

**EVENT RISK ASSESSMENT FORM**

***Please complete all sections of this form at least 7 days in advance of your event (e.g. short term venture like exhibition, guest lecturer, cake sale, music event, fundraiser, open day) and submit a copy to the DIT Health & Safety Office. If you require any guidance or assistance with completion of this form then please contact the Health and Safety Office: sinead.m.collins@dit.ie / (01) 4024213***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***SECTION 1*** | ***DIT INFORMATION*** | |
| **1** | **School / Function** | Bake sale | |
| **2** | **Event Organiser** | Get Baked | |
| **3** | **Risk Assessment completed by** | William Carey | |
| **3** | **Contact Details** | 085 270 5542 | |
| **4** | **Persons Consulted**  *(please confirm name of person(s))* | Buildings Office |  |
| Health & Safety Office |  |
| Insurance  *(Office of the Institute’s Secretary)* |  |
|  | ***SECTION 2*** | ***EVENT INFORMATION*** | |
| **5** | **Date(s) of Event set up** | 8th November 2016 | |
| **6** | **Date(s) of Event** | 8th November 2016 | |
| **7** | **Time of Event** | Start time: 13:30 | Finish time: 15:30 |
| **8** | **Location(s) of Event** | Kevin Street Annex Lobby | |
| **9** | **Brief Description of Event:** | **This is a fundraiser for the charity “Wells for Zoe”. It will be a bake sale based in the lobby where small space will be occupied for the event to run smoothly. Because it is a fundraiser, the group will not make any profit and the profit income will go straight to the charity. It is part of an assignment so it must be done according with the regulations within this doment.** | |
| **10** | **Expected Attendees** | **TYPE** | **APPROX NUMBER** |
|  | | Undergraduate students | Every undergrad who is on campus |
| Postgraduate students | Every Postgrad who is on campus |
| Staff members | Every staff who is on campus |
| Members of the Public | N/A |
| Children (under 18) | N/A |
| Contractors / Service Providers (please specify) | N/A |
| Other (please specify) | N/A |

**SECTION 3: RISK ASSESSMENT**

The risk assessment table below sets out the hazards that may affect your event. Please use them as a guide when completing your risk assessment specific to your event. If a section is not applicable please mark it N/A. This list is not exhaustive and should be modified to suit your needs.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazard** | **Risk(s) Associated /**  **Description** | **Control Measures** | | **Risk**  **H/M/L**  **(with**  **controls)** | **Person(s) Responsible** | **Target Date /**  **Status** |
| **Current Controls** | **Actions Required** |
| **1** | **Access and Egress** | * Security threats * Threats from public * Violence / Assault * Unwanted visitors | * Porter on duty at entrance * CCTV in place * DIT Staff members trained in ERT: response to violence/threats * Contact Gardaí if necessary * Continuous handrail available on stairs | * Do not allow suspect individuals access * Contact Gardaí if necessary | **L** | **All Building Occupants** | **Ongoing** |
| **2** | **Disability and Access / Egress**  **See also Sanitary Facilities** | * Lack of access / egress * No Personal Emergency Egress Plan (PEEP) in place * No risk assessment (RA) completed | * Attendees asked for information re access requirements * The main entrance has a slight ramp but should not deter wheelchair usage, since we be on ground floor, all entrances either from the restaurant, main entrance or from corridor (G-025) have direct access to the bake sale. * The wheelchair is in the Gleason Theatre in the main building | * Wheelchair to be available at Front desk * Parking spaces to be available where necessary * Access routes to be signposted | **L** | **Get Baked** | **If necessary** |
| **3** | **First-Aid**  **Incidents and Incident Reporting** | * Lack of first-aid supplies * Lack of trained first-aiders * Lack of knowledge of procedure in the event of an incident * No reporting of incident(s) | * First-aid kit available at Front desk * Trained first-aiders on site  1. Porters  * Emergency first-aid procedure posted * AED present. Individuals trained in use of the AED * Health and safety notice board in place * Incident report book present * List of emergency numbers at front desk * Wheelchair present in the Gleason Theatre | * Ensure first-aid kit is present * Ensure first-aid training is up to date * Ensure wheelchair is present at front desk | **L** | **Get Baked,**  **Porters** | **As Necessary** |
| **4** | **Signage and Documentation** | * Lack of knowledge regarding safety procedures | * Get Baked will inform the visitors of the location of emergency exits and procedure in the event of an emergency * Sanitary facilities will be signposted and location announced * Emergency exit signage in place * Emergency first-aid Procedures in place * Evacuation plan posted throughout * Safety Notice points posted throughout * Fire Action Notice Point posted throughout * No Smoking signage in place | * Ensure safety announcement re: location of emergency exits and procedure in the event of the emergency is made * Ensure routes are signposted * Ensure sanitary facilities are signposted and information is given on same * Ensure disabled toilet is accessible and not locked | **L** | **Get Baked** | **As Necessary** |
| **5** | **Slips, Trips and Falls** | * Personal Injury | * Handrails available at all stairs * All spillages to be cleaned up immediately * Cleaning materials and signage to be made available | * Ensure cleaning signs are present in case of spillages * Provide equipment to clean up spillage | **L** | **Get Baked** | **Ongoing** |
| **6** | **Equipment and Manual Handling** | * Personal injury * Lack of information and/or training * Manual Handling-related injuries, e.g. back injury | * Equipment consists of  1. Plastic Plates 2. disposable gloves 3. tissues 4. Table 5. Plastic containers 6. Buckets 7. Calculator  * All DIT staff members involved have completed their manual handling training * Trolleys can be requested from the Front desk | * Ensure manual handling training has been completed * Request trolleys as necessary | **L** | **Get Baked** | **Ongoing** |
| **7** | **Pregnancy** | * Harm to Mother, unborn child or breastfeeding baby | * Wheelchair available in the Gleason Theatre * Emergency first-aid procedure present | * Call emergency services as necessary * Follow first-aid procedure | **L** | **Get Baked;**  **Porters** | **As necessary** |
| **8** | **Emergency Response, Evacuation and Fire**  **See also 4: Signage and Documentation** | * Visitors, Students or Staff members unfamiliar with evacuation procedure * Inadequate emergency equipment | * All staff members trained in Emergency Response Training (ERT) * Sufficient firefighting equipment readily available throughout building (break glass units, fire extinguishers, fire blanket) * Emergency procedure and first-aid procedures posted * Good housekeeping standards maintained * Waste kept to a minimum * Attendees informed of emergency exits and procedure by event organizer at commencement * Several means of escape available:  1. Beside the AIB ATM machine 2. The front of the annex 3. Down the corridor where the classrooms G-025 are based 4. In the restaurant in the Annex  * Attendees will be led to Assembly Point by event organiser/ designated individual * Guest speakers will be escorted to and from the venue * See first-aid | * All staff members to ensure they are compliant in ERT * Maintain standards of housekeeping * Ensure no exits are blocked or obstructed * Ensure seating etc. does not obstruct routes to safety * Ensure routes, corridors and exits are clear and unobstructed * Escort all visitors out of the building immediately to the Assembly Points * Ensure guests are escorted by designated individuals | **L** | **Get Baked;**  **Porters;**  **Building Occupants** | **As Necessary** |
| **9** | **Food & Alcohol** | * Allergies | * Ensure list of ingredients are in full view and easily | * Call Emergency landline * Make sure the trained first-aid people are alerted and nearby * Good hygiene e.g. hand-washing * Hand-washing facilities available nearby * People can handle their chosen baked good * Napkins provided where necessary | **L** | Get Baked | As arise |
| **10** | **Child Protection**  **Protection of Young Persons** | * N/A |  |  |  |  |  |
| **11** | **Cash Handling** | * Theft * Incorrect amount provided | * Member of “Get Baked” will keep an eye on cash | * Call Gardaí if necessary * Make sure there is change * Make sure a calculator is nearby if problems with change arise | **L** | Get Baked | As Arise |
| **12** | **Crowd Management** | * Trampling * Stampeding * Violence * Accidents | * Member of “Get Baked” will direct crowd into single queue | * Make sure Trained first-aid provider is on site * Call Ambulance | **L** | Get Baked | As Arise |
| **13** | **Waste** | * Litter | * Bin nearby | * Tell customer to use it if necessary * “Get Baked” will place into bin | **L** | Get Baked, Building occupants | As Arise |
| **14** | **Housekeeping** | * N/A |  |  |  |  |  |
| **15** | **Temporary Structures e.g. stage, platform, marquee, stall** | * N/A |  |  |  |  |  |
| **16** | **Use of contractors/**  **service providers** | * N/A |  |  |  |  |  |
| **17** | **Electrical safety e.g. use of extension leads, generator etc.** | * N/A |  |  |  |  |  |
| **18** | **Working at height e.g. setting up lighting, putting**  **up signs/banners (do they need to be set up in advance?)** | * N/A |  |  |  |  |  |

**Please click** [**here**](http://www.dit.ie/safework) **to access the DIT Health & Safety Website (**[**www.dit.ie/safework**](http://www.dit.ie/safework)**) for the following information:**

* Location of Assembly Points
* Emergency Manuals
* Incident Report Form
* A list of staff members trained in first-aid
* Site-specific information
* Health & Safety Policies and Procedures

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Name** |
| **1.0** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |