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**Technological University of the Shannon:
Midlands Midwest**

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TUS Midlands (Athlone Campus) Policy, Procedures & Guidance Event Management

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1.0 BACKGROUND

Planning and operating different types of events in TUS is a regular occurrence. As an example, a typical event can include Careers Fairs, Open days, Graduation ceremonies, Sport competitions, Art exhibitions, Staff barbecues, performances, displays, wall climbing events and social gatherings.

Taking place within TUS, these events can be organised and operated by many different groups belonging to the TUS campus community or even by external groups or organisations, operating events on TUS campuses. Organisers can include TUS Units, Academic Departments, their staff and/or students, Student Societies/Clubs, and Non-TUS external groups/organisations, etc. Some Events by the very nature of their activities will present potentially a greater number of hazards (e.g. a pyrotechnic display) than other less hazardous events (e.g. a chess competition) and so the amount of planning and control required will obviously differ, needing much more input for the more hazardous activities.

For reasons of safety it should be the aim of the event organisers to identify the hazards, assess the risks, establish and implement the appropriate control measures to ensure all events are operated safely and to ensure an enjoyable experience for all participants.

In support of achieving this aim and maintaining good standards of health & safety at events, the University has put in place this policy and procedures that require TUS events to be properly organised, managed, and controlled safely.

2.0 POLICY

Technological University of the Shannon will endeavour to ensure, so far as is reasonably practicable, that suitable and sufficient arrangements are in place to manage the risks posed to the health and safety of anyone working at or attending events taking place on any TUS campus or within TUS controlled buildings and that events are appropriately organised, operated and managed safely.

The University wishes to ensure that the event types, coming within the scope of this policy comply with all relevant health and safety legislation, codes of practice, guidance, standards etc.

3.0 PURPOSE

This Event Policy is designed to ensure that so far as is reasonably practicable, events organised at, or on behalf of, or in association with TUS, follow the necessary processes and procedures in order to deliver these events safely.

Adherence to this policy and its procedures will ensure that the events:-

- i) Comply with the relevant parts of the Health Safety and Welfare Act 2005, relevant codes of practice for events, TUS procedures and guidance.
- ii) Have a positive impact on the reputation of TUS and where appropriate support, as much as possible the strategic aims of the University.

4.0 SCOPE

This TUS policy is applicable to the type of events described below and which occur on any TUS campus or within any TUS controlled building.

The scope of this policy is intended to encompass events organised and operated by TUS Management, TUS Staff, TUS Student clubs & Societies (e.g. Committee Members), any external company or non-University individuals who have received approval from TUS to operate an event on any TUS campus.

The following activities are excluded from the scope of this Policy: -

- i) Activities which form part of the normal TUS academic curriculum syllabi, which include lecturing/teaching/research, Laboratory practical work, Workshop practical work and coming under the control of a TUS Academic Faculty, Department or University Research Institute.
- ii) Meetings which include management/staff meetings, staff/student meetings, student club and society meetings e.g. weekly club meeting etc.
- iii) TUS organised and operated formal or informal dining events, whether or not they include speeches or presentations provided the number of persons attending do not exceed the rooms approved occupancy capacity (Note: safe room occupancy limits can be obtained from the timetabling office and the Campus Estates Department).

Activities which fall within the scope of this Policy, and are considered events which must be controlled, include;

Careers Fairs, Open days, Graduation Ceremonies, Sporting Events & Competitions, Art Exhibitions, Barbecues, Licenced Pyrotechnic Displays, Wall Climbing Events, Social Gatherings which include performances. The list is by no means an exhaustive, but it gives an indication of the many different types of events coming within the scope of this policy.

5.0 GLOSSARY OF POLICY TERMS AND DEFINITIONS

TUS Unit: A Generic phrase used in TUS safety documentation to describe any TUS Faculty, Department, Section, or Campus Company who provide assigned functions and/or services on behalf of the TUS. In general, a TUS Unit is made up of management and staff personnel with assigned responsibilities/duties to operate on behalf of TUS.

Event: At TUS, an event is considered to be any organised gathering of persons on any TUS campus or within any TUS controlled building for the purposes of attending a performance or organised physical/sporting or society/club activity, but excluding any activity which form part of the normal TUS academic programme (e.g. teaching/research activities, site visits, meetings). Please see section 4 'Scope' for further details on included and excluded activities.

Event Organiser: An Event Organiser is a person/s approved by TUS, to plan, manage and operate an event on any TUS campus or within any TUS controlled building.

Event Controller: The event organiser or their nominated competent person managing the operational delivery of the event in accordance with the Event Management Plan and/or the Event Risk Assessments and/or the event safety checklists.

TUS Host Unit or Department :

The TUS Unit Management or Campus Company Management who is ;

- 1) *hosting the event on campus (e.g. Open Day, Careers Day)*
- or*
- 2) *approving an external organisation to operate an event on campus .*

Examples include :

- i. *A TUS Unit or Campus Company, engaging an external event organiser to plan, and/or manage and/or operate a part or all the event management and operations on campus.*
- ii. *A Campus Company permitting an external organisation to plan and operate an event on campus (e.g. organised either for external non-TUS patrons, or internal TUS staff/students or a mix of these groups). The Host Unit must ensure that the external organisation complies with the condition of this TUS Event Policy.*

6.0 RESPONSIBILITIES

6.1 Event Organiser

An Event Organiser is a person/s approved by TUS , to plan, manage and operate an event on any TUS campus or within any TUS controlled building.

Approved Event Organiser/s shall be responsible for planning, managing and operating the event in accordance with: -

- i) This TUS policy and its procedures
- ii) All applicable national legislation & regulatory requirements
- iii) National relevant Codes of Practice & best practice
- iv) Ensuring the proposed event has in place the appropriate insurance cover.

The following group or individuals are TUS approved to operate as Event Organisers for Events taking place on any TUS Campus or within ant TUS Building: -

- i) TUS Management and TUS Employees,
- ii) Committee members of TUS Student Clubs and/or Student Societies
- iii) TUS management approved or TUS Campus Company approved external organisations, planning to and/or operating an event on any TUS campus.

But it remains the responsibility of the TUS Host Department to ensure the external organisation is complying with this Event Policy.

As such, The Host Department must review, approve and retain a copy of the Event Management Plan.

REMINDER: TUS Event Organiser approval is always on condition that they plan, manage and operate the event in accordance with this policy and its procedures.

6.2 Event Controller

The 'Event Controller' is the title given to the person assigned by the Event Organiser to manage the operational delivery of the event in accordance with the Event Management Plan and/or the event risk assessments and/or the event safety checklists.

For small events the Event Organiser will normally act as Event Controller but as events get larger and more complicated, there will be a need to have in place an event management structure and the Event Controller will be the Event Organiser's representative, managing the event's operational delivery.

6.3 TUS Management and Staff

TUS management or their reporting TUS staff are approved by TUS to operate events on any TUS campus provided the proposed event is planned, managed and operated in accordance with this policy and its procedures.

6.4 TUS Student Clubs & Society Committee Members

Committee members of TUS Student Clubs and/or Student Societies are approved by TUS to plan, manage and operate events on any TUS campus or within any TUS controlled building. TUS considers them Event Organisers and as such TUS requires that they must adhere to the requirements of this policy and its procedures.

The Event Organisers need to be aware that they have a legal responsibility to ensure, in so far as is reasonably practicable, that all the proposed event activities are undertaken in a safe manner and do not cause an incident or injury by negligent acts or omissions.

6.5 External Organisations (Small, Medium and Large Events on Campus)

External organisations can operate events on any TUS campus or in any TUS controlled building provided the particular event has prior permission from TUS (i.e. as set out below), and is planned, managed and operated in accordance with this policy and its procedures.

For these events the external Event Organisers must have the approval of the TUS host department and meet the TUS requirements below: -

- i) *They must obtain appropriate Employer's Liability (where applicable) and Public Liability insurance. (See also section 7.4).*
- ii) *They must have a risk assessment, (if a small/medium event), and an Event Management plan, submitted to and approved by the TUS Host Unit. The Event Management Plan needs to be prepared in advance of the event so that it can be scrutinised by the TUS host Unit and, if necessary, the TUS insurers.*

The Event Organiser needs also to be aware that they have a legal responsibility to ensure, in so far as is reasonably practicable, that all the proposed event activities are undertaken in a safe manner and do not cause incident or injury by negligent acts or omissions.

7.0 TUS EVENT CATEGORIES

At TUS, an event is considered to be any gathering of persons on any TUS campus or within any TUS controlled building for the purposes of attending a performance or organised physical/sporting or society/club activity, but excluding any TUS academic class scheduled as part of the curriculum (see Section 4 & 5 for further information).

There are many different types of event and each can present a different set of hazards. To simplify the process, TUS has taken the approach of categorising events as either 'Small', or 'Medium', or 'Large'.

As a first step, Event Organisers need to establish which category the proposed event belongs to and then follow the associated procedure for that event category. Following the procedures for the relevant category will ensure the event is planned properly, managed appropriately and operated safely. The table below contains some examples of events and the corresponding category that they would fall into: -

Host Event Organisers	Examples of Events	General Category of Event
Student Clubs & Societies	Chess Club Activity, Basketball Event	Small Event
TUS Management & TUS Unit Management	Open Day Events, Careers Fairs, Science Fest events, Graduation Event	Medium to Large Events
External Organisation Events operated on campus	HSE Community Events, Music Concerts, wedding fairs.	Medium to Large Events

7.1 Small Events

An event organised and/or operated by or on behalf of TUS or by any other TUS approved external organisation and which takes place on any TUS campus or within any TUS controlled Building and which meets the following conditions: -

A) For Indoor Small Events

1) Where the planned event is to take place in a TUS campus building room and the maximum number of attendees does not exceed the safe person occupancy capacity of that room. *[Note: - Safe Occupant Capacity for a particular room is available from the timetabling office or campus estates office and relates to the number of seats in a room].*

2) Where any proposed item or equipment intended to be used as part of the event performance **DOES NOT** include any of the following: -

- a) Materials that are highly flammable (e.g. Petrol)
- b) Hazardous Chemicals
- c) Biological Hazards
- d) Hazardous equipment, materials or processes (e.g. a Climbing Tower)

Examples of Indoor Small Events include:- A gathering of persons in a campus building room for the following purposes ; i) presentations as part of a debating society, ii) seated competitions, iv) lecture room used for, club events (e.g. Chess or other desktop games), etc.

B) For Outdoor Small Events

1) Where the maximum number of proposed attendees does not exceed the safe capacity of the outdoor facility (e.g. number of seats) and that sufficient numbers of stewards are provided to manage & maintain safety .

2) Where any proposed item or equipment intended to be used as part of the event performance does not include: -

- i) Materials that are highly flammable;
- ii) Hazardous Chemicals,
- iii) Biological Hazards,
- iv) Hazardous equipment, materials or processes.

Examples of Outdoor Small Events include: - College football matches, TUS organised athletic events, outside Club & Society activities, etc.

7.2 Medium Events

An event organised and/or operated by or on behalf of TUS or by any other TUS approved external organiser which is to take place on any TUS campus or within any TUS controlled Building and where the following conditions are met: -

1) **Building Use:** - The proposed Event is planned to operate from multiple rooms in one or more TUS campus buildings.

- 3) **Attendance Numbers:** - Where the number of persons planned to attend the event will not exceed the in place safe occupant capacity levels of any campus building or room/s used as part of the event.
(Note: Safe Occupancy Capacity can be obtained from the campus internal room booking office for list of rooms to find a suitable room with capacity for the planned attendance).

3) Materials: - where any of the following items, or materials or equipment may or may not be planned for use as part of the Events Activities : -

- i) Materials that are highly flammable.
- ii) Hazardous Chemical or biological Substances (e.g. the Event is proposing to include demonstration of chemical experiments or reactions and not taking place in the appropriately designed designated laboratory).
- iii) Hazardous equipment or machinery.

Examples of Medium Events include: - TUS campus Open Day Events, Careers Office arranged Careers Fairs, Science Fest Events, and Graduation Ceremonies, etc.

7.3 Large Events

An event organised and/or operated by or on behalf of TUS or by any other TUS approved external organisation which is to take place on any TUS campus or within any TUS controlled Building and where any or all of the following conditions are met: -

1) Building Use & Event Structures: -

The proposed Event is planned to operate from one of more Campus Buildings and/or external areas of the campus. It may or may not include the need to erect external temporary accommodation structures (e.g. external stages, marquees or similar structure, amusement structures).

2) Attendance Numbers: -

Where the Event may include members of the public (note- either by ticket or free access) and where the expected numbers of attendees are significant (e.g. Numbers expected are in excess of the capacity of a number of lecture rooms). Where crowd management provisions such as stewarding need to be a consideration (e.g. ensure traffic/pedestrian safety and/or the numbers of attendees will require stewarding controls to prevent any overcrowding and maintain safety at Event and/or performance areas.

3) Materials: -

Where any of the following items or equipment may or may not be planned for use as part of the Events Activities (i.e. the performance/show/or exhibition): -

- i) Materials that are highly flammable.
- ii) Hazardous Chemical or biological Substances (e.g. the Event is proposing to include demonstration of chemical experiments or reactions and not taking place in the appropriately designed designated laboratory).
- iii) Hazardous equipment or machinery.

Examples of Large Events include: - HSE Community Games. Large Conferences, International Athletic competitions.

8.0 INSURANCE

Internal TUS organised events, (e.g. seminars, exhibitions, shows), are normally covered under the existing TUS insurance policy. If any event is likely to involve particular hazardous activities, or involve large numbers of people, (e.g. >500 persons), then the TUS insurers should be notified, via the Finance & Corporate Governance Office, and be given an opportunity to comment or assist where necessary.

External organisations seeking to use TUS property for an event should be asked for evidence of their Employers Liability (if applicable) and Public Liability insurance cover, for the duration of their presence on site. This should be provided in advance. The following is an outline of the evidence required:

- A signed statement/certificate from their Insurer.
- Number of the policy under which cover is being provided.
- Amount of the full limit of indemnity should be stated. The indemnity limits should be not less than €13m for Employers Liability and €6.5m for Public Liability.
- Specific indemnity should be made to TUS against any claim arising out of the presence of the relevant organisation on campus or for the activities they are performing.
- Renewal date of the policy and any specific exclusions or restrictions under its cover, relevant to their presence at TUS should be confirmed.
- Risk Assessment for their proposed event activities.

In addition, the organisation, individual or company should be informed that the University 'accepts no responsibility for loss of or damage to their property whilst on campus', unless specific arrangements are made with the University to the contrary. Any such arrangements must be notified well in advance to the Finance & Corporate Governance Office to ensure that the insurance and legal implications may be checked.

9.0 TUS EVENT PROCEDURES

9.1 Small Events

This procedure is applicable to all proposed, planned and operated 'Small Events'.

TUS requires event organisers to follow and implement this procedure to ensure that the appropriate standards of health and safety are being maintained for both organisers/operators and persons attending the event.

In summary the procedure involves the Event Organiser 'self-assessing' hazards and the safety controls needed for the planned event. This can be achieved by using the safety checklist (refer to Appendix 1) to check and confirm that all safety measures are in place to ensure the event is organised and operated in a safe manner.

Small Event – Event Safety - Procedural Steps

Step 1:- Category of proposed Event (i.e. Small, Medium or Large)

Determine that the Planned Event is a Small Events as defined by this policy

If 'Yes' then follow on to step '2' (If the event does not fall within the definition of Small Event the re-evaluate for the appropriate category, i.e. medium and/ or large event).

Step 2:- TUS Small Event Self Evaluation Checklist

The Event Organiser(s) must complete the 'TUS Small Event Self Evaluation Checklist', which can be found in Appendix 1.

It includes a number of topics on health and safety, as they relate to any small event.

It is intended to cover general Health and Safety matters normally associated with small events such as fire safety precautions, First Aid needs etc.

Event Organisers must review the 'Event Risk Assessment Checklist' and complete the form, by inserting a 'Yes' when the item is considered/assessed and then deemed in compliance. All listed items must be reviewed and compliant or the event cannot take place.

Step 3:- Insurance (refer also to section 8.0)

For TUS internally organised events, Event Organisers need to ensure the planned event activities are covered by the TUS insurance policies. Most university activities, unless they are out of the ordinary or are of a particularly hazardous nature, will be covered under the existing policy.

For External Organisations seeking to obtain approval to operate small events on any TUS campus, they must have the correct insurance indemnity and public liability insurance policies must be in place as part of the approval process. Contact the Campus External Bookings office for further information.

Step 4:- Final Checks before delivering the Event

Event organisers should ensure that all safety items mentioned in the checklist are still in place immediately before delivering the event and for items such as Fire Safety, that escape routes & exits remain unlocked and unblocked.

8.2 Medium Events

This procedure is applicable to all proposed, planned and operated Medium Events on any TUS campus or within any TUS controlled Building.

For any proposed event classified as a Medium Event, TUS requires that the event organisers follow and implement the steps outlined in the procedure below to ensure that the appropriate standards of health and safety are being implemented by the event organisers.

Medium Events - Procedural Steps

Step 1:- Category of proposed Event (i.e. Small, Medium or Large)

Determine that the Planned Event is a Medium Event as defined by this policy

If 'Yes' then follow on to step '2'. If the event does not fall within the definition of 'Medium Event', then re-evaluate for the appropriate category, i.e. Small Event or Large Event.

Step 2:- Event Assessment & Safety Checklist

The Event Organiser(s) must complete the 'Medium Event Risk Assessment Checklist' which can be found in Appendix 2. It includes a number of topics on Health and Safety as they relate to any medium event.

Event Organisers should not attempt to proceed with the delivery of an event until they have fully assessed the event against this Checklist and the proposed event conforms to the requirements.

Step 3 – Risk Assess Activities not covered under Step 2

In cases where individual event activities are not covered under the Event Assessment & Safety Checklist the Event Organiser must have a written Risk Assessment undertaken of the proposed activity and ensure that the control measures are implemented for the activity to proceed safely. Examples of event activities not covered under the 'Event Assessment & Safety Checklist' include:

- i) An outdoor on campus climbing event;
- ii) A Science Fest Chemical Demonstration in Lecture theatre; the use of flammable or chemical/biological items or substances that are being proposed to be used as part of the event activities.
- iii) machinery or equipment items being proposed to be used as part of the event activities (i.e. the performance/show/or exhibition)

As guidance, some sample risk assessments are provided in Appendix 4.

Please Note: The Risk Assessment must be undertaken by a competent person and it must be approved the Event Organiser or their Event Controller.

Step 4:- Insurance (refer also to Section 8)

The reader is referred to section 8 of this policy for Insurance Requirements.

Step 5: -Approval

Event Organisers are approved to operate Medium Events on Campus provided that comply fully with Steps 1 to 5.

8.3 Large Events

This procedure is applicable to all proposed, planned and operated 'Large Events' (see Glossary for the definition of a Large Event').

For Event Categories classified as 'Large Events' the University requires that event organisers follow and implement the steps outlined in the procedure below to ensure that the appropriate standards of health and safety are being maintained for both organisers, operators and persons attending the event.

Large Events - Required Procedure

The Organiser must complete an Event Safety Management Plan which includes risk assessments. The Hosting Department must consult with TUS campus Senior Management, the Campus Estates Department and the Campus Health and Safety Office.

A number of preplanning meetings with the above TUS management will be required to ensure the organisers are planning the event in accordance with TUS requirements.

The relevant TUS representatives (i.e. Estates, H&S) will need to be contacted with the draft plan at least 10 weeks prior to the intended operation of the Event.



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Appendix 1.0 TUS Small Event Self Evaluation Checklist

TUS 'SMALL EVENT RISK ASSESSMENT CHECKLIST'	
Section 1: - Event Details	
Name of Event	
Description of Event <i>(i.e. summarise the type of event; lecture, seminar, conference, meeting, performance. The number of rooms to be used, any special performances, materials or equipment being used)</i>	
Event Location <i>(Give details on where the event will be held on campus)</i>	
Event Scheduling & Times <i>(The dates & times of Set Up Event Operation Times (start time/End Time), & Clean Up Times).</i>	
Expected Numbers & Attendance Profile <i>(i.e. Numbers, age range, nature)</i>	
Admission Arrangements <i>(open access, ticketed?)</i>	
Section 2 - Key Event Management & Staff Details	
Event Organiser and Department Name(s): & Mobile Phone No(s):	
Event Controller Name & Mobile Phone No. <i>(Note the Event Controller is the Event Organiser's Lead person on site managing the event operations)</i>	
Other Key Personnel [Title, Names & Mobile Nos.]	
Section 3 – Event Safety Assessment <i>(Read and assess the key Safety items presented under this section, review them and if in compliance with these requirements mark an 'ok' in the relevant box, when the item is checked & satisfactory). For some Medium Size events, due to their layout or planned activities, it may not be possible to check against safety checklist questions and confirmations below. Where these circumstances exist the Event Organiser will need to undertake a separate risk assessment for the relevant safety item.</i>	Checked & OK?
Fire & Emergency Escape (Indoor Areas)	
Event Controller/s needs to be familiar with the Emergency Escape Routes & Fire Escape Exit Doors from areas where the event is being operated. They need to be in a position to be able to ensure all their event participants evacuate the building to a place of safety in the event of Fire Emergency.	
Event Controller/s needs to ensure that egress pathways/aisles towards exits are kept unobstructed?	
Event Controller/s needs to ensure that corridors, stairs and exit doors are unobstructed & clear?	
Event Controller/s needs to ensure that furniture/equipment is arranged so as not to impede or block exits?	
Event Controller/s needs to ensure that they know the location of Fire Extinguishers and if necessary, any fire blankets and that they are readily accessible & can be used by the event operators?	
Event Controller/s needs to ensure that break glass, call points & emergency lighting are visible & unobscured?	
First Aid & Medical Emergencies	
First Aid – The Event Controller needs to ensure that there is the appropriate level of First Aid cover for persons attending the event (i.e. consider attendance profile, special needs, hazardous or strenuous activities).	
Medical Emergencies- The Event Controller needs to ensure that the First Aid cover can operate under medical emergency conditions and that they are aware of the Campus Medical Emergency Response Provisions (i.e. for Athlone Campus it is 087 111 4444).	
Traffic Management	
Arriving by Bus The Event Controller needs to first check with the Local Campus Estates Office for local traffic management requirements for buses. A number of TUS campus Estates Offices only permit a drop off and pick up 'ONLY '(i.e. no permission to park Buses for the Event Duration on Campus).	
Arriving by Car The event controller needs to first check with the Local Campus Estates Office for parking rules, and provisions. Parking provisions on any TUS campus is subject to receiving approval from the local Estates office. Pay particular attention to the provision of parking for disabled persons on campus and ensure they are sufficient and available to cater for persons attending the event.	

<p>Handwashing/Toilet Facilities</p> <p>Sanitary, washing and drying facilities with hot and cold running water are provided in all TUS campus buildings and are available to all attendees at small/medium events. These facilities are cleaned regularly and maintained in clean and hygienic condition.</p> <p>For medium events, Event Controllers need to ensure that the existing provisions are adequate for the numbers attending their event. Event Controllers will need to contact the local Estates Office to advise of the number expected, times of opening and any other relevant information so that the Campus Estates Department can assess any additional service provision needed for the event.</p> <p>The Event Controller needs to consider the provision of accessible welfare facilities for people with disabilities.</p>	
<p>Waste Removal</p> <p>Waste Bins are located throughout TUS campuses and TUS controlled Buildings. They are provided for use by any person for the removal of small amounts of personally generated Non-Hazardous waste material.</p> <p>Acceptable waste materials include;</p> <p>i) Dry mixed recyclables, ii) General Waste – non-hazardous, iii) Organic Waste – (e.g. left-over lunch snack – an apple core), iv) Glass waste – (but it must not include sharps).</p> <p>The bins are colour coded and give written instructions on the type of waste it will accommodate.</p> <p>Special arrangements apply to any event, generating waste other than that mentioned above and the Event Organiser/Controller or the Event planning team will need to contact the campus Estates Office to make arrangements for any additional waste collection.</p> <p>It is the responsibility of all TUS approved Event Organisers to ensure that waste generated by their event is disposed of in a safe and regulatory compliant manner. Failure to dispose of waste in accordance with national legal requirements can lead to the prosecution of both TUS and Event Organisers.</p> <p>Under no circumstances will TUS permit any event being operated on any TUS campus or any TUS controlled property that generates Hazardous Waste without approval from the local Campus Estates Office.</p> <p>Hazardous Waste material can include: -</p> <p>i) Any Material contaminated or potentially contaminate with an infectious agent (unless it has been suitably treated to eliminate the infectious agent).</p> <p>ii) All Human tissues, blood and related swabs and wipes.</p> <p>iii) Animal carcasses and dressings from veterinary practices.</p> <p>iv) Microbiological cultures</p> <p>v) Potential infected waste from pathology or research labs</p> <p>vi) Most chemical waste</p> <p>vii) Most electrical waste</p> <p>viii) Contaminated sharps</p> <p>ix) Empty unclear containers, the previous contents of which were deemed to be hazardous.</p>	
<p>Drinking Water</p>	
<p>An adequate supply of drinking water is available in all TUS campus buildings. Water stations are located within most local campus buildings which are conveniently accessible to all persons.</p>	
<p>Canteen Facilities</p>	
<p>Canteen Services are available on most TUS Campuses. These services are primarily provided for TUS students and staff. If Event Organisers/Controllers wish to access & use the canteen services for persons attending their events, then they should contact the local campus canteen management services to get an agreed service from the relevant canteen.</p>	
<p>Child Protection</p>	
<p>On any TUS campus the Parents/Guardians or person/s bringing the child/young person onsite, are responsible for that child/young person and they must ensure that, at all times, the child/young person are supervised and protected from activities, processes, equipment, machinery, agents etc while on any TUS Campus or TUS controlled Property. This also applies to school children/visiting groups of children for any reason brought onto any TUS campus or TUS controlled Property.</p>	
<p>Insurance Cover</p>	
<p>Non-TUS Management or Staff or Student Events</p> <p>The Event Organiser & Event Controller must ensure sufficient insurance cover is in place for the event. See Section 8 of the Event Policy.</p> <p>TUS Management or Staff or Student Events</p> <p>These events will be able to seek cover from TUS held insurance but event organisers need to ensure that their event activities fall with the scope of insurance cover. Outside organisations or subcontractors supporting the event will need to meet the TUS Insurance requirements.</p> <p>This can include providing evidence of (e.g. Public Liability Insurance).</p>	



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Appendix 2.0 – Medium Event Risk Assessment Checklist

Medium EVENT RISK ASSESSMENT CHECKLIST'	
Section 1: - Event Details	
Name of Event	
Description of Event <i>(i.e. summarise the performance, number of rooms to be used, numbers of expected attendees, any special performances, materials or equipment being used)</i>	
Event Location <i>(Give details on where the Event will be held on Campus)</i>	
Event scheduling & Times <i>(The dates & times of Set Up Event Operation Times (start time/End Time), & Clean Up Times).</i>	
Expected Numbers & Attendance Profile <i>(i.e. Numbers, age range, nature)</i>	
Admission Arrangements <i>(ticketed?)</i>	
Section 2 - Key Event Management & Staff Details	
Event Organiser Name(s): & Mobile Phone No(s).	
Event Controller Name & Mobile Phone No. <i>(Note the Event Controller is the Event Organiser's Lead person on site Managing the Event Operations)</i>	
Event First Aid Officer/s & Mobile Phone No.	
Event Traffic Manager & Mobile Phone No.	
Other Key Personnel [Title, Names & Mobile Nos.]	
Section 3 – Event Safety Assessment	
<i>(Read and assess the key Safety items presented under this section, review them and if in compliance with these requirements mark an 'ok' in the adjacent column titled 'Checked & OK'. For some Medium Size event, due to their layout or planned activities, it may not be possible to check against safety checklist questions and where these circumstances exist the Event Organiser will need to undertake a separate risk assessment for the relevant safety item.</i>	Checked & OK
Fire & Emergency Escape (Indoor Areas)	
The Event Controller needs to be familiar with the Emergency Escape Routes & Fire Escape Exit Doors from areas where the event is being operated. Also, they need to be able to implement the Fire Emergency Evacuation Procedures in an emergency.	
The Event Controller needs to ensure that egress pathways/aisles towards exits are kept unobstructed?	
The Event Controller needs to ensure that corridors, stairs and exit doors are unobstructed & clear?	
The Event Controller needs to ensure that furniture/equipment as set up does not impede/block exits?	
The Event Controller needs to ensure that they know the location of Fire Extinguishers and if necessary, any fire blankets and that they are readily accessible & can be used in a fire emergency?	
The Event Controller needs to ensure break glass call points/emergency lighting remain unobscured?	
First Aid & Medical Emergencies	
First Aid – The Event Controller needs to ensure that there is the appropriate level of First Aid cover for the event (i.e. consider attendance profile, special needs, hazardous or strenuous activities).	
Medical Emergencies- The Event Controller needs to ensure that the First Aid cover can operate under medical emergency conditions and that they are aware of the Campus Medical Emergency Response Provisions (i.e. for Athlone Campus 087 111 4444).	
Patron Management	
The Event Controller needs to ensure that stewarding needs are assessed, documented & provided. Stewarding would be needed where there is a need to prevent hazards associated with potential crowd build-ups in event areas (e.g. crowding causing hazards near stages; preventing groups blocking exits and escape routes).	
Traffic Management	
Arriving by Bus	
The Event Controller needs to first check with the Local Campus Estates Office for local Traffic management requirements For Buses. A number of TUS campuses Estates Offices only permit a Drop off and pick up 'ONLY' (i.e. no permission to park Buses for the Event Duration on Campus).	
Arriving by Car	
The Event Controller needs to check with the Local Campus Estates office for Parking rules, & provisions, which are subject to Estates Office Approval.	

Handwashing/Toilet Facilities	
<p>The Event Controller needs to check to ensure the sanitary/washing and drying facilities that are being provided are adequate and available to all event attendees.</p> <p>The Event Controller will need to contact the local Estates Office (Housekeeping department) to advise of the number expected, times of performances and any other relevant information so that the Campus Estates Department (Housekeeping department) can assess any needed additional services provision needed for the event.</p>	
Drinking Water	
<p>An adequate supply of drinking water is available in all TUS campus buildings. Water stations are located within most local campus buildings, mainly in corridors and which are conveniently accessible to all persons. The Event Controller needs to check that they facilities are accessible to patrons attending the event.</p>	
Canteen Facilities	
<p>Canteen Services are available on most TUS Campuses. These services are primarily provided for both TUS students and staff . If Event Organisers/Controllers wish to access & use the canteen services for persons attending their events, then they should contact the local campus canteen management services to get an agreed service from the relevant canteen.</p>	
Child Protection	
<p>When on any TUS campus, the Parents/Guardians or persons bringing the child/young person onsite, are responsible for that child/young person and must ensure that at all times, the child/young person are supervised and protected from activities, processes, equipment, machinery, agents etc while on any TUS Campus or TUS controlled property. This also applies to school children/visiting groups of children for any reason, brought onto a TUS campus or TUS controlled Property.</p>	
Waste Removal	
<p>Waste Bins are located throughout TUS campuses and TUS controlled Buildings. They are primarily provided for use by any person for the removal of small amounts of personally generated Non-Hazardous waste material.</p> <p>Acceptable waste materials include;</p> <p>i) Dry mixed recyclables, ii) General Waste – non-hazardous, iii) Organic Waste – (e.g. left-over lunch snack – an apple core), iv) Glass waste – (but it must not include sharps).</p> <p>The bins are colour coded and the associated signage, provide information and written instructions on what type of waste goes in which bin.</p> <p>Special arrangements apply to any organised event and the waste it generates.</p> <p>It is the responsibility of all TUS approved Event organisers to ensure that waste generated by their event is disposed of in a safe and regulatory compliant manner. Failure to dispose of waste in accordance with national legal requirements can lead to the prosecution of both TUS and the event organisers.</p> <p>Under no circumstances will TUS permit any event being operated on any TUS campus or any TUS controlled property that generates Hazardous Waste without approval from the local Campus Estates office. For information : -</p> <p>Hazardous Waste material can include: -</p> <p>i) Any Material contaminated or potentially contaminate with an infectious agent (unless it has been suitably treated to eliminate the infectious agent).</p> <p>ii) All Human tissues, blood and related swabs and wipes.</p> <p>iii) Animal carcasses and dressings from veterinary practices.</p> <p>iv) Microbiological cultures</p> <p>v) Potential infected waste from pathology or research labs</p> <p>vi) Most chemical waste</p> <p>vii) Most electrical waste</p> <p>viii) Contaminated sharps</p> <p>ix) Empty unclear containers, the previous contents of which were deemed to be hazardous.</p> <p>x) All radioactive wastes</p> <p>Event Controllers should contact the Campus Estates Office to make-arrangements for any necessary additional waste collection.</p>	
Temporary Structures	
<p>For Medium Size Events, temporary structures can be categorised as i) temporary stages or performance platforms ; ii) temporary camera platforms, iii) display boards and iv) external organisation supplied temporary structure. The TUS requirements for temporary structures are set out below:</p> <p>For categories I) & ii) type Temporary Structures other than display boards, event organisers must ensure the temporary structure comply with all national regulations, national requirements & codes of practices to ensure they are fit for purpose. Event organisers need to ensure that they have at hand the appropriate certification that demonstrates compliance.</p> <p>For Category iii) TUS display Boards</p> <p>TUS local campus Estates Offices retains a number of temporary use display boards to support Event organisers who need to showcase posters, projects and so on. Event organisers should contact their</p>	

<p>local Estates Office a number of days prior to the event to arrange for the display boards to be erected in the required location - The Estates office will erect the board safely in the required location.</p> <p>For Category iv) Non-TUS supplied Temporary Structures</p> <p>In order to ensure compliance with Health and Safety requirements, external organisations providing temporary structures for campus events should have the appropriate certification approved by a competent person that the structure is fit for purpose and has being erected correctly.</p>	
<p>Insurance Cover</p>	
<p>Non-TUS Management or Staff or Student Events</p> <p>The Midlands Campus Host Department, must ensure sufficient insurance cover is in place for the event. See Section 8 of this Event Policy.</p> <p>TUS Management or Staff or Student Events</p> <p>These events will be able to seek cover from TUS held insurance but event organisers need to ensure that their event activities fall with the scope of insurance cover. Outside organisations or subcontractors supporting the event will need to meet the TUS Insurance requirements.</p> <p>This can include providing evidence of (e.g. Public Liability Insurance).</p>	



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APPENDIX 3.0 TUS LARGE EVENT CHECK LIST

Checklist of items for consideration in the preparation of an
Event Safety Management Plan

LARGE EVENT - Management Plan Template

(The Event Organiser/s need to prepare an Event Management Plan which considers and risk assesses in relation to the items set out below. The Event Management Plan must demonstrate how each item will be safely managed).

Section 1: Event details	Comment / Detail
OVERVIEW OF THE EVENT (summary information of the event activity/performance)	
EVENT LOCATION (give short summary information on campus & building location)	
EVENT SCHEDULE AND TIMINGS (set out the dates of set up, operation, take down)	
ATTENDANCE PROFILE (i.e. numbers, age range, nature (e.g. students, staff or external/non-TUS persons))	
EVENT ADMISSION ARRANGEMENTS – provide details (e.g. online Application/Registration; Ticket + ID check at door)	
EVENT MANAGEMENT STRUCTURE (i.e. set out the key Event Management staff)	
FUNCTIONS OF KEY EVENT MANAGEMENT & STAFF (Provide details of the Event Controller, Safety Officer and Chief Steward)	
EVENT CONTROL ROOM & COMMUNICATIONS (Provide details of control room location & and methods of communication of information and instruction to event staff and patrons)	
SPECIAL ARRANGEMENTS/PROVISIONS (Provide details of arrangements for ensuring accessibility for disabled people etc.)	
TEMPORARY STRUCTURES, LARGE OR SPECIALIST EQUIPMENT (Provide relevant certification & professional approvals for staging erection & safety, sanitary facilities, lighting etc.)	
Section 2: Event safety	Comment / Detail
Safety policy statement	
Event risk assessment (assess the identified event hazards, risk assess and detail how the risk is controlled)	
Signage (information service provided)	
Crowd management (number of stewards, responsibilities, location etc.)	
Entry and exit arrangements (routine and designation of emergency routes and assembly areas)	
Fire precautions (means of escape, safe holding capacity calculations, fire safety equipment)	
Structures (schedule of completion, certifying engineer)	

Section 2: Event safety (contd...)	Comment / Detail
Electrical installations (lighting, auxiliary power provision)	
Environmental issues (noise, sanitation, catering, litter and waste, drinking water, etc.)	
Vehicular access and exit (transport plan for site traffic and car parking arrangements, disabled access)	
Medical/First Aid provision (numbers required, location, ambulance, equipment)	
On site traffic management (where deliveries will be made, any parking etc.)	
Welfare facilities (WC's, baby changing) and facilities for disabled persons	
Section 3: Emergency Action	Comment / Detail
EMERGENCY PROCEDURES (Set out the emergency protocols and how they will operate for First Aid, medical emergencies, fire, accidents, incidents, crowd control, etc.).	
EMERGENCY MANAGEMENT (Set out the management and staff response structure & staff responsible for liaising with emergency services)	
EMERGENCY COMMUNICATIONS (Provide details of code words used to notify all event staff of an imminent emergency situation, and set out the communication structure)	
EMERGENCY ROUTES (layout plans should be provided identify these routes and they should be agreed with statutory agencies)	
RENDEZVOUS POINTS (designate location for briefing the emergencies services on arrival to an incident)	
KEY PUBLIC ADDRESS ANNOUNCEMENTS (formulate announcements for emergencies, lost children and other priorities)	
Section 4: Plan Appendices	Comment / Detail
Traffic management plan (in consultation with TUS Estates, local authority and An Garda Síochána)	
Medical plan (in consultation with relevant Health Authority)	
Event communications (radio allocations and channels to be used by event staff in schematic format)	
Schedules (erection and tear down of temporary structures, staging etc.)	
Emergency procedures (the publication of these procedures should be restricted to event staff and the statutory agencies)	

Section 4: Plan appendices contd...	Comment / Detail
Actions for 'Stopping the Event' ; bomb Scare; Fire Emergency; Evacuation procedures for Venue	
Section 5: Contact details	Comment / Detail
Phone numbers of key persons & external agencies -emergency services contacts and key suppliers	
Section 6: Site layout maps and plans	Comment / Detail
<p>Depending on event size and complexity, the site layout map can range from a line drawing of the layout to scaled drawings. Whatever the size of the proposed event the following information should be contained on the layout plans:</p> <ul style="list-style-type: none"> location of rendezvous points and assembly areas ambulance parking, medical facilities; emergency response vehicle access routes location of all temporary structures pedestrian circulation routes/ emergency evacuation routes parking facilities drinking water points, sanitary facilities and trading locations 	
Section 7: Other provisions and additional event specific items	Comment / Detail



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Appendix 4.0 TUS Event Guidance -Emergency Evacuation Procedures

EMERGENCY EVACUATION PROCEDURES

INTRODUCTION

In the event of an outbreak of fire anywhere on any campus the University's main objective will be to preserve life and thereafter to mitigate damage to property and the environment. Even after receiving training, all fires are potentially dangerous and must be handled with extreme care and caution.

SCOPE

This procedure applies all staff, students and visitors on campus in the event of a fire emergency and sets out the procedures to be followed by all, to safely evacuate any campus building to a place of safety.

RESPONSIBILITIES & DUTIES

All staff, students and visitors/guests, upon arrival at any TUS campus building, shall familiarise themselves with the location of:

1. All fire exits/ evacuation routes.
2. How to activate the alarm (Break Glass Call Points).
4. nearest external assembly points.

PROCEDURE

On hearing the Fire alarm or on the discovery of an outbreak of fire, all staff, students and visitors must take the following action: -

On hearing the fire alarm

- i) Don't panic.
- ii) Evacuate if alarm sounds continuously, close doors behind you.
- iii) Don't use lifts.
- iv) Proceed to the nearest external assembly point.
- v) Report knowledge of any missing/ injured persons immediately to the Event Controller or the Campus caretakers.
- vi) Return to the building only after the Event Controller gives the "all clear"

On observing a fire

- i) Activate the fire alarm by pressing the wall mounted break glass unit.
- ii) Do not take risks, don't try to be a hero.
- iii) Evacuate the area and building immediately, don't run and ensure others follow suit.
- iv) Proceed to the nearest external assembly point.
- v) Report knowledge of any missing/ injured persons immediately to the Event Controller or the Campus caretakers.
- vi) Return to the building only after the Event Controller gives the "all clear"




Fire fighting

Firefighting is best left to appropriately trained persons. For a fire no bigger than a 'waste paper basket', and only if you are trained to use fire extinguisher, you may try to extinguish it using the correct fire extinguisher provided.

Safe Refuge Areas for Persons with Reduced Mobility

Safe Refuge Points are located on most upper floors within TUS campus buildings (within Fire Escape stairwells).

Additional information in relation to Fire Evacuation

Fire exit signage is located along Escape Routes and at Fire Escape Doors & Fire Exits;	
Wheelchair Refuge areas are within the landing of each Fire Escape Protected Stair on each floor (note:- not all stairs have signage);	
External Assembly Areas are highlighted by the symbol shown below;	



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APPENDIX 5.0 TUS GUIDANCE FOR THE PROVISION OF FIRST AID AT SMALL AND MEDIUM EVENTS

TUS Guidance for the Provision of First Aid at Small and Medium Events

Scope

This guidance is primarily intended to support any TUS Staff or Student organised and operated Small or Medium Event and which is planned to take place during the respective Campus Opening Times.

Please Note: Non-TUS External Organisations are excluded for this provision and must make their own risk assessment for FIRST AID provision or have in place an agreement with their TUS approving manager or TUS Host Department. This does not exclude them from seeking agreement to access the campus based Medical Emergency Teams/Services (for information: The Campus Emergency Response team at TUS Athlone Campus can be contacted at Tel: - 087 111 4444), but must have a pre-approval agreements with the campus Estates Department so that these services are aware and are available to support their event.

TUS Guidance

As an event organiser and/or event controller, it is your responsibility to ensure that there is sufficient First Aid provision for the event you are intending to operate on any TUS campus or within any TUS Building.

For small & Medium Events taking place during the academic term, Event Organisers and Event Controllers can apply the guidance given in the table below for first aid provisions for their event. Events taking place outside of these dates & times will need to be risk assessed for First Aid provisions by the Event organisers and/or event controller.

Establishing First Aid Cover for Small & Medium Size Events Organised by TUS Staff or TUS Students						
Organiser	Participant Profile	Max Numbers of Participants	Time of Year When Event is Operating	Event Times during the day	TUS Minimum First Aid Resource Requirements	How Event Organisers can meet the TUS requirements for First Aid Provisions
TUS Registered Students or Researchers	TUS Students	100 to 300	Academic Term (Mon to Fri only)	9am to 5pm	1 First Aider	On Campus Student Health Centre Nurse (<i>Note you must first check to see if the service is available</i>) OR First Aid Trained Event Staff
				5pm to 10pm	1 First Aider	The Local Campus Emergency Response team (<i>Note you must first check to see if the service is available</i>). OR First Aid Trained Event Staff
TUS Staff	TUS Staff and or Students	100 to 300	Academic Term (Mon to Fri only)	9am to 5pm	1 First Aider	On Campus Student Health Centre Nurse (<i>Note you must first check to see if the service is available</i>) OR First Aid Trained Event Staff
				5pm to 10pm	1 First Aider	The Local Campus Emergency Response team (<i>Note you must first check to see if the service is available</i>). OR First Aid Trained Event Staff

Event Organisers/Controllers must ensure that, in the event a First Aid or Medical Emergency arises during the event, that event participants have access to First Aid Personnel.

Event First Aider Procedures

For TUS events, Event First Aiders should follow the First Aid and medical emergency procedures set out below in A) and B) . -

A) First Aid Treatment (i.e. Non-Medical Emergencies)

- i) Administer First Aid to a person presenting with minor injuries/illness.
- ii) During Normal hours of business during academic teaching term, follow on treatment can be accessed from the campus student health centre. Event Organisers need to ensure the service is available during event operation times.
- iii) Where First Aiders considers it appropriate, they may refer first aid non-medical emergencies for follow on treatment to;
 - a) A GP (preferable their own if local), or, If Out of Hours, then,
 - b) MIDOC
 - c) A&E hospital

A First Aider must remain with the injured person until first aid treatment administration is complete and the injured person is considered fit enough to continue without any further need for assistance.

If a First Aider believes the injury is serious or is not sure, then contact Medical Emergency Assistance on 999 or 112

B) Medical Emergency Assistance

The First Aider considers the injury serious;

- i) Contact the National Ambulance Service on 999 or 112

If another person is available to assist you, then delegate them to contact the Emergency Services while you attend to the casualty Inform the Emergency Services of the following:

- a) State the exact location “Your Location address”
- b) Inform the operator of suspected condition of the casualty, how many people need assistance and if there are any potential hazards situations present e.g. a fire etc.
- c) Do not hang up the phone (stay on the line) until the Emergency Operator says it is ok to hang up. Make sure everyone in attendance at the incident knows the emergency services have been contacted and are on their way to the casualty.
- d) Delegate a person to contact the Local Campus Caretaker Emergency Support.

SOURCES OF INFORMATION

Code of Practice for Outdoor Pop Concerts and other musical events: Department of Education. 1996: available from Government Publications Office

Code of Practice for Safety at Sports Grounds: Department of the Education 1996: available from Government Publications Office

The Event Safety Guide (Purple Guide) a guide to health, safety and welfare at music and similar events: Health and Safety Executive UK second edition 2015 & Managing Crowds Safely: A guide for organisers at events and venues available from UK Health and Safety Executive HSE

Guide to Safety at Sports Grounds (Green Guide): Department of Culture Media and Sport: available from UK Stationery Office

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises: UK Home Office: available from UK Stationery Office

Guidelines on Risk Assessments and Safety Statements: available on www.hsa.ie
Temporary Demountable Structures: available from The Institution of Structural Engineers

British Standard BS 7671: 1992 Requirements for Electrical Installations: available from British Standards Institute

Health Service Executive Requirements and Guidance for Outdoor Crowd Events April 2015.

Fire risk assessment:- Open air event and venues. HMSO, there are a suite of risk assessment guides all available at www.firesafetyguides.communities.gov.uk

Use of Drones: <https://www/iaa.ie/general-aviation/drones>

Fire Services Act 1981 and 2003

Planning and Development Act, 2000, Part XVI.

Planning and Development Regulations 2001 to 2015.

S.I. No. 264 Planning and Development (Amendment) Regulations 2015.



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