

IT Sligo Event Safety and Booking Form (Internal (Staff & students))



Version No: Rev 1

September 2021

C

Events Booking and Risk Assessment Form					
All campus events or organised gatherings must have prior approval by the relevant Head of Department All student union events to be held on campus must be approved by the Planning and Operational Excellence Manager					
This form must be completed and signed to guarantee your booking for any event or gathering on campus					
Section 1		Event Details			
Give an overview of the event		We are hosting a general meeting where we will be explaining what we will be doing for our karting trip. Room: D1002 @1:15			
Expected numbers to attend	30	Date of the Event	27/10/2022		
Section 2		Event Approval			
Name of Event Organizer	Jamie Beirne	Signature	<i>Jamie Beirne</i>	Date	25/10
Academic in Charge (Student Projects etc)		Signature		Date	
Head of Department approval		Signature		Date	
POEM approval (SU events)		Signature		Date	
Section 3		Facility Booking (Tick the facility your require)			
1.Main Concourse	<input type="checkbox"/>	2.Reception area	<input type="checkbox"/>	3.School of Business Concourse	<input type="checkbox"/>
4.O'Hehirs Canteen	<input type="checkbox"/>	5. Aurvio	<input type="checkbox"/>	6.Class Room or Lecture Hall	<input checked="" type="checkbox"/>
7. Hume Hall	<input type="checkbox"/>	8.Outdoor Area	<input type="checkbox"/>	Specify	
IMPORTANT To book your space please return the completed (and signed) form to one of the following					
1 & 2	fleming.stephen@itsligo.ie	3	harrison.amanda@itsligo.ie	4	itsligomanager@ohehirs.ie
5 - 7	branley.aisling@itsligo.ie	8	flavin.declan@itsligo.ie		
COMPLETION OF THIS FORM DOES NOT CONFIRM ACCEPTANCE OF A BOOKING. BOOKINGS WILL BE CONFIRMED (OR OTHER WISE) IN WRITING OR BY EMAIL					
IF YOU ARE USING THIRD PARTY CONTRACTORS FOR YOUR EVENT YOU MUST ENSURE THEY PROVIDE THE REVLEVENT INSURANCE AND HEALTH AND SAFETY DOCUMENTATION					

IT Sligo Event Safety and Booking Form (Internal (Staff & students))



Version No: Rev 1

September 2021

C

Event Health and Safety Risk Assessment

Risk Assessment is the identification of foreseeable hazards, evaluating the risks associated with them and considering what needs to be done to reduce the risk to an acceptable level. You should write down all the activities and attractions, which make up the event and identify ways in which people could be harmed. This needs to include activities in the set up and clean up after the event.

Below is a list of the Potential Hazards that maybe Present for Your Event. Please review them and the suggested control measures and rate the Risk with Control Measures in place (Delete those hazards that don't apply and add additional Hazards not identified)

Hazard	People at Risk from the Hazard	Suggested Control Measures <i>(Delete those that don't apply)</i>	With Controls in place Rate the Risk Low, Medium or High
Covid 19 <i>Contraction and spread of Covid 19</i>	IT Staff, Students, third parties	<ul style="list-style-type: none"> All events will be organised in line with current public health advice gov.ie - Public health measures in place right now (www.gov.ie) All public health infection prevention controls will be implemented for the event Please include specific controls Please specify controls: Windows will be open	
Slips, trips and falls <i>Uneven surfaces, temporary ramps, wet floors/surfaces, trailing cables</i>	IT Staff, Students, third parties	<ul style="list-style-type: none"> All cables etc to taped down to avoid creating trip hazards Layout of stands should be reviewed so as not to block exits or block areas of high foot fall Exhibitors to take due care when setting up stands, displays etc Please Specify Controls: No laptop or wires being used	
Fire / Emergency <i>Outbreak of fire, sounding of alarm, evacuation,</i>	IT Staff, Students, third parties	<ul style="list-style-type: none"> Set up of events so as not to obstruct any emergency routes or equipment Exhibitors to be made aware of evacuation routes and their assembly point in the event of an evacuation by their IT Sligo contact Adequate fire detection and firefighting equipment will be available for the event Please specify controls: People will be notified of fire exits	

IT Sligo Event Safety and Booking Form (Internal (Staff & students))



Version No: Rev 1

September 2021

C

Below is a list of the Potential Hazards that maybe Present for Your Event. Please review them and the suggested control measures and rate the Risk with Control Measures in place (Delete those hazards that don't apply and add additional Hazards not identified)			
Hazard	People at Risk from the Hazard	Suggested Control Measures <i>(Delete those that don't apply)</i>	With Controls in place Rate the Risk Low, Medium or High
Medical Emergency <i>Minor injuries, major injuries, crushing incidents, involvement of the emergency services</i>	IT Staff, Students, third parties	If the event takes place during normal campus hours then <ul style="list-style-type: none"> All minor injuries should be referred to local First Aiders. Call 333 or 071 9155333 to get a First Aider In the event of a major incident then the emergency services should be called and the exact location in the college should be given to them so a speedy service can be provided. Ensure security are notified of the emergency services so they can assist in directing them to the correct location. Important: If the event takes place outside normal campus hours then the organizer will need to make their own arrangements for First aid cover	
		Please specify controls: Operating during normal campus hours	
Manual Handling <i>Lifting/moving equipment or heavy loads</i>	IT Staff, Students, third parties	<ul style="list-style-type: none"> Estates to set up tables on main concourse Exhibitors need to take due care with manual handling tasks 	
		Please specify controls: Non applicable	
Physical Hazards Weather/ Environmental surroundings / Noise		<ul style="list-style-type: none"> Will extremes of weather impact on the event Noise generation acceptable in the area at the time of the event Are there any noise levels from equipment etc. being generated 	
		Please specify controls: Non applicable	
Access/ Egress Pedestrian routes/ Vehicle interaction / Public entrance		<ul style="list-style-type: none"> Entrance and exits to allow for easy access for all users Clearly defined pedestrian routes Speed limits observed 	
		Please specify controls: All exits will be notified to everyone and kept clear	

IT Sligo Event Safety and Booking Form (Internal (Staff & students))



September 2021

Version No: Rev 1

C

Below is a list of the Potential Hazards that maybe Present for Your Event. Please review them and the suggested control measures and rate the Risk with Control Measures in place (Delete those hazards that don't apply and add additional Hazards not identified)			
Hazard	People at Risk from the Hazard	Suggested Control Measures <i>(Delete those that don't apply)</i>	With Controls in place Rate the Risk Low, Medium or High
Housekeeping Waste management / Cleaning		<ul style="list-style-type: none"> All waste generated must be managed and disposed of correctly Housekeeping must be maintained in the area 	
		Please specify controls: Bins provided in room	
Any Other Hazards			
		Please specify Controls:	
Signature of Event Organiser (s)			Date