

Safe Work Practice Sheet Event Organisation	Ref: SWPS 0015	Approved by: EH Jan 14th 2010
	Assessed by: EH/BC Dec 09	Issue No: 0
		Issued by: BC Jan 19th 2010

Hazards

Accidents as a result of events being organised with out proper risk assessment. These can be events organised by staff and students and can involve external groups or organisations.

Person Exposed to Risk

☒ Students ☒ Employees ☒ Public ☒ Contractors ☒ Visitors

Work Description

Events which are organised involving staff and/or students which may impact on them and others if prior relevant risk assessment is not carried out. These events can involve external organisations and contractors.

Controls

It is the responsibility of each Head of School/Function to ensure that all events that are organised by staff or students in their Functional Area are risk assessed using the attached Risk Assessment Form by the Event Organiser or Planner. Arising from the risk assessment it may be necessary to prepare an Event Plan which takes account of but is not restricted to matters such as:-

- Ability of venue to cope with numbers
- Suitability of venue for planned event
- Access and egress
- Crowd control
- Traffic control and Parking
- Supervision
- Security & safety measures
- Notification to local Gardai, Emergency services
- Loading/unloading equipment
- Insurances & method statements from external contractors
- Impact on other students and staff
- First Aid/doctor/nurse requirements
- Emergency Evacuation

The DkIT Events Office, is responsible for hiring all college facilities to external users, outside of term time, at weekends and evenings, if available. It is their responsibility to ensure that all events that are organised by external users are risk assessed using the attached Risk Assessment Form by the Event Organiser or Planner. The DkIT Events Office is located in M105 on the ground floor of the Faulkner Building. Contact details are as follows:-

Extn: 2053
Phone: 042 9370253
Mobile: 087 7862276
Email: eventsoffice@dkit.ie

Checks & Inspections

These are the responsibility of the Event Organiser/Planner and relevant Head of

School/Function. For external users, these are the responsibility of the DkIT Events Office and the Event Organiser/Planner.

Information, Instruction & Training		
Not applicable		
<i>Personal protective equipment required (last resort)</i>		
Not applicable		
<i>Initial Risk Rating (without any control measures)</i>		
Probability :	<div style="border: 1px solid black; padding: 2px 10px;">Variable</div> x	Severity <div style="border: 1px solid black; padding: 2px 10px;">Variable</div> = Risk Factor <div style="border: 1px solid black; padding: 2px 10px;">Variable</div>
KEY		
PROBABILITY	SEVERITY	RISK FACTOR
Probable 3	Critical 3	1-3 Low Risk
Possible 2	Serious 2	4 Medium Risk
Unlikely 1	Minor 1	6-9 High Risk
Risk Factor = Probability x Severity		
Risk Reduction Rating (after controls introduced)		
Probability :	<div style="border: 1px solid black; padding: 2px 10px;">Variable</div> x	Severity <div style="border: 1px solid black; padding: 2px 10px;">Variable</div> = Risk Factor <div style="border: 1px solid black; padding: 2px 10px;">Variable</div>
Risk Assessment Review <i>As and when process changes or yearly</i>		

Event Risk Assessment Form

Event	Date	Venue	Event Organiser/Planner	Head of School/Function

Hazard	Persons at Risk	Severity of Risk 1,2 or 3	Probability of Risk 1,2 or 3	Overall Risk Factor	Measures required to control the risk	Action to be taken by	Date completed & signature