

# UCC Societies

## Event Plan & Risk Assessment

### Student Activity Off Campus

This risk assessment is for societies organizing events off campus **ONLY**. If you are attending an event being organised by a third party (not your society), you may not need to submit this Risk Assessment. Please email [healthandsafety@uccsocieties.ie](mailto:healthandsafety@uccsocieties.ie) for confirmation.

### **PRINT AND DISPLAY AT EVENT**

Please also **PRINT** a copy (with any personal or contact details taken out) and display at your event

Name of Task / activity / Event	
Society	
Date of Event	
Location of Event	
Start Time	
End Time	
<p>Contact details of your event's Covid Safety Officer This individual will need to have completed the short Covid Safety training through the Socs Office</p> <p>Contact details of your event's main organizer (if separate to above)</p>	<p><b>Name:</b></p> <p><b>Phone Number:</b></p> <p><b>Email Address:</b></p> <p><b>Name:</b></p> <p><b>Phone Number:</b></p> <p><b>Email Address:</b></p>

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All sections must be completed for Event Plan & Risk Assessment to be reviewed by H&S Team.

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## COVID-19 SPECIFIC CONSIDERATIONS

PLEASE READ THE MOST UP TO DATE NATIONAL & CAMPUS GUIDELINES AT THE BELOW LINKS

-NATIONAL GUIDELINES [HTTPS://WWW.GOV.IE/EN/CAMPAIGNS/C36C85-COVID-19-CORONAVIRUS/](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/)

-UNIVERSITY GUIDELINES [HTTPS://WWW.UCC.IE/EN/EMT/COVID19/](https://www.ucc.ie/en/emt/covid19/)

WILL YOUR EVENT ABIDE BY THESE GUIDELINES?

Y/N

Organisers should discuss with the venue owner at the earliest possible opportunity to understand any additional restrictions that they may have in place

DOES YOUR EVENT REQUIRE YOU TO CAP THE AMOUNT OF ATTENDEES PRESENT? IF SO WHAT IS MAXIMUM NUMBER OF ATTENDEES ALLOWED AT YOUR EVENT? PLEASE DETAIL HOW YOU WILL MONITOR & LIMIT ATTENDANCE

OUTLINE ALTERNATE ARRANGEMENTS IN THE EVENT OF REDUCTION OF NUMBERS ALLOWED / CHANGE IN GUIDANCE

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OUTLINE ARRANGEMENTS THAT HAVE BEEN PUT IN PLACE AT THE VENUE FOR MAINTAINING ADEQUATE SANITISING FACILITATION & MASK WEARING:

OUTLINE ARRANGEMENTS FOR MAINTAINING SOCIAL DISTANCING AT EVENT/ ACTIVITY:

- Have the venue provided sanitising alcohol-based dispensers and other appropriate hand washing facilities?
- Have the venue provided bins / waste disposal?

All non-essential equipment and surfaces should be closed off where possible (e.g. benches).

ONLY ESSENTIAL PERSONNEL SHOULD BE APPOINTED TO HELP CONDUCT THE EVENT. ANY VOLUNTEERS OR OFFICIALS SHOULD ONLY BE APPOINTED FOR SAFETY PURPOSES.

IN THE EVENT THAT INDIVIDUALS WILL BE SPENDING MORE THAN 15 MINUTES AT YOUR EVENT/ACTIVITY (WHETHER INDOOR OR OUTDOOR) PLEASE CONFIRM THAT YOU WILL MARK THEIR ATTENDANCE USING THE 'EVENT ATTENDANCE' FUNCTION ON THE CLUBS AND SOCS PORTAL. THIS IS MANDATORY FOR CONTACT TRACING PURPOSES AND INCLUDES THE ORGANISING COMMITTEE.

Y/N

PLEASE ENSURE THAT ALL PARTICIPANTS ARE AWARE THAT THEIR CONTACT INFORMATION MAY BE MADE AVAILABLE TO THE GOVERNMENT/HSE IN THE EVENT OF A POSITIVE COVID-19 CASE FROM ONE OF THE PARTICIPANTS.

**Organisers should discuss with the venue owner at the earliest possible opportunity to understand any additional restrictions that they may have in place**

Useful links:

<https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>

<https://www.ucc.ie/en/emt/covid19/>

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>

<https://www.hsa.ie/eng/topics/covid-19/>

<b>PART A – TASK / ACTIVITY / EVENT DETAILS</b>	
NAME OF ACTIVITY	SPECIFIC LOCATION
ADDRESS AND EIRCODE OF LOCATION	
PURPOSE OF THE EVENT:	
DETAILED DESCRIPTION OF EVENT FROM START TO FINISH – RUNNING ORDER / TIMES ETC:	
METHOD OF FUNDRAISING (IF APPLICABLE):	
EXPECTED NUMBER OF ATTENDEES:	
OTHER SOCIETIES/PUBLICS ATTENDING:	
IF EVENT IS BEING RUN BY ANOTHER PARTY / COMPANY, DETAIL HERE:	
DETAIL TRANSPORT TO BE USED / NUMBER & TYPE OF VEHICLES / COMPANY USED (IF APPLICABLE)	



**PART D – OTHER**

WASTE MANAGEMENT (EXTRA BINS NEEDED / WASTE DISPOSAL METHOD)

CONTINGENCY PLAN IN EVENT OF WEATHER / OTHER UNFORSEEN

SEGREGATION OF ACTIVITY – PROVIDE DETAILS OF BARRIERS / STEWARDS (IF APPLICABLE)

TRAFFIC MANAGEMENT PLAN (IF APPLICABLE)

IS ANYTHING BEING CONSTRUCTED / TEMPORARY STANDS / TENTS ETC? PLEASE SPECIFY

**PART E – EMERGENCY PROCEDURES & WELFARE REQUIREMENTS**

FIRST-AID FACILITIES

NAME OF FIRST AIDER(S)

PHONE

FIRST-AID BOX LOCATION

WELFARE ARRANGEMENTS (BATHROOMS / SHOWERS / FOOD / HOT WATER IF APPLICABLE)

EMERGENCY PLAN / PROCEDURE AT LOCATION (INCLUDE ASSEMBLY POINT LOCATION, METHOD FOR ACCOUNTING FOR ALL PERSONNEL)

**EMERGENCY NUMBERS**

<b>UCC</b>	
MAIN CAMPUS	021 490 {3111}
LEE MALTINGS	021 490 {4311}
BROOKFIELD	021 490 {1501}
<b>GARDA STATIONS NEAR UCC</b>	
ANGLESEA STREET HQ (24 HOURS)	021 431 3031
BARRACK STREET	021 431 6020
BRIDEWELL	021 427 0681
BISHOPSTOWN	021 454 1012
<b>EXTERNAL MEDICAL</b>	
CUH – CORK UNIVERSITY HOSPITAL	021 454 6400
EXTERNAL EMERGENCY SERVICES:	999/112

ADDRESS AND PHONE NUMBER OF NEAREST EMERGENCY DEPARTMENT TO LOCATION:

## PART F – RISK MATRIX

Once the risks are identified and the existing controls are input, the risk needs to be assessed using the UCC Student Activity risk matrix:

### 1.1 Likelihood

This is a measure of how likely the risk described is to occur. When people are working safely there is less chance that an accident will occur.

RATING	SCORE	LIKELIHOOD
Almost Certain	5	Expected to occur or a common occurrence
Likely	4	Will probably occur in most circumstances
Possible	3	Might occur at some point
Unlikely	2	Small chance of occurring at some point
Rare	1	Only in exceptional circumstance

Likelihood will be influenced by the number of people on trip, and the steps already in place to prevent occurrence.

### 1.2 Impact

Impact is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an accident.

RATING	SCORE	Consequence
Severe	5	Fatality or multiple fatalities
Major	4	Major Injury, resulting in disability
Moderate	3	Injury Requires, Doctor's or Hospital attendance
Minor	2	Minor Injury, First Aid required
Insignificant	1	Minor Injury, First Aid not required

The severity can be influenced by the following: the environment, the number of people at risk, and the steps already taken to control the hazard

### 1.3 Risk Profile

When the impact and likelihood are determined – the matrix below can be used to determine the risk profile. The likelihood figure multiplied by the impact figure results in the risk profile.

E.g. It is unlikely (2) that a major (4) event may occur =  $2 \times 4 = 8$

Results in a medium risk profile.

RISK PROFILE						
Impact Scale	Severe (5)	Low (5)	Medium (10)	High (15)	High (20)	High (25)
	Major (4)	Low (4)	Medium (8)	Medium (12)	High (16)	High (20)
	Moderate (3)	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	Minor (2)	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	Insignificant (1)	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Likelihood Scale						

#### 1.4 Further Actions

Once the risk profile is determined the table below can be used to define how the risks identified and assessed are to be managed going forward.

Level of Risk	Level of Concern	Management	Other Actions Required
<b>RED: High</b>	An AMBER- high risk is unacceptable.	Societies / Health and Safety Officer for Student Activity consideration is required and a detailed mitigation plan must be developed and reviewed  Activity cannot proceed until risk is reduced.	Report to the Societies / Health and Safety Officer for Student Activity
<b>YELLOW: Medium</b>	A YELLOW- medium risk is tolerable if additional actions / mitigation is put in place prior to commencement of event.	A mitigation / action plan must be developed, implemented and monitored locally.  Existing controls, consequences and likelihood do not substantially change.	Organising Committee to ensure mitigation / actions are developed and put in place prior to event
<b>GREEN: Low</b>	GREEN-low risks are tolerable.  Manage by well established, routine processes and procedures and be mindful of changes to the nature of the risks	Review every 6 months or as and when a change occurs.	Monitor and reduce risk further if possible





## PART H – COMMUNICATION AND DECLARATION

### COMMUNICATION

**PLEASE NOTE: IF YOU HAVE BUSES TO YOUR EVENT LEAVING FROM ANY LOCATION ON CAMPUS, YOU MUST INFORM THE BUILDINGS AND ESTATES OFFICE IN UCC.**

ANY INCIDENTS / NEAR MISSES MUST BE REPORTED TO THE SOCIETIES OFFICE.

### DECLARATION

ALL ACTIVITY WILL BE UNDERTAKEN IN FULL ACCORDANCE WITH SAFETY PROCEDURES SPECIFIED IN THE RELEVANT HEALTH AND SAFETY POLICIES, RELEVANT SAFETY STATEMENT AND THE SPECIFIC RISK ASSESSMENT DETAILED ABOVE.

ANY INCIDENTS / NEAR MISSES WILL BE REPORTED TO THE HEALTH AND SAFETY OFFICER FOR STUDENT ACTIVITY AND THE RELEVANT OFFICE.

PREPARED BY

NAME	ROLE	DATE



UCC  
SOCIETIES  
SPARK NEW INTERESTS.