

EVENT HEALTH AND SAFETY FORM



Version No: Rev 4

January 2011

<p>1. This Form must be completed for all events which are held on campus grounds or buildings. An "Event" is a non routine (outside normal day to day college activities or activities which form part of a course curriculum) gathering of staff, students or members of the public.</p> <p>2. This Form must be completed by the Event Organizer. The event organizer maybe a member of staff, a student or a member of the public.</p>			
Section 1: Event Details			
1.1	Please give an overview of the event (summarize what the event will consist of and give details of any temporary structures such as stages, lighting, stands, amusements etc which will be used as part of the event)		
1.2	Expected Numbers to Attend		
1.3	Date (s) of Event		Time (s) of Event
1.4	Does your event require a permit or license? (Tick Yes or No). If Yes, please attach copies of permits or licenses.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.5	Will minors under 18 be attending the event? (Tick Yes or No). If Yes, give details of levels of supervision will be provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES	What is age profile	No of Minors	No Of Supervisors
	Groups age range from 5 years to under 12 (Min Ratio of 1/10)		
	Groups age range over 12 to under 18 years (Min Ratio of 1/15)		
1.6	Will you be employing third party contractors and suppliers e.g. outside caterers, electricians, sound engineers, security, construction contractors, people hired to erect marquees, amusements? (Tick Yes or No).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, you must obtain the following document			Tick
Proof of their Insurance is attached			<input type="checkbox"/>
Section 2: Event Management Team			
	Details	Name	Mobile Contact No
	Name of Event Organizer		
	Name of Person who has responsibility for Health and Safety at the event		
	Other members of event Team if relevant		

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Section 3: Event Risk Assessment

In accordance with Health and Safety Legislation you the organizer of an event are legally obliged to undertake a **written Risk Assessment** of your event. You must identify any hazards, which could cause harm to your staff (or volunteers) working for the event, staff or students on campus and/or any members of the public attending or participating in the event.

Please complete the “**Event Risk Assessment**” attached or submit your own Risk Assessment as an attachment to this form.

To be Completed by IT Sligo Health and Safety Officer

<i>Review and Approval by the Health and Safety Officer</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
<i>Does the Event Organizers Risk Assessment Document adequately identify the Hazards of the event?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Have the event organizers put in place sufficient controls to manage the risks?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Will the event result in a material alteration of college property or grounds?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>For events organized by third parties, have the event organizers provided a copy of their insurance policy (noting public liability) and a letter from their insurance company confirming the extension of the policy to cover the event and indemnifying the Institute of Technology Sligo to a value of €6.5 million</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety Officer (or designee) Signature			
Date			
Reason for refusal if applicable			

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Event Risk Assessment

<p>1. Risk Assessment is the identification of foreseeable hazards, evaluating the risks associated with them and considering what needs to be done to reduce the risk to an acceptable level. You should write down all the activities and attractions, which make up the event and identify ways in which people could be harmed. This needs to include activities in the set up and clean up after the event.</p> <p>2. For all Hazards identified please state what control measures you will put in place to reduce the Risk and the name of the person responsible for ensuring this happens</p> <p>3. <i>Below is a list of possible Hazards which may be present at your event, this is given as a guidance only as each event will have its own unique set of hazards which you will need to be identify and document. Please delete or put Not Applicable (N/A) for all those which do not apply and add in any additional Hazards.</i></p>			
Event Name		Date of Event	Time of Event
Name of Person completing this Risk Assessment		Signature and Date	
Event Organizer Name		Signature and Date	

Hazard	People at Risk from the Hazard	Is the Hazard Present for your event? Yes or No	Risk Level High Med Low	Control Measures	Responsibility of the event organizer (Initial and Sign each applicable Hazard)
Slips, trips and falls <i>Uneven surfaces, temporary ramps, wet floors/surfaces, water logged pitches, icy conditions</i>				•	
Ingress and Egress <i>Large crowds, occupancy capacity, unauthorized entry, blocked exits routes, access for emergency service, poor signage leading to and at the event</i>				•	
Vehicular Traffic <i>Car parking, road closures, interaction of vehicles and pedestrians, taking of deliveries</i>				•	
Electricity <i>Temporary lighting ran across roadways and pathways, not carried out by certified electrician, no emergency back up generators, poor illumination of areas, electric shock, overload of circuits, fire</i>				•	
Hazardous Substances <i>Cleaning materials, gas bottles, oils</i>				•	
Young Persons (minors under 18) <i>Lost child, lack of adult supervision</i>				•	
People with special needs <i>Mobility problems (including wheel chair users,</i>				•	

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Hazard	People at Risk from the Hazard	Is the Hazard Present for your event? Yes or No	Risk Level High Med Low	Control Measures	Responsibility of the event organizer (Initial and Sign each applicable Hazard)
<i>difficulty in walking, impaired vision or hearing</i>					
Stages and other Structures <i>Collapse of structures, poor anchoring, fire, pooling of water around temporary structure, use of temporary electrical supplies</i>				•	
Fire <i>Outbreak of fire, sounding of alarm, evacuation, provision of fire fighting equipment</i>				•	
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of the emergency services</i>				•	
Extreme Weather <i>Snow, floods cessation of the event</i>				•	
Environment <i>Public health, sanitary and drinking water provision, noise, waste/litter</i>				•	
Manual Handling <i>Lifting/moving equipment or heavy loads</i>				•	
Working at Height <i>Fall from stage or platform, fall from rigs or ladders, objects falling onto people below</i>				•	
Catering /Food Safety <i>Food poisoning, supply of alcohol, dehydration</i>				•	