

# Göta studentkår's Event safety policy.





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# Göta studentkår's Event safety policy

This policy applies to Göta studentkår and all parts of its organization involved in organizing events for students across the faculties represented by Göta studentkår at the University of Gothenburg.

## Background and purpose

One of Göta studentkår's primary objectives is to safeguard, promote, and advocate for the interests of its represented students in study-related social matters. A key aspect of this work is to enable and support initiatives for event activities to help create a vibrant and inclusive student community.

This policy establishes guidelines to ensure that all events within Göta studentkår uphold principles of safety and inclusion. It further mandates that event organizers within the organization actively evaluate safety considerations and potential risks.

Through this policy, conditions are established for a proactive and preventive approach to event safety and accessibility for the entire student union.

*As an organizer of events within Göta studentkår's operations, one must have read and understood Göta studentkår's event policy.*

**In addition to Göta studentkår's event policy, the following complementary documents apply:**

- › Göta studentkår's Alcohol and Drug Policy
- › Göta studentkår's Equal Treatment Policy
- › Göta studentkår's Introduction Week Policy

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411 34 Göteborg

### Contact

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### Online

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## Event venue

When selecting a venue for an event, it is important to ensure that the location is suitable for the event's purpose, target audience, and expected number of attendees. The format and timing of the event may also influence whether it should be held indoors or outdoors.

### Indoor events

Most events are held indoors. The choice of venue should be adapted to the type of event, such as a formal dinner, pub night, fair, concert, game night, or film screening.

When planning an indoor event, several factors must be considered:

**Capacity and target audience** – The venue should accommodate the expected number of attendees and be suitable for the target group.

**Accessibility** – The venue should be accessible to all participants, including individuals with disabilities.

**Safety** – Fire and safety procedures must be clear and followed.

**Practical arrangements** – Considerations such as seating arrangements, cloakroom facilities, the number of restrooms, as well as sound and lighting.

### Indoor event checklist:

- › Is the venue suitable for the planned event?
- › Do you know the maximum number of people allowed in the venue?
- › Is the venue size appropriate for the expected number of guests?
- › Is there access for individuals with mobility impairments to enter, exit, and move around the venue?
- › Are there staff members at the event who understand how to operate elevators and ramps if needed?
- › Are emergency exits clearly marked?
- › Is there unobstructed access to emergency exits throughout the event (at least 120 cm wide)?
- › Do you know the designated assembly point? – If not marked, have you designated one and informed guests at the beginning of the event?
- › Is signage needed in the venue (e.g., bar, restrooms, water stations)? – Are the signs clear, easy to read, and in large text?
- › Is the furniture arranged in a way that allows all guests to stand up and exit the venue simultaneously if necessary?

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- › Are seating options with backrests available throughout the event?
- › Is there a risk of unauthorized individuals entering the event? – If so, are staff or security personnel monitoring the entrance at all times?
- › Do you know where the nearest first aid kit is located?
- › Do you know where the nearest defibrillator is located?
- › Are restrooms available throughout the event?
- › Is the number of restrooms sufficient for the expected number of guests?
- › Is there a designated staff member responsible for monitoring the restrooms?
- › Is there at least one accessible restroom (RWC)?
- › Is there a place for guests to hang coats and bags?
- › Can coats and bags be stored in a way that does not block emergency exits or create a tripping hazard?

For events with more than **75** guests, it is recommended to provide a cloakroom for coats and bags.

### Outdoor events

For outdoor events, it is especially important to consider access to water and restrooms, as well as how the event area can be enclosed if necessary. Other key factors include reviewing safety procedures and checking whether alcohol consumption is permitted at the location. It is also advisable to be aware of regulations regarding public gatherings, as these may change depending on factors such as the security situation in Sweden.

When planning an outdoor event, the following factors should be taken into account:

**Weather** – Have a plan for rain, strong sun, or wind, such as arranging party tents or a backup indoor venue.

**Accessibility** – Ensure that the area is accessible and suitable for all participants.

**Safety and permits** – Check if the event requires special permits and make sure the area has adequate safety measures.

**Facilities** – Plan for the need for restrooms, electricity supply, and waste management.

### Outdoor event checklist

- › Is it possible to enclose the event area if needed?
- › Have you assessed the risk of unauthorized individuals joining the event?

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- › Do you need to apply for a permit from the police to organize a public gathering? – Keep in mind that the application must be submitted to the police at least one week before the planned event.
- › If alcohol consumption is planned, is it legally permitted at the chosen location?
- › Are restrooms available?
- › Is drinking water accessible? – If not, the organizer is responsible for providing it.
- › Is signage needed (e.g., directions to the venue, restrooms, water stations)? – Are the signs clear, easy to read, and in large text?
- › Do you know where the nearest defibrillator is located?
- › Is a first aid kit available? – If not, the organizer is responsible for bringing one.
- › Do you have the contact numbers for the police, medical services, and fire department?

### Digital events

For digital events, it is important to choose a platform that suits the event's purpose and functionality. Guests should receive clear information on how to participate and whether any preparations are required in advance.

Ensure that both audio and video work properly for all participants throughout the event and that a technically proficient person is available to assist attendees who may encounter technical issues.

When planning a digital event, the following factors should be considered:

**Platform** – Choose a platform that fits the event's purpose and can accommodate the expected number of participants.

**Audio and video** – Ensure that both audio and video function properly for all participants and test the equipment in advance.

**Participant information** – Provide clear instructions on how to join the event and any necessary technical preparations, such as downloading software or creating an account.

**Backup plan** – Have an alternative plan in case of technical issues, such as a backup platform.

### Digital event checklist

- › Is the chosen platform (e.g., Zoom, Discord, Teams) suitable for the planned event?

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- › Have you tested the technology in advance to ensure that audio and video work before the event starts?
- › Have guests received information on how to participate in the digital event?
- › Is there clear and simple information on what guests need to do before and during the event?
- › Is there a backup plan in case of technical issues?
- › Have you planned for breaks during the event?
- › Is it possible to provide captions for video content if needed?

## Security guards

To ensure safe events for organizers, staff, and guests, events with more than 150 attendees must have at least two security guards on-site. For events with fewer than 150 attendees, security guards are not required but can be booked for additional safety.

The responsible organizer must have the contact details of the security guards to reach them if needed. During the event, the organizer is responsible for informing the guards about relevant rules and guidelines. Security guards must follow the directives given by the responsible organizer throughout the event.

For events with a serving permit, it is also possible to book licensed security officers.

### Security guard checklist:

- › Have you booked security guards for events with more than 150 guests?
- › Have you considered the number of security guards needed in relation to the number of guests and the type of event?
- › Have you informed the security guards about the event, their roles, tasks, and designated positions?
- › Do you have access to a contact number for the security guards? – If the event is held in the University of Gothenburg's facilities, the security guard's contact number can be found on the back of the GU card.

## Responsible event organizer

For events organized within Götastudentkår, there must always be at least one designated responsible organizer. The organizer is responsible for the event as a whole, including staff/volunteers, guests, and general safety procedures.

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To ensure that guests and staff know who the responsible organizer is, they should be clearly marked, for example, by wearing an organizer shirt or accessory.

*All organizers must have read and understood Göta studentkår's event policy.*

#### **Checklist for responsible organizers:**

- › Have you clearly marked who the responsible organizers are during the event?
- › Have you assigned staff clear areas of responsibility for the event?
- › Have you conducted a safety briefing with staff before the event to ensure everyone has received relevant information?
- › Have you designated someone to inform guests about safety procedures at the start of the event?
- › Have you summarized the most important safety information in writing?
- › Have you appointed a contact person for guests' questions about the event?
- › Do responsible organizers have the opportunity to take breaks, use the restroom, and eat/drink as needed?
- › Have you tested that any speakers and microphones are working before the event begins?

#### **Event staff/ Volunteers**

To successfully carry out an event, staff/ volunteers are required. The number of staff/volunteers should be adjusted based on the expected number of attendees and the type of event. Whenever possible, having additional staff/volunteers available is beneficial to account for potential absences or illnesses. If there are not enough staff/volunteers in relation to the number of guests, it is recommended to adjust the number of planned attendees accordingly.

Staff should be clearly identifiable, for example, by wearing similar clothing, a specific shirt, or another accessory, so that guests can easily recognize them.

#### **Staff checklist:**

- › Do you have enough staff for the type of event and expected number of guests?
- › Have you clearly marked who is working at the event?
- › Are there staff members present who have completed CPR training within the past two years?
- › Do staff members have the opportunity to take breaks, use the restroom, and eat/drink as needed?

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For events with **150** guests or more, at least **15** staff members are recommended.

## Guests

To ensure a well-organized and enjoyable event, guests should receive relevant information both before and during the event. It is important to consider who the event is intended for and who is eligible to participate. Additionally, it is beneficial to have knowledge of guests' allergies (beyond food allergies) and any medical conditions (such as epilepsy). Finally, guests must be informed about which types of memberships are valid for the event.

### Guest checklist:

- › Do you have an accurate count of the expected number of guests?
- › Have guests received information about the time and location of the event?
- › Have guests been informed about what they need to bring? (ID, proof of membership, beverages, etc.)
- › Have guests been informed about any prohibited items? (alcohol, bags, water bottles, etc.)
- › For events with flashing lights and high noise levels, have guests been notified in advance?
- › Do guests know whom to contact for questions about the event?
- › Is the information provided to guests clear and easy to understand?
- › Is the information available in both Swedish and English?
- › Have guests received both verbal and written safety instructions at the start of the event? (emergency exits, assembly points, regulations, etc.)
- › Is Göta studentkår membership required for all guests?
- › Do guests need to be full members, or are "kårkompisar" also included?
- › During registration, is there an option for guests to report relevant allergies (e.g., airborne or contact allergies), medical conditions, and specific medical needs (e.g., epilepsy)?

## Food and beverages

At many of Göta studentkår's events, food and beverages are provided in some form. When serving or selling food, it is important to consider storage, handling, preparation, and accommodations for special dietary needs. Some events also include the sale of alcoholic beverages, which requires a serving permit and the availability of food. Regardless of the

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event, drinking water must always be available for both guests and workers throughout the event.

*The responsible event organizer is in charge of ensuring compliance with Götastudentkår's alcohol and drug policy.*

#### **Checklist for events with food service or sales:**

- › Is there a sufficient amount of food in relation to the number of guests?
- › Can the food be stored in a way that prevents spoilage before the event ends?
- › Have the workers responsible for food preparation received relevant training in hygiene and food handling?
- › Is food available for guests with special dietary needs?
- › Have the workers responsible for food preparation received relevant training regarding guests' dietary requirements?
- › Is there a system in place to ensure that guests with special dietary needs receive the correct food?

#### **Checklist for events with alcohol and beverage sales:**

- › Have you applied for a serving permit for the event?
- › Are there enough workers with RUS or SUS training?
- › Are non-alcoholic alternatives available?
- › Have you set a limit on the number of alcoholic units a person can purchase at one time?
- › Are water dispensers with sealed lids available?
- › Is there a designated person responsible for monitoring the water dispensers during the event? – Ensure they are filled only with water and that unauthorized individuals do not have access to their contents.
- › Are you aware that when selling alcohol, a varied selection of prepared or cooked food must also be available for sale or service?

#### **Checklist for events where guests bring their own drinks:**

- › Do you plan to have a drink check-in system during the event?
- › Are water dispensers with sealed lids available?
- › Is there a designated person responsible for monitoring the water dispensers during the event? – Ensure they are filled only with water and that unauthorized individuals do not have access to their contents.

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## Drugs

Göta studentkår has a strict zero-tolerance policy against drugs and nitrous oxide (known as “laughing gas”) at all events. Drugs include all non-medical use of pharmaceuticals, narcotics, doping substances, and other substances that can be used for intoxication purposes.

In case of suspicion or occurrence of drugs at an event, the responsible organizer should report this to Göta studentkår's Event and association coordinator via [event@gota.gu.se](mailto:event@gota.gu.se).

*For more information, see Göta studentkår's Alcohol and Drug Policy.*

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