**Event Management and Event Safety Policy**

**Appendix A – Risk Matrix**

1. **Managing Safely – The Risk Matrix.**

The key person in the management of Events is the Event Organiser or ‘Controller’. The University endeavours to be supportive of events that contribute positively to University of Galway. This requires that they are managed safely to comply with s.12 of the Safety, Health and Welfare at Work Act 2005. Therefore events that are high risk or where the resources are not available to adequately manage them should be prohibited at the outset rather than expend limited time and resources assessing options that are not feasible. A risk matrix has been provided for this purpose.

**1.1 Purpose**This risk matrix has been produced to allow organisers of events to evaluate the overall risk and identify into which of three risk categories the event will be allocated. It is a preliminary, simple assessment carried out before the detailed assessment and gives an overview of the level of risk.

**1.2 Criteria**The criteria suggested have been selected as indicators of the degree of risk to health and safety of those who may be affected by the event, including participants, spectators and members of the public. The criteria involve consideration of the risk of harm, the extent of control and the availability of emergency response. The criteria are allocated and outlined in table 1.

**1.3 Evaluation**Each of the criteria proposed has been allocated a score. The total score of all relevant factors  
should be added and compared to the threshold set for high, medium, and low risk events. For multisite or multi-activity events, organisers should use the likely worst-case scenario for the event as a whole when considering the scores. Very large events which may involve many activities over many sites or over many days are best considered as individual events, with the organisers ensuring that appropriate control and co-ordination is achieved across the entire event.  
 **1.4 Scoring**The total score obtained from table 1 should be compared to the following threshold to determine the relevant risk category and will give an idea of the type of action required to run the event safely.

|  |  |
| --- | --- |
| **0 - 14** | **LOW RISK** |
| **15 – 30** | **MEDIUM RISK** |
| **31 +** | **HIGH RISK** |

For events posing a **HIGH RISK,** the guidance included in the Health and Safety Executive’s publication “The Event Safety Guide” (reference HSG 195) and the Dublin City Council ‘Guidelines for event organizers’ and where relevant the Code of Practice for Safety at Indoor Concerts (Department of the Environment and Local Government 1998) should be adhered to.

For events posing a **MEDIUM RISK,** the Dublin City Council ‘Guidelines for event organizers’ should be adhered to. It is strongly recommended that the Health and Safety Executive’s publication “The Event Safety Guide” (reference HSG 195) and where relevant the Code of Practice for Safety at Indoor Concerts (Department of the Environment and Local Government 1998) be considered during the planning process.

For events posing a **LOW RISK**, the the Dublin City Council ‘Guidelines for event organizers’ should be considered. It is strongly recommended that the Health and Safety Executive’s publication “The Event Safety Guide” (reference HSG 195) be considered during the planning process. *In all cases, regardless of risk score, a risk assessment must be completed by the event controller.*

**Table 1 – RISK MATRIX**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Factor** | **Details** | **Value** | **Score** | **The total score obtained should be compared to the following threshold to determine the relevant risk category: This will give an idea of the type of action that is going to be needed to run the event safely.**   |  |  | | --- | --- | | **0 -14** | **LOW RISK** | | **15-30** | **MEDIUM RISK** | | **31 +** | **HIGH RISK** | |
| **Event Nature** | VIP Visits | 1 |  |
|  | Exhibits | 1 |  |
|  | Classical / Theatrical Performance | 1 |  |
|  | Athletics and Sport | 2 |  |
|  | Fetes / Fund Raisers | 1 |  |
|  | Pop / Rock / Dance events | 2 |  |
|  | Parades and Carnivals | 2 |  |
|  | Marine / Waterway Events | 3 |  |
|  | Celebrations and Parties | 3 |  |
| **Event Venue** | Indoor | 1 |  |
|  | Outdoor, defined boundaries | 4 |  |
|  | Outdoor, Widespread / street | 5 |  |
|  | Riverbank | 5 |  |
| **Numbers** | <500 | 1 |  |
|  | 500 – 1,500 | 3 |  |
|  | 1,500 – 5,000 | 5 |  |
|  | >5,000 plus | 10 |  |
| **Participant accommodation** | All seated | 1 |  |
|  | Mixed (at least 50% seated) | 2 |  |
|  | Standing | 3 |  |
| **Participant age and profile** | Family groups | 2 |  |
|  | Predominately adults | 1 |  |
|  | Predominately under 18s | 4 |  |
|  | Predominately elderly | 3 |  |
|  | Conflict / Rival factions | 5 |  |
| **Additional Factors** | Queue management | 1 |  |
|  | Animals | 1 |  |
|  | Temporary structures | 2 |  |
|  | Bouncy castles / sideshow | 2 |  |
|  | Onsite catering | 2 |  |
|  | Overnight camping | 3 |  |
|  | Traffic movement in crowd area | 3 |  |
|  | Funfair rides | 4 |  |
|  | Alcohol available | 5 |  |
|  | 24 Hour/Late event | 10 |  |
| **First aid present** | Advanced paramedic with vehicle | 1 |  |
|  | Qualified first aiders | 2 |  |
|  | No first aiders present | 3 |  |
|  |  | **Total** |  |