(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 |  |  |

**Notes:**

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 Head of Safety and/or the Campus Services Manager.

\*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 place  Safety Measures to reduce/ eliminate risk | Risk Assessment  (H/M/L) | Additional precautions required | Person responsible |
| Trip Hazard from cables |  |  |  |  |  |
| Overcrowding/Crowd control |  |  |  |  |  |
| Fire Prevention |  |  |  |  |  |
| Lighting/Sound equipment |  |  |  |  |  |
|  |  |  |  |  |  |

**H = High, M = Medium, L= Low**

\*some sample hazards to consider

Fire Prevention Hazardous Substances

Overcrowding / Crowd control Compressed gases

College Emergency Procedures Food Handling

Fire Safety / Evacuation procedures Hot work/Naked Flame/Candles

Safety announcements Vehicles/Traffic Management

Communication with College Authorities Special needs / children / elderly / disabled

Stages/Structures/Drapes/stage furniture Electrical Risks/Generators

Lighting/Sound equipment Working at Height

Audience Seating Working near water

Security/theft Illness/Injury

Confined Spaces Noise

Heavy Loads/Manual Handling Lone working