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| <b>Safe Work Practice Sheet<br/>Event Organisation</b> | <b>Ref:</b> <i>SWPS 015</i>   | <b>Approved by:</b> <i>ISMC</i>   |
|  | <b>Assessed by:</b> <i>CC</i> | <b>Issued by:</b> <i>C.Carlin</i> |

### Hazards

Accidents as a result of events being organised without 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 (SWPS 018)
- Supervision
- Security & safety measures
- Notification to local Gardaí, Emergency services
- Loading/unloading equipment
- Insurances & method statements from external contractors
- Impact on other students and staff
- First Aid/doctor/nurse requirements
- Emergency Evacuation

[Venuehire@DkIT.ie](mailto:Venuehire@DkIT.ie) is responsible for hiring college facilities to external users, if available. It is the responsibility of the external event planner/organiser to complete the Risk Assessment Form attached once the booking is confirmed. Venuehire@DkIT will also complete its own risk assessment for each event.

Enquiries should be sent to: [venuehire@dkit.ie](mailto:venuehire@dkit.ie) or phone 042 9370400

### 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 external Event Organiser/Planner.

**Information, Instruction & Training**

Not applicable

**Personal protective equipment required (last resort)**

Not applicable

**Initial Risk Rating (without any control measures)**Probability :  x Severity  = Risk Factor 

| 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 :  x Severity  = Risk Factor **Risk Assessment Review**

As and when process changes or yearly

