



**LIMERICK CITY AND COUNTY
COUNCIL
GUIDANCE FOR EVENT
MANAGEMENT**

CONTENTS

	Page
Introduction	
Event Flowchart	
Application form	
License Application form	
Event Safety Management Plan – Template	
Event Safety Management Checklist	
Pre-Event and Event Safety Checklist	
Appendix	
Event Licenses and Permissions	
IPB Insurance - Managing Risks for Public Events	

Introduction

This guidance document is designed to provide information and advice to Event Organisers responsible for organising small to medium sized events with public safety as a priority

Adopting a risk based approach will assist in identifying at an early stage whether additional specialist assistance is required.

Before granting access for an event a full assessment of the risks involved must be carried out and ensure adequate insurance cover is in place

An Event Organiser should be satisfied that their work activities are safe and do not endanger their employees, contractors, members of the public or any other person who may be affected by their activities. Furthermore, an Event Organiser should satisfy himself or herself that any contractor or other person working on their behalf also manages their work activities so it does not endanger anyone else. This includes ensuring safety statements and risk assessments are in order.

There are a number of key pieces of legislation applicable to the safe management of events the most relevant include:

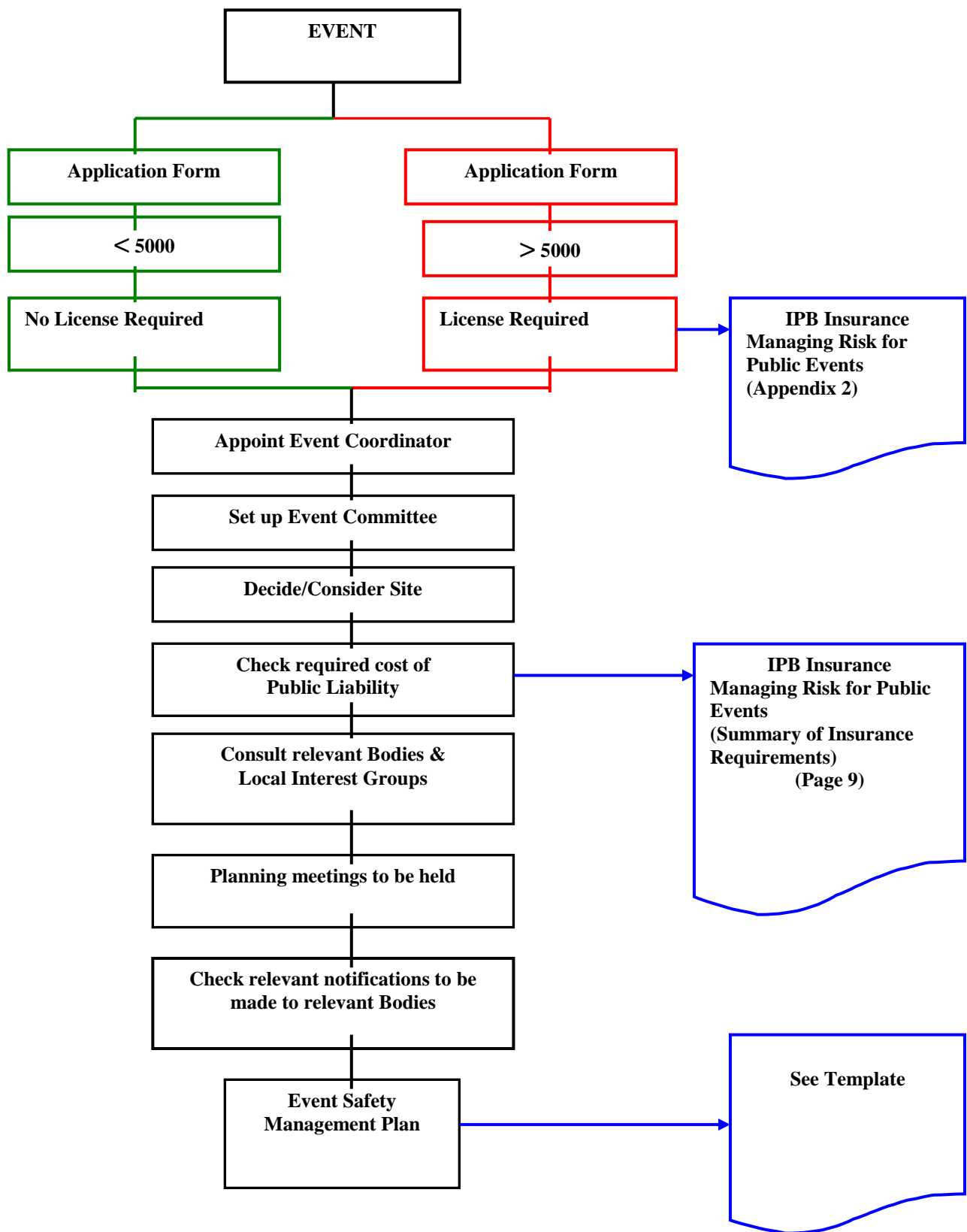
- The Safety, Health and Welfare at Work Act 2005 and associated regulations
- Planning and Development Act 2001:Part XVII (licensing of outdoor events)
- Fire Services Act 1981
- Waste Management Acts, 1996 and 2001

For every event an Event Application Form and an Event Safety Management Plan should be completed in full.

Events with an attendance of 5,000 or more people require an event license. Further guidance is given in Event Licenses and Permissions and Event License Procedure. Limerick City and County Council shall require proof of public liability insurance in advance

In addition a number of other documents are included to further assist Event Organisers including

- Event Safety Management Checklist
- Pre-Event Checklist
- Managing Risk for Public Events (IPB Insurance)



EVENT APPLICATION FORM

IMPORTANT: Application form to be submitted within 10 weeks of event
Road Closure Licence to be submitted within 6 weeks of event
Event Safety Management Plan completed within 2 weeks of event
License required where attendance is greater than 5,000 people and to be submitted within 10 weeks of event

1. Event Organiser Details:

<ul style="list-style-type: none">▪ Name and contact details of the organisation making the application
<ul style="list-style-type: none">▪ Description of the main day-to-day activities of the organisation
<ul style="list-style-type: none">▪ The status of the organisation e.g. state agency, limited company, community arts etc.

2. Event Details

<ul style="list-style-type: none">▪ Name of facility /location for which access is requested
<ul style="list-style-type: none">▪ Date(s) and time(s) when facility/location is required
<ul style="list-style-type: none">▪ Estimated number who will attend the event(s), per day/per week/per month
<ul style="list-style-type: none">▪ Brief summary of proposed activities for the event(s)
<ul style="list-style-type: none">▪ How the proposed event will benefit the local businesses/communities/others
<ul style="list-style-type: none">▪ A list of any equipment being brought to the event(s) e.g. stage, additional toilet facilities, bouncy castles etc.
<ul style="list-style-type: none">▪ Name of contact details for the Designated Event Coordinator, Health and Safety Officer and Public Safety Officer

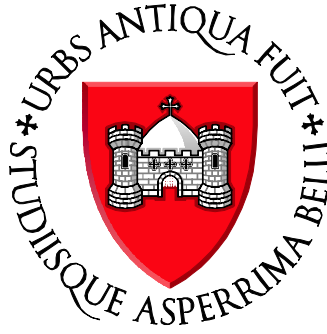
3. Insurance Details:

<ul style="list-style-type: none">▪ Contact details for the organisers insurance company/broker
<ul style="list-style-type: none">▪ Insurance policy number(s) – with copies of any policies
<ul style="list-style-type: none">▪ Details of the current levels of cover on each insurance class
<ul style="list-style-type: none">▪ The date of expiry of each policy
<ul style="list-style-type: none">▪ Whether or not indemnity to the Local Authority has been included for the period of the event
<ul style="list-style-type: none">▪ A list of any additional equipment/activities (previously listed in the event details) which is not currently covered by the organisers general insurance policy

Risk Assessment Details

<ul style="list-style-type: none">▪ Has a risk assessment of the venue been carried out by a competent person? If “yes” the organiser should submit a copy of the risk assessment and the name, title, qualifications, and contact information of the assessor
<ul style="list-style-type: none">▪ Has a separate detailed Safety Plan been deemed necessary for the event? If “yes” the organiser should submit a copy of the Safety Plan and the name, title, qualifications and contact information of the author. If “no” the organiser should provide a reason(s) why a Safety Plan is not necessary
<ul style="list-style-type: none">▪ Has consultation taken place with An Garda Síochána? If “yes” the Organiser should provide contact details for the member of An Garda Síochána who was consulted.
<ul style="list-style-type: none">▪ Has consultation taken place with the Fire Service? If “yes” the Organiser should provide contact details for the member of the Fire Service who was consulted.

<ul style="list-style-type: none">▪ If the Gardai or the Fire Service have requested any specific measures which the event organiser must comply with, these should be listed
<ul style="list-style-type: none">▪ Has it been deemed necessary to seek assistance from the Civil Defence or other such voluntary agencies e.g. St. John's Ambulance, Order of Malta? If "yes" the event organiser should provide details of the assistance to be provided – first aiders, ambulance etc.
<ul style="list-style-type: none">▪ Will trained first aider(s) be available at the event? If "yes" the event organiser should provide evidence that the required training has been completed
<ul style="list-style-type: none">▪ A detailed outline of the organisers Policy and Procedure for the Safeguarding of Children and Vulnerable Persons and procedures for vetting of artists, performers, volunteers, first aiders etc. who will be in contact with children during the event. Evidence of Garda clearance should also be provided for each person.



Limerick City Council
Planning & Economic Development Department

LICENCE APPLICATION FORM FOR AN EVENT/FUNFAIR
Part XVI Planning & Development Act, 2000-2012
Part 16 Planning & Development Regulations, 2001-2012

ADMINISTRATIVE USE ONLY:

DATE RECEIVED:

LICENCE REFERENCE NO:

Administrative Officer

Date

ALL APPLICATIONS SHALL BE SENT TO:

Planning & Economic Development Department, Limerick City Council, 1st Floor City Hall,
Merchants Quay, Limerick.

Telephone: 061-415799

Fax: 061-410401

E-mail: plandev@limerickcity.ie

PLEASE COMPLETE THIS FORM IN FULL. INCOMPLETE SECTIONS MAY LEAD TO A DELAY
IN PROCESSING YOUR APPLICATION.

1. NAME OF APPLICANT: _____

CONTACT ADDRESS: _____

CONTACT: TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

PTO →

2. PROMOTER: _____

CONTACT ADDRESS: _____

CONTACT: TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

3. PERSON NOMINATED TO DEAL WITH LOCAL AUTHORITY: _____

ADDRESS FOR CORRESPONDENCE: _____

CONTACT: TELEPHONE NO: _____ FAX NO: _____

E-MAIL: _____

4. BRIEF DESCRIPTION OF EVENT/S PROPOSED: _____

5. VENUE LOCATION: _____

6. STATE APPLICANTS LEGAL INTEREST IN THE VENUE: _____

7. IF APPLICANT IS NOT THE OWNER OR OCCUPIER, STATE OWNERS NAME AND ADDRESS:

***PLEASE NOTE:** If the Applicant is not the Owner/Occupier, a Letter of Consent from the Owner to carry out the proposal in question must accompany this application.*

8. PROPOSED DATE/S OF THE EVENT/S: _____

9. PROPOSED DURATION OF THE EVENT/S: _____

10. PROPOSED TIME EVENT/S WILL COMMENCE & CONCLUDE: _____

11. ANTICIPATED CROWD NUMBERS: _____

SIGNATURE OF THE APPLICANT/S (OR PROMOTER): _____

DATE: _____

NOTES: THE LICENCE APPLICATION MAY BE REQUIRED TO BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

1. Copy of complete page of both local & national newspaper in which required notice has been published, showing the date of publication. Notice must be published within the period of 2 weeks prior to applying for a licence.
2. Draft Management Plan of the event prepared in accordance with the appropriate code or codes of practice and including:
 - The name/s & responsibilities of the event controller/s, the event safety officer and their deputies.
 - A Draft Site Emergency Plan.
 - A Draft Traffic Management Plan.
 - A Draft Safety Strategy Statement.
 - A Draft Environment Monitoring Programme for before, during and after the proposed event.
 - Details of the proposed plan for the licensed area in relation to the following:
 - (a) the removal of structures;
 - (b) the carrying out of any works for the reinstatement of the venue subsequent to the event;
 - (c) the full clean up of the surrounding area;
 - (d) any remedial works arising for any damage caused to public property, facilities or amenities associated with the event.
3. Copy of location map – scale 1:1000 in built up areas and 1:2500 in all other areas clearly showing such related sites or features, and drawings to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan.
4. Appropriate fee – the fee is €2,500 and charged only when the event/s being held is for profit or gain.
5. 6 x No. copies of the application and accompanying documents, maps and drawings.

PLEASE NOTE: THE LICENCE APPLICATION MUST BE LODGED AT LEAST 10 WEEKS PRIOR TO THE DATE OF THE EVENT.

EVENT SAFETY MANAGEMENT PLAN

For

A Small/ Medium Scale Event

To be held at

Location:

Date:

CONTENTS

Section		Page
	INTRODUCTION	1
1.0	Event Details	2
	1.1 Event Overview & Location	
	1.2 Event Schedule & Timings	
	1.3 Attendance Profile	
2.0	Event Management Structure & Responsibility	3
	2.1 Key Personnel	
	2.2 Responsibilities	
	2.2.1 The Facilitators	
	2.2.2 Event Coordinator/ Controller	
	2.2.3 Event Safety Advisor	
	2.2.4 Deputy Event Safety Advisor	
	2.2.5 Chief Steward	
	2.2.6 Stewards	
3.0	Event Safety Management	6
	3.1 Event Planning	
	3.2 Crowd Management	
	3.3 Traffic Management	
	3.4 Control & Communication Facilities	
	3.4.1 Central Control Area	
	3.4.2 Communication Facilities	
	3.4.3 Information Point/ Lost Children/ Lost Property	
4.0	Environmental Issues	8
	4.1 Sanitary Provision	
	4.2 Acoustic Levels	
	4.3 Litter & Rubbish Clean Up	
	4.4 Water Provision	
5.0	Temporary Structures/ Installations	9
6.0	Spectators with Disabilities	10
	6.1 Access	
	6.2 Viewing Area	
	6.3 Parking	
	6.4 Sanitary Facilities	
	6.5 Assistance	
7.0	Emergency Arrangements	11
	7.1 Fire Safety Management Plan	
	7.1.1 Fire Safety Register	
	7.1.2 Fire Equipment	
	7.2 Ambulance Services	
	7.3 First Aid	
Appendices		
A	Incident Report Form	
B	Contact Names & Numbers	
C	Traffic Management Plan	
D	Stage/ Event Area Layout	
E	Risk Assessments	
F	Emergency Procedures	
G	Stewards	

INTRODUCTION

This Event Safety Management Plan has been prepared for the purpose of assisting with the safe and efficient management of **'The Event'**, to be held in **'the location'** on the **'date'**.

The organisers for this event will accept and show a duty of care for the safety of the event. In particular they will take all necessary precautions to ensure the safety of attendees and volunteers/ staff who will be working at the event.

It is noted that in planning this event, full cognisance has been taken of the recommendations of the following Codes of Practice, where these are considered relevant and practicable for this event:

- Code of Practice for Safety at Outdoor Pop Concerts and Other Outdoor Musical Events
- Code of Practice for Safety at Sports Grounds – issued by the Department of Education
- Code of Practice for Management of Fire Safety in Places of Assembly – issued by the Department of the Environment
- Code of Practice for Fire Safety of Furnishings or Fittings in Places of Assembly – issued by the Department of the Environment

The event will be organised to ensure compliance with the requirements of:

- The Safety, Health & Welfare at Work Act, 2005 and applicable regulations made there under.
- Planning & Development Act 2000 - 2007: Part XVI & Planning & Development Regulations 2001 – 2008 (Licensing of Outdoor Events)
- The Fire Services Act, 1981 and 2003
- The Fire Safety in Places of Assembly (Ease of Escape) Regulations 1995
- Licensing of Indoor Events Act, 2003
- Intoxicating liquor/ licensing of premises

'all above as applicable'

1.0 Event Details

1.1 Event Overview & Location

‘The Organisation’ is facilitating “The Event” comprising of:

- **Outline of Schedule of event**

The event will comprise of an audience of:

- **Outline of approximate numbers expected to attend**

1.2 Event Schedule & Timings

Date:		
Start Time:		
Finish Time:		

Duration = Total Hours approximately

1.3 Attendance Profile

2.0 Event Management Structure & Responsibilities
--

2.1 Key Personnel

Title	Name
Facilitators/ Organisers	
Event Co-ordinator/ Controller	
Event Safety Advisor	
Deputy Event Safety Advisor	
Chief Steward	
Production Manager	
Senior Garda Officer	
Senior Fire Officer	
HSE Ambulance Officer	
Order of Malta Ambulance Officer	
Civil Defence Officer	
Structural Engineer	
Radio Communications	
<i>'Insert others as appropriate'</i>	

*Refer to Appendix B for contact details

2.2 Responsibilities

2.2.1 The Facilitators/ Organisers

The Facilitators will ensure that all the necessary support and resources are provided to the Event Co-ordinator/ Controller.

2.2.2 Event Co-ordinator/ Controller

The Event Co-ordinator/ Controller will have the overall responsibility on the day for all matters relating to the management of the events. He will participate in consultations with Authorities, will appoint a Chief Steward, and will ensure there are a sufficient number of stewards present to manage the events. He will also ensure that adequate briefing and familiarisation training is provided in advance.

The Event Co-ordinator/ Controller will ensure that adequate measures are in place for the safety of persons attending the event. He is assisted by the Gardai, Stewards and all other personnel. The Event Co-ordinator/ Controller is advised by the Event Safety Advisor, but retains control unless a serious emergency occurs, or is imminent, in which case he hands over control to the Senior Garda Officer, Senior Fire Officer, or Senior Ambulance Officer (as appropriate), who thereafter will take over and act in accordance with the Major Emergency Plan.

2.2.3 Event Safety Advisor/ Officer

The Event Safety Advisor/ Officer will advise in regard to the preparation of this Plan and monitor both the preparation of the safety measures employed for the event and the events themselves.

2.2.4 Deputy Event Safety Advisor/ Officer

The Deputy Safety Advisor/ Officer for the event will support the Event Safety Advisor/ Officer and prepare the risk assessments (Refer to Appendix E) for the event.

2.2.5 Chief Steward

The Chief Steward will monitor the entrances to the venue throughout the event and with the Event Co-ordinator/ Controller manage emerging situations, including the redeployment of stewards to key areas if necessary. He will also monitor the performance of stewards and advise accordingly.

2.2.6 Stewards

All stewards for the event will have had experience stewarding similar events. The primary duty of all stewards is to ensure that the public are safely accommodated during the event at all sites. The main duties include:

- Be aware of the site layout and facilities
- Control and direct spectators to designated routes/ locations
- Assist in the diversion of spectators to other routes/ part of the site, including cordoning off areas if required
- Know the emergency procedures
- Prevent overcrowding by ensuring that too many people do not move too quickly through any routes at the same time
- Monitor the crowd throughout the event for signs of distress and take action in accordance with written instructions.
- Prevent, in so far as possible, the climbing or movement of barriers and standing/ sitting on high walls. (Where by virtue of the scale of the incident, stewards are unable to prevent such activity, they should immediately report the matter to the Chief Steward, or the nearest Garda).
- Ensure combustible refuse does not accumulate
- Patrol the venue to deal with emergencies such as raising alarms and extinguishing fires
- Be aware of the location of firefighting and medical services in the area
- Recognise potential hazards and suspect packages and report findings immediately to the Chief Steward or to the nearest Garda.
- Comply promptly with any instruction given in an emergency by a Garda, the Event Co-ordinator/ Controller or the Chief Steward.
- Identify and investigate any incident or occurrence among spectators and report findings to the Chief Steward.
- Assist in the prevention of invasion/ overcrowding in an area
- Report to the Chief Steward any damage or defect likely to cause injury or danger to persons in attendance
- Undertake duties relating to emergency and evacuation procedures

The stewards are requested to cover at the following locations:

- **‘List as appropriate’**

Stewards Pre-Event Briefing Meeting

A briefing meeting/ pre – event meeting of Stewards will be held prior to the event.

The stewards will be briefed on **‘day’**, **‘date’** and **‘time’** in **‘location’** by **‘whom’**.

The Stewards will be briefed on:

- The expected attendance and any special stewarding requirements arising
- All arrangements for the safe management of the event
- Emergency procedures and any special contingency plans
- The deployment of stewards and advice of any specific roles.

The key Stewards will brief their stewards under their command on duties, and will issue a sheet of instructions to them (See 2.2.6).

Steward Identification

Stewards will be identifiable by:

- **‘Hi – Viz vest’**

(Refer to Appendix G)

3.0 Event Safety Management

3.1 Event Planning & Review

A series of Event Planning Meetings will be held in the forthcoming months, commencing 2 – 3 months prior to the event as follows:

- **Preliminary Planning Meeting**
 - 3 months in advance of the event
- **Event Planning Meeting**
 - 2 months in advance of the event
- The draft 'Event Safety Management Plan' will be discussed
- The following authorities will be in attendance:
 - Gardai
 - Ambulance service
 - Fire Service
 - Local Authority
 - 'Insert as necessary'

Pre – Event Meeting

- 1 week before event

Furthermore, a

- **De-briefing Event Meeting**
 - will be held not later than 2 weeks after the event.

3.2 Crowd Management

'Details to be inserted'

3.3 Traffic Management

'Details to be inserted'

Please refer to Appendix C for a copy of the Traffic management Plan for the event.

3.4 Control & Communication Facilities

3.4.1 Central Control Area

'Details to be inserted'

ACCESS

Access to these areas is strictly restricted to:

- Gardai
- Event Co-ordinator/ Controller
- Designated stewards

3.4.2 Communication Facilities

The Internal Communication facilities will include:

- **‘Details to be inserted’**

The external Communication facilities will include:

- Garda Station
- Gardai on duty for the event
- HSE Ambulance
- Order of Malta
- Civil Defence
- **‘Insert others as necessary’**

All communications are to be subsidiary to the main Garda network and as such should be compatible for use without interference with Garda or other networks. Radio communications equipment will be appropriately safeguarded against disturbance by noise at the event and surrounding area i.e. persons with radios will be equipped with ear pieces to avoid blocking out or misinterpretation of messages.

The event co-ordinator/ Controller will be responsible to ensure that the above systems are in place at an appropriate time before the start of the event.

The external communications, especially the designated Garda station, will be a matter for the Gardai since it will involve their units only. The Event Co-ordinator/ Controller will ensure that each person in possession of a piece of communications equipment has received appropriate briefing regarding the use of the equipment.

To this end, it is advisable that the details of operation of the equipment and the procedures for transmitting or receiving both regular and appropriate information will be committed to a Procedures Sheet and issued to each individual together with the actual communications equipment. This sheet should contain:

- (a) Operating instructions for the specific equipment
- (b) Regular and emergency reporting system
- (c) Instructions in event of equipment malfunction

3.4.3 Information Point/ Lost Children/ Lost Property

‘Details to be inserted’

4.0 Environmental Issues

4.1 Sanitary Provision

‘Details to be inserted’

4.2 Acoustic Levels

Ear plugs will be available to stewards. Stewards positioned at loud speakers will be issued with hearing protection.

4.3 Litter and Rubbish Clean – up

‘Details to be inserted’

4.4 Water Points

‘Details to be inserted’

5.0 Temporary Structures/ Installations

5.1 Temporary Structures/ Installations

The following installations and temporary structures will be erected at **'The event location'** to facilitate **'the event'**:

- **'List as appropriate'**

Details of the design and structural calculations for temporary structures will be submitted to the Structural Engineer in advance of the event. The structures will be erected on the day by **'Company'**. Temporary structures erected will be inspected and certified by the Structural Engineer on the day before/ of the event.

'Temporary structure details as appropriate'

Dismantling and removal of temporary structures will be carried out under the supervision of persons experienced in such work. Works will not be carried out while members of the public are in the vicinity.

6.0 Spectators with Disabilities

6.1 Access

All reasonable care will be taken that disabled persons and wheelchair users can access the '**location(s)**' safely and without encountering obstacles or hazards, while accessing areas of the site.

6.2 Viewing Area

A dedicated viewing area will be located at the front of the stage within the controlled area for the sole use of disabled persons and the person accompanying them. Gardai and stewards will ensure they can access the area. Only one person allowed to accompany each disabled person (Gardai can use their discretion).

6.3 Parking

'Details to be inserted'

6.4 Sanitary Facilities

'Details to be inserted'

6.5 Assistance

Stewards and the Gardaí will assist disabled persons both for normal access and egress if required, and also for emergency egress.

7.0 Emergency Arrangements

7.1 Fire Safety Management Plan

7.1.1 Fire Safety Register

7.1.2 Fire Equipment

Fire fighting equipment will be provided in the locations listed below. Storage areas will be cleared of combustible materials prior to the event and monitored during the event.

- **Locations listed**

7.2 Ambulance Services

The HSE in consultation with the Order of Malta will provide and circulate a Medical Operational Plan for the event.

- The Health Service Executive: will provide ‘**No. of ambulances**’ with cardiac equipment, and ‘**no. of ambulance officers**’. ‘**Ambulance location**’. The overall responsibility for medical, nursing, and first aid services to participants lies with the HSE.

The role of the Health Service Executive is to:

- Maintain normal emergency medical and ambulance cover for the local resident population;
 - Co-ordinate all medical, ambulance and first aid cover provided during the event
 - Be prepared to respond to a major accident
 - Advise on all health matters and to monitor and implement the relevant statutory regulations
 - Provide all health services as outlined in the Major Emergency Plan
 - Maintain records of all patients treated and collate these and Voluntary Bodies records after the event
 - To advise on the transportation of and the destination of all patients leaving the event by ambulance.
- The ‘**voluntary first aid society**’ will provide ‘**no. of ambulances**’ with cardiac equipment, and ‘**no. of officials**’. Ambulances will be located at:
 - ‘**List locations**’

The role of the ‘**voluntary first aid society**’ is to:

Deploy first aid cover to designated areas

- Deploy ambulances to designated areas
- Liaise with HSE Ambulance or communication centre and work under the direction of same.
- Establish radio link with HSE
- Where casualties need hospital treatment seek designated hospital from the HSE Ambulance officer

- Maintain records of all casualties treated and submit same or copy to the HSE Ambulance Officer at the end of the event.

All ambulance staff will be in uniform.

- Civil Defence: will be located:
 - **'List locations'**

7.3 First Aid

- Other first aid arrangements

APPENDIX A – Incident Report Form

APPENDIX B – Contact Names & Numbers

APPENDIX C – Traffic Management Plan

*(MUST include emergency routes)

APPENDIX D – Event Area Layout

APPENDIX E – Risk Assessments

APPENDIX F – Emergency Procedures

These Emergency procedures are ONLY to be viewed by The Event Management Participants

Coded Message for an Emergency – Base Controller will be aware of this code and will advise the Chief Stewards so that ALL Stewards will be informed on the day.

Action in the Event of a Bomb Scare

If you receive a bomb threat, notice a suspicious parcel/ package:

- IMMEDIATELY either notify the Gardai in the vicinity or the event co-ordinator/ Controller via radio contact.
- The event co-ordinator/ Controller will notify the Gardai and the emergency services
- All stewards and Gardai will direct the crowd away from the location of the bomb cordoning off and prohibiting access to the location of the alleged bomb site
- The Stage/ Event will be shut down
- The crowd will be notified that due to unforeseen circumstances they MUST evacuate the area IMMEDIATELY by microphone
- Stewards/ Gardai to assist with evacuation.

Code Word : ‘Insert’

On receipt of the threat:

It is important that the person who receives the call on receipt of a bomb threat should not panic. Every effort should be made, where possible, to obtain and record the information as outlined below:

1. Note the exact time of the call
1. Note the exact words of the threat such as the location of the bomb and when it is going to explode.
2. Ask: Where is the bomb now?
What does it look like?
When is it going to explode?
Who planted it?
Why was it planted?
3. Note whether voice is male or female, the accent of the caller and whether the caller sounds intoxicated
4. Observe any background noises
5. Is the voice familiar
6. Note time caller hung up

Action in the Event of Fire

RAISING THE ALARM

If YOU DISCOVER A FIRE

- Inform the Gardai in the vicinity or the event Co-ordinator/ Controller via radio contact
 - Who will contact the Fire Service
 - Raise the alarm and evacuate the premises
- Only Fight a fire if trained in the use of Fire Extinguishers
- Assist in the evacuation of the area
- Evacuate the area

Code Word : *'Insert'*

Action in the Event of Medical Emergency to Member of the Public

All stewards are to be vigilant to the crowd status. The person who comes upon or is made aware of a medical emergency are to IMMEDIATELY notify the Gardai in the vicinity and the event co-ordinator/ Controller via radio contact.

The event co-ordinator/ Controller will notify the emergency services IMMEDIATELY.

Alerting an Emergency to the Emergency Services

Prompt	Information to be supplied
E	Exact Location
T	Type if Incident
H	Hazards on site
A	Access/ Egress
N	Numbers Involved
E	Emergency Service Required

Reporting of Accidents/ Unsafe Incidents

The event Co-ordinator/ Controller will be responsible for documenting (using Form in Appendix A) and taking photographs as required.

Emergency Routes – Emergency Services

The entire route will be kept clear for emergency service vehicles. Emergency Service access will be maintained at all times for both the resident population and the event.

APPENDIX G – Stewards

Event Safety Management Checklist

	Yes	No	Action Required
Event Committee Formed			
Arrange Public Liability Insurance			
Consult in writing with relevant bodies: <ul style="list-style-type: none"> o Gardaí o Ambulance Service o Fire Service o Local Authority o Civil Defence 			
Stewards (min 18 years of age) hired and trained for event			
Event Safety Management Plan prepared including items listed as appropriate from 1 & 2 below			
<p>1. Risk assessments completed/ available to include the following if relevant</p> <ul style="list-style-type: none"> <input type="checkbox"/> Crowd Control <input type="checkbox"/> Plastic & Glass Policy <input type="checkbox"/> Parades <input type="checkbox"/> Fireworks <input type="checkbox"/> Circus standards <input type="checkbox"/> Barriers <input type="checkbox"/> Stage structures <input type="checkbox"/> Floats & Drivers <input type="checkbox"/> Donkey Derbys <input type="checkbox"/> Casual Traders <input type="checkbox"/> Food Vendors <input type="checkbox"/> Bouncy Castles & other inflatable amusements <input type="checkbox"/> Children's amusement rides <input type="checkbox"/> Sumo Wrestling Suits <input type="checkbox"/> Stands or stalls especially if including weapons, guns, darts etc <input type="checkbox"/> Large screens <input type="checkbox"/> Inclement weather issues including changing ground conditions 			
	Yes	No	Action Required

<p>2. Include plans to cover the following issues relevant to the event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Management Plan, including pedestrian traffic around the event <input type="checkbox"/> Emergencies <ul style="list-style-type: none"> ○ Medical ○ First Aid ○ Access/ egress routes ○ Fire/ evacuation ○ Security Threats ○ Escaped animals ○ Structural faults ○ Amusement ride failure ○ uncontrollable crowd activities <input type="checkbox"/> Accident reporting procedure <input type="checkbox"/> Ground conditions for different equipment being used on site <input type="checkbox"/> Temporary structures/ installations including certification <input type="checkbox"/> Communication arrangements <ul style="list-style-type: none"> ○ Standard ○ Emergencies <input type="checkbox"/> Welfare Facilities , including those for people with disabilities <input type="checkbox"/> Waste removal 			
--	--	--	--

Pre-Event and Event Safety Checklist

	Yes	No	Comments
Crowd Safety			
Are premises free from hazards? (i.e. even ground/floor surface; no trip hazards; hazards fenced;)			
Are all attractions/activities/structures complete and staffed?			
Are structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/fencing secure?			
Entrances/Exits – Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?			
Are all circulation areas, staircases/escape routes/exits unobstructed with all doors/gates unlocked?			
Are any vulnerable groups/ individuals in a designated location?			
Crowd Control			
Is the control room operational, with communications and PA system working?			
Is there adequate communication between all parties?			
Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing jackets/tabards?			
Traffic Control			
Are there adequate traffic management arrangements?			
Electrics			
Are all electrical installations <input type="checkbox"/> completed and certified? <input type="checkbox"/> cabling/equipment secure/protected? <input type="checkbox"/> clear of public circulation areas?			
Lighting			
Is there adequate normal and emergency lighting provided?			
Is it in working order and lit where necessary?			
Medical Facilities			
Are there adequate first aid/ medical/ emergency facilities/ persons on site?			
Is a suitable clearly identified position available as a first aid post?			
Emergency Procedures	Yes	No	

Are there procedures for minor incidents?			
Are there procedures for missing children?			
Are there procedures for evacuations?			
Are there procedures for fire?			
Are there procedures for a bomb threat?			
Are there procedures for crowd disturbances?			
Are emergency exits kept clear?			
Fire Precautions			
Is fire fighting equipment in place?			
Is rubbish and other combustible material stored away from tents and site structures?			
Structures			
Are these licensed and certified as required?			
Is there adequately secured and safe access & egress ensured?			
Sanitary & Welfare			
Is clearly marked toilet & hand washing facilities available (including disabled)?			
Have arrangements been made to service them during the event?			
Are sufficient bins provided around the site and arrangements made to empty them during the event?			
Is drinking water available?			
Specify Others as appropriate:			

Event - Licences & Permissions

Licence or Permission	Issuing Authority	Criteria	Requirements
Outdoor Event	Local Authority	<p>The event must be outdoors, either in its entirety or for the most part</p> <p>Takes place in a structure having no roof, or a retractable roof, in a tent or other similar temporary structure.</p> <p>The event must be comprised of music, dancing, displays of public entertainment and other similar activities.</p> <p>Has an anticipated audience of 5000 persons or more.</p>	<p>Newspaper advertisement (Local & National)</p> <p>Application to be submitted to the Planning Department of the Local Authority, 10 weeks in advance of proposed event</p> <p>Submit Draft Event Safety Management Plan</p> <p>Consultation Process with Statutory Authorities</p> <p>Payment of application fee and standard charges for Local Authority services</p> <p>Proof of: insurance, newspaper advertisement & venue owners consent</p> <p>Certification & Specification of Temporary Structures</p>
Indoor Event	Local Authority	<p>The event consists of a performance which takes place wholly, or mainly in a building</p> <p>Comprises music, singing, dancing or displays of entertainment</p> <p>Not restricted to public entertainment</p> <p>Outdoor event licence regulations are not applicable</p>	<p>Application is made to the Fire Authorities or person designated by the Fire Authorities</p> <p>Draft Event Safety Management Plan submission</p> <p>Consultation process</p> <p>Proof of insurance</p> <p>Application Fee</p>
Intention to Sell Alcohol	<p>Department of Justice, Equality & Law Reform.</p> <p>Local Authority</p>	<p>Temporary facilities for the sale of alcohol: Occasional Liquor Licence</p> <p>The consumption of alcohol in a public place: Intoxicating Liquor By-Laws</p>	<p>Application to the Revenue Commissioners for Licence</p> <p>Application 6 weeks prior to event to Local Authority to relax provisions of By-Laws</p>
Fireworks Display	Department of Justice, Equality & Law Reform	<p>Importation of Fireworks</p> <p>Storage of Fireworks</p>	<p>Fire Authorities input requested before permission granted</p> <p>Consultation process with Fire Authorities</p>
Event Trading	Local Authority	Casual Trading at an event or events specified in	Submit application for licence approval

		the licence or at or in the immediate vicinity of the place where and on the days on which the event takes place	Scale of charges per trader, per day.
--	--	--	---------------------------------------

Licence or Permission	Issuing Authority	Criteria	Requirements
Temporary Road Closure	Local Authority	The closure of the public highway to vehicular traffic for a specified period Check with local Gardaí if a Road Closure Order is necessary prior to application	Provide insurance indemnity Public advertisement Standard Fee, plus other charges to be determined in relation to road usage
Preparation and/or sale of food products	Health Board	Required where meat or meat products (other than fish or fish products) are sold or where food is prepared, cooked or heated for sale directly to the public, including: Soft Ice Cream stalls, Hot dog/baked potato stalls, Burger/Fried fish/chip stalls, Chinese and other ethnic food stalls	Stall owner must submit a completed application form for the licensing of the food stall to the Health Board 2 months prior to the commencement of the business
	Local Authority	Required where food waste generated.	A Food Waste Management Plan – submit to Local Authority for approval and implement (<i>Waste Management (Food Waste) regulations, 2009</i>)
Use of public space for events	Local Authority	Event activities to take place either whole or in part on public property Includes roadways, footpaths, parks, public squares.	Submission of event details Consultation process Supply insurance indemnities Certification & Specification of Temporary Structures
Event Advertising	Local Authority	The placing of advertising banners/signage/flags in a public place and/or on a public building The distribution in a public place of advertising literature	Application to the Local Authority for written approval (<i>The Litter Pollution Act, 1997 – 2003 (Section 17 - 19)</i>) Supply specifications of flags or banners Plan for the prevention of litter.

