all companies and/or individuals working on their events follow this procedure.

Third-parties: E.g. companies employed by the University to organise events, performers and suppliers of goods/services for events must also follow this procedure.

5. PROCEDURE FOR MANAGING NOISE GENERATED BY THE UNIVERSITY OF LEEDS

Potential noise issues have been identified in five areas as below:

- **Music from our outlets**
- **External music - e.g. garden areas**
- **Operational noise**
- **Customer noise**
- **Dispersal from event**

These will be managed via the following procedure:

1. **Music from our outlets & University residential accommodation** –Our outlets are in buildings of a solid brick or concrete construction, and include air conditioning systems that are acoustically

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sound. If a PA is used in the Terrace then the doors opposite the DJ set must remain closed throughout the event. We are aware of potential issues related to halls of residences and therefore undertake noise monitoring at these areas and provide a late night Duty Manager mobile number for wardens to contact should they have any concerns.

2. **External music -** The playing of recorded music in outside areas is not permitted except for special occasions such as the Summer Ball. However, on a limited number of occasions music is played from the balcony at the front of the LUU building and on the grassed area in the LUU precinct. Volume must be limited and the music turned off completely at least an hour before the end of the event. For large events such as the summer ball, professional noise consultants must be employed to monitor and manage volumes.

3. **Operational noise** – This includes noise from empting bottle skips, refuse collection, load outs from events, and deliveries. Due to the isolated nature of the city campus in relation to local residents, no problems have been identified, however every effort should be made to minimise the impact of this through organising, wherever possible, this activity between 7am – 10pm.

4. **Customer Noise –** this includes noise resulting from those who are entering or leaving our outlets, typically referred to as boisterous behaviour (e.g. shouting or singing), but can also be as simple as people talking loudly on their mobiles as they walk home in the early hours.   Although we have no direct control over this noise, we recognise we can play a part in the reduction of any inconvenience to the community resulting from this type of noise by encouraging good neighbourly behaviour through educating individuals who use our venues.

5. **Dispersal –** Three key principles apply to dispersal:
   - Where a whole building is used and open the site will be emptied within a 30-minute timeframe. Consideration and application of the principle of staggered closing hours between our various on-campus outlets must be used.
   - Where any outlet or event involves the sale of alcohol, either as the primary purpose, or in the case of entertainment venues as a secondary service; the sale of alcohol should normally cease 20 minutes prior to the closure of the outlet (but not necessarily the termination of the event).
   - Background music and lighting levels should be used to aid a gradual dispersal. The best way to achieve this in terms of timings will need to be assessed for each event dependant on the nature of the event. Closing the Bar 15 minutes before the club music (the main event) finishes and then having no music or low level music and higher lighting levels for the remaining 15 minutes of "drinking up time" aids dispersal.
   - The event manager must also ensure information about local taxis and public transport is made available and on large scale events such as the Summer Ball, customers are directed out of the precinct area to the main roads (avoiding local residential accommodation), where a taxi collection point is managed.

Communications

<u>External Press Relations</u>

The Event manager should work with the University's communications team. In the case of LUU-managed events, this will be done via LUU's marketing manager. The University's communications team must manage all conversations with external press.

<u>Internal Press Relations</u>

For University-managed events, the events manager must advise the University's communications team prior to the event taking place.

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For LUU-managed events, the marketing manager must advise the officer team every year in press liaison and give ongoing support through the year specifically connected to handling internal media. The communications and internal affairs officer is responsible for all internal press communications.

Internal Staff Press Relations

For University managed events, the events manager must advise the University's communications team prior to the event taking place.

For LUU-managed events, the marketing manager meets monthly with the University's Communications team to highlight areas and develop methods of communicating messages to both University and Union staff.

Neighbours of LUU Meeting campus wide

This group meets quarterly and is attended by key University and LUU staff as well as other key representatives. This enables the sharing of information about upcoming activities that may cause disruption to their normal working day and gives our neighbours the opportunity to feedback to us on our plans and past events

Anybody wishing to complain about noise generated by our events should follow the Environmental Management System Environmental Complaints Procedure.

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