

Health and Safety Office

Major or Standard Events - Risk Assessment Form

Version No: Rev 2 December 2018

Section 1

1. Event Name			
2. Event organiser			
Name (print): Faculty/Office/Other: Tel: Email:			
3. Date and time of Event			
4. Location of event(s) to be held on Campus grounds or buildings			
Location:	Building:	Room No:	Other:
5. Expected Numbers to Attend			
6. If Minors under 18 will be attending, provide details on the age groups and of levels of supervision arranged			

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Section 2 - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping		9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify	
6.	Manual handling		12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 3 - Who may be at risk – tick the boxes of all relevant persons at risk.

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Staff		Contractors		Students	
Children		Visitors		Special needs	

Section 4 – 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

Activity no.	Hazard type	How might the hazard cause harm?	Who may be harmed?	Control measures already in place	Is residual risk now acceptable? (Yes/No)	If not acceptable, list additional control measures	Risk Rating (L,M,H)	Action by whom

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Event Organiser		Name: Signature: Position: Date:		Approver of Risk Assessment <i>(Health and Safety Manager)</i> Email: caroline.duffy@mic.ul.ie Tel 204914		Name: Signature: Position: Date:		