

## EVENT SAFETY ASSESSMENT GUIDELINES

### 1. Event safety

College events must be planned and organised to safeguard the health, safety and welfare of members of the public, staff or students working at or attending an event. Event Organisers should always check to ensure the suitability of the venue and that there is sufficient capacity to accommodate the numbers expected to attend. The person acting as Event Organiser has overall responsibility for the event. Ideally they will be a member of the College staff for internally organised events. Where the organiser is student, they must be supported by member of MISU staff or a member of College staff. For events that are organised with External Organisers, the organiser will be requested to comply with the event safety guidelines. An Event Safety Form must be completed for events arranged on the College grounds and buildings. Please note that the Major or Standard Events -Risk Assessment Form is available on the College Website for completion and must be submitted to the Health and Safety Office two weeks in advance of the event for review.

The occupant capacity is the number of people occupying a part of a building or a building and is an important factor in assessing means of escape. MIC classrooms and lecture theatres on campus have room occupancies already determined; please email [Roombookings@mic.ul.ie](mailto:Roombookings@mic.ul.ie) to make enquiries in relation to room specifications.

There are many different types of events organised on the College Campus, they include but are not limited to the following:

- Graduation Ceremonies
  - Open days
  - Conferences
  - Language Schools
  - Sports Events
  - Any event that involves the erection of temporary structures such as marquees
  - Events booked into the Lime Tree Theatre in the TARA Building
  - Events with stands and exhibits to be installed in Reception areas / foyers
- \*Any event other than those listed above. If in doubt send an email to [caroline.duffy@mic.ul.ie](mailto:caroline.duffy@mic.ul.ie) with an outline of your proposed event.

### 2. Event Planning Areas to consider

- Type of event (are activities that will be considered high risk included)

- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access, egress and stewarding
- Provision for the emergency services
- Provision of first aid
- Provision of suitable facilities
- Fire and emergency plans

### **3. Identifying those at risk**

When carrying out the event risk assessment, for identified hazards, list those who may be affected. It is the responsibility of everyone to consider health and safety issues while on the College Campus. The following groups of persons should be taken into account

- All participants
- Staff/Students
- Contractors
- Members of the public
- Disabled persons
- Children and elderly persons
- Stewards
- Expectant mothers
- Local residents

### **4. Identifying the Hazards**

Identification of hazards should include those relating to the individual activities and any equipment to be used. Record hazards with the potential to cause harm. Examples of things that should be taken into account include the following:

- Slip, trip or fall hazards;
- Crowd control;
- Fire risks or evacuation hazards;
- Chemicals and other substances hazardous to health e.g. dust or fumes; • Manual handling;
- Moving parts of machinery;
- Vehicles on site;
- Electrical safety e.g. use of any portable electrical appliances;
- Manual handling activities;
- High noise levels;
- Poor lighting, heating or ventilation;

