

## 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

<b>Name</b>		
<b>Organisation</b>		
<b>Phone number</b>	<b>Tel No:</b>	<b>Mob No:</b>

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



**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 Organiser 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.

<b>Confirm that all child safeguarding measures listed above are in place for the event.</b>  Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
<b>Child Safeguarding Co-Ordinator Details Name and Contact number:</b>

**Health & Safety:**

The “Event Management Plan” should clearly show that all Site Specific Risk Assessments have been completed by a competent person. [Access the UL Risk Assessment template: Click here](#)

<b>Site Specific Risk Assessments (approved by local Management) completed and attached</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>
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**First Aid**

Provide details of First Aid arrangements for the event

<b>Event First Aid Equipment Details</b>
<b>Event Appointed First Aid Responders</b>

**Emergency Evacuation**

Provide details of the event Emergency Evacuation Plan in place

<b>Appointed Emergency Evacuation Steward(s) Details</b>
<b>Assembly Point(s) location</b>

**Emergency Contacts Details:**

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

<b>Event Emergency Contact Name(s) and Mobile number(s):</b>

**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.

<b>Traffic Management Plan completed and attached</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
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**Marketing & Public Relations:**

Please advise University of Limericks Marketing & Communications Department if any VIPs are expected to attend the Event.

<b>The Marketing &amp; Public Relations department have been contacted.</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
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## **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 by the Head of Department 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.