Event Organiser Safety Pack

The Conference and Event Centre, University of Galway prides itself in ensuring that your stay with us runs as smoothly as possible. We are committed to providing a safe and healthy environment for you and your colleagues while you are enjoying all the benefits our wonderful campus has to offer.

This booklet gives the conference or event organise the information needed to ensure participants or delegates remain safe while on campus.

Section 1 sets out what safety information you need to know when you are planning an event, from electrical safety to providing first aid cover. The section has a checklist of what you need to provide for our staff.

Section 2 gives you information on the specific safety requirements in our different venues, e.g. how many we can accommodate, what fire safety announcement is required.

Section 3 tells you what to do if there is an emergency and how to get help.

Section 4 sets out the information you can give to your delegates or guests to help them stay safe whether they are staying on campus or elsewhere in Galway.

Contents

Section 1. Basic safety requirements before the event

1.1 Event Risk Assessment and Event Management Plan

In order to ensure the safety, health and welfare of all those participating in events on campus you will need to carry out a simple assessment of the event and depending on a number of factors, score the event and categorise 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 you will need to complete a risk assessment and an Event Management Plan. The University of Galway Buildings and Estates Event Management and Event Safety Policy is attached in Appendix 1. This provides the scoring matrix and a template for a risk assessment and the Event Management Plan.

1.2 Carpets and rugs

If you wish to use a red carpet or other floor covering they must comply with the performance requirements of "a low radius of effects of ignition" as defined in BS 5287: 1988 *Specification for assessment and labelling of textile floor coverings*

1.3 Chafing units

In the event it is agreed to use a non University catering company and your caterer is using chafing units request that they provide glycol and not methanol or ethanol in the fuel cannister as it doesn't combust if it is spilled.

1.4 Children

If your event involves 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, and all external parties including Atalia and other subsidiary companies, organisations agencies and groups, considered as a 'relevant service' under the Children First Act (2015), operating both within the University campus and on behalf of the University, are required to have a Child Safeguarding Statement, in line with the requirements of the Children First Act (2015) which you are required to adhere to.

1.5 Curtains and drapes

If you need to install curtains or drapes these 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.*

1.6 Electrical Safety

If you wish to use any electrical equipment as part of your event you must inform us in advance and we will liaise with our Buildings and Estates Department to ensure we meet the relevant safety standards.   We do not allow electrical extension leads or heaters to be brought on campus.

1.7 First aiders

For large events with more than 800 participants or events where there are sports activities you will need to make arrangements for first aid. A minimum of two first aiders are required for these large evening events.

First aiders can be hired from the following providers;

- St John Ambulance - http://www.stjohn.ie/eventcover/
- Medlink – https://medilink999.ie/about-us-medilink-ambulance-services/
- Order of Malta – http://www.orderofmaltaireland.org/ambulance-corps/first-aid-ambulance-services/

1.8 Food vendors/food vans

We have 4 campus-based caterers who can provide a range of catering services from coffee to dinners and barbeques. In special circumstances where your event requires other food vendors or food vans we do require that you provide proof that they are registered with the HSE to provide food. A letter from the relevant Environmental Health Officer for each vendor will suffice.

1.9 Insurance – large events & events involving children

Atalia DAC and University of Galway requests that you shall have insurance for the duration of the use of the facilities at University of Galway to cover the use by yourself, all employees and invites 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 Atalia DAC and University of Galway endorsed on the said policy to indemnify against any and all risks arising from the event and the company's presence on campus.

1.10 Lighting rigs

If you require lighting in addition to that provided by Atalia DAC and University of Galway you must ensure that the lighting works are only carried out and certified by insured, competent lighting contractors. You must inform us who the contractor will be. A copy of the insurance certificate, method statement for the installation and the completion certificate must be provided to our office prior to the event. Where the University have procured providers, these must be used.

The contractor will be required to adhere to the following requirements:

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.

The contractor erecting lights in the Cube Theatre must adhere to the following in addition to the instructions above;
1. Lights can only be connected directly to the lighting trusses.
2. The aluminium lighting trusses are not to be disconnected.

The lifting equipment associated with our aluminum lighting trusses to which the lights are attached are visually inspected every 6 months and load tested every 5 years and our Buildings and Estates Department keeps records of the inspections and tests.

1.11 Poster/display boards

We have an excellent range of poster boards for your use however if you do wish to bring your own display boards or stands or decorations they must be flame retardant and display stands must comply with EN 13501-1:2007. Fire classification of construction products and building elements.

1.12 Stewards/Security

For large events in one venue (> 500 people) you will need to have stewards/security personnel to man the doors and to assist in evacuation in the event of a fire or other

emergency. Our office will liaise with our on-site security contractor to arrange for suitably qualified personnel to fulfil this role.

1.13 Tiered seating and temporary stages

We can provide tiered seating in the Cube, an additional charge will apply for set up. If you wish to hire in and erect tiered temporary seating indoors or outdoors you must let the office know in advance and provide written certification as to the safety and stability of the equipment. The time for erection, location and layout must be agreed with our Buildings and Estates Department in advance.

1.14 Use of mobile elevating platforms/Cherry pickers or other work at height equipment

If you need to access high levels to erect banners or bunting and your contractor is using work at height equipment you will need to provide a certificate for the equipment and a risk assessment/method statement for its use to our Buildings and Estates Department before the equipment is brought on site. We will liaise with Buildings and Estates on this.

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

	Document 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 (€6400000) and Employers Liability (€13,000000) Insurance & indemnification of Atalia DAC and University of Galway	
Additional lighting Bailey Allen & Cube	Evidence of insurance from contractor. Method statement Certificate of completion	
Cherry picker use	Evidence of insurance from contractor. Cert for equipment Method statement and risk assessment	
Tiered Seating, indoors or outdoors	Certificate of completion	

Section 2. Venue safety

2.1 Venue Capacity

Each venue has a seating or standing capacity that has been calculated based on fire safety requirements. We are legally required to adhere to these capacities, and it ensures we can evacuate the venue quickly and efficiently. As an event organiser you are responsible for adhering to the set capacities.

Aras Cairnes	
Room Number	**Capacity**
CA001	30
CA002	30
CA003	30
CA004	30
CA005	30
CA114	20
CA115	20
CA116A	60
CA117	48
CA118	60
CA111 Chapel	100
CA101 Old MBA Room	35
CA107	50

Aras Moyola	
MY243	225
MY123	30
MY124	30
MY125	30
MY126	30
MY127	80
MY129	120
MY231	20
MY232	20
MY336	30
MY337	30

Engineering	
ENG2001	74
ENG2002	75
ENG2003	52
ENG2033	50
ENG2034	50
ENG2035	50

Engineering	
ENG3034 (Note set up round table)	25
ENG3035	74
ENG3036	40
ENG-G017	136
ENG-G018	246
ENG-G047	117

IT Building	
IT125	125
IT125G	125
IT250	250
IT202	60
IT203	40
IT204	59
IT206	20
IT207	40

Arts Millennium	
AM250 Theatre (O'hEocha)	250
AM200 Theatre (Fottrell)	200
AM150 Theatre (O'Tnúthail)	150
AM104	29
AM105	29
AM107	39
AM108	39
AM109	39
AM110	40
AM112	29
AM121	12
AM205	20
AM215	15
AMB-G036 AM Extension	45
AMB-G043 AM Extension	30
AMB-G065 Training Room 1	48
AMB-G066 Training Room 2	30
AMB-G067 Training Room 3	42

Quadrangle	
Aula Ground	120/160 standing
Aula 1st Floor	200
Alexander A.	28
John Hynes	40
Art Gallery	

Arts/Science Building	
AC001 Theatre (O'Flaherty)	356
AC002 Theatre (Alexander)	242
AC003 Theatre (D'Arcy Thompson)	160
SC001 Theatre (Kirwan)	309
SC002 Theatre (Larmor)	98
SC003 Theatre (Dillon)	94
SC004 Theatre (McMunn)	98
AC201	98
AC202	88
AC203	50
AC204	50
AC213	70
AC214	56
AC215	70
AC216	89
TB301	19
TB302	19
TB303	29
TB304	19
TB305	19
TB307	19
SC200A	30

Life Course Institute	
LCI-G018 Lecture Theatre	218
LCI – G006 Seminar Room 5*	40
LCI – G007 Seminar Room 3*	12
LCI – G008 Seminar Room 2*	14
LCI – G009 Seminar Room 1*	16
LCI – 2015 Boardroom *	25

Aras Na MacLeinn	
BAH Full A,B &C	1,000
BAH Per 1 Section	200/300
Cube	90
Stage	40
Cube & Stage	130
The View	100
Meeting 1 & 2	40
Space	30

MRI Annex& Áras Ui Chathail	
MRA201 (MRI Theatre)	152
UC102 (Theatre, Áras Uí Chathail)	180

Hardiman Library	
G010 - Moore Institute Seminar Room	60
G011 - Seminar Room	60

Aras Na Gaeilge	
104	25
106	25
116	30
204 chairs with arms	40
211	18
214 chairs with arms	25
Lecture Theatre	100
University College Hospital	
Lecture Theatre 1	140
Room 216	70
Clinical Science	
Room 122	15
Room 229	20
Room 325	35
Room 337	15
Room 340	25

Other Rooms

Building	Room Number	Capacity
Block E	**E212**	
Hardiman Building	**G010**	**60**
Hardiman Building	**G011**	**60**

Computer Suites

Building	Room Number	Capacity
Áras Na Gaeilge - 1st Floor - Room 206	**Aras na Gaeilge**	**15**
Áras Uí Chathail - Ground Floor - Room 101	**Finnegan**	**60**
Arts/Sciences - 1st Floor - Room 209	**Environmental Science**	**13**
Arts/Sciences - 1st Floor - Room 228/228A	**Software Engineering**	**40**
Arts/Sciences - 1st Floor - Room 229/229A	**Arts Faculty**	**35**
Arts/Sciences - Ground Floor - Room 105	**Arts Science**	**45**
Arts Millennium - 1st Floor - Room 201	**Arts Millennium**	**51**
Block E - Ground Floor - Room E102	**Block E**	**39**
Cairnes Building - 1st Floor - Room 112	**Cairnes**	**38**
Clinical Science Terrapin - First Floor	**MIME**	**21**

Building	Room Number	Capacity
Clinical Sciences - Ground Floor - Library	Clinical Science Library*	13
Clinical Sciences Building - 1st Floor	Clinical Science	21
Education - Ground Floor - Room D101	Education Lower	30
Engineering - Ground Floor - Room G0046	G0046	80
Engineering - Second Floor - Room 2016	ENG2016	41
Engineering - Second Floor - Room 2017	Eng2017	43
I.T. - Ground Floor - Room 106	IT Lab106	67
James Hardiman Library - 1st Floor	Library 1st Floor*	20
James Hardiman Library - 2nd Floor	Library 2nd Floor*	32
St Anthony - Ground Floor - Room 102	Menlo	19
St Anthony - Ground Floor - Room 105	Friary	31

O'Donoghue Centre for Theatre, Drama & Performance	Capacity
Black Box	120
Bank of Ireland	62
Studio 1	40
Studio 2	35
Classroom 1	25

Human Biology	Capacity
Tiered Lecture theatre	220
Tiered Lecture theatre	90
Flat Teaching /Seminar Room 1	35
Boardroom 1 – 3022	18
Boardroom 2 – 3023	8

2.2 Emergency exits

Every venue has an appropriate number of emergency exit doors that bring delegates to a place of safety. Every emergency exit door has signage in the form of a green running man sign. This directs delegates to a place of safety. Emergency exits must be kept free of obstruction and must be visible at all times.

2.3 Break glass units/Manual call points

Every venue has a break glass unit or manual emergency call point that when activated triggers the fire alarm. The unit is activated by pressing on the black dot in the centre. If you or your stewards become aware of a fire at your venue the manual call point should be activated immediately.

2.4 Fire extinguishers

There are fire extinguishers in or close to all venues. These should only be used to tackle very small fires and only by those who are trained. The first response to fire is to activate the manual call point and evacuate. Please familiarize yourself with these.

2.5 Assembly points

Every venue has a designated fire assembly point. Each venue has a poster giving the Assembly point letter designation.

INSTRUCTIONS IN THE EVENT OF FIRE

1. ON DISCOVERING A FIRE RAISE THE ALARM BY OPERATING THE NEAREST FIRE ALARM CALL POINT.

2. CALL THE FIRE BRIGADE USING THE EMERGENCY TELEPHONE SYSTEM
   - 999 OR 112 FOR THE LANDLINE
   - 112 FOR THE MOBILE TELEPHONE SYSTEM

3. EXTINGUISH THE FIRE IF POSSIBLE, USING THE EQUIPMENT PROVIDED.

4. DO NOT TAKE RISKS.

EVACUATION IN THE EVENT OF FIRE

The CONTINUOUS sounding of the Fire Alarm indicates a Fire emergency – proceed as follows:
1. EVACUATE THE BUILDING BY THE NEAREST EXIT ROUTE AND THEN PROCEED TO THE FIRE ASSEMBLY POINT.
2. CLOSE ALL DOORS AFTER YOU.
3. DO NOT USE LIFTS.
4. DO NOT RE-ENTER THE BUILDING.

The INTERMITTENT sounding of the Fire Alarm indicates that the Fire emergency is in an adjacent area – proceed as follows:
1. INVESTIGATE THE SOURCE OF THE ALARM
2. DO NOT TAKE RISKS
3. DO NOT USE LIFTS
4. PREPARE TO EVACUATE THE BUILDING.

The Fire Assembly Point for this Fire Zone is:

N1

FIND OUT NOW
1. The location of the NEAREST EXIT ROUTE.
2. The location of the NEAREST FIRE ALARM CALL POINT.
3. The location of the NEAREST 999 TELEPHONE.
4. The location of the NEAREST FIRE EQUIPMENT.
5. The location of the FIRE ASSEMBLY POINT.

The Fire Safety Map in Appendix 2 (**Fire-Safety_Galway-A4-Map.pdf (universityofgalway.ie)**) shows the buildings and their associated Assembly Points. For the larger venues ensure your stewards or staff assisting with evacuation are familiar with the location of the Assembly Point. When giving fire safety announcements for your venue please describe the location of the Assembly Point.

2.6 Fire safety announcement

At the beginning of each session in a new venue the chairperson or similar person is required to make a fire safety announcement as follows;

There are x number of fire exits in this venue. They are located (state locations). Please take a moment to look at the exit nearest to you.
The Assembly Point for this venue is located (state location). If you hear the fire alarm please make your way to the exit nearest. Do not run. If you are a wheelchair user there is a refuge point (state location) where you can wait in safety. Our stewards will direct you to the Assembly Point. Do not reenter the venue until you get the all clear from Security staff.

2.7 Automatic External Defibrillators

There are 13 automatic external defibrillators located throughout the campus (see the map Appendix 3, link **AED_Galway-A4-Map.pdf (universityofgalway.ie)**). Check where the AED nearest your venue is located. There is a telephone at each AED location with the number of the nearest trained person. Trained staff are available during day time only. AEDs are for use on an unconscious casualty who is not breathing and after 2 minutes of CPR has been administered.

1 Áras na Mac Léinn (Main Foyer)
2 Áras Moyola (Main Foyer)
3 James Hardiman Library (Main Foyer)
4 Engineering Building - North Campus (Riverside Reception Ground Floor)
5 Sports Pavilion Dangan (Outside at side of Pavilion Building)
6 NCBES (Orbsen Building, 1st Floor, Adjacent to Reception)
7 CSI (Entrance Level, Adjacent to Main Restaurant)
8 DERI (1st Floor Meeting Room Corridor)
9 Sports Complex Kingfisher (at Main Reception)
10 Sports Complex Kingfisher (First Aid Room)
11 Quadrangle (Archway)
12 Concourse (Bank of Ireland end, outside O'Flaherty Theatre)
13 Cairnes Building (St Anthony's side of Friar's)

2.8 Venue specific information

2.8.1 Bailey Allen Hall

A PDF of the layout of the Bailey Allen Hall is attached in the appendix. An AutoCAD drawing is also available from the Conference & Events Team. This shows the emergency exits and allows you to plan the layout/set up of your event while keeping all exits clear and visible.

In order to keep the exits unobstructed parking of service vehicles during the event is not allowed.

There is a refuge area upstairs for wheelchair users. If you have wheelchair users among your delegates you must draw their attention to the location of the refuge and in the event of evacuation delegate one person to inform the fire brigade that there may be a person waiting in the area.

The Bailey Allen Hall stage is not structurally suitable for dancing.

There are two well stocked first aid boxes in the Hall.

2.8.2 O'Donoghue Centre

There is a refuge area upstairs for wheelchair users. This is equipped with an emergency phone. If you have wheelchair users among your delegates you must draw their attention to the location of the refuge and in the event of evacuation delegate one person to inform the fire brigade that there may be a person waiting in the area.

2.8.3 Human Biology

There is a refuge area upstairs for wheelchair users, if you have wheelchair users among your delegates you must draw their attention to the location of the refuge and in the event of evacuation delegate one person to inform the fire brigade that there may be a person waiting in the area.

2.9 General campus safety and supervision of children

The University of Galway campus is considered a safe environment however it is an open campus and the public have access to many areas.

For educational groups with children (under 18 years of age) it is important that those supervising are aware of the potential hazards and are vigilant in certain areas.

The campus is open to cars and vans and in certain areas the roadway is shared between pedestrians and vehicular traffic and bicycles. Care is required particularly in the area of the Arts/Science building roadway, crossing Distillery Road and at the entrance to the Quadrangle.

The campus is fortunate to be located on the river Corrib and the Eglinton Canal flows through.   Careful supervision is required close to the water and boisterous play must be discouraged.

The Arts/Science concourse and Hardiman Buildings access steps have low parapets and rollerblading and skateboarding is prohibited and general play near the edges must be discouraged.

As an organiser you will need to ensure that there are adequate numbers of adult supervisors in place taking into account the nature of the activities.

Section 3. What to do in an emergency.

If there is a fire activate the nearest manual call point and start evacuation then call make an emergency call 112 After you have called the emergency services please contact University Security (24 hours) at 091 493333 or 3333 from an internal phone.

To make an emergency call

On University of Galway internal phones, dial 9 for an outside line.

For Gardaí (Police), Fire Brigade and Ambulance call 112

Specify the emergency service you require

- Ambulance
- Fire brigade
- Gardaí

For medical emergencies give the following details;

1. Phone number you are calling from
2. Exact location of the incident (name of the building on University of Galway campus, access route if known (see below))
3. Chief complaint
4. Number of patients
5. Approximate age
6. Gender
7. Conscious?
8. Breathing normally?
9. If > 35 years, is there chest pain?
10. If trauma, is there bleeding?

The University has numbered access routes for the emergency services so that they can get to your location quickly. Make sure that the person in charge of the venue and making the call is familiar with the route number. This may save vital minutes and get an ambulance to the scene quicker.

The route numbers for the major venues are;

- Quadrangle/Aula – no 1
- Bailey Allen Hall – no 3
- Human Biology – no 3
- Aras Ui Chathail – no 3
- Arts Science – no 3
- Arts Millennium –no 3
- Aras Moyola – no 4
- Dangan Sports – no 8
- Life Course Institute – no 8

For less urgent medical cases

If an event participant requires hospital attention but does not need to be brought by ambulance (i.e. suspected fracture, sprain etc.) Galway University Hospital is located adjacent to the campus on the Newcastle Road. The Emergency Department in this public hospital deals with the full range of injuries and medical conditions.   It is open 24 hours a day 7 days a week. There is a charge of €100 and diagnostic tests are included. Waiting times can be in excess of 6 hours.

The Galway Clinic Emergency Room is located in a private hospital located at Doughiska, Co. Galway. The opening hours are Monday to Friday from 10 am to 6 pm and Saturday, Sunday and Bank Holidays 10 am – 5 pm., by appointment only. There is an initial consultation fee of €275, diagnostic tests are additional up to a maximum of €695.

Please call the Emergency Room on 091 785999 in advance of arrival. Waiting times are usually shorter than Galway University Hospital.

Security concerns
If you have concerns about suspicious activity please contact University Security at 091 493333 or extension 3333 from any internal phone.

Other concerns and queries
Atalia DAC staff are available to help with your concerns and queries.
Please liaise directly with your event coordinator prior to arrival on campus. For visitors staying on campus, please contact +353-91 527112 for any queries.

Section 4. Safety Information for participants/delegates

Conference or group organisers are requested to provide their participants with the following basic safety information. This could be included in a delegates/participants pack and is particularly pertinent to educational groups.

4.1 Personal safety on campus

While University of Galway campus is generally a safe place, it is not advisable to use an internal route on your own late in the evening.   The riverbank walk can be isolated and no one should use any isolated area after dark.   Check your surroundings before you leave the vicinity of the building.   Where possible travel in pairs. Do not climb over fences or gates on campus and do not take short cuts near the river or canal.

If you notice anybody acting suspiciously on campus please call security on 091 493333 (24-hour numbers).

4.2 Personal safety in town

Galway is a small city and is generally considered to be safe. However there are a few tips that will help you stay safe. Do not leave a drink unattended. Always keep your drink in plain view.

Avoid using cash machines/ATMs at night if you are alone.

When getting home after a night out make sure you have a friend with you when walking or get a taxi. It could be dangerous to walk home alone, especially if you are staying outside of the city centre.

If you are the victim of crime call the Gardai/Police on 999 or contact the local Gardai at 091 563161. Please let your event organiser know.

4.3 Safe Campus

University of Galway has an initiative on campus #SafeCampus. This initiative brings together and centralises events, policies, programmes and advice on keeping safe while at university. The #SafeCampus campaign aims to communicate a number of support areas:

4.3.1 SafeZone App

SafeZone is our mobile app designed to help keep you safe and give you extra peace of mind across our campuses.

- • Home and Personal Safety
- • Smoke Free Zones
- • Sustainable Campus

SafeZone is a free-to-download and easy-to-use app (available in multiple languages). Visit Google Play or the App Store and search click Safezone

NOTE: For all visiting summer groups, your students will need to be registered in the first instance. Your Atalia / University of Galway Event Coordinator will liaise with you to register the group in the first instance.

You can use SafeZone to:

- 'Check in' any time of day – to keep you safe on campus, such as if you're studying or working late or alone on campus
- Quickly and discreetly call for assistance – whenever you feel unsafe on campus
- Get medical assistance quickly – whether it's for first aid, an accident or in an emergency
- Keep up to date – notifications sent directly to your phone if there is an incident on campus
- See it, Say it! – Log relevant non-urgent issues with Security through the tip reporting feature
- For more information and FAQs, click Safezone

4.3.2 Campus Safety

Contact Security for all your campus safety requests. They are available 24 hours a day to help you. Red telephones in the lobby of campus buildings are free to use to contact Security on 3333 or call directly on +353 91 493333.

4.3.3 Smoke free zones

We are working together with Students and Staff for a healthier campus. In January 2016, two smoke-free zones came into effect, centred around two new designated smoking shelters outside the Hardiman Building and Engineering Building. The smoke and litter in these areas can have a negative impact on our campus community. Together, we can make University of Galway a cleaner and healthier campus. Learn more about the Smoke-Free zones here.

4.3.4 Green Campus

University of Galway has registered for An Taisce's Green Campus Programme and is actively working towards achieving a Green Flag for our university and is striving to integrate sustainable practices into all aspects of campus and community life. With over 20,000 students and staff on campus, there are small steps we can ALL take to improve our environmental performance.

4.4 Staying on campus

When your group are staying on campus in Corrib, Goldcrest or Dunlin Villages, you will be provided with a welcome letter setting out what they need to know including maps showing how to get to and from venues.

The on-site managers can be contacted by calling reception on +353 91 527112 or e-mailing stay@universityofgalway.ie.

Emergency procedures are displayed in the hallway of each apartment. In the event of a situation, residents can contact reception on +353 (0)91 527112 or for an emergency + 353 (0) 91 493333 (24-hour numbers). The manager can assist with arranging medical attention if needed.

In the unlikely event of a fire, residents are instructed to go to their allocated fire assembly point as noted in each bedroom and to join other members of their group. The on site manager will deal with the situation.

Section 5. Appendices

5.1 Appendix 1 Event Management and Event Safety Policy

5.2 Appendix 2 Fire Safety Map ([Fire-Safety_Galway-A4-Map.pdf (universityofgalway.ie)](Fire-Safety_Galway-A4-Map.pdf))

5.3 Appendix 3 Event Management Plan and Risk Assessment-RevB ([Appendix-B---Event-Management-Plan-and-Risk-Assessment-RevB.docx (live.com)](Appendix-B---Event-Management-Plan-and-Risk-Assessment-RevB.docx))

Event Management Plan

[Event Name]

[Event Date and Time]

Owned by: _____

Version: _____

Date Submitted: _____

Review Date: _____

1. Event Overview

1.1 Event Description
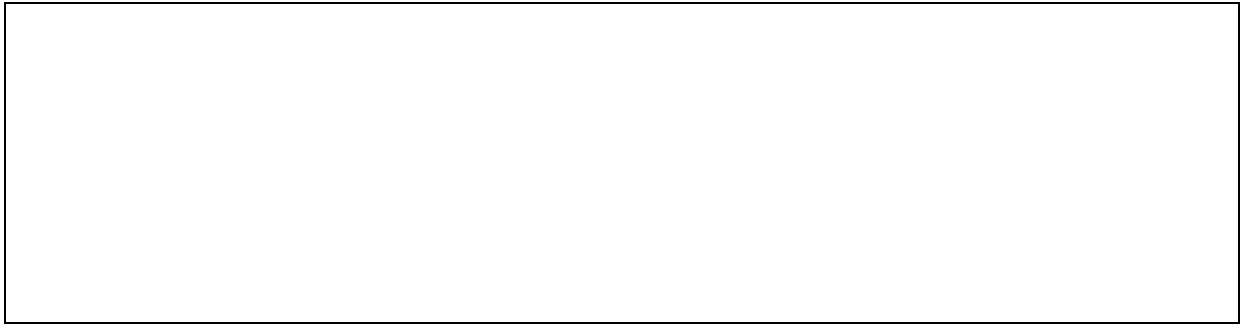
1.2 Location

[Describe the site and some of the surrounding area]

1.3 Dates and Duration

1.4 Entrance and Exit Points
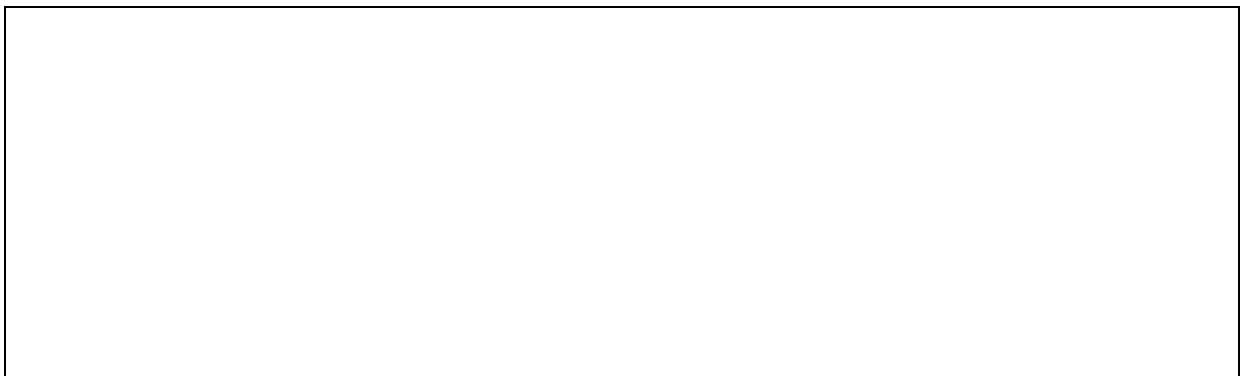
1.5 Attendance
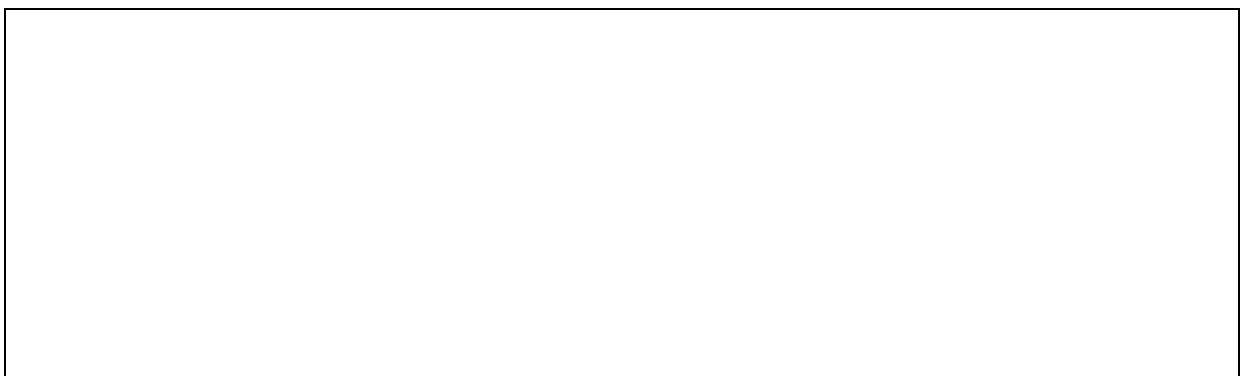
1.6 Audience Profile

1.7 The Event Organisers

1.8 Tree of Responsibility

1.9 Roles and Responsibilities

Name	Role

1.10 Contacts

1.11 Catering and Hospitality

1.12 Liquid Petroleum Gas

1.13 Litter

1.14 Entertainment

1.15 Barriers

1.16 Security/Stewarding Companies

1.17 CCTV

2. Communications

2.1 PA System

2.2 Radio

2.3 Loud Hailers

2.4 Telephone

2.5 Signage and Public Information

2.6 Media Handling

3. Traffic Management

4. Medical and First Aid Cover

5. Fire Risk Assessment

5.1 Fire Extinguishers

6. Gardaí

7. Risk Management

7.1 Risk Assessments

7.2 Incident Recording

7.3 Health and Safety Authority

7.4 Insurance

7.5 Weather

8. Incident Management	34

8.1 Extreme Weather

8.2 Emergency Vehicle Access

8.3 Event Evacuation Plan

University of Galway Event Management Plan Template

Event Management Plan Guidance

A blank template plan is provided in Appendix 3 ([Appendix-B---Event-Management-Plan-and-Risk-Assessment-RevB.docx (live.com)](#)), as a starting point for your Event Management Plan. 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 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.