

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 for a Class Room, Lecture Hall or Computer Room based event

<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>					
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)
Fire <i>Outbreak of fire, sounding of alarm, evacuation,</i>	Persons attending the event		Low	<p>Prior to the commencement of the event, the event organizers should ensure they make themselves and their group familiar with the nearest exit points, the fire assembly points and the evacuation procedure.</p> <p>Evacuation Procedure</p> <ul style="list-style-type: none"> • If a continuous alarm sounds for greater than 30 seconds then you need to leave the building • Do not stop to collect personal belongings • Do not use the lift, always use the stairs • Close all doors behind you as you leave • Walk to the nearest fire exit, don't run, stay calm • Go to the nearest Assembly point • Do not re-enter the building until you are advised to do so by the fire warden or IT Sligo security staff. 	
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of the emergency services</i>	Persons attending the event		Low	<ul style="list-style-type: none"> • All minor injuries should be handled by the course organizer. • In the event of a major incident then the emergency services should be called and the exact location in the college should be given to them so a speedy service can be provided. • College security should be notified of any major medical incident. 	
Young Persons (minors under 18) (Not IT Sligo registered students) <i>Lack of adult supervision, interference with campus property etc, horseplay</i>	Persons attending the event		Med	<ul style="list-style-type: none"> • Event organizers must ensure that the persons attending provide the correct level of adult/minors supervision for any minors brought onto campus • Event organizers must take responsibility that persons who are designated as supervisors are properly trained and approved to work with minors 	
Any Other Hazard specific to your event?				•	