Event Management Plan Template (SF038)

The plan and associated documents must be reviewed and approved by the event organiser's Head of Department.
To allow adequate time to review the Event Plan and all support documents, this information should be received by the Head of Department 20 working days prior to the event taking place.

Name		
Organisation		
Phone number	**Tel No:**	**Mob No:**

Event Name		
Event Type		
Proposed Location	If outdoors, please email a copy of this plan to: outdoorevents@ul.ie.	
Event date(s)		
Times	**Start:**	**End:**
Garda Permit No.: (if applicable)		
Estimated number of Participants		
Brief Event Overview.		

Event Organiser Insurance Requirements:

The Event Organiser should submit to the UL Event **Host** relevant Insurance documents & "Event Specific Management Plan."

- Copy of Public Liability Insurance (min €6,500,000)
- Copy of Employers Liability Insurance (min €13,000,000)
- Copy of Products Liability (where applicable)
- A Specific letter of indemnity stating, "The Insurers will indemnify University of Limerick /UL Arena/ UL Sports Department arising from the provision of services in respect of legal liability arising from negligent acts of the insured, subject to the terms and conditions of the policies."

Event Organisers Insurance Received and Reviewed to confirm compliance with the above requirements. Yes ☐ No ☐ Not applicable (UL Department/Unit Organised Event) ☐

Service Providers to the Event Organiser Insurance Requirements:

Service Providers should submit to the Event **Organiser** relevant Insurance documents & "Event Specific Management Plan."

- Copy of Public Liability Insurance (min €6,500,000) for all contractors and/or Suppliers to the Event.
- Copy of Employers Liability Insurance (min €13,000,000) for all contractors and/or Suppliers to the Event.
- Copy of Products Liability (where applicable) for all contractors and/or Suppliers to the Event.
- A Specific letter of indemnity (where applicable) stating, "The Insurers will indemnify University of Limerick /UL Arena/ UL Sports Department arising from the provision of services in respect of legal liability arising from negligent acts of the Insured, subject to the terms and conditions of the policies."

Service Provider Insurance Received and Reviewed to confirm compliance with the above requirements. Yes ☐ No ☐ Not applicable (No Service Providers Employed) ☐

Child Safeguarding

- The Event Organiser must confirm that a detailed current child safeguarding statement and safety risk assessment for safeguarding of children before, during and after the event has been completed by a competent person.
- Provide the Child Safeguarding Co-ordinator(s) name and contact details.
- Confirm a Lost/Missing Child policy/procedure has been developed for the event.
- Ensure event Staff/Service Providers /Volunteers have been provided with appropriate Child Safeguarding training.

Confirm that all child safeguarding measures listed above are in place for the event.

Yes ☐ No ☐ Not applicable ☐

Child Safeguarding Co-Ordinator Details, Name and Contact Number:

Accessibility

Detail below provisions if applicable you have made, for persons with disabilities at your event. All hazards for persons with disabilities must be included in the event site specific risk assessment.

Access and Egress All reasonable care will be taken that disabled persons and wheelchair users can access and egress (including evacuating in person to an alarm) the event locations safely and without encountering obstacles or hazards.

Yes ☐No ☐Not applicable ☐

Parking Disabled parking location is assigned and communicated Yes ☐No ☐Not applicable ☐

Welfare Facilities The location(s) has been advised Yes ☐No ☐Not applicable ☐

Health & Safety

The "Event Management Plan" should clearly show that a competent person has completed all event specific, documented, and approved risk assessments.
Please Note: Weather conditions during periods of travelling to/from and during the event to be considered. In addition, weather conditions must be reviewed the day before and the day of the event and appropriate action to be taken. Access the General Health & Safety Risk Assessment Sheet

Site Specific Risk Assessments (approved by local Management) completed and attached.

Yes ☐ No ☐

First Aid

Provide details of First Aid arrangements for the event:

Event First Aid Equipment details including the location of the nearest Automated External Defibrillator (AED)
Event Appointed First Aid Responders

Emergency Evacuation

Provide details of the event Emergency Evacuation Plan in place

Appointed Emergency Evacuation Steward Details
Assembly Point(s) location

Details of Emergency Contacts

Contact Details of key event organisers in case of Emergency (include names and mobile numbers)

Event Emergency Contact Name(s) and Mobile number(s):

Drone Operation

Will a drone be operated before, during or after your event? Yes ☐ No ☐

If yes, please tick to confirm the following mandatory requirements has been implemented:

Insurance details received from the drone operator specifically stating the operation of drones within the business description including an indemnity to UL have been sent to outdoorevents@ul.ie for approval.
Yes ☐ No ☐

Evidence of the IAA registration and approval / licence for the flight / use has been provided by the Service Provider.
Yes ☐ No ☐

Service Provider has provided the risk assessments and flight plan for the drone operation. This risk assessment and flight plan include that "An inspection of the drone will be completed by the operator prior to use to ensure its airworthiness."
Yes ☐ No ☐

You have completed and submitted the *B&E Dept. General Permit to Work/Safe Plan of Action Form (SF-006*) to outdoorevents@ul.ie
Yes ☐ No ☐

A weather check will be completed before drone usage and operations suspended in the event of inclement weather.
Yes ☐ No ☐

Traffic Management Plan

The "Event Management Plan" should clearly show (map) a Traffic Management Plan along with quantity, location & contact details for all marshals & Stewards. Overall responsibility for the Event remains with the organiser at all times. Traffic Management Plan should also include Taxi set-down & pickup area, Bus set-down/pickup area along with any requirement for Bus parking.

Traffic Management Plan completed and attached.
Yes ☐ No ☐ Not applicable ☐

Marketing & Public Relations

Please advise University of Limerick's Office of the President and the Marketing & Communications Division at the earliest convenience, if any VIPs are expected to attend the event.

The Marketing & Public Relations department have been contacted.
Yes ☐ No ☐ Not applicable ☐

Signage

Under no circumstances is it acceptable to deface University of Limerick property and/or infrastructure.
A list of proposed advertising & display boards along with their proposed-on campus location should be included in the Event Management Plan. The University reserves the right to refuse any signage that may cause contractual difficulties or safety hazards to other campus/building users.

Where directional and/or information signs are used to define/mark an event route, the Event organiser must appoint a competent person to carry out a detailed survey the route after the Event concludes and ensure all directional and/or information signs and the fixings are removed and disposed of in a proper manner.

Where there is a requirement to mark roads/footpaths permission must be sought prior to any such markings being made. Any request to mark University of Limerick infrastructure must be accompanied by.

- Details of materials being used to mark (Safety Data Sheets (SDS))
- Details of cleaning program and materials being used (SDS)

Advertising & Display Boards will be used. Yes ☐ No ☐
If Yes, List Advertising & Display Boards to be used and intended locations:

Directional and/or information signage will be used Yes ☐ No ☐

If yes, provide details of the Competent Person appointed for post event duties (as above):

Roads/footpaths will need to be marked? Yes ☐No ☐

If yes, please provide details of the marking and removal agents to be used.

Chemical agent(s) safety data sheets are attached Yes ☐No ☐

Vendors:

Details of any external vendors wishing to sell any type of product or service at the event must be included in the "Event Management Plan." The University reserves the right to refuse/restrict vendors if there are any conflicts with Company Policy and/or existing contractual obligations.

Event will include external Vendors Yes ☐ No ☐ If yes, provide details of the intended external vendors:

Right to Refuse:

The University reserves the right to refuse permission to any participant and/or spectator who in the opinion of management may pose a risk to their person or any other user of the facility. The University reserves the right to withdraw the use of the Campus facility/building from any person without prior notification.

Event organiser accepts the above Right to Refuse provision Yes ☐ No ☐

Storage:

The "Event Management Plan" should clearly state how and when external equipment that may be used for the event will be delivered & collected to/from campus.

External Equipment will be used Yes ☐ No ☐ If yes, provide details of the delivery and collection of the external equipment to and from the UL campus/UL Building:

Personal Property:

The University will not accept any responsibility for loss or damage to any person and/or personal property and/or vehicles while on campus.

The Event Organiser accepts this disclaimer Yes ☐ No ☐

Waste Management:

The "Event Management Plan" should demonstrate how general waste & recyclables will be managed as part of the general clean-up plan. Where applicable, General Waste and Recycling receptacles should be made available.

Waste will be produced at the Event Yes ☐ No ☐ If yes, please provide details of the Event Waste Management Plan (attached document as necessary)

Noise Levels:

Noise Levels should be maintained to an acceptable level, so as not to annoy other Campus users or neighbours.

Event Noise Levels will be controlled to prevent nuisance Yes ☐ No ☐

TO NOTE

Costs:

The Event organiser may be liable for costs incurred for Security, Cleaning & Utilities pertaining to this Event.

Event Confirmation to Proceed:

Confirmation of event approval will be confirmed by email when all stakeholders have been satisfied.

Operating Drones and/or Model Aircraft.

The flying of Drones and/or Model Aircraft on Campus required Form SF-006 General Permit & safe Plan of Action to be completed. This permit is available from the Building & Estates department.

Leave no Trace Policy

It is the responsibility of the Event organisers to implement a "No Trace" policy as part of the Event Plan. This should clearly state that all Equipment/Materials etc. are removed off Campus following conclusion of the Event.

Note:

1. Responsibility of the Event lies with the organisers of the event including compliance with all local, national, and international laws and regulations.
2. Buildings & Estates Department are the only department within the University who can approve/authorise any full or part closure of roads and/or car parks on Campus.