



Guidelines

September 2018

Health and Safety Provisions for UZH Events

These guidelines define the health and safety measures required for events at the University of Zurich (UZH) and are provided to assist the organizer in planning the event.

The organizer is responsible for complying with the relevant rules and regulations effective in Switzerland. Compliance with internal UZH provisions is also mandatory, in particular the *General House Regulations of the University of Zurich* [Link](#) and the *Regulations Governing Keys at the University of Zurich* [Link](#).

A - Permits for the Planned Event

UZH Services is responsible for issuing permits for events not related to teaching. [Link](#)

If one or more of the following points applies to the event, a permit is also required from the *Büro für Veranstaltungen* (events office) of the City of Zurich. [Link](#)

- Use of public spaces
- Sale of food and beverages
- Erection of temporary buildings and structures (marquees, stages, fairground attractions)
- Use of PA and sound systems in outdoor spaces

It is recommended that this permit is obtained well in advance (at least four weeks prior to the event). Copies of the permit must be submitted to roland.hasler@del.uzh.ch and info@su.uzh.ch.

B - Planning and Running the Event (Safety and Security Concept)

No Disruption of University Operations

An event must not compromise or disrupt teaching, research, or any other work at the University.

2) Plan/Concept

If requested by UZH, plans (order plan template at plaene@bui.uzh.ch) and concepts for the event are to be provided. These include, as applicable, information on event areas and their use, access plan and admission management, emergency escape routes, fire extinguishing equipment, temporary barriers, security (controlled areas, location points, functions), location of cloakrooms, storage/loading zones, bars, furniture and DJ mixing desks, waste disposal stations, number of toilets, first aid/emergency, security, and organizing committee rooms, and other details relevant to the event.



3) Contact Person for the Event

The Organizer ensures that an "Event Coordinator" is named. This person is responsible for ensuring compliance with the required measures and is available at all times before, during, and after the event. This person knows the details of the event and is authorized to issue instructions in regard to the event. The name and telephone number of this person must be provided to UZH Services (roland.hasler@del.uzh.ch), the office Safety, Security and Environment (info@su.uzh.ch), and the responsible Events Management team two weeks before the event.

4) Occupancy

The number of persons approved by UZH Services (Rektoratsdienst) or the City of Zurich must not be exceeded (a guest list should be considered). The organizer must take appropriate measures to ensure compliance. If necessary, a system for counting people should be installed at the point of entry.

5) Emergency Exits and Escape Routes

Doorways, stairwells, corridors, and traffic areas that serve as escape routes must be kept completely clear and safe to use at all times. The same applies to lift access areas and emergency exits. Fire exit signs must remain fully and clearly visible at all times.

6) Fire Extinguishing Equipment

Fire extinguishing equipment such as hose reels, portable fire extinguishers, and fire blankets must not be adjusted in any way, nor obscured, removed, or relocated.

A suitable fire extinguisher must be on hand in all areas where BBQs, bars, DJ booths, and technical areas (or similar installations) are situated. Information on borrowing supplies can be found on page 6 (C - Materials for Loan: Fire extinguishers/Fire blankets). If fire extinguishers are used, the office Safety, Security and Environment (info@su.uzh.ch) must be informed.

7) Decorations/ Fire Safety

Decorations must not create any additional hazards, i.e. persons must not be endangered and escape routes must not be impaired. In accordance with the current VKF* legislation, only decorations made of RF2 material that is difficult to burn are permitted. The following minimum materialization requirements apply:

- according to VKF: fire index 5.3, no burning dripping
- according to DIN: 4102-1 B1, s1, d0.

Escape route pictograms and fire detectors must neither be deactivated nor covered. Fire detectors, manual Fire detectors, extinguishing devices such as manual fire extinguishers, wet fire extinguishers, etc. must remain clearly visible and unobstructed at all times.

Decorations/furniture manufactured before 2015 with a test according to DIN 4102-1 will be tolerated until 2020 if a valid VKF certificate is available. For new decorations (from 01.01.2015) the test according to EN 13501-1 must be available and RF2 must result from this.

Balloons may only be filled with non-combustible gases.

*Association of Cantonal Fire Insurance / Fire Protection Directive / Fire Prevention and Organizational Fire Protection / 4.4 Decorations - Sections 4.4.1 and 4.4.2, Decorations. Link (pages 8/9).



8) Catering

Wherever possible, catering should take place within buildings. If not otherwise possible, receptions and catering may, in consultation with UZH Services, be held in suitably large areas where UZH operations are not disrupted.

The minimum width of 1.20m for escape routes must be guaranteed at all times. All materials used must meet the criteria set out under point 7 (Decorations). Gas-powered food-warming equipment is not permitted.

9) BBQ and Cooking Facilities

Barbecues and cooking facilities may only be set up outdoors.

These facilities must not impede escape routes from buildings. A distance of at least one meter must be maintained between BBQs/cooking facilities and all flammable materials. Gas-powered equipment must not be set up over manholes, drains, gutters, etc.

Food warmers and similar equipment must be installed on an even and stable fireproof base.

Unpleasant odors are to be prevented.

A minimum of one fire blanket must always be on hand in every case. Information on borrowing supplies can be found on page 6 (C - Materials for Loan: Fire extinguishers/Fire blankets). If a BBQ or other cooking equipment has been rented, the rental service must provide a suitable fire extinguisher.

10) Erection of Stands, Bars, Exhibition Booths and Furnishings

Materials for stands, bars, furnishings, etc. must fulfill the requirements set out under point 7 (Decorations). Those responsible must have the relevant declarations and certificates for the materials used available for checking throughout the entire duration of the event. The area defined and allocated for erecting stands must not be exceeded. Installations are not permitted in passageways. Temporary structures must not conceal any safety installations or emergency exit signs or obstruct them in any way.

11) Seating (for Conferences and Banquets)

Seating must be arranged in compliance with the fire safety guidelines for escape and rescue routes (*Brandschutzrichtlinie: Flucht- und Rettungswege*) issued by the association of cantonal fire insurers (*Vereinigung Kantonaler Feuerversicherungen VKF*). The relevant information is detailed in section 3.5 on commercial areas and high occupancy spaces, subsection 3.5.5 and its annex. [Link](#) (Pages 11/12/ 29-31)

12) Personal Safety (Security)

Provisions for personal safety and events outside of opening hours [Link](#) must be agreed in advance with the Security and Traffic unit at the office Safety, Security and Environment. The organizer is responsible for arranging any security staff required for the event.

13) Ambulance

Suitable first aid facilities must be provided for every event. Depending on the type of event, the organizer must ensure that a professional first aid/ambulance service is available.



14) Smoking

Smoking is prohibited in UZH buildings. When organizing events, outdoor smoking zones must be designated and clearly signposted. Adequate numbers of cigarette bins must be provided in smoking zones. No-smoking signs must be clearly posted in buildings.

15) Naked Flames

Oil lamps, wax torches, braziers, indoor fireworks, advent wreaths, etc. are not permitted either indoors or outdoors. Applications for special exemptions to this rule must be made to the office Safety, Security and Environment (info@su.uzh.ch). Individual candles may be lit if enclosed in non-flammable containers, such as glass. However, they must not pose a risk of personal injury or damage to property.

16) Noise/Volume

The organizer must comply with the prevailing noise control regulations, specifically the noise and laser ordinance (*Schall- und Laserverordnung*). Any third parties engaged by the organizer (e.g. DJs, musicians) must agree to observe the relevant noise regulations. The event must not disturb neighbors. The organizer must provide suitable hearing protectors free of charge for excessively loud events. [Link](#)

17) Electricity and Cables

Orders for electrical power must be submitted to the responsible Events Management team in good time. Private installations or connections are not permitted. Any cables laid in passageways must be completely taped to the floor or enclosed in a cable cover and not present a trip hazard.

18) Lighting

An adequate degree of lighting must be provided at all times to enable safe passageway in escape routes and prevent panic situations.

19) Access

Unrestricted access to buildings by emergency and fire vehicles as well as unrestricted access to fire hydrants must be guaranteed at all times.

20) Installation and Removal of Event Equipment, Temporary Storage

Deliveries/collections of materials and their temporary storage must be coordinated with the responsible Events Management officer well in advance. Access routes and passageways must be kept clear at all times. Drivers must remain with their vehicles throughout loading/unloading procedures. Noise disturbance is to be avoided.

21) Parking

A permit is required to park on the premises. Applications for permits are to be submitted to the Parking Management unit: parking@bdi.uzh.ch

All other vehicles are to be parked on the metered parking spaces.



22) Empty Packaging/Garbage/Orderliness

An appropriate operational plan is to be developed in consultation with the responsible Events Management unit. No empty packaging or garbage may be stored in escape routes.

23) Toilets

Adequate toilet facilities must be provided.

24) Fall Prevention

Safeguards and other protective elements (banisters, balustrades, hand rails) must not be compromised in any way. If areas with a risk of falling are created, these must be adequately secured (fall height of 1m or more). Trip hazards must not be created.

25) Fog Machines

Fog machines may only be used if a permit from the City of Zurich has been obtained and if arrangements have been made for City of Zurich fire officers (*Schutz & Rettung Zürich*) to monitor the areas with disabled fire alarm systems. This also applies to test runs. Emergency exit signs must always remain visible throughout the operation of fog machines. It is to be ensured that the fog cannot trigger panic situations. *Schutz & Rettung Zürich*: phone 044 411 24 21 (8:00am–12:00 noon / 1:30pm–4:00pm).

26) Fireworks

Indoor fireworks are prohibited. Organizers planning to set off fireworks outdoors must apply for a special permit from the City of Zurich.

27) Internal Inspection/Approval

The office for Safety, Security and Environment reserves the right to check compliance with the requirements set out in this document, as well as any other conditions and regulations. Any instructions given by the office for Safety, Security and Environment must be followed.

28) Official Inspection/Approval

The fire authority (Feuerpolizei) and other offices (which contact the organizer as necessary) inspect and approve – generally with prior notification – all large events that have received a permit from the City of Zurich.

29) Costs

See Article 25 of the regulations on the use of the University of Zurich's facilities and grounds (*Reglement über die Benutzung von Räumen und Aussenflächen der Universität Zürich*).

[Link](#)

30) Insurance

See Article 13-5 of the regulations on the use of the University of Zurich's facilities and grounds (*Reglement über die Benutzung von Räumen und Aussenflächen der Universität Zürich*).

[Link](#)



31) Organizer's Liability

See Article 13-2 of the regulations on the use of the University of Zurich's facilities and grounds (*Reglement über die Benutzung von Räumen und Aussenflächen der Universität Zürich*).

[Link](#)

C - Materials for Loan: Fire extinguishers/Fire blankets

Depending on the activity, the following extinguishers are required.

More than 200 persons:

- One fire extinguisher per bar/DJ console/food stand/BBQ/technical area.

Less than 200 persons:

- BBQ: Minimum of one fire blanket
- Rented BBQ/cooking facility: An appropriate fire extinguisher is to be provided by the rental service hiring out the equipment/installation.

Loan and Return for Buildings at City Campus, Oerlikon Campus, Schlieren Campus and Center of Dental Medicine

Fire extinguishers: Order two weeks before the event by e-mail to info@su.uzh.ch.

Fire blankets: University of Zurich, Facility Management City Campus
Events Management, office KOL-E-1a
Rämistrasse 71, 8006 Zurich
044/ 634 22 22, hoersaaldienst@bdz.uzh.ch

Loan and Return for Buildings at Irchel Campus and Veterinary Teaching Hospital

Fire extinguishers: Order two weeks before the event by e-mail to info@su.uzh.ch.

Fire blankets: University of Zurich, Facility Management Irchel Campus
ServiceCenter, Building Y31, Level D
Winterthurerstrasse 190, 8057 Zurich
044/ 635 41 41, servicecenter@bdi.uzh.ch

D - Contacts

Information/Questions

The telephone numbers specific to each building are generally displayed on the **emergency procedure signs** in the university buildings.

Service Center, City Campus (044 63) **4 44 44**

Service Center, Irchel Campus (044 63) **5 41 41**

Emergency

118 Fire Department

144 Ambulance

117 Police

The **Safe-Zone App** is recommended for all members of the UZH community.

The organizer must ensure that event staff know the emergency numbers.



The office for Safety, Security and Environment is happy to help you with any questions you may have.

Disclaimer: This is a translation of the original document in German. It is provided for information purposes only and has no legal bearing.

Safety, Security and Environment
University of Zurich
Winterthurerstrasse 190
8057 Zurich
Phone. +41 44 635 41 10
E-mail: info@su.uzh.ch
Web: www.su.uzh.ch