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Appendix 1: List of Contacts

Campus Living Main Office - +353 (0)91 492264

Corrib Village Main Number - +353 (0)91 527112

Goldcrest Village Main Number - +353 (0)91 527112

Security

Main Campus - +353 (0)91 49 3333

Corrib Village +353 (0)87 2753165

Goldcrest Village +353 (0)87 2753165

Appendix 2: Campus Living/Buildings and Events Set up List

- EVENT RISK MATRIX**

Factor	Details	Value	Score
Event Nature	VIP Visits	1	
	Art Exhibition	1	
	Classical / Folk / Theatrical Performance	1	
	Athletics and Sport	1	
	Fetes / Fund Raisers	1	
	Pop / Rock / Dance events	2	
	Parades and Carnivals	2	
	Fireworks Display	2	
	Aviation Sport and Display	3	
	Motor Sport and Display	3	
	Marine / Waterway Events	3	
	Celebrations and Parties	3	
	Travel to third world countries	4	
Event Venue	Indoor	1	
	Arena / Stadium	2	
	Outdoor, defined boundaries	3	
	Outdoor, Widespread / street	4	

Numbers	<500	1	
	500 – 1,000	2	
	1,000 – 3,000	3	
	3,000 – 4,000	4	
	5,000 – 10,000	5	
	>10,000 plus	10	
Participant accommodation	All seated	1	
	Mixed (at least 50% seated)	2	
	Standing	3	
Participant age and profile	Full mix, in family groups	1	
	Full mix, not in family groups	2	
	Predominately adults	3	
	Predominately children and young persons	4	
	Predominately elderly	4	
	Conflict / Rival factions	5	
Additional Factors	Adverse weather potential	2	
	Queuing over one hour	1	
	Parking on site	1	
	Livestock	1	

	Temporary structures	2	
	Bouncy castles / sideshow	2	
	Onsite catering	2	
	Overnight camping	3	
	Traffic movement in crowd area	3	
	Helicopter operations	4	
	Dangerous goods storage and use	4	
	Funfair rides	4	
	Alcohol available	5	
Distance from major A & E facility	Under 5 miles	1	
	5 – 10 miles	2	
	Over 10 miles	3	
Distance from fire station	Under 3 miles	1	
	3 -5 miles	2	
	Over 5 miles	3	
		Total	

Event Management and Event Safety Policy

Event Risk Assessment:

Title and description of event:

Proposed location of event:

Event organizer (Name office No and Mobile No):

Visitor /Participant Profile:

- **Age range:**
- **Alcohol consumption high/moderate/low:**
- **Likelihood of some drug use yes/no:**
- **% Children:**
- **% Disabled/new and expectant mothers:**
- **Busiest times:**
- **Average attendance:**

Hazard	Consequences	Who is at Risk	I S R	Controls	L S R	Action Level
<p>Identify Hazards</p> <p>Identify hazards in each location that could reasonably be expected to result in significant harm</p>	<p>What could result from the hazard?</p> <p>First aid injury – minor cuts sprains, bruises</p> <p>3 day injury – broken fingers, toes, sprained tendons or muscles, illness</p> <p>Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems.</p> <p>Usually an injury from which full recovery is possible.</p>	<p>Who might be harmed?</p> <ul style="list-style-type: none"> • Organizer’s staff • Venue staff • Visitors • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Elderly visitors • Club/Society members <p>Non members</p>	<p>Risk</p> <p>L = Likelihood</p> <p>S = Severity</p> <p>R = Risk level</p> <p>L x S = R</p>	<p>What controls will be in place?</p> <p>Will the risk be adequately controlled?</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls;</p> <p>Meet legal requirements?</p>	<p>What is the Residual Risk?</p> <p>Is it acceptable?</p> <p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review during event.</p> <p>L = Low, no further action required</p>	

	<p>Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person</p>			<p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p> <p>Comply with industry standards?</p>	
<p>Identify Hazards</p> <p>Identify hazards in each location that could reasonably be expected to result in significant harm</p>	<p>What could result from the hazard?</p> <p>First aid injury – minor cuts sprains, bruises</p> <p>3 day injury – broken fingers, toes, sprained tendons or muscles, illness</p> <p>Serious injury – head injury, loss of</p>	<p>Who might be harmed?</p> <ul style="list-style-type: none"> • Organizer’s staff • Venue staff • Visitors • Exhibitors • Contractors • New inexperienced staff • Disabled • Children 	<p>Risk</p> <p>L = Likelihood</p> <p>S = Severity</p> <p>R = Risk level</p> <p>L x S = R</p>	<p>What controls will be in place?</p> <p>Will the risk be adequately controlled?</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate 	<p>What is the Residual Risk?</p> <p>Is it acceptable?</p> <p>Action Level</p> <p>H = High, Immediate action required</p>

	<p>consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.</p> <p>Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person.</p>	<ul style="list-style-type: none"> • New and expectant mothers • Elderly visitors • Club/Society members <p>Non members</p>		<ul style="list-style-type: none"> • Control • PPE • Discipline <p>Do the controls;</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p> <p>Comply with industry standards?</p>	<p>M = Medium, Justify and review during event.</p> <p>L = Low, no further action required</p>	
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Event Details:

Date(s) of your event:	
Title of your event	
Event Organiser Contact Name, Phone Number & Email	

Venue(s): (Please complete the following indicating when set up/set down needs to be completed and event start/finish time)

Venue	Event Set up Date/Time	Event Start Date/Time	Event End Date/Time	Event Set Down Date/Time

Set up Requirements: Please clarify number of each item required below and location where these items are required:

Item Required	No.	Venue	Location/Set up Description
Trestle tables (excluding catering, catering tables are requested below) (dimensions 1.8m x 0.75m)			
Chairs			
Poster Boards			

Lectern			
Stage - size required (Sections of 2.44 X 1.83 m available in certain locations only)			
Directions Stands Internal External			
Conference Cloths (Please note buildings provide burgundy cloths for trestle tables only - catering tablecloths must be ordered from caterer)			
Electrical Requirements: Please confirm if additional power is required giving details			

Completed Risk Assessment attached: Yes / No

Catering: If catering is provided for the event, please complete the following:

Catering Company	
-------------------------	--

Contact name, telephone & email	
--	--

Please confirm if the following are required for catering:

Item Required	No.	Venue	Location/Set up
Trestle tables (dimensions 1.8m x 0.75m)			
Banquet tables (6 ft round) Bailey Allen & UpperAula			
Banquet tables (4 ft round) Lower Aula only			
Chairs			
Other (please specify)			

It is the responsibility of the event organiser to complete this form fully to comply with the University Event Management & Event Safety Policy.

Signed: _____

Extension: _____

Appendix 3: Event Management Plan

Event Management Plan

[Event Name]

[Event Date and Time]

Owned by: _____

Version: _____

Date Submitted: _____

Review Date: _____

1. Event Overview

1.1 Event Description

1.2 Location

[Describe the site and some of the surrounding area]

1.3 Dates and Duration

1.4 Entrance and Exit Points

1.5 Attendance

1.6 Audience Profile

1.7 The Event Organisers

[Description of your company]

1.8 Tree of Responsibility

[Insert your event organizational chart here]

1.9 Roles and Responsibilities

Name	Role

--	--

1.10 Contacts

--

1.11 Catering and Hospitality

--

1.12 Liquid Petroleum Gas

--

1.13 Litter

--

1.14 Entertainment

--

1.15 Barriers

--

1.16 Security/Stewarding Companies

--

1.17 CCTV

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2. Communications

2.1 P.A System

2.2 Radio

2.3 Loud Hailers

2.4 Telephone

2.5 Signage and Public Information

2.6 Media Handling

3. Traffic Management

4. Medical and First Aid Cover

5. Fire Risk Assessment

5.1 Fire Extinguishers

6. Gardaí

7. Risk Management

7.1 Risk Assessments

7.2 Incident Recording

7.3 Health and Safety Authority

7.4 Insurance

7.5 Weather

8. Incident Management

8.1 Extreme Weather

8.2 Emergency Vehicle Access

8.3 Event Evacuation Plan

Event Management Plan Guidance

A blank template plan is provided above, as a starting point for your Event Management Plan. It should be remembered that the headings in the template are by no means exhaustive. If the organiser feels that a part of their event is important to include in the plan, then it should be added. Also note that not all parts of the template may be relevant for every event.

On completion of the document, it is recommended that the plan be thoroughly read through, and perhaps checked by a person who has not seen the plan before. In the event of an incident at the event, the event team and the emergency services will be relying on the plan to know your event as well as the organising team do.

When beginning the plan, the Event Management and Event Safety Policy should be read. In addition, before filling in the blanks for an event, make sure you know the answers to most of the questions, to avoid duplication later in the plan