Trinity College Dublin

**Event Safety Management Plan**

(Small Events not involving unusual activities, installations or equipment)

|  |  |  |
| --- | --- | --- |
|  | Details | Additional Detail |
| Name of Event |  |  |
| Outline of the event |  |  |
| Location |  |  |
| Date/Time |  |  |
| Expected Number of participants/audience |  |  |
| Name and contact detail of person in control of event |  |  |
| Name and contact detail of event Safety Officer |  |  |
| Permission obtained from Junior Dean |  |  |
| Facilities Officer consulted |  |  |
| Stewarding Arrangements |  |  |
| Equipment/substances being used |  |  |
| Food being served |  |  |
| College Emergency Procedures consulted |  |  |
| First Aid arrangements |  |  |
| Toilet/Changing facilities |  |  |
| Drinking Water |  |  |
| Facilities for disabled |  |  |
| Risk Assessment completed (See below) |  |  |
| Safety Announcements drafted |  |  |
| Insurances in place: yes/no |  |  |

Note;

An Event Safety Management Plan should be drawn up for all events outside of the normal teaching/research activities in Schools and Research Institutes, outside of the normal activities of societies and clubs and any event involving members of the public outside the College Community.

College society activities are covered under College insurance. However, all outside service suppliers, hirers, contractors and the like must have adequate insurances\* and these must be presented to the Director of Buildings Office for verification in advance of the event.

Many events including all events in external areas of College require the Permission of the Junior Dean – for such events the Event Management Plan must be agreed in advance by the College Safety Officer or the Facilities Officer

\*each and every service provider, contractor, caterer, hiring company etc. should provide evidence of their insurances as set out below:

Public Liability: Not less than €6.5m any one event **with a specific indemnity to Trinity College Dublin**

Employers Liability:         Not less than €13m any one event

Caterers should also provide evidence of their Products Liability insurance not less than €6.5m

The above should be provided on the headed paper of either an insurance company or insurance broker and should contain also the following information:

Name of Insured, Name of Insurer, Business description of insured, Jurisdiction, Territorial Limits, Dates of cover

**Event Risk Assessment**

|  |  |  |
| --- | --- | --- |
| Event Title | Date of Risk Assessment | Carried out by |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard\* | Who may be harmed | Controls in placeSafety Measures to reduce/ eliminate risk | Risk Assessment(H/M/L) | Additional precautions required | Person responsible |
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**H = High, M = Medium, L= Low**

\*some sample hazards to consider

Fire Prevention

Overcrowding / Crowd control

College Emergency Procedures

Fire Safety / Evacuation procedures

Safety announcements

Communication with College Authorities

Stages/Structures/Drapes/stage furniture

Lighting/Sound equipment

Audience Seating

Security/theft

Confined Spaces

Heavy Loads/Manual Handling

Hazardous Substances

Compressed gases

Food Handling

Hot work/Naked Flame/Candles

Vehicles/Traffic Management

Special needs / children / elderly / disabled

Electrical Risks/Generators

Working at Height

Working near water

Illness/Injury

Noise

Lone working