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Teicneolaíochta
Leitir Ceanainn

Letterkenny
Institute
of Technology

Event Safety Procedure

Document Location

The document will be made available via the College Intranet to all staff and students.

History

Revision Number	Revision Date	Summary of Changes	Changes marked
001	9/Nov/2015	Initial implementation of procedure	
002	25/Jan/2016	Executive Board requested specific ratio numbers be removed	

Approvals

This document was approved by:

Title	Date
Health & Safety Committee	9 th November 2015
Executive Board	1 st February 2016
Governing Body	18 th February 2016

Introduction

This procedure has been developed to ensure that events that take place in Letterkenny Institute of Technology are planned and carried out in safe manner. This procedure applies to all staff, students and external persons organising events in Letterkenny Institute of Technology.

Requests for LYIT facilities for events must be made to the LYIT Estates Office who will advise on the most suitable location for the event.

The following information must be provided well in advance of any event being approved by Estates Manager, Head of School or Head of Function and taking place in Letterkenny Institute of Technology.

Contact Details (*Name & Mobile*)

- Name of LYIT Estates Manager and Head of School/Function approving event and responsibility for ensuring LYIT Event Safety Procedure is complied with:
- Name of Event organiser & mobile no:
- Name of Person responsible for Health and Safety of the Event & mobile no:
- Other members of Event Team if relevant & contact mobiles no's:

Event Details

- Description of the event including any temporary structures for example stages, lighting, sound, stands, amusements, or any other equipment which will be used as part of the event.
- Expected numbers to attend the event
- Date and time of event including start and finish time of event and set up/clean-up operations
- If the event requires a licence or permit, provide a copy of the license to Estates Office.
- If minors will be attending the event (minor is under 18), outline appropriate adult supervision i.e. adult to children ratio which should be adhered to.
- If an LYIT event organiser is employing third party contractors and suppliers e.g. outside caterers, electricians, sound engineers, security, construction contractors, people hired to erect stages, stands, marquees, amusements or any other equipment or materials, then they must provide insurers confirmation of each third party's public liability insurance for approval of the Head of Function and the Estates Manager.

Where third parties engage employees in delivery of their service on site, they must also provide insurers confirmation of their employer's liability insurance policies for approval.

- Where events are organised by organisations external to LYIT, organisations must provide insurer's confirmation of their public liability insurance to LYIT Estates

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Office for approval. Where external event organisers engage employees on site for the event, they must also provide insurer's confirmation of their employer's liability insurance. External organisations are responsible for ensuring that each third party they engaged to assist with their event holds appropriate insurance indemnifying the event organiser and LYIT.

- Once provisional approval for the event has been granted by LYIT, the event organiser will liaise closely with the LYIT Estates Office to agree event layouts and all other relevant planning details.

Risk Assessment

- Written Risk Assessment of your event identifying any hazards which could cause harm to your staff (or LYIT staff or students, volunteers e.g. members of public) working for the event, staff or students on campus and/or any members of the public attending or participating in the event and the Control measures which will be put in place to eliminate or reduce these hazards.
- 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.
- For all Hazards identified please state what control measures you will put in place to reduce the Risk and the name of the person responsible for ensuring this happens.

Below is a non-exhaustive list of possible Hazards which may be present at your event, this is given as a guidance only as each event will have its own unique set of hazards which you will need to identify and document in detailed Risk Assessments. Please add in any additional Hazards.

The Hazards are to be risk assessed by the Event Organiser and named person responsible for Health and Safety of the Event.

Slips, trips and falls

Uneven surfaces, trailing leads, temporary ramps, wet floors/surfaces, water logged pitches, icy conditions

Ingress and Egress

Large crowds, occupancy capacity, unauthorized entry, blocked exits routes, access for emergency service, poor signage leading to and at the event

Vehicular Traffic

Car parking, road closures, interaction of vehicles and pedestrians, taking of deliveries, traffic access/egress from public roads network.

Electricity

Temporary power supply routing risks, contractor competence/certification, emergency backup generators, poor illumination of areas, electric shock, overload of circuits, fire

Lighting

Adequacy of lighting from existing sources and standby lighting strategy in event of power failure.

Hazardous Substances

Cleaning materials, gas bottles, oils, flammable materials

Young Persons (minors under 18)

Lost child, lack of adult supervision

People with special needs

Please consider people with specific mobility problems (including wheel chair users, difficulty in walking, impaired vision or hearing) who may require special evacuation procedures. Event Organisers are to ensure their own Personal Emergency Evacuation Procedure is developed for all disabled persons attending their event.

Stages and other Structures

Collapse of structures, poor anchoring, fire, pooling of water around temporary structure, use of temporary electrical supplies, access and egress from stage or other temporary structures

Fire

Event Organisers are to ensure their own Emergency Evacuation Procedure is developed for all persons attending their event, including provision of firefighting equipment, fire checkers.

Medical Emergency

Minor injuries, first aiders and first aid equipment arrangements, major injuries, crushing incidents, involvement of the emergency services

Extreme Weather

Snow, floods cessation of the event

Environment

Public health, sanitary and drinking water provision, noise, waste/litter

Manual Handling

Lifting/moving equipment or heavy loads

Working at Height

Fall from stage or platform, edge protection, fall from rigs or ladders, objects falling onto people below

Catering /Food Safety

Food poisoning, dehydration

Additional Hazards

Hazards not specified above as determined by your event risk assessment

Event Insurance Cover Requirements

For events organized by third parties the minimum cover levels required are as follows:

- Public Liability €6,500,000
- Employers Liability €13,000,000

Public Liability Insurance policies must include an 'indemnity to principal' clause, or a letter from the third party's insurers confirming specific indemnity to LYIT.

Insurances policy law jurisdiction and territorial clause limits must include Republic of Ireland.