

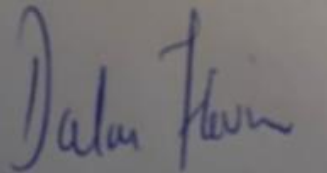
IT Sligo Event Safety and Booking Form (Internal (Staff & students))



Version No: Rev 1

September 2021

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Events Booking and Risk Assessment Form					
All campus events or organised gatherings must have <u>prior approval</u> 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		The event will consist of bi-weekly meetings, usually on a Monday/Tuesday. We have players of every skill, and are happy to teach basics, or depending on demand we know a coach which we could get in. We will have tables set up for either singles or doubles, depending on numbers and what people want to play. Our goal is to have fun and socialize while ensuring players of all skill level have equal opportunity to play both casually and competitively.			
Expected numbers to attend		15	Date of the Event		
Section 2		Event Approval			
Name of Event Organizer(s)	Balazs Sziveri Clintano Perrins	Signature	Balazs Sziveri Clintano Perrins	Date	14/11/21
Academic in Charge (Student Projects etc)		Signature		Date	
Head of Department approval		Signature		Date	
POEM approval (SU events)	Declan Flavin	Signature		Date	17/11/21
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					

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**IF YOU ARE USING THIRD PARTY CONTRACTORS FOR YOUR EVENT YOU MUST ENSURE THEY PROVIDE THE REVLEVENT
INSURANCE AND HEALTH AND SAFETY DOCUMENTATION**

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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 organized 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 	Medium
		Please specify controls: <ul style="list-style-type: none"> Masks to be worn by all attendees Doors & windows to remain open where possible Use the hand hygiene facilities available- additional stations set up at each faculty entrance Have hand sanitizer and antibacterial wipes in the room to sanitize tables and hands in-between games. 	
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 	Low
		Please Specify Controls: <ul style="list-style-type: none"> Store tables safely and properly. Keep a safe distance between tables and players to ensure no-one hits each other. 	
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 	Low

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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
		<ul style="list-style-type: none"> Adequate fire detection and firefighting equipment will be available for the event Please specify controls: <ul style="list-style-type: none"> Point out all emergency exits/doors to everyone. Show how to use the fire extinguisher and where it is located. Make sure the tables are not in the way of the fire exits upon setup. Adequate fire detection and firefighting equipment will be available for the event 	
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. <p>Important: If the event takes place outside normal campus hours then the organizer will need to make their own arrangements for First aid cover</p> Please specify controls: <ul style="list-style-type: none"> Call the fire department in the event of a fire. Call emergency services in the event of a fall or serious injury. For minor injuries go to the local First Aider before 5pm, or the hospital after 5pm. 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. 	Medium
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: <ul style="list-style-type: none"> Tables set up before the meeting by the organizers. Tables have wheels to ensure minimal strain on the organizers. 	Low

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		<ul style="list-style-type: none"> Players/members will do no manual handling. 	
Physical Hazards Weather/ Environmental surroundings / Noise	IT Staff, Students, third parties	<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 	Low
		Please specify controls: <ul style="list-style-type: none"> As the event is indoor weather is likely to have minimal to no effect on the event. Noise generation should be no more than a classroom/small social gathering which should be acceptable. The balls will make a small amount of noise hitting on the tables but no more than players would make. 	
Access/ Egress Pedestrian routes/ Vehicle interaction / Public entrance	IT Staff, Students, third parties	<ul style="list-style-type: none"> Entrance and exits to allow for easy access for all users Clearly defined pedestrian routes Speed limits observed 	Low
		Please specify controls: <ul style="list-style-type: none"> There are two entrances, the main entrance, and Wheats Kitchen entrance/exit. It is located beside the main parking lot, so parking should not be a problem. Access/Egress routes will be kept clear Exits are clearly luminated 	
Housekeeping Waste management / Cleaning	IT Staff, Students, third parties	<ul style="list-style-type: none"> All waste generated must be managed and disposed of correctly Housekeeping must be maintained in the area 	Low
		Please specify controls: <ul style="list-style-type: none"> After each event all waste will be disposed of appropriately. Cleaning must be maintained in the area if possible. Cleaner on duty 	

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		<ul style="list-style-type: none"> • Extra bins put out • The event is unlikely to accumulate large amounts of waste 		
Any Other Hazards				
		Please specify Controls:		
Signature of Event Organiser (s)		Balazs Sziveri Clintano Perrins	Date	14/11/21