

SO YOU WANT TO RUN A BAR CRAWL?



Bar Crawls are not a new idea and we realise that some students will always want to go on bar crawls. However, bar crawls are not the only way your members can get to know one another and are not necessarily the best way for them to get to know each other. Events that involve a lot of alcohol are not inclusive for people who do not drink, are considered

high risk events and could lead to some embarrassing moments for those who drink too much! They are also not particularly imaginative. There are lots of other events you could arrange for your members so before you go ahead with your bar crawl, ask yourself the following question....

DO YOU REALLY HAVE TO ORGANISE A BAR CRAWL?

FURTHER INFORMATION

Student Development

Tel. 0121 251 2424

www.guildofstudents.com/studentgroupsandvolunteering
studentgroups@guild.bham.ac.uk

Counter opening times
Monday — Thursday 11—5.30
Friday 11—4.30

First things first....

If you do decide to go ahead with your bar crawl there are a number of things that you need to know. If you have never organised one before then you need to come and talk to Student Development so we can let you know the procedures you need to follow and give you some hints and tips on how to make your bar crawl as fun and as safe as it can be. We can assist you with talking to the local police about the route, which venues you're visiting, and how many people you're expecting on your crawl. You may also want to talk to Carnival RAG, as they have a lot of experience organising large bar crawls, so could help with tips or let you borrow their procedures/training.



You must complete a risk assessment and bar crawl notification form no later than 28 days before the date of your bar crawl. The reason for this is that we have to inform the police of every bar crawl that student groups organise. If you do not hand in your risk assessment by the deadline then it will not be authorised and the police will not be informed. If you go ahead with the bar crawl and the police complain then you will be putting all student group bar crawls in jeopardy.

Things You HAVE to Do...

The following are a list of non-negotiable items you'll have to have in place before doing a bar crawl. This list covers Guild and NUS policy in relation to bar crawls.

T-shirts

Any T-shirts you have produced must not have tick boxes on them. Also ensure that you have the "drink wise" logo and the phrase "Please Drink Responsibly" on them.

Tickets

All events have to be tickets only. Tickets cannot be sold outside of campus and tickets cannot be sold after 9p.m. on the night of the bar crawl. Final numbers need to be communicated to the police through the risk assessment. Tickets must indicate that appropriate ID (driving licence, passport or PASS card) is required, as well as student card. You must check that the person buying the ticket is over 18 years of age.

Risk Assessments

Risk assessments are legal documents required under Health and Safety law. Failure to do so can have some dire consequences for you: the prosecuting authorities can hand down any punishment they see fit- that's potentially an unlimited fine and/or up to six years in prison. You may also face disciplinary action from the Student Group Committee. For a bar crawl, you need to complete or update your annual risk assessment form and also a coversheet which asks for additional information about stewards and venues. Risk assessments for a bar crawl need to be handed in to Student Development at least **28 days** before your event. It will then be passed onto the police who will let us know if they have any problems with the bar crawl going ahead.

Stewarding

You need to ensure that you have enough stewards for your event. If you've got 1-100 participants, you need 1 steward per 10 participants, and an additional steward for each venue. If you've got over a hundred participants, you need 1 steward per 30 people, and an additional two stewards per venue. Those are minimum numbers - It's always better to have more stewards rather than less, just in case there is an incident.

YOUR STEWARDS MUST NOT BE ALLOWED TO DRINK ALCOHOL WHILST THEY ARE STEWARDING! THIS IS EXTREMELY IMPORTANT. YOUR STEWARDS WILL NOT BE ABLE TO REACT TO SITUATIONS AND DEAL WITH THEM EFFECTIVELY IF THEY ARE DRINKING ALCOHOL.

You will also need to think about how to organise the people as they move from venue to venue. Your stewards will need to know what to do on all parts of the event, what their responsibilities are, and who to report emergencies, injuries or any problems to.

One of your committee should be designated 'Chief Steward'. All queries on the night go through that one person. They'll also be the person responsible for contacting the Guild in an emergency. You need to make sure that your stewards are clearly identifiable—this could be by having different coloured t-shirts or by borrowing hi-vis vests from the Student Development Counter.

Venues

You can only visit up to a maximum of 5 venues on your crawl. This is to minimise the consumption of alcohol and the perceived requirement to have a drink in every bar. Make sure the venues you choose don't exclude people. You must only visit pre-arranged venues.

Code of Conduct

You will be required to sign a code of conduct that gives clear guidance on the conduct required by participants on the bar crawl. This has specific reference to sex games, playing games, bar crawl themes and consuming alcohol in public spaces. As a University of Birmingham student group, your behaviour reflects upon the University, the Guild and students as a whole. There are already a lot of negative perceptions around students and alcohol—don't make it worse! If you do not follow the code of conduct on your bar crawl then you could face disciplinary action from the Student Group committee.

You must display the code of conduct for the participants of your bar crawl. We recommend that this is given out at the point where participants buy a ticket. You could also reinforce this through your website or specially made leaflets.



Emergency Procedure

Despite all your best planning accidents still happen. Knowing how to respond to these situations is important. The reporting of any near misses is also important as it helps you, and future committees, to plan how to avoid any possible dangers in the future.



Notification of the incident should be made using the **Incident Report Form**. On any trip or event you should have an incident report form in your possession. Copies of the form can be found on the committee members resource page at www.guildofstudents/studentgroupsandvolunteering.

Incident report forms **must** be completed within 24 hours of the incident, or as soon as is realistically possible. In addition please contact a member of Student Development staff as soon as possible (during office hours) on 0121 251 2421. If an incident occurs in a bar or a club, follow instructions from an official representative of that establishment. They have a duty of care responsibility towards you as you are on their premises.

Actions

Most emergency procedures will follow the following format:

- Assessment of hazards affecting the group plus a suitable response.
- Treatment and evacuation of any casualties and/or contacting the emergency services.
- A member of the group stays with the casualty, while the rest return.
- The Guild of Students is informed of the incident.
- Information is not leaked to the media.
- The incident is investigated.

In the Event of a Serious Accident or Incident...

- Stop and think. Assess the situation. Stay calm. Do not become a victim yourself.
- Ensure your safety and the group's safety are all accounted for.
- Are there any hazards that may affect the group.
- **ONLY** attend to any casualties if it is safe to do so.
- Give any first aid, which is within the groups' capabilities.
- Get expert help if required.
- Get / give any third party / witness / insurance details if necessary.
- Inform the bar that something has happened.

NOTE: Gain any information that may be required by the Emergency Services: names, number of people injured/missing, location (significant landmarks), first aid given, medical state of all group members, age of group, equipment available to group, time scales of accident/incident and a brief chronology of accident/incident.

Dial 999 and ask for:

Police, Ambulance, Fire Brigade

Co-operate fully with the emergency services, but do not admit fault.

Someone from the group **MUST** accompany any casualties to the hospital.

Contacting the Guild — Emergency Number

Weekdays from 10am-5.30pm (Term-Time)

0121 251 2424 (Student Development) or

0121 414 5555 (Campus security control)

Weekdays from 5.30pm-10am (Term-Time, Weekends and Public Holidays)

0121 414 5555 (Campus security control)

- If you don't have any money or change, ask the operator to reverse the charges and tell the recipient of the call it is an emergency involving a

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student from the University of Birmingham.

Give the following information:

- Your name
- The name of the student group involved.
- The telephone number you are calling from
- Name(s) of casualties
- Condition and location of the casualty
- Condition and location of the group (Has anyone been taken to hospital? What is the name of the hospital? Has anyone spoken to the police? What was the name of the police officer you spoke with?)
- Details of the incident
- Actions taken by group since the incident.
- Actions taken by emergency services

Refer all Media Contact to the Guild and give **NO COMMENT!**

The media love a good story involving drunk students! Do not talk to the media about the incident at all. Refer all enquiries to the Guild Marketing department.

After the situation has been resolved and individuals in question have been treated **PLEASE** contact a member of Student Development staff and notify them of the incident. Call 0121 251 2421 (leave a message if out of office hours).



Drink spiking & safe sex

You must be aware of the realities of drink spiking (with both men and women as victims). You must be alert for any potential problems. Anyone suspected of drinks spiking or being a victim should be reported to the venue staff immediately. When people are drinking they're more likely to practice unsafe sex. The ARC (based in the Guild) provide some excellent information for students. You must provide this information to your members.

Binge Drinking

The aim of all student group events should be to have a good time. We do not encourage binge drinking and neither should your event. If someone is seen to be extremely drunk, it is the stewards responsibility to inform the venue staff. You should ensure the safety of that participant to get home. The ARC provides information on binge drinking which you must provide information to your members.



We also recommend that you provide information regarding binge drinking and drink spiking to your attendees. The purchase of bottle top stoppers can be budgeted for and are a great way of raising awareness of drink spiking. Condoms and information leaflets are available from the ARC and again are a great way of raising awareness on the way to your event.

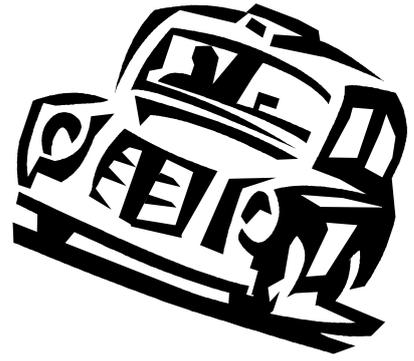
Some questions to consider...

- Are people aware of their limits?
- Is there a designated non-drinker who can monitor the safety of others?
- Will people be in a fit state to get home safely?
- Will people be at risk because of the amount of alcohol they have consumed?
- Do you have enough stewards for the event?
- What training have the stewards had to prepare them for the event?
- Have you told people that it is the club's or society's policy that participants do not drink to excess?

Don't stop having fun, but do be safe...!

Getting Home

You'll need to ensure the safety of your members as they head home. Transport from final venue via bus/coach should be arranged using advanced ticket sales. Buses should be marshalled and taxi marshals to be provided at relevant taxi ranks. Ensure you brief members on the dangers of getting into unlicensed taxis. Be sure you know where the nearest official taxi rank is to your final venue. The Guild's recommended taxi firm is Castle Cars, 0121 4140000 or 0121 4722222.



After the Event...

Make sure that you encourage the participants to drink lots of water before they go to bed. It will stop you dehydrating and will make you feel a lot less hung over in the morning.

Make sure you are not leaving anyone on their own if you are worried about the state they are in. If possible, make sure they get to bed safely and put them on their side in case they throw up in their sleep.

The committee should also carry out a debrief of the event. What went right, what went wrong, and how you can improve on your next bar crawl. If there any problems, you will need to arrange a meeting with the VPAD. This will be a chance to talk over how successful the event was and what can be improved in the overall running of the event.

Pick & Mix leaflets are available on a variety of topics, designed to assist you as thoroughly as possible with running your group or understanding the Guild of Students generally

To find out more information, visit the Guild online:
www.guildofstudents.com/studentgroupsandvolunteering

The Student Development department is located on the ground floor of the Guild of Students, and supports student groups, volunteering and training.

Student Development Counter:

The first port of call for any queries and for any administration regarding your group, volunteering or training. During holidays, we're open 12-3pm Mon-Fri, and our general Term-time opening hours are:

11am-5.30pm Monday - Thursday
11am-4.30pm - Fridays.

The general student group area for committees is open 9am-9pm on weekdays and 10am-8pm at weekends, which you can use for committee meetings, checking emails and organising your group. You have access to computers, a printer and photocopier, workspace and your pigeonholes.

Disclaimer: The information in this leaflet only provides general guidance. The leaflet should not be regarded or relied upon as a complete or authoritative statement. University of Birmingham Guild of Students will not accept any liability for any claims or inconvenience as a result of information in this leaflet.