

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"/>	<input type="checkbox"/>
If YES, you must obtain the following document			Tick
Proof of their Insurance			<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

Review and Approval by the Health and Safety Officer	Yes	No	N/A
<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 an event on the Main Concourse, the Library Concourse or the Canteen

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.
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

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	The Risk Level is Low, Medium or High	Control Measures	Responsibility of the event organizer
Slips, trips and falls <i>Uneven surfaces, temporary ramps, wet floors/surfaces, trailing cables</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Low	<ul style="list-style-type: none"> All cables etc to taped down to avoid creating trip hazards Layout of stands should be reviewed so as not to block exits or block areas of high foot fall Exhibitors to take due care when setting up stands, displays etc 	
Ingress and Egress <i>Large crowds, occupancy capacity, unauthorized entry, blocked exits routes, access for emergency service</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Low	<ul style="list-style-type: none"> Organizers to have sufficient staff on duty to manage the ingress/egress of those attending 	
Fire <i>Outbreak of fire, sounding of alarm, evacuation,</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Low	<ul style="list-style-type: none"> Exhibitors to be made aware of evacuation routes and their assembly point in the event of an evacuation by their IT Sligo contact 	
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of the emergency services</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Low	<ul style="list-style-type: none"> All minor injuries should be referred to local First Aiders. Call 333 or 071 9155333 to get a First Aider 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. 	
Manual Handling <i>Lifting/moving equipment or heavy loads</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Low	<ul style="list-style-type: none"> Estates to set up tables on main concourse Exhibitors need to take due care with manual handling tasks 	
Catering /Food Safety <i>Food poisoning, supply of alcohol</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Med	<ul style="list-style-type: none"> Food cooked and prepared by a professional and approved person/company Food Safety/Hygiene Guidelines followed Provision of Alcohol is not permitted All equipment used will meet with all safety 	

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Hazard	People at Risk from the Hazard	Is the Hazard Present for your event? Yes or No	The Risk Level is Low, Medium or High	Control Measures	Responsibility of the event organizer
				standards	
Electricity <i>Electric shock, overload of circuits, fire</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Med	<ul style="list-style-type: none"> All performers or third parties will take responsibility for the suitability and fitness of purpose of any equipment bought onto campus 	
Stages and other Structures <i>Collapse of structures, poor anchoring, fire, use of temporary electrical supplies</i>	Exhibitors/Performers, Visitors, IT Staff & Students		Med	<ul style="list-style-type: none"> All structures shall be erected by competent persons 	
Any Other Hazard specific to the event?				<ul style="list-style-type: none"> 	