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Section 1 - Basic Safety Requirements When Planning an Event on Campus

1.1 Attendees

All events should have a reasonable assessment completed for the attendee profile. This includes age, gender and access requirements, which will allow for better planning in terms of catering, access needs and will help to provide a positive experience for all participants.

1.1.1 Children

If your event includes attendance from children under the age of 18 years, you must adhere to the Children First National Guidelines for the Protection and Welfare of Children 2017 and the Children First Act 2015. These are available to download from <http://www.tusla.ie/children-first/children-first-guidance-and-legislation/>.

The University also has a Child Protection Policy, which you are required to adhere to. <http://www.nuigalway.ie/child-protection/childprotectionpolicy/>.

1.2 Curtains and Drapes

Where there is a need to install curtains or drapes, materials must comply with the requirements of BS 5867-2:2008 *Fabrics for curtains, drapes and window blinds. Flammability requirements. Specification type B performance or EN 13773 Class 1, 2 or 3 European Standard Textile burning behavior for curtains and drapes*. Please ensure paper work and certification of materials is up to date. When installing curtains/drapes at a height, a method statement and risk assessment is required.

1.3 Electrical Safety

Where there is a need to use electrical equipment as part of your event, you must inform Campus Living in advance, who will liaise with our Buildings and Estates team to ensure all relevant safety standards are met. Electrical extension leads or heaters should not be brought on campus. All electrical equipment brought to site must be fully certified and only operated by trained and competent staff.

1.4 Event Risk Assessment and Event Management Plan

In order to ensure the safety, health and welfare of all those participating in events on campus a simple assessment of the event should be carried out in advance and depending on a number of factors, score the event and categorise it into a low, medium or high risk.

| | |
|---------|-------------|
| 0 - 20 | LOW RISK |
| 21 – 30 | MEDIUM RISK |
| 31 + | HIGH RISK |

If your event is a medium or high-risk event, you will need to complete a risk assessment and an Event Management Plan. NUI Galway Buildings and Estates Event Management is listed Appendix 2 and provides the scoring matrix and a template for risk assessment and the Event Management Plan.

1.5 Fire Appliances

The campus has specific fire appliance access routes, which must be kept clear during events. Please note this is a shared campus across numerous buildings and open spaces. For larger events with over 800 expected attendees or at the University's discretion, a fire safety plan should be developed. All large events should inform local emergency services of their event and detail its activities. Please note when on campus, security may be required to ensure any pedestrian bollards are lowered as required by emergency teams.

1.6 First Aid

For larger events with more than 500 participants, arrangements need to be made for first aid. A minimum of one first aider is required for such events. Ambulance parking is available across the campus and emergency access routes are shown on specific campus maps.

Please note that on campus, security must be called to ensure any pedestrian bollards are lowered as required by emergency teams.

First aiders can be hired from the following providers;

- St John Ambulance - <http://www.stjohn.ie/eventcover/>
- Medlink - <http://medilink999.ie/event-cover/>
- Red Cross - <https://www.redcross.ie/programmes-and-services-in-ireland/ambulance/>
- Order of Malta – <http://www.orderofmaltaireland.org/ambulance-corps/first-aid-ambulance-services/>

1.7 Floor Covering

In the event temporary floor covering is required, material must comply with the performance requirements of "a low radius on effects of ignition" as defined in BS 5287: 1988 *Specification for assessment and labelling of textile floor coverings*.

1.8 Food Vendors/Food Vans

There are 5 campus-based caterers who can provide a range of catering services. In special circumstances, as agreed with Campus Living directly, where other food vendors or food vans are on campus, proof of HSE registration must be provided in advance of the event. A letter from the relevant Environmental Health Officer for each vendor will suffice. It is the responsibility of each event organiser to ensure all relevant paperwork from food vendors and subcontractors are up to date.

1.9 Insurance – Large Events & Events Involving Children

Campus Living, NUI Galway require that you have insurance for the duration of your use of campus facilities to cover the use by yourself, all employees and invitees of the event. Policies required are Public Liability Insurance in the sum of €6,400,000 and Employers Liability Insurance in the sum of €13,000,000 with a specific indemnity in favour of endorsed on the said policy to indemnify against any and all risks arising from the event and the company's presence on campus. Insurance policies must be submitted and in date for at least six months. Please note reference to Child Protection policy as stated in section 1.1.1 must be adhered to.

1.10 Lighting Rigs

Where an event requires additional lighting to that provided by Campus Living, work must be carried out by certified, insured, competent lighting contractors. A copy of the insurance certificate and the completion certificate must be provided to Campus Living prior to the event. A lighting plan including specification should form part of your event management plan.

For any additional lighting in the Cube, Stage or Bailey Allen Hall, the proposed lighting contractor should be informed on the following;

1. The safe working load of the hoists must not be exceeded (the SWL is marked on each hoist).
2. The safe working load of the aluminium lighting trusses must not be exceeded (the SWL is marked on each truss)
3. Under no circumstances interfere with the lifting equipment above the level of the lifting hook.
4. The aluminium lighting trusses are not to be modified or altered in any way i.e. no secondary frames, scaffold tubes; couplers etc. are to be connected between the lighting trusses.
5. Do not remove the safety cable from the aluminium lighting trusses.
6. Visually inspect trusses for physical damage, i.e. distortion, twisting or bending, prior to using. If damaged, do not use and report to Buildings & Estates.

Proposed contractor erecting lights in the Cube Theatre should also be advised;

1. Lights can only be connected directly to the lighting trusses.
2. The aluminium lighting trusses are not to be disconnected.

1.11 Poster/Display Boards

Campus Living can provide poster boards for use during your event. In the event you wish to bring in your own display boards, they must be flame retardant and comply with EN 13501-1:2007 Fire Classification of Construction Products and Building Elements. Any bespoke display units or freestanding displays must be fit for purpose and pre-approved by the university. This includes branding displays, pop up counters and exhibition mountings.

1.12 Stewards/Security

For events with an expected attendance of over 500, stewarding or security personnel to man the doors and to assist in evacuation in the event of a fire or another emergency. Campus Living will liaise with our on-site security contractor to arrange for suitably qualified personnel to fulfil this role. Depending on room layouts, a stewarding/security plan should be developed as required.

1.13 Summary Checklist – what documents do you need to provide?

| | Documents required | ✓ |
|---|---|---|
| Medium or high risk events | Event management plan | |
| Outside food vendors, food vans, caterers | Letter from Environmental Health Officer re registration | |
| Insurance large events/events with children | Evidence of Public (€6,400,000) and Employers Liability (€13,000,000) Insurance & indemnification of Campus Living, NUI Galway | |
| Additional lighting Bailey Allen & Cube | Evidence of insurance from contractor. Certificate of completion | |
| Cherry picker use or any height for hire including fork lifts | Evidence of insurance from contractor. Cert for equipment Method statement and risk assessment <i>Safe pass for driver(s) is the responsibility of the organiser</i> | |
| Tiered Seating, indoors or outdoors | Certificate of completion | |

1.14 Tiered Seating and Temporary Stages

Tiered seating can be provided in the Cube. If you wish to hire and erect temporary, tiered seating indoors or outdoors this must be agreed in advance with Campus Living with written certification as to the safety and stability of the equipment provided in advance. The time for erection, location and layout must be agreed with Campus Living in conjunction with Buildings and Estates team in advance. All temporary structures must be fully certified, and be erected by accredited personnel. This includes marquee builds also. Any structures requiring structural engineer certification is the responsibility of the event organiser and must be approved by Campus Living and NUI Galway Buildings and Estates.

1.15 Use of Mobile Elevating Platforms

Mobile elevating platforms including cherry pickers or other work at height equipment may be required for some set ups. In these circumstances, a certificate for the equipment and a risk assessment/method statement for its use will need to be provided in advance of the equipment being brought on site. Please note, storage of height for hire vehicles is at the owner's risk.