**Event Management and Event Safety Policy**

**Appendix B – Event Management Plan and Risk Assessment**

**Event Management Plan and Risk Assessment**

**[Event Name]**

Owned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: The Event Management Plan and Risk Assessment and Risk Assessment must be typed and submitted to**

[**space@nuigalway.ie**](mailto:space@nuigalway.ie)**. Handwritten EMP’s will not be accepted.**

|  |  |  |
| --- | --- | --- |
| 1. **Event Overview and Organising Team** | | |
| **1.1** | **Event Name** |  |
| **1.2** | **Event Description** |  |
| **1.3** | **Event Nature** (VIP visit, fundraiser, sports, concert, etc) |  |
| **1.4** | **Dates** | **From: To:**  **Times:** |
| **1.5** | **Event Organisers** |  |
| **1.6** | **Nominated Event Controller** |  |
| **1.7** | **Tree of Responsibility** |  |
| **1.8** | **Roles and Responsibilities** | **Name:**  **Role:**  **Name:**  **Role**  **Name:**  **Role:** |
| **1.9** | **Contacts** |  |
| **1.10** | **Relevant written support has been sought from (see note below)\*** |  |

\*In advance of organising an event to be held on the University campus, written support must be sought from the relevant category representative confirming that the event appropriately represents that category.

|  |  |
| --- | --- |
| **Category** | **Supported by** |
| Corporate | UMT Member |
| Academic | Head of School |
| Student | Director of Student Services |
| 24 Hour/Late Events | Director of Student Services /Head of Unit |
| Sports | Director of Sport and Physical Activity |
| Commercial | Commercial Manager |
| Arts Exhibition | Arts Officer |

**Event Management Plan and Risk Assessment**

In planning an event, organisers must consider all associated activities and give serious consideration to what might cause harm to all persons associated with it. Each risk identified must be assessed to see what controls can be put in place and what actions needs to be taken to reduce the risk to an acceptable level.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Venue and Access** | | | | | | | | |
|  | | | | **Identify any Hazards** | **Potential Consequences from Hazards** | **Calculate the Risk**  **(Likelihood x Severity)**  **See Table Below** | **What controls can be put in place to reduce risk** | **Actions Required** |
| **2.1** | **Proposed Location** | (*describe site and surrounding area here)* | **R**  **I**  **S**  **k**  **A**  **S**  **S**  **E**  **S**  **S** |  |  |  |  |  |
| **2.2** | **Entrance and Exit Points** |  |  |  |  |  |  |
| **2.3** | **Use of Temporary Structures and/or cabling** |  |  |  |  |  |  |
| **2.4** | **Traffic Management Arrangements** |  |  |  |  |  |  |
| **2.5** | **Parking Arrangements** |  |  |  |  |  |  |
| **2.6** | **Wet Day Scenario** |  |  |  |  |  |  |
| **2.7** | **Extreme Weather Plan** |  |  |  |  |  |  |

**Risk assessment = Likelihood x Severity  
Severity of Harm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood of Harm** | **Slight** | **Moderate** | **Severe** |
| **Very Unlikely** | Very low | Very low | Medium |
| **Unlikely** | Very low | Low | High |
| **Likely** | Low | Medium | Very high |
| **Very Likely** | Medium | High | Very high |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Audience Management** | | | | | | | | |
|  | | | | **Identify any Hazards** | **Potential Consequences from Hazards** | **Calculate the Risk**  **(Likelihood x Severity)**  **See Table Below** | **What controls can be put in place to reduce risk** | **Actions Required** |
| **3.1** | **Attendance numbers** |  | **R**  **I**  **S**  **k**  **A**  **S**  **S**  **E**  **S**  **S** |  |  |  |  |  |
| **3.2** | **Queue Management** |  |  |  |  |  |  |
| **3.3** | **Audience Profile** | Predominately Adults  Predominately under 18s  Family Groups  Predominately Elderly  Conflict/Rival Factions |  |  |  |  |  |
| **3.4** | **Audience Participation** | All Seated  All Standing  Mixed |  |  |  |  |  |
| **3.5** | **Alcohol Available** |  |  |  |  |  |  |
| **3.6** | **24 Hour/Late Event** |  |  |  |  |  |  |
| **3.7** | **Medical and First Aid Cover** |  |  |  |  |  |  |
| **3.8** | **Security/Stewarding Arrangements** | Company:  Contact Person:  Tel: |  |  |  |  |  |
| **3.9** | **Catering and Hospitality Arrangements** | Company:  Contact Person:  Tel: |  |  |  |  |  |
| **3.10** | **Entertainment** |  |  |  |  |  |  |
| **3.11** | **Waste Management Plan** |  |  |  |  |  |  |
| **Note: Evidence of insurances of all third party guests/contributors/services providers must be submitted as part of the Event Management Plan and Risk Assessment .**  **Employers Liability (EL) €13m, Public Liability (PL) €6.5m, and they must have indemnified University of Galway on the PL Policy.** | | | | | | | | |

**Risk assessment = Likelihood x Severity  
Severity of Harm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood of Harm** | **Slight** | **Moderate** | **Severe** |
| **Very Unlikely** | Very low | Very low | Medium |
| **Unlikely** | Very low | Low | High |
| **Likely** | Low | Medium | Very high |
| **Very Likely** | Medium | High | Very high |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. Communications** | | | | | | | | |
|  | | | | **Identify any Hazards** | **Potential Consequences from Hazards** | **Calculate the Risk**  **(Likelihood x Severity)**  **See Table Below** | **What controls can be put in place to reduce risk** | **Actions Required** |
| **4.1** | **PA System** |  | **R**  **I**  **S**  **k**  **A**  **S**  **S**  **E**  **S**  **S** |  |  |  |  |  |
| **4.2** | **Radio** |  |  |  |  |  |  |
| **4.3** | **Loud Hailers** |  |  |  |  |  |  |
| **4.4** | **Telephone** |  |  |  |  |  |  |
| **4.5** | **Signage and Public Information** |  |  |  |  |  |  |
| **4.6** | **Media Handling** |  |  |  |  |  |  |

**Risk assessment = Likelihood x Severity  
Severity of Harm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood of Harm** | **Slight** | **Moderate** | **Severe** |
| **Very Unlikely** | Very low | Very low | Medium |
| **Unlikely** | Very low | Low | High |
| **Likely** | Low | Medium | Very high |
| **Very Likely** | Medium | High | Very high |

|  |  |  |
| --- | --- | --- |
| **5 Health and Safety** | | |
| **5.1** | **Fire Risk Assessment** |  |
| **5.2** | **Fire Extinguishers Availability** |  |
| **5.3** | **Risk Assessments** |  |
| **5.4** | **Incident Reporting** |  |
| **5.5** | **Use of Liquid Petroleum Gas or other dangerous substances** |  |
| **5.6** | **Health & Safety Authority** |  |
| **5.7** | **Gardaí** |  |
| **5.8** | **Emergency Vehicle Access** |  |
| **5.9** | **Event Evaluation Plan** |  |

**Event Management Plan and Risk Assessment Guidance**

A blank template plan is provided here, as a starting point for your Event Management Plan and Risk Assessment . It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed 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 is 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. Also, 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.

**Risk Assessment**

In planning an event, organisers must consider all associated activities and give serious consideration to what might cause harm to all persons associated with it. Each risk identified must be assessed to see what controls can be put in place and what actions needs to be taken to reduce the risk to an acceptable level.

**Identify the hazards**

Identify hazards in each location (for set up, operation and take down) that could reasonably be expected to result in significant harm, e.g.

* + Temporary structures, stands, walkways
  + Electrical connections, trailing cables
  + Food stalls, tea station
  + Barriers
  + Bouncy castle
  + Proximity to water

**Set out the potential consequences**

For each hazard state what could go wrong and what the injury could be, e.g.

|  |  |
| --- | --- |
| Electrical connections | Fire  Electrocution  Trips on trailing cables  Death, serious injury |

**Who might be harmed?**

* Organizer’s staff
* Venue staff
* Visitors
* Exhibitors
* Contractors
* Young/new inexperienced staff
* Disabled
* Children
* New and expectant mothers

**Calculate the risk**

Decide on the likelihood of an incident and the severity of the injury resulting from the incident.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** | **Very likely** | **Likely** | **Unlikely** | **Very unlikely** |
| Occurrence | Could easily happen during the event | Could happen | Might happen but the chance is small | Very, very small chance of it happening |

|  |  |  |  |
| --- | --- | --- | --- |
| **Severity of Harm category** | **Slight harm** | **Moderate harm** | **Severe harm** |
| Health | Headache, Diarrhoea | Partial hearing loss, asthma | Acute fatal disease |
|  |  |  |  |
| Safety | Minor cuts and bruises | Lacerations, burns, minor fractures, serious sprains | Fatal injuries, amputations, multiple injuries, major fractures |

**What controls can you put in place?**

Will the risk be adequately controlled?

Consider hierarchy of controls

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Eliminate | Substitute | Reduce | Isolate | Control | PPE | Discipline |

**What’s the residual risk? What’s the action level?**

Is the residual risk acceptable? Action Level

H = High, Immediate action required. State what that is.

M = Medium, Justify and review during event. Could require ongoing supervision during the event.

L = Low, no further action required