



<b>Code</b>	QA123
<b>Title</b>	Event Management and Event Safety Policy
<b>Policy Owner</b>	Head of Facilities Management & Services
<b>Date</b>	10 <sup>th</sup> Oct 2016
<b>Approved By</b>	UMT

## 1.0 Purpose

The University of Galway Event Management and Event Safety Policy informs and advises all university staff, students, contractors and visitors, providing guidance on how events should be planned, managed and delivered on campus. This Policy applies to all event organisers in the interests of creating events which reflect positively on University of Galway, comply with legislation, nurture the safety of all participants and give careful consideration to all members of the university community and our neighbours. All such persons are obliged to comply with this policy and its related procedures.

## 2.0 Description

Most events do not constitute 'business as usual' and therefore require detailed planning and risk assessment not just in terms of their own relative success but also to ensure safety and limit the impact on other university business and members of the university and local communities.

### 2.1 Definitions

An Event can be defined as any occasion of importance or significance involving the attendance of numerous people for a specific purpose related to university activity, business or community involvement. Events on campus assume many diverse forms including but not limited to; exhibitions, ceremonies, fairs, launches, receptions, state visits, festivals, commemorations, banquets, concerts, celebratory gatherings, conferences, open days, orientations, accreditations, summer schools, fundraising and sports or recreational events. Workshops and staff meetings are considered "business as usual" if being held in venues purpose built for such event types and require no setup arrangements through Buildings and Estates.

Excluded are lectures, tutorials, and field trips. While these occasions may be considered events in their own right, they are undertaken within a clearly established ongoing planning and management framework of the responsible unit.

Also excluded are Clubs/Society activities which constitute business as usual for those groups, including but not confined to classes, workshops, guest speakers, film screenings, training, meetings, trips, parties as defined by the Clubs/Societies administration in consultation with the Buildings and Estates office. Clubs/Societies should receive training in health and safety and their activities will be overseen by the Clubs/Societies administration with adherence to best health and safety practice. The usual room booking time frame will apply in these instances. All new Clubs and Societies will be required to ensure their normal 'business as usual' activities can be carried out in a safe fashion. All Clubs and Societies are required to complete a safety statement each year. All larger, higher risk, one off or annual events will be subject to the procedures in this policy. Given the nature of student events the time frames will be discussed annually with the Buildings and Estates Office and Clubs/Societies administration will follow up by giving a briefing and detailed Event Management Plan and Risk Assessment per event within the agreed timelines. The Societies Officer assumes responsibility for the approval and submission of all societies events.

Event champions and controllers can include university staff and students, strategic partners, commercial operators, local authorities, state or international agencies, charities, outreach groups and external clubs. All are required to cooperate and comply with the university's policy when proposing events on campus.



All Events must have one **Event Controller (who must be an University of Galway Staff Member)**, appointed at the outset of the planning phase. The **Event Controller** will have ultimate responsibility for the management and safety of the event, must ensure there is sufficient time for the planning and approval process, and will be responsible for all communication with the Buildings and Estates Office. Appendix F – **Event Controller Responsibilities Acknowledgement Form** must be completed and submitted to Buildings & Estates when requesting a booking a venue/space. Your venue/space booking will not be confirmed until this completed form has been received.

## 2.2 Planning

The management of a successful Event requires detailed planning and consultation. The planning process may be the sole responsibility of one Event Controller or the collective responsibility of a number of stakeholders combining to form an Event Management Team with one Event Controller overseeing the plan. This will depend on the size, complexity and risk profile of the event. Event Controllers have, and Event Management teams share, responsibility for specific tasks which should include the items listed in

## 2.3 Key Event Management Tasks



### Important Notes:

- A full list of venues can be found on the Buildings and Estates website.
- Event Controller must firmly establish legal compliance in all aspects of the event (H&S, Fire, etc.).
- Vital support services (venue set-up) Requests:
  - Furniture and equipment set ups and additional power requirements using the Buildings and Estates 'Venue Set Up Checklist'.
  - Network requirements should be requested from ISS
  - Audio visual facilities from CELT/AV or external providers where applicable:  
The AV procedure for events in spaces with no AV is the following:
    1. Borrow a portable screen and projector from the AV dept. **to be set up by the event organisers/users.** (book in advance by emailing [audiovisual@universityofgalway.ie](mailto:audiovisual@universityofgalway.ie) )  
Or
    2. Hire in technical support from one of our approved AV contractors as per CON433 (<http://www.universityofgalway.ie/procurement-contracts/stepbystepguide/centralisedcontracts/ictconsumablesofficeequipmentandassociatedservices/specialistaudio-visualsupportforuniversityevents/>)
  - Catering/hospitality services from procured caterers on campus.
- Procure any third party service providers in accordance with procurement guidelines and ensure they have the requisite Employers Liability (EL) €13m, Public Liability (PL) €6.5m, and that they



have indemnified University of Galway on the PL policy (this may reduce the university's exposure to liability in the event of an incident and claim).

- Ensure all third party guests or contributors have also provided evidence of the requisite Employers Liability (EL) €13m, Public Liability (PL) €6.5m, and that they have indemnified University of Galway on the PL policy.
- Plan the marketing and promotion of the event in advance and handling of media/social media interest. The Marketing and Communications office can provide advice.
- All parking arrangements for the event must be compliant with the University's Parking Rules and Regulations, and approved by the University of Galway Parking Office.
- All communications and signage must comply with the Official Languages Act 2003 and An Scéim Teanga.

Event controllers must involve and consult with the Buildings and Estates Office at the earliest opportunity to get advice and support on any of these key considerations.

### 24 Hour/Late Night Events

- Requests for 24 hour/late events should have the backing/support of the Director of Student Services or Head of Unit in the first instance.
- All 24 hour/late events are automatically categorised as a Medium Risk Event as a minimum and as such a full Event Management Plan and Risk Assessment must be prepared.
- Approval must be sought and a completed Event Management Plan and Risk Assessment must be submitted at least **three** months in advance of a 24 hour/late event request.
- A strict no alcohol policy must be applied to all 24 hour/late events requests, unless prior approval is sought from and granted by the Buildings and Estates Office.
- Special attention must be paid to point 1.8 in the Event Management Plan and Risk Assessment with regard to the roles and responsibilities of the organisers for 24 hour/late events.
- The event controller (or their nominated person) must be present for the duration of the 24 hour/late event.
- All 24 hour events and any event that runs past midnight must have a minimum of two security personnel for the event. One security person at the venue and a second to control/monitor the main entrance exit door. This will accommodate people who need to leave either on a permanent or temporary basis.
- If the attendance is above 250 a third security person must be added and for every 250 persons another security person will be required. This is drafted from the PSA Licencing Requirements, Event management (PSA 39:2014).
- Any security business or individuals engaged for such an event other than University of Galway security must be PSA licenced and compliant with door supervision duties. Note: Non- University of Galway Security contractors are third party providers and insurances must be provided as set out in section 2.3.

### 2.4 Safety

The Safety, Health and Welfare at Work Act 2005, Section 12, requires that the University as an organisation must *"manage and conduct... (work/activities) in such a way as to ensure, so far as is reasonable practicable, that... individuals at the place of work are not exposed to risks to their safety, health or welfare"*. Such events therefore must be adequately managed to ensure the safety of participants and others.

The event controller must ensure that they have the necessary abilities to assess and oversee the safety management of the event they are proposing. Where their event requires specialist input they need to secure these services as part of the event planning process. If specific advice on safety aspects within University of Galway is required please contact the Safety Office. A key safety arrangement is the need to ensure that you have written procedures for any potential emergencies. These will need to be planned



and addressed in your risk assessment and event plan. For example, the University has established fire procedures and assembly points, event controllers must highlight these in a public fire safety announcement and appoint fire marshals to assist for the duration of the event. Event controllers must be prepared for medical/first aid emergencies and appoint trained first aiders or employ a professional advanced first aid/medical emergency team and ambulance.

The **Event Controller** has ultimate responsibility for the management and safety of the event..

## 2.5 Approval

All completed Event Management Plan and Risk Assessments, and Venue Set Up Checklists must be forwarded to [space@universityofgalway.ie](mailto:space@universityofgalway.ie) . Please see Appendix A ‘Risk Matrix’, Appendix B ‘Event Management Plan and Risk Assessment, Appendix C ‘Venue Set Up Checklist’, and Appendix D ‘Sustainable Event Checklist’ templates attached to this policy.

**The Event Controller, is responsible for all communication with the Buildings and Estates Office.** Event controllers must ensure there is sufficient time for the planning and approval process.

	<b>Low Risk</b>	<b>Medium Risk</b>	<b>High Risk</b>
<b>Event Management Plan and Risk Assessment</b>	Must be submitted to Buildings and Estates <b>two weeks</b> in advance.	Must be submitted to Buildings and Estates <b>one month</b> in advance	Must be submitted to Buildings and Estates <b>three months</b> in advance
<b>Venue Set Up Checklist</b>	Must be submitted to Buildings and Estates <b>two weeks</b> in advance	Must be submitted to Buildings and Estates <b>one month</b> in advance	Must be submitted to Buildings and Estates <b>three months</b> in advance
<b>Approvals</b>	Approval in principle within two weeks	Approval in principle within one month, along with appropriate feedback	Approval in principle within eight weeks, along with appropriate feedback

Venue Set Up Checklist and event plans can be revised within one week of the event providing the changes do not alter either the risk profile or scope of the event. Subsequent revisions of the event plans submitted must be numbered and dated to avoid confusion and maintain document control.

**Art Exhibitions:** The content and detail of all art exhibitions will be submitted to the Arts Office for initial review and the Arts Office will subsequently offer a recommendation to the Buildings and Estates office. See Appendix E ‘Procedure for Art Exhibitions’ attached.

**Commercial Events:** The content and detail of all commercial events will be negotiated with the Commercial Services Office in the first instance and the Commercial Services Office will submit it’s proposal and documentation to the Buildings and Estates Office thereafter.

The Buildings and Estates Office have the right to request further information or decline events in the best interest of University of Galway.

In advance of organising an event, written support must be sought from the relevant category representative confirming that the event appropriately represents that category.

<b>Category</b>	<b>Supported by</b>
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

## 2.6 Management of the Event.

Once approved it is incumbent on the event controller to manage their event consistently with all aspects of the risk assessment and event plan they submitted. Failure to do so may result in the event being cancelled/shut down or elements thereof being removed by the Buildings and Estates Office in the interests of University of Galway and it's campus community.

## 2.7 Review

Many events are repeated on a semester or annual basis and it is good practice to reassemble the Event Management team and review how successful the event was whilst lessons learnt are still fresh in the mind. Event controllers should document the things which worked well and those which didn't with recommendations recorded for the planning cycle of the next event. This will reduce risk, focus the event management team, expedite planning and improve the efficiency and success of your event management team and plan. The Buildings and Estates Office will be glad to attend these reviews to provide an independent view and seek feedback with regard to its own services and venues.

## 2.8 Buildings & Estates Contact List

Name	Role	Email
Dean Pearce	Head of Facilities Management & Services	<a href="mailto:Dean.pearce@universityofgalway.ie">Dean.pearce@universityofgalway.ie</a>
Niamh O' Gorman	Facilities Manager	<a href="mailto:Niamh.ogorman@universityofgalway.ie">Niamh.ogorman@universityofgalway.ie</a>
Gerry Nolan	Supervisor of Security Services	<a href="mailto:Gerry.nolan@universityofgalway.ie">Gerry.nolan@universityofgalway.ie</a>
Samer Ourfali	Fire Prevention Officer	<a href="mailto:Samer.ourfali@universityofgalway.ie">Samer.ourfali@universityofgalway.ie</a>
Lorraine Rushe	Environmental Health & Safety Manager	<a href="mailto:Lorraine.rushe@universityofgalway.ie">Lorraine.rushe@universityofgalway.ie</a>
Michael Curran	Head of Buildings Services, Utilities & Energy	<a href="mailto:Michael.m.curran@universityofgalway.ie">Michael.m.curran@universityofgalway.ie</a>



### 3.0 Responsibility

Policy Owner: Head of Facilities Management and Services, Buildings and Estates Office.

Key Stakeholders: Health and Safety Officer  
Assistant Director of Estates Operations  
Director of Student Services  
Director of Sports and Physical Activity  
Arts Officer  
Internal Communications Officer  
Commercial Manager  
All Heads of Units  
All internal and external event organisers

### 4.0 Related Documents

- 4.1 Appendix A: Risk Matrix
- 4.2 Appendix B: Event Management Plan and Risk Assessment
- 4.3 Appendix C: Venue Set Up Checklist
- 4.4 Appendix D: Sustainable Event Checklist
- 4.5 Appendix E: Arts Exhibition Procedures
- 4.6 Appendix F: Event Controller Acknowledgement Form

### 5.0 Related Policies and Procedures:

- 5.1 Space Management Policy and Procedures
- 5.2 Postering Policy



## Event Management and Event Safety Policy Appendix A – Risk Matrix

### 1.0 Managing Safely – The Risk Matrix.

The key person in the management of Events is the Event Controller. The University endeavours to be supportive of events that contribute positively to University of Galway. This requires that they are managed safely to comply with s.12 of the Safety, Health and Welfare at Work Act 2005. Therefore events that are high risk or where the resources are not available to adequately manage them should be prohibited at the outset rather than expend limited time and resources assessing options that are not feasible. A risk matrix has been provided for this purpose.

#### 1.1. Purpose

This risk matrix has been produced to allow event controllers to evaluate the overall risk and identify into which of three risk categories the event will be allocated. It is a preliminary, simple assessment carried out before the detailed assessment and gives an overview of the level of risk.

#### 1.2 Criteria

The criteria suggested have been selected as indicators of the degree of risk to health and safety of those who may be affected by the event, including participants, spectators and members of the public. The criteria involve consideration of the risk of harm, the extent of control and the availability of emergency response. The criteria are allocated and outlined in table 1.

#### 1.3 Evaluation

Each of the criteria proposed has been allocated a score. The total score of all relevant factors should be added and compared to the threshold set for high, medium, and low risk events. For multisite or multi-activity events, event controllers should use the likely worst-case scenario for the event as a whole when considering the scores. Very large events which may involve many activities over many sites or over many days are best considered as individual events, with the event controller ensuring that appropriate control and co-ordination is achieved across the entire event.

#### 1.4 Scoring

The total score obtained from table 1 should be compared to the following threshold to determine the relevant risk category and will give an idea of the type of action required to run the event safely.

<b>0 - 14</b>	<b>LOW RISK</b>
<b>15 – 30</b>	<b>MEDIUM RISK</b>
<b>31 +</b>	<b>HIGH RISK</b>

For events posing a **HIGH RISK**, the guidance included on the Health and Safety Executive’s website <http://www.hse.gov.uk/event-safety/> and the Dublin City Council ‘Guidelines for event organizers’ and where relevant the Code of Practice for Safety at Indoor Concerts (Department of the Environment and Local Government 1998) should be adhered to.

For events posing a **MEDIUM RISK**, the Dublin City Council ‘Guidelines for event organizers’ should be adhered to. It is strongly recommended that the Health and Safety Executive’s publication “The Event Safety Guide” (reference HSG 195) and where relevant the Code of Practice for Safety at Indoor Concerts (Department of the Environment and Local Government 1998) be considered during the planning process.

For events posing a **LOW RISK**, the the Dublin City Council ‘Guidelines for event organizers’ should be considered. It is strongly recommended that the Health and Safety Executive’s publication “The Event Safety Guide” (reference HSG 195) be considered during the planning process.

*In all cases, regardless of risk score, a risk assessment must be completed by the event controller.*





**Table 1 – RISK MATRIX**

Factor	Details	Value	Score
<b>Event Nature</b>	VIP Visits	1	
	Exhibits	1	
	Classical / Theatrical Performance	1	
	Athletics and Sport	2	
	Fetes / Fund Raisers	1	
	Pop / Rock / Dance events	2	
	Parades and Carnivals	2	
	Marine / Waterway Events	3	
	Celebrations and Parties	3	
<b>Event Venue</b>	Indoor	1	
	Outdoor, defined boundaries	4	
	Outdoor, Widespread / street	5	
	Riverbank	5	
<b>Numbers</b>	<500	1	
	500 – 1,500	3	
	1,500 – 5,000	5	
	>5,000 plus	10	
<b>Participant accommodation</b>	All seated	1	
	Mixed (at least 50% seated)	2	
	Standing	3	
<b>Participant age and profile</b>	Family groups	2	
	Predominately adults	1	
	Predominately under 18s	4	
	Predominately elderly	3	
	Conflict / Rival factions	5	
<b>Additional Factors</b>	Queue management	1	
	Animals	1	
	Temporary structures	2	
	Bouncy castles / sideshow	2	
	Onsite catering	2	

The total score obtained should be compared to the following threshold to determine the relevant risk category: This will give an idea of the type of action that is going to be needed to run the event safely.

0 - 14	LOW RISK
15- 30	MEDIUM RISK
31 +	HIGH RISK



	Overnight camping	3		
	Traffic movement in crowd area	3		
	Funfair rides	4		
	Alcohol available	5		
	24 Hour/Late event	10		
<b>First aid present</b>	Advanced paramedic with vehicle	1		
	Qualified first aiders	2		
	No first aiders present	3		
		<b>Total</b>		



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

**Event Management Plan and Risk Assessment**

[Event Name]

<p>Owned by: _____</p> <p>Version: _____</p> <p>Date Submitted: _____</p> <p>Review Date: _____</p>
---

**NOTE: The Event Management Plan and Risk Assessment and Risk Assessment must be typed and submitted to [space@universityofgalway.ie](mailto:space@universityofgalway.ie). Handwritten EMP's will not be accepted.**

1. Event Overview and Organising Team		
1.1	<b>Event Name</b>	
1.2	<b>Event Description</b>	
1.3	<b>Event Nature</b> (VIP visit, fundraiser, sports, concert, etc)	
1.4	<b>Dates</b>	<b>From:</b> _____ <b>To:</b> _____



		<b>Times:</b>
<b>1.5</b>	<b>Event Organisers</b>	
<b>1.6</b>	<b>Nominated Event Controller</b>	
<b>1.7</b>	<b>Tree of Responsibility</b>	
<b>1.8</b>	<b>Roles and Responsibilities</b>	<b>Name:</b> <b>Role:</b>  <b>Name:</b> <b>Role:</b>  <b>Name:</b> <b>Role:</b>
<b>1.9</b>	<b>Contacts</b>	
<b>1.10</b>	<b>Relevant written support has been sought from (see note below)*</b>	

\*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.

<b>Category</b>	<b>Supported by</b>
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, event controllers 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	<i>(describe site and surrounding area here)</i>	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 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		<b>R I S K  A S S E S</b>					
4.2	Radio							
4.3	Loud Hailers							
4.4	Telephone							
4.5	Signage and Public Information							



			S				
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





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



## 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 event controller 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, event controllers 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 Electrocutation 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	Severity of Harm category	Slight harm	Moderate harm	Severe harm
Occurrence	Could easily happen during the event	Could happen	Might happen but the chance is small	Very, very small chance of it happening	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



Event Management and Event Safety Policy  
Appendix C – Venue Set Up Checklist

Buildings & Estates Office, University of Galway Venue Set Up Checklist  
(to be completed with reference to <http://www.universityofgalway.ie/buildings/service-helpdesk/room-events/event-management/>)

**Event Details:**

Date(s) of your event:	
Title of your event	
Event Controller Contact Name, Phone Number & Email	

**Venue(s)** (Please complete the following indicating when set up/set down needs to be completed and event start/finish time)

Venue	Event Set up Date/Time	Event Start Date/Time	Event End Date/Time	Event Set Down Date/Time

**Set up Requirements:** Please clarify number of each item required below and location where these items are required:

Item Required	No.	Venue	Location/Set up Description
Trestle tables (excluding catering, catering tables are requested below) (dimensions 1.8m x 0.75m)			
Chairs			
Poster Boards			
Lectern			
Stage - size required (Sections of 2.44 X 1.83 m available in certain locations only)			
Directions Stands Internal External			
Conference Cloths <b>(Please note buildings provide burgundy cloths for trestle tables only - catering tablecloths must be ordered from caterer)</b>			
Electrical Requirements: Please confirm if additional power is required giving details			

**Completed Risk Assessment attached:** Yes / No

**Catering:** If catering is provided for the event, please complete the following:

Catering Company	
Contact name, telephone & email	

**Please confirm if the following are required for catering:**



Item Required	No.	Venue	Location/Set up
Trestle tables (dimensions 1.8m x 0.75m)			
Banquet tables (6 ft round) Bailey Allen & Emily Anderson Concert Hall			
Banquet tables (4 ft round) Lower Aula only			
Chairs			
Other (please specify)			

**It is the responsibility of the event controller to complete this form fully to comply with the University Event Management & Event Safety Policy.**

Signed: \_\_\_\_\_

Extension: \_\_\_\_\_

**Event Management and Event Safety Policy  
Appendix D: Sustainable Event Checklist**

<b>BEFORE THE EVENT</b>	<b>YES/NO</b>
Is there a nominated person to ensure the event is organised in a sustainable way?	
Does the venue fit the topic of the event (e.g. events aimed at raising climate and energy awareness hosted in energy efficient buildings etc.)	
Can you hold some part of the event at an outside location or naturally lit indoor location?	
Have you implemented digital/paperless promotion of the event?	
Can you implement on-line access to the event and enable presenters to present virtually if they are unable to attend in person?	
Can you encourage sustainable transport to the event (e.g. walking, cycling, public transport).	
Have you included <a href="#">NUI Galway Map of Campus Cycling Facilities</a> with event pack	
Can you include physical activity as part of the event (e.g. at lunch break perhaps a walk along <a href="#">NUI Galway Biodiversity Trail</a> )?	
Have you an Event Waste Management Plan in place that focuses on waste reduction, recycling and zero waste to landfill?	
If participants need to stay overnight, do you select environmentally-friendly and local accommodation?	
If gifts, prizes etc. are planned is there an ethos of sustainability associated with them?	
Can you reduce the need to purchase items for the event-borrow where possible?	
Can you include some learning about sustainability for all attendees?	
Have you made a concerted effort to reduce waste associated with the event (e.g. booklets on memory stick, centralised billboards, signage, maps, and agenda etc) If waste is necessary endeavour to have zero waste to landfill.	
<b>DURING THE EVENT</b>	
Do you make sure that lights are on only when it is necessary? Do you make sure the heat is only on where it is necessary?	
Do you use environmentally-friendly options for name badges? At the end of the event do you collect the name badges so that they can be used again?	
Are the decoration of the venue and the presentation materials environmentally-friendly and recyclable?	
Do you print only those materials that are absolutely necessary, and other materials are made accessible electronically?	
Can you free the event from plastic bottled water and use tap water instead?	
Is catering provided by a local enterprise using environmental criteria or having an environmental certification?	
Are the products bought and served locally produced, seasonal and if possible organic/bio?	
Do you provide climate-friendly and green eating options? i.e. vegetarian/vegan courses made from locally produced seasonal vegetables	
Do you provide fair trade tea and coffee?	
To avoid waste do you ask participant in advance what meals they would like to have and what portion size they would prefer?	
Are leftovers reused either at the event or elsewhere (e.g. as donations)?	
Do you give preference to reusable and washable catering items over plastic/recyclable /compostable and finally throw-away? e.g. glasses for water, ceramic mugs and plates, stainless steel cutlery, no single use catering items e.g. straws, disposable coffee cups. Compostable items where single used is required.	
<b>AFTER THE EVENT</b>	
Do you send an on-line survey for event evaluation?	
Do you send out paperless thank-you notes?	
Do you promote success of your event sustainability efforts?	

**Are there any other sustainability related efforts you would like to record here:** \_\_\_\_\_



## Event Management and Event Safety Policy Appendix E – Art Exhibitions

### 1.0 Planning/Proposing an Art Exhibition

All applicants wishing to mount temporary art exhibitions must first submit a proposal to one of the following;

- 1.1 Their head of unit if it is an internal academic, research or support services led exhibition.
- 1.2 The Arts Officer if it is an exhibition held in partnership with the Arts Office or as part of festivals organised by the Arts Office.
- 1.3 The Societies Officer if it is a Societies exhibition.
- 1.4 The Commercial Services Office if it is part of a commercial event booking on campus.
- 1.5 The Buildings and Estates Office if part of the Galway International Arts Festival programme.

The proposal should include the following:

- Name of Exhibition;
- Duration;
- Artist(s) Name;
- Designated Sponsor (if different from Artist);
- Number and size of items;
- Photographic evidence of the exhibition content or a detailed written description of the work if the exhibition content is not yet completed;
- Proposed methodology and means of installation;
- Details of any supports services required;

A minimum of one month is required to consider such requests.

### 2.0 Definition

An art exhibition may compose pictures, paintings, drawings, photographs, video, sound, installation, performance, interactive art, new media art or sculptures by a single artist, group of artists or a collection integrated by a theme, and must run for a specified time period.

### 3.0 Permission and Approval

The content and detail of all art exhibitions will be considered in terms of their suitability and appropriateness for the university community and visitors by one of the aforementioned offices (1.1-1.5). They will respond to both the applicant and the Buildings and Estates Office with an approval/non approval. The Buildings and Estates Office have the right to approve all events, request further information or decline events in the interests of University of Galway.

Permission will be considered on the basis that the exhibition is appropriate for a healthy and respectful working and teaching environment.

The exhibition should

- be presented well for public viewing;
- be available for installation and removal at agreed dates and times;
- be suitable for the limited space that is available;
- be legally compliant;
- be adequately insured with indemnification where required to University of Galway;
- be accompanied by a site specific risk assessment for installation, duration and set down;
- consider the nine grounds of discrimination set out in the Gender Equality and Diversity report;





- meet all University standards and conform to all University policies and procedures.

University of Galway reserves the right to cease events in progress or remove unauthorised elements thereof in circumstances where continuing the exhibition or event would damage the reputation of the university or threaten the health and safety of university staff, students or visitors in the interests of University of Galway and its campus community.

#### **4.0 Appeals Process**

In the event that a proposed exhibition plan does not receive approval to proceed the proposer may choose to submit an appeal in writing via email to [space@universityofgalway.ie](mailto:space@universityofgalway.ie) clearly stating 'Appeal under the Event Management and Safety Policy' in the subject title. The appeal will then be referred to members of the Art Exhibitions Appeals Committee which shall comprise:

- The Arts Officer
- The Dean of Arts, Social Sciences and Celtic Studies
- The Vice President for Student Experience
- The Students Union Equality Officer

The group will consult and revert with a decision within ten days.

#### **5.0 Costs and Installation of Art Exhibitions**

The artist/sponsor is responsible for the costs and installation of the exhibition. They will be provided with a date and time to load in and load out of the venue in question in writing by one of the aforementioned offices (1.1 – 1.5) as appropriate. Support services required from the university such as furniture, additional power or network requirements, carpentry, or audio visual facilities will be arranged to coincide with installation providing they were requested as part of the original proposal and approved thereafter.

Any additional security requirements will be the responsibility of the artist/sponsor to finance must be discussed and agreed in advance with the Buildings and Estates Office.

#### **6.0 Insurance**

University of Galway will not accept responsibility for material or equipment on display and will not at any time be responsible for the loss or damage of exhibition contents regardless of the means by which they were lost or damaged. Artists will be required to insure their own work and must provide an indemnity to the University for the period of the exhibition. In some limited circumstances, the Arts Office can extend insurance cover for exhibitions organised in partnership with them.

#### **7.0 Commercial, Sales and Promotional materials**

Whilst University of Galway will not generally host commercial exhibitions, any queries in relation to sales/promotional materials intended for display during an exhibition must be directed in the first instance to the Commercial Services Office. Charges will apply to events/exhibitions deemed to be commercial in their nature, such exhibitions will be managed by the Commercial Services Office, in line with University policy.



## Event Management and Event Safety Policy

### Appendix F – Event Controller Responsibilities Acknowledgement Form

**(This form must be signed and submitted to Buildings & Estates with your venue/space booking request. The venue/space booking confirmation will not be issued until the completed form has been received.)**

I confirm that I am the Event Controller for \_\_\_\_\_ (Event) scheduled to be held on \_\_\_\_\_ (Date) and acknowledge that I am therefore ultimately responsible to ensure the following:

Event Controller Responsibilities	
1.	I have read and fully understand the University of Galway Event Management and Event Safety Policy (EMESP).
2.	I have read and fully understand the University of Galway Alcohol Policy.
3.	I have sought and received approval from the relevant Head of School/Director to proceed with my event.
4.	All communications in relation to the event must be directed via me to the Buildings & Estates contact.
5.	The Events Risk Matrix is to be completed, reliably scored and submitted to Buildings & Estates within the timelines set out in the EMESP or my venue booking will be cancelled.
6.	The Event Management Plan and Risk Assessment are to be completed and submitted (where applicable) to Buildings & Estates within the timelines set out in the EMESP or my venue booking will be cancelled.
7.	I will engage with the all relevant Buildings & Estates staff (including Fire Safety, H&S, Facilities, Security, Grounds, Mechanical & Electrical) in relation to the event planning and will not deviate from the agreed arrangements without prior written approval (which will not be unreasonably withheld).
8.	The Venue Set Up Checklist is to be completed and submitted to Buildings & Estates within the timelines set out in the EMESP or my set up will not be facilitated.
9.	The Events Sustainability Checklist is to be completed and submitted.
10.	Third party service providers will be procured in line with procurement guidelines and that I must collect and submit all relevant third party insurance information (including a specific indemnity for University of Galway) to Buildings & Estates for review and approval within the timelines set out in the EMESP or said third party service providers will not be permitted on campus.
11.	That the event is adequately staffed to ensure compliance with the Safety, Health & Welfare at Work Act 2005 all other relevant Health & Safety Regulations, Fire Safety Legislation and the approved EMESP. (E.g. Fire marshals, first aider's, communications strategy etc.)
12.	I or my nominated person in charge will be present at the event for its entirety (or agreed timeframe) to ensure all elements of the Event Management Plan are in place throughout the event and so that any issues can be escalated directly to me as necessary.



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

**Event Controller Name in Block Capitals:** \_\_\_\_\_

**Event Controller Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Event Controller Definition:** The Event Controller has ultimate responsibility for the management and safety of the event, must ensure there is sufficient time for the planning and approval process, and will be responsible for all communication with Buildings and Estates.