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**Flavours of Fingal County Show**

**Newbridge House**

**Donabate**

**Saturday 02nd & Sunday 03rd July 2022**

**11am - 6pm**

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| **Revision No** | **Date** | **By** |
| Rev001- draft | 23/02/2022 | MC |
| Rev002 |  |  |
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| Rev004 |  |  |
| RevFINAL |  |  |
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| 1. **INTRODUCTION** | | |

On 2nd & 3rd July the annual Flavours of Fingal County Show will take place in Newbridge Demesne, utilising all areas of the site. This is an outdoor event and subject to suitable weather conditions.

All areas will always be manned by professional stewards and/or security the site during the event, and there will numerous volunteers on site in a customer service and event ambassador capacity.

* 1. **ORGANISER OF EVENT**

The organiser of this event is­­­­­­­­­­­­­­­­­­ the Flavours of Fingal County Show organising committee comprising of Fingal County Council (FCC) Events team, Fingal Farmers, Fingal Harriers, Fingal Tourism and Newbridge Demesne.

This event management plan is prepared by Peak Productions, on behalf of FCC. Peak Productions will be assisting in the planning and the overall event management, in conjunction with Fingal County Council Events team, and will be providing the Event Controller and Event Safety Officer.

* 1. **DATES AND DURATION OF THE EVENT**

Event build – 23rd June- 01st July

Event days – 02nd & 03rd July

Event derig – 03rd- 08th July

* 1. **ATTENDEE PROFILE**

This is a well-established event and historically the profile has been predominantly families of all ages. Although the event attracts mostly local / Dublin based attendees, in previous years some of the attendees have travelled from across the country specifically for the event. It is envisaged that similar demographic will attend again in 2022.

* 1. **EXPECTED ATTENDANCE**

The event has grown regarding participant involvement and attendance each year. Based on previous year’s numbers it is anticipated that there will be approximately 30,000 attendees per day, over the duration of the day.

Weather dependent, Sunday has proven to be the busier day however previous experience has established that the attendees do not stay on site for the full duration of the day and there is a more consistent ingress and egress of patrons over the course of the full day.

* 1. **SALE OF ALCOHOL**

It is proposed that alcohol will be sold on site at three separate bars and to be consumed in designated locations only. The successful licensee, Keelings (Kandoh Ltd), will be responsible for all arrangements regarding the Occasional Licence. Please refer to **Appendix 14** for copy of licence.

These areas will always be manned by licensed security and monitored for responsible serving.

Attendees will not be permitted to bring their personal alcohol onto the event site and any bottles / cans etc not purchased on site will be confiscated.

* 1. **GROUND CONDITIONS**

The event will take place on the grounds of Newbridge Demesne and as such will be on a mixture of grass and hard standing. These conditions will be monitored coming up to and during the event, and remedial action taken where required.

Ground protection matts will be used in sensitive areas such as the Walled Gardens and all vehicles will be advised to remain on the paths insitu in this location. Other vehicles will be kept to a minimum especially in areas where the attendees will circulate on event days.

Spectating areas will generally be on one level and underfoot conditions will be kept clear as much as possible.

* 1. **TRAFFIC MANAGEMENT PLAN**

A comprehensive traffic management plan has been developed extensively in consultation with FCC Operations Department, An Garda Síochana and NTA.

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| **EXPECTED WEATHER** | | | | | | | | | | | | | |
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* 1. **STEWARDING**

Stewarding and security for the event will be provided by TBC. All personnel will receive full and thorough briefing on event day and will work closely with the Chief Steward and Supervisors, who will have attended a comprehensive pre-event briefing.

* 1. **SECURITY SENSITIVE INFORMATION**

Event planning arrangements may contain sensitive and confidential information, and as such will not be disclosed to unauthorised persons or general public. Where deemed necessary by the Event Controller, in consultation with An Garda Síochana, certain information may be omitted from this document, for safety and security reasons however all key personnel and necessary persons will be briefed in person.

* 1. **DRAWINGS**

Drawings for the event are ongoing through the planning stages.

|  |  |  |
| --- | --- | --- |
| **Drawing:** | **Detail:** | **To scale:** |
| 1 | Site Overview | 1:5000 |
| 2 | Zones | 1:1500 |

* 1. **EVENT INSURANCE**

There is full event specific insurance provided for this event.

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| 1. **SAFETY POLICY AND EVENT MANAGEMENT** |

* 1. **SAFETY POLICY STATEMENT**

It is the policy of Peak Productions to provide a safe environment at Flavours of Fingal County Show for all involved, including staff, participants and attendees. This is achieved by careful planning and continuous consultation with key stakeholders in advance of the event, and then complete implementation of same arrangements.

* 1. **eVENT MANAGEMENT**

The Event Controller, Safety Officer and Fingal County Council Event Team will work closely together and will be assisted on site by TBC and security, an Garda Síochana and the EFAST medical team.

The Event Controller will be in overall control unless a major emergency occurs, at which time, as per the Framework of Major Emergency Management, the Event Controller will hand over responsibility to the most Senior Garda Officer present at the event. In such event they shall take control over the entire operation until or unless the circumstances of the emergency dictate otherwise e.g.; a major fire would be taken in charge by the Senior Fire Officer.

The Event Controller and Safety Officer will co-ordinate crowd management measures in association with An Garda Síochana.

The Event Controller in coordination with FCC event team will organise suitable stewards, together with all other necessary personnel, on duties both in and around the location.

Initial event planning meetings and site visits have commenced to determine the event arrangements and to survey the proposed area. Further communications will occur to agree all aspects of the management of the event and all relevant personnel, and to finalise the details of the event.

* 1. **ORGANISATIONAL CHART**
  2. **EVENT MANAGEMENT TEAM**

|  |  |  |
| --- | --- | --- |
| **POSITION** | **NAME** | **PHONE NUMBER** |
| Fingal County Council | Mary Godwin |  |
| Fingal County Council | Paul Barnes |  |
| Fingal County Council | Fiona O Reilly |  |
| Fingal County Council | Valerie Geddes |  |
| Production Manager | Elaine Fitzsimons |  |
| Event Controller | Mags Connelly |  |
| Safety Officer | Sophie Ridley |  |
| Safety Team | Darren Service |  |
| Safety Team | Mark Dunne |  |
| Chief Steward | Pat Byrne |  |
| Medical Coordinator | Glen Ellis |  |
| Garda in Charge | Inspector Oliver Woods |  |

* 1. **KEY PERSONNEL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSIBILITY / AREA** | **ORGANISATION** | **NAME** | **PHONE NO.** |
|  |  |  |  |
| Event Director | Fingal County Council | Paul Barnes |  |
| Production Manager | Peak Productions | Elaine Fitzsimons |  |
| FCC liaison | Fingal County Council | Fiona O’Reilly |  |
| FCC liaison | Fingal County Council | Valerie Geddes |  |
| Event Controller | MC Consultants | Mags Connelly |  |
| Safety Officer | Safents Consultancy | Sofie Ridley |  |
| Safety Team | Safe Promotions Ltd | Darren Service |  |
| Safety Team | 360 Events | Mark Dunne |  |
| Chief Steward | Integrity Security | Pat Byrne |  |
| Steward Supervisor | I-Secure | Kerry Service |  |
| Medical Coordinator | EFAST | Glen Ellis |  |
| Garda Officer in Charge | An Garda Síochana | Inspector Oliver Woods |  |
| AGS – Internal | An Garda Síochana | Sgt. Terri Ferguson |  |
| AGS - Traffic | An Garda Síochana | Sgt. Elaine Kelly |  |
| AGS - Traffic | An Garda Síochana | TBC |  |
| NEOC | HSE | Duty Control Manager |  |
| District Officer | DFB | District Officer |  |
| Senior Executive Engineer | Fingal County Council | Paul Graham |  |
| TM – Roads (including VMS x 12 units) | Freeflow Traffic Management | Brían Brady |  |
| TM – Car Parks | Marathon Travel | Francis Roche |  |
| TM – Bus management | Marathon Travel | David Roche |  |
| Farmers Manager | Fingal Farmers | Mark Corbally |  |
| Safety Officer | Fingal Farmers | Jim Monks |  |
| Equestrian Manager | Fingal Harriers | Una Mullarkey |  |
| Equestrian Manager | Fingal Harriers | Brian Beggan |  |
| Equestrian Safety Officer | Fingal Harriers | John Lyons |  |
| Newbridge House & Farm | Aramark | John O’Donoghue |  |
| Volunteer Manager | Volunteer Ireland | Stuart Garland |  |
| Fire Safety | Abacus |  |  |
| Structural engineer | Loscher Moran | Keith Loscher |  |
| Generators and electrical installations | GH Hire | John Galgey |  |
| Water | AON | Alex O’Neil |  |
| Gas Installation | Gas Installation Services | Tony Walsh |  |
| Concession management | Bensons | George Smullen |  |
| Barriers and fencing | Temporary Fencing Solutions | Sean McNulty |  |
| Temporary structures | Byrnes Marquees  Barriers and tents  Extreme Structures  Stage Structures  Budget Marquees | Tom Byrne  Dumitru Cepoi  Ronan Burke  Ian Scully  John Doran |  |
| Communications | Mongeys | Dermot O’Brien |  |
| PA/ Sound | Icon | Marc Halligan |  |
| Towing Service | Gannons | Seamus Fitzpatrick  Donabate branch |  |
| Sanitary provisions | TBC/ tender process |  |  |
| Waste / Clean Up | TBC/ tender process |  |  |
| Recycling Info personnel | TBC/ tender process |  |  |

* 1. **CONSULTATIONS**

Consultation have commenced and will continue to occur with the following agencies in the detailed planning stages for this event;

|  |  |
| --- | --- |
| * An Garda Síochana | * NTA |
| * Dublin Fire Brigade | * Local residents |
| * HSE * Fingal County Council | * Local businesses and groups |

A thorough communications plan has been developed to communicate event details with local residents, businesses, groups etc. This includes leaflet drops, information posters, engagement with groups. Please refer to **Appendix 3** for copy of leaflet.

* 1. **CODES OF PRACTICE / LEGISLATIONS / REGULATIONS / BY-LAWS**

In the planning process of the safety management of the event full recognition has been accorded to the following Codes of Practice, Acts of the Oireachtas and Statutory Regulations etc, where these are considered relevant and practicable for this event:

1. Health, Safety and Welfare at Work Act 2005
2. Health, Safety and Welfare at Work (General Application) Regs 2007
3. Health, Safety and Welfare at Work (Construction) Regs 2013
4. A Framework for Major Emergency Management
5. Code of Practise for Safety at Sports Grounds as issued by the Department of Education, 1996.
6. Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued by the Department of Education, 1996.
7. Guide to Safety at Sports Grounds – Green Guide, UK
8. The Event Safety Guide – Purple Guide, UK
9. Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.
10. Code of Practice for Management of Fire Safety in Places of Assembly as issued by the Department of Environment
11. Fire Services Act, 1981
12. Fire Services (Amendment) Act, 2003.
13. DFB / FCC – Guide to Gas at Events
14. FCC- Green Events Guide
15. Fingal County Council By-Laws
    1. **COMPONENTS OF PLAN**

This event management plan has been prepared in accordance with the appropriate legislation, guidelines etc and includes the following fundamental components:

|  |  |
| --- | --- |
| * Location Information | * Medical and Stewarding Plan |
| * Crowd Safety Information | * Emergency and Contingency Plans |

* 1. **BRIEFINGS**

The Event Controller will ensure that all key personnel and operational supervisors and/or stewards are briefed fully on the event arrangements and on procedures in the event of an emergency.

Site visits and specific meetings with different operational teams have commenced and will be summarised again in the week of the event. In addition, there will be prompt recaps on event days.

All statutory agencies will be fully briefed on the arrangements and are asked to contribute their comments and/or concerns on the event during the planning stages so all observations can be addressed.

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| 1. **EVENT INFORMATION** |

* 1. **LAYOUT**

All of the Newbridge Demesne will be utilised and content has been positioned throughout the site in order to optimise the space available as well as maximise the crowd ingress, circulation and egress. Please refer to **Appendix I** for drawings and maps.

Welfare facilities and medical support are placed in various locations throughout the site for the benefit of the attendees.

The public bars will be located in the Farmers Field, the Walled Gardens and within the arena. Consumption of alcohol will be restricted to the immediate area of these bars and there will be licensed security present to monitor the area at all times.

The event space and access to will be manned by stewards, and security at all times, and several personnel will have direct radio communications with event control.

The Demesne has been split into six operational areas:

**Zone 1 – Farmers Field**

This area is predominantly the agricultural section whereby general public can watch the displays and competitions and circulate with the farmers. The area will include:

* Livestock and sheep competitions which will be organised and managed by Fingal Farmers Group.
* Sheep exhibition area
* Display of agricultural farming equipment, vehicles and machinery
* ‘Village Hall’ – this area is for vendors to display and sell their handmade crafts
* Sponsor area
* Horticultural Society exhibition
* Concessions and picnic areas
* Public Bar
* Toilets

**Zone 2 – Paddocks**

This area is home to a lot of the family fun activities and animal displays. The paddocks and adjoining spaces are utilised to house individual activities which are segregated and individually managed.

Paddocks will have a variety of free activities such as;

* Living History
* Village Fate zone
* Live entertainment/ stage school
* Interactive children’s activities
* Cycling Velodrome
* Swim Ireland’s mobile pool
* Vintage Fun Fair rides
* Sponsors
* Concessions
* Toilets
* Animal Farm

Adjacent to these areas there will be toilets, concessions and picnic areas.

**Zone 3 – Walled Garden**

This is the garden area which contains 10 individual garden beds, divided by footpaths and surrounded by a permanent wall.

Contained within this area will be:

* Stage for live music and entertainment
* Food concessions and picnic areas
* Public bar
* Fingal County Council village
* Volunteer services/ welfare

**Zone 4 – Courtyard**

This area is where the permanent café (Coach House) is located which will be open during the event.

This year there will be a “quiet space” provided in one of the permanent rooms insitu. This will be operated of by one or more charity and the aim is to provide a quieter area for attendees to avail of.

**Zone 5 – Demesne/ Front of House**

To the front of Newbridge House, the demesne will include;

* Arena
  + Stretch Tent for dancing competition and demonstrations
  + Sponsor area
  + Band Stand
* Equestrian Arena
* Vintage Vehicles
* Cookery demonstrations
* Catering Concessions
* Craft village
* Music and street type entertainers

**Zone 6 – Artists camping**

This will be a restricted self-contained camp area for the exhibitors that are staying on site for the event and will be accessible by authorised personnel only.

Adequate fire safety arrangements will be in place for the camp area and these include:

* Gas installations – installed and certified by the gas installation engineer only
* Fire extinguishers and fire blankets for cooking – provided by Abacus
* Monitoring – 24hr security will regularly check the area
  1. **OCCUPANT CAPACITY**

The occupant capacity of the event space is the maximum number of occupants that area can comfortably and safely maintain.

The circulation space is the space available for the attendees and working personnel to move around. When calculating, consideration has been given to items such as fixed structures in situ and space given to event elements for example marquees, barriers and/or portaloos, as well as exit routes.

Previous years have shown that the attendees do not stay at the Demesne for the full duration of the day therefore the occupant capacity will fluctuate during the days.

The site is approximately 35 acres excluding the parking areas and due to the open nature of the Demesne and the circulation space available it is deemed that there are sufficient areas for the anticipated attendance at the event. However, arrangements will be in place, clear dimensions calculated, and crowd control barriers will be used to ensure that attendees and participants have adequate space, and this will be closely monitored by the event management team and stewards / security on the site.

As the planning progresses the layout is continuously reviewed to ensure there is adequate space for crowd movements, and capacity calculations sufficient. These calculations identify places of reasonable safety as well as final emergency egress points. Given the nature of the crowd and available space the holding occupancy is based on generous occupant capacity of 1m2 per person.

Due to the layout of the Walled Garden and the access and egress points available the calculations for this area are conservative especially given the crowd profile. In previous years this location has been busy however it hasn’t reached capacity due to the crowd management and positioning of activities to encourage the attendees to circulate.

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| **LOCATION** | **OCCUPANCY LEVEL** | **EGRESS ROUTES** | **EMERGENCY EGRESS** |
| Zone 1 | 33,250 | Car Park Top | 13,090 |
| Farmers Field |  | Entrance |  |
|  |  | Livestock car park |  |
|  |  | Into paddocks |  |
|  |  | Crossroads |  |
| Zone 2 | 35,500 | Into farmers field | 13,940 |
| Paddocks |  | Pond gate |  |
|  |  | Adjacent to WG (South) |  |
|  |  | WG (North) |  |
|  |  | Into forest |  |
|  |  | Donabate pedestrian route |  |
| Zone 3 | 15,400 | Into paddocks (North) | 5575 |
| Walled Garden |  | Into forest (South) |  |
|  |  | Courtyard |  |
|  |  | Main (South) |  |
|  |  | EE |  |
| Zone 4 | 1080 | Into WG | 6050 |
| Courtyard |  | Into forest through hall |  |
|  |  | Adjacent to house |  |
|  |  | Into farm area |  |
| Zone 5 | 98,500 | All areas lead to initial place of reasonable safety. Final exits include:  Internal road onto Cobbs Lane  Main avenue  Kilcrea Gate  Donabate entrance  Purple car park route |  |
| Demesne |  |  |
|  |  |  |
|  |  |  |
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These calculations are based on

* 1m² per person, some areas will have more than this
* Average egress flow rate of 82 people per metre per minute.
* Level surface throughout and minimal change in direction for egress
* Low fire risk
* All exits utilised and all areas have alternative exits
  1. **ENTRANCES AND ENTRY ROUTES**

The attendees can access the event space from various locations depending on how they arrive to the site, their means of transportation and if driving which carpark they use.

The event layout has been purposely designed so that the attendees can freely circulate throughout the Demesne.

The main points of entry will be via Turvey Avenue if driving, the main entrance if using the public buses provided for the event and via the Donabate pedestrian entrance if using Irish Rail.

The entrance points will be manned by professional stewards, and/or volunteers for information purposes.

* 1. **CIRCULATION AND EVACUATION ROUTES**

All circulation and evacuation routes will always be maintained free of obstruction during the event. Attendees can circulate throughout the spaces without restrictions however subject to crowd congestion in various locations.

Any traders’ vehicles present for loading / reloading will be removed off site to the designated car parks before the event opens to the public and there should be no vehicles moving throughout the event space.

* 1. **EXITS AND EMERGENCY EXIT**

All exit methods will be clearly sign-posted and supervised by stewards, who will be present to monitor, regulate and manage the crowd. There will be extensive directional signage throughout the site guiding attendees to various locations as well as the exits.

Appropriate precautions will be taken to protect as far as is reasonably practicable against injury/trip risks, arising from obstructions or other hazards. All exits and escape routes to be kept free of all obstructions and readily useable for the duration of this event.

Attendees, event personnel and participants can exit the event space via any of the exits / routes in situ. During an emergency the crowd will exit through the nearest exit / route available and this may be to a place of reasonable safety initially however will lead to an evacuation route.

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| 1. **CROWD SAFETY** |

* 1. **CROWD MANAGEMENT**

The crowd profile is expected to comprise of mainly families, and presently there are no indications or information of any security threats from any party or individual. This will be monitored by An Gardaí Síochana.

Due to the nature of the event it is not anticipated that public attempting to gain unauthorised access will be an issue however the crowd will be continuously monitored to watch for such occurrences.

The crowd will be directed by the stewards, and unauthorised areas or areas of higher risk will be restricted using crowd control barriers. There will be signage, stewards and volunteers throughout to assist and guide attendees as well as monitor areas and report any concerns.

Arrangements and stewarding will be put in place to ensure that no areas become overcrowded and where areas are at 75% capacity the crowds will be directed to the next available space. This will be closely visually monitored by the event management team, including the event safety team, stewards, supervisors and Chief Steward, throughout the day to monitor crowd movement and safety. In the event of crowd or pressure build up the Event Controller will be informed, and crowds will be dissipated redirecting persons away from the area of crowd build up.

The following measures shall be taken to mitigate the risk:

* The event management team will remain in continuous communication prior to and during event on measures to manage crowd flow and prevent overcrowding in any area.
* There will be an appropriate number of steward’s present based on the risk assessment. Redeployment of stewards will be determined following consultations between the Event Controller and Chief Steward.
* Key decisions on crowd management during the event will be taken by the Event Controller and Safety Officer.
* Adequate means of escape will be provided to offset crowd congestion conditions.
* Crowd movements and dynamics will be monitored from event control via CCTV and where necessary steward(s) and/or event team will be directed to respond to any concerns on the ground.
* A suitable Public Address system will be used to manage the crowd movements
* A suitable communications link shall be established between the event management team, the Gardaí and the stewards.
* Emergency egress / access routes for the emergency services will be identified in consultation with the emergency services.
  1. **NUMBER OF SAFETY AND SECURITY PERSONNEL**

The following numbers of personnel will be present at the event:

Event Controller 01

Safety Officer 01

Safety Team 04

Event Team Members 08

Chief Steward 01

Steward Supervisors 03

Stewards 50

An Garda Síochana TBC

* 1. VOLUNTEERS

There will be approximately 30 volunteers from Volunteer Ireland who will act as Event Ambassadors. Their role will primarily be dealing with customer care and information roles. They will not be involved in crowd management however they will assist in the case of an emergency evacuation.

* 1. **LOST PERSON**

If a lost person is found it is reported to event control immediately using the designated code word DELTA 1. The staff member who found the lost person should stay in location if possible, with an accompanying colleague. After 10mins the staff member along with a colleague should accompany the lost person to event control.

If a person is reported as lost this must be reported to event control immediately using the code word DELTA 2. The person who is reporting must get key details such as the person’s name, age, and description. Once the details are reported the person who takes the details should remain with the person who reported it if possible. All personnel will be informed of the lost person and must be vigilant to try and locate the person.

* 1. **VIP’s**

All arrangements for VIP and special guests will be communicated with the necessary key personnel.

* 1. **EVENT CONTROL**

Event Control will be located in the coach car park in a single storey temporary structure. Access will be restricted to authorised personnel only.

* 1. **RENDEZVOUS POINT**

The rendezvous point (RVP) for key personnel is Event Control for the duration of the event. In the event of a Major Emergency this also be the RVP for the Senior Fire, Ambulance and Garda officers, and will function in its interagency coordination role.

If Event Control is rendered unavailable, then the secondary RVP will be the Emergency Unit compound located to the back of the Paddocks on the internal road.

* 1. **BARRIERS**

There will be a combination of crowd control barriers (ccb’s), heras fencing and solid panels used throughout the site as required.

* 1. **SIGNAGE**

There will be a variety of event specific signage used throughout the site to direct attendees to key areas as well as all exits on site.

This signage will be erected by a competent contractor and positioned at the height not to cause a hazard on site.

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| 1. **STRUCTURES AND FACILITIES** |

* 1. **STRUCTURES**

All structures will be constructed and assembled by competent personnel, construction certification provided and further inspected and certified for safe use by an independent engineer.

Final details of all temporary structures will be finalised however these will include:

|  |  |  |
| --- | --- | --- |
| **Structure** | **Size** | **Supplier** |
| Marquees | Various | Byrne Marquees |
| P/A | Various | Icon Entertainments |
| Stretch Tent | 15m x 9m | Extreme Structures |
| One storey modular unit | 12.4m x 8.3m | Tall Structures |
| Gazebos | Various | Budget Marquees |
| Stage | 10m x 6m | Castle Stage |
| Barriers & fencing | Various | Temporary Fencing Solutions |

The derig of all structures will commence immediately after the event and the following days. All elements will be removed off site.

* 1. **FENCING AND BARRIERS**

Appropriate fencing and/barriers will be used to create exclusion zones to allow the contractors work in sterile areas.

* 1. **ELECTRICAL/ LIGHTING INSTALLATIONS**

All electrical equipment provided will have adequate provisions for use and suitable for outdoor environment. All cables will be adequately secured to eliminate the residual risk.

All electrical works and installations, including all temporary works, will be carried out, and certified where applicable, by a qualified competent person only. Any commissioning is done so correctly in compliance with the Code of Practise for Safety at Outdoor Pop Concerts and other outdoor music events.

All contractors, vendors, exhibitors and concessions etc will be required to have PAT certs for all electrical equipment and make these available for inspection throughout the event.

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| 1. **CONSTRUCTION MANAGEMENT PLAN** |

* 1. **EVENT BUILD**

The event build will commence on Thursday 23rd June 2022 in consultation with Fingal County Council Parks Operations. There will be a full production schedule developed and circulated to those applicable. Contractors will receive a site induction / information sheet before they commence on site.

Suitable signage will be erected to advise all applicable of activities being carried out and restricted access.

The Production / Site manager will be on site and coordinate all works and contractors. Only authorised personnel are permitted to enter the designated parts of the event site during the event build and de-rig, and full PPE will be enforced.

The build will be monitored by the Safety Officer to ensure adequate safety measures are taken however every contractor is responsible for their own team’s health, safety and welfare and must assign a specific person on site to manage this.

All activities will be scheduled and closely monitored by the Site Manager and Safety Officer. All contractors will supply a copy the following in advance of works commencing:

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| * Insurance Policy * Safety Statement * Drawings and/or technical specifications | * Risk Assessment Method Statement * Training records |

Given the nature of the site where possible materials and equipment will be unloaded adjacent to the respective area and then moved around using only a forklift or similar.

No heavy vehicles, plant or machinery is permitted to drive on any sensitive or softer grass areas and adequate ground protection will be put down before any works or unloading commences.

All personnel and contractors will be briefed on the sensitive areas on the site and briefed to avoid any tree roots and overhanging branches. The Site Manager will inspect the site daily to review for any damage.

The existing fence in the west end of the Paddocks area will be removed to allow access from the Farmers field. This will be reinstated after the event.

* 1. **DELIVERIES**

All vehicles are delivering through the main gate and larger vehicles are scheduled for early morning deliveries only. This will be communicated to the suppliers and contractors in advance.

In order to minimise interaction with the contractors and general public access will be restricted to key areas and tours of the grounds will conclude on Friday 24th June 2022.

* 1. **POST EVENT**

The event break-down commences on Monday 04th July on a scheduled basis and it is envisaged all event elements will be removed off site by Friday 08th July 2022.

All waste will be continuously removed throughout the break down phase.

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| 1. **STEWARDING PLAN** |

Pulse Security, who are experienced, insured and licensed, will provide the stewards and security for the event.

The stewarding levels and deployment plan for this event will be finalised once all activities are confirmed and following consultation with the Event Controller and An Garda Síochana. However, there will be approximately 50 stewards, 3 Supervisors and 1 Chief Steward always located through-out the event area.

All stewards and security will receive a full briefing on the event morning and will work closely in their areas with event management team.

* 1. DEPLOYMENT

The stewards will be assigned by the Event Controller to provide stewarding in the following areas:

* Zones 1-6
* Entrances points
* Intersections
* Exits
* Emergency evacuation routes
* Emergency Exits
* Appropriate locations as designated
* Any unavoidable slip/trip hazard areas

Any redeployment will be agreed between the Chief Steward, Event Controller and/or Safety Officer.

* 1. BRIEFING

The Chief Steward and Supervisors will attend a pre-event briefing and then ensure that cascade briefings are delivered to all stewards to ensure they are all familiar with their responsibilities and duties. All stewards must sign in and attend the applicable briefing.

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| 1. **MEDICAL PLAN** |

Medical provision will be supplied by Festimed. The full medical plan is included in the **Appendix VI.**

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| 1. **FIRE SAFETY** |

Dublin Fire Brigade will be informed of the event in advance, and access points throughout the site will be determined and agreed in advance of the event.

* 1. **FIRE FIGHTING EQUIPMENT**

Phoenix Fire will provide fire-fighting equipment and will be the designated Fire Marshall for the event. Their role will be as a first response to smaller fires however Dublin Fire Brigade will be contacted as well to respond to any fires.

The fire-fighting equipment will be determined once all planning has been completed and a fire safety risk assessment undertaken. The position of all fire-fighting equipment present will be highlighted to event stewards prior to the commencement of the event.

All fire extinguishers shall be in accordance with the recommendations of IS 291:2015 and manufactured to the appropriate standards of IS EN3-7 and BS EN 1869:1997 or BS 7944:1999 for fire blankets (as appropriate). All fire extinguishers will be tested within the previous twelve months and certs for the same available for inspection on site.

The Event Controller will liaise with DFB in advance of the event regarding hydrants on site.

* 1. **FIRE DETECTION AND ALARM**

The venue management are responsible for the fire detection, suppression and alarm systems as well as the emergency signage and lighting for all buildings on site. Copies of the service and maintenance records will be obtained and available for inspection on event day.

If a fire is detected on throughout the event site, the alarm will be raised through radio communications from personnel on the ground direct to event control. The event controller will respond accordingly, including directing personnel to clear the immediate are if required.

* 1. **SIGNAGE AND LIGHTING**

All temporary accommodation structures will have adequate emergency lighting and signage which will comply with IS 3217:2013+A1:2017 and be certified by the appointed electrician.

* 1. **DRAPAGE**

Any curtain, drapage and/or linings will be fire retardant with suitable certification applicable within the past 5 years.

* 1. **GENERATORS**

All generators will be diesel and provided by GH Hire who will ensure that they sited and earthed correctly. They will not be sited adjacent to any structures or buildings, and where possible there will be at least 3metre space around the generator.

Each generator will have 2 x suitable fire extinguishers located at each one provided and sited by TBC.

* 1. CONCESSION UNITS

The operators of any concession units are required to supply their own fire-fighting equipment and trained personnel to use it if necessary. Refer to **Appendix IX.**

All catering units:

* using gas fired cooking equipment will have their units sited at least six metres apart from any other units in accordance with Code of Practise for Outdoor Pop Concerts and shall adhere to the DFB/FCC Guide to Gas at Events.
* using LPG to the concession’s units must have the installation checked and certified on site by a competent gas installation engineer. The installation and all associated equipment (safety cages, hosing, chains etc) should be provided by a competent supplier and in adherence with DFB/FCC Guide to Gas at Events.
* using LPG must keep it out of reach of the public and must be stored and handled as per the guidance documents. Must not store more than 75kg at each unit.
* must always have an emergency shut off valve / switch clearly marked and accessible in the unit. All staff must be aware of the location of same.
* provide certification for all gas and electrical appliances, installations and equipment.
* must have the following fire-fighting equipment on site:
  + non cooking units
    - 1 x 2kg dry powder extinguisher and
    - 1 x 2kg CO fire extinguisher as a minimum.
  + hot food / drinks units
    - 1 x 4kg dry powder extinguisher and
    - 1 x 1m2 light duty fire blanket as a minimum.
  + If using deep fat frying equipment
    - 6 litre wet chemical extinguisher,
    - 2 x 2kg ABC dry powder fire extinguisher,
    - 1 x 2kg CO2 fire extinguisher and
    - 1 x 1.8m2 heavy duty fire blanket as a minimum.
* must train staff in emergency and evacuation procedures, fire hazards and the use of extinguishers by a competent trainer. Records of training must be available for inspection on site.
* should have all documentation, including records of such training, always kept on site during the event, failure to do so may result in not being permitted to trade

Refuse from the catering units will be removed regularly and will not be allowed to stock-pile in the vicinity of the units.

* 1. **SPECIAL EFFECTS / PYROS ETC.**

There will be no technical equipment such as pyrotechnics used for special effects during this event.

* 1. **ELECTRICAL INSTALLATIONS**

All installations will be installed and certified by a competent professional, who will certify all installations and commissioning is done so correctly in compliance with the Code of Practise for Safety at Outdoor Pop Concerts and other outdoor musical events.

* 1. **GENERAL AND COMBUSTIBLE WASTE**

General and combustible waste that is generated as part of the event will regularly be removed to a designated waste area by a designated waste management company to prevent any build up.

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| 1. **HEALTH, WELFARE and ENVIRONMENTAL PROVISIONS** |

Below are details of the health, welfare and environmental plan for before, during and after the event. Access will be provided to the Environmental Health Department and Fingal County Council to facilitate inspection and monitoring of the event.

* 1. **ENVIRONMENTAL MONITORING**

Constant and ongoing monitoring will be undertaken by all personnel pre, during and post event. This will include:

* maintaining acoustic levels to those stipulated by Fingal County Council.
* regular cleaning of litter and rubbish where practical during the event and a total clean-up of the venue after the event
* maintaining the quality of temporary sanitary provisions throughout the event
* no excess digging into the surfaces
  1. **CONCESSIONS / FOOD MANAGEMENT**

There will be several concessions on site, and these will be managed by Benson Catering. Benson will be responsible for liaising with the individual concessions and ensuring, in line with the Waste Management (Food Waste) Regulations, adequate arrangements are in place for the handling, storage, temperature control, traceability systems and disposal of all food under their responsibility. Bensons will communicate and agree the details of the food management plan with the Environmental Health Officer.

All concessions must be pre-registered with Benson and provide necessary documentation 14 days in advance of the event including:

|  |  |
| --- | --- |
| * Insurance * Electrical certs for the units * PAT certs for all electrical points | HSE Registration  Details of food safety training  Fire safety details |

Event details, and terms and conditions are provided to the concessions in advance and each concession are required to consider:

* No single-use plastics.
* Reduction in packaging from suppliers.
* Using separate bins for different waste – black, green, brown bins etc.
* Signage at each unit to promote waste reduction, reuse and recycling.
* Separating waste for recycling including food waste.

Details of proposed concessions and applicable HSE Registration will be forwarded directly to Fingal County Council Environmental Health Section and included in **Appendix XIII**.

Access for inspection purposes will always be provided the Fingal County Council Environmental Health Section throughout the event.

* 1. **WATER**

Drinking water points will be provided at 5 no. various locations on site in specific drinking units containing four-six taps per unit. A water sample will be taken 4 week in advance of the event and sent to the public analyst’s office for a full microbiological analysis.

Attendees are encouraged to use their own bottles and refill where possible however they can purchase bottled water from the concession units on site.

* 1. **SANITARY PROVISIONS**

There will be approximately 130 unisex portaloos, wheelchair accessible units and hand sanitization units provided throughout the full site. The locations of these units will be clearly signposted for the use of all attendees. In addition, there are permanent toilets in situ available for public use. Separate sanitary provisions and wash hand facilities for concession and bar staff (1:15) will be provided aside from those for general public, with restricted access to same.

These units are chemical portaloos and as such do not require connection the main foul sewer. The units are serviced, and all foul water is collected by service vehicle before separate transportation off site. All servicing will take place first thing in the morning to minimise any disruption on site. Designated cleaning personnel will be responsible for maintaining the general cleanliness and ensuring they are stocked with supplies throughout the event.

A ‘mobiloo’ unit will be located adjacent to the coach car park in the arena area. This unit is an accessible toilet with adult sized changing bench and hoist. The unit contains:

* An electric hoist
* Adult sized changing bench
* Toilet
* Wash basin
* Designated attendant
  1. **BABY CHANGING FACILITIES**

Baby changing facilities will be available at the permanent toilets in situ and the wheelchair accessible portaloos will have changing facilities within them also.

* 1. **LITTER / WASTE MANAGEMENT**

TBC will be responsible for the waste management and the waste management plan is included in **Appendix XII.** They will be on site pre, during and post event to collect and remove general litter and catering refuse to avoid a build-up of material. This year there will be additional information signage to encourage waste reduction, reuse and recycling by everyone including attendees, exhibitors, suppliers, sponsors and personnel (etc). involved

There are permanent bins located in situ in the Demesne and further to these there will be additional waste bins (receptacles) placed by TBC throughout the event space to elevate the additional litter and waste.

Different waste receptacles that will be clearly labelled (black, green, brown bins etc.) will be provided to encourage people to segregate their waste. These bins will then be segregated into either a rear end loader truck, food compost truck and skip for any larger materials on site.

All personnel will be briefed to monitor litter and report any areas that require attention, and this year there will be a dedicated recycling team on site who will ensure that waste is disposed of correctly.

* 1. **LOST PROPERTY**

Any items found on site will be brought to event control and kept here for the duration of the event. After the event all items will be kept by the FCC Event Team for approximately one week. All valuables and/or car keys will then be given to Swords Garda Station.

Any reports of lost items will be communicated to all applicable personnel via event control. Full details of the person reporting the item will be taken and relayed to event control.

* 1. **NOISE**

All noise generated by the event will be for a limited period only and given the size of the site should dispel and not cause any unreasonable disturbance to any nearby premises. Any requests to officially measure sound levels will be done in accordance with ‘ISO 1996-1:2007: Acoustics – Descriptions and measurement and assessment of Environmental Noise’.

* 1. **VIBRATION**

There are no elements of the overall event that gives rise to any exposure to vibration.

* 1. **DAMAGE TO PROPERTY**

Due to the nature of the event, any equipment being used and the clear operating procedures it is not anticipated that any long term or permanent damage to the property, facilities or amenities in the area or event space will arise. All and any protected or sensitive structure will be restricted.

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| 1. **TRAFFIC MANAGEMENT PLAN** |

The overall traffic management plan (TMP) has been developed in consultation with An Garda Síochana, Fingal County Council’s Events Office, Operation Department, Traffic Section and the NTA.

Freeflow Traffic Management (FFTM) have developed a comprehensive plan for the external traffic diversions and will implement this as agreed on event days. Marathon will manage all event internal traffic management.

* 1. **CONSULTATION**

Consultation has occurred with the following during pre-event planning:

* Fingal County Council
* An Garda Síochána
* HSE
* Dublin Fire Brigade
* NTA
* Transport Infrastructure Ireland (TII)

A number is stakeholder meetings have occurred with these parties specifically regarding TMP. Any further amendments and/or revisions will be communicated in advance to the relevant stakeholders and Statutory Agencies to ensure all details are understood and implemented.

The TMP will be implemented as agreed at the event however may be amended if necessary, throughout the event. Any amendments will be made by the TM team in consultation with the Event Controller, An Garda Síochana and Fingal County Council’s Operation Department, Traffic Section.

* 1. **ROAD DIVERSIONS**

Please refer to **Appendix VIII** for details of all road diversions. FFTM will manage the traffic movement at pre-determined significant points on the public road, and An Garda Síochana will monitor and respond as required

Experience in 2019 established that with adequate communications and management in place it is not envisaged that the event traffic will adversely impact the normal flow of local traffic on public roads for long periods of time.

* 1. **PARKING**

Attendees will be encouraged to cycle, use the shuttle bus service, public transport and/or carpool where possible. All details will be communicated in advance through leaflet drops and social media.

There will be parking available in the Green, Blue, Brown and Purple car parks on site and these will be operational and manned. Please refer to **Appendix I** for drawings of same. Pre book tickets for parking will available from <https://flavoursoffingal.ie/parking/> and offered at an early bird rate.

Access for event vehicles will be through Turvey Avenue, Cobbs Lane and into respective car parks as available.

Parking arrangements for all personnel on site, including exhibitors, sponsors, VIP’s, relevant stakeholders and Statutory Agencies etc. will be communicated to the relevant people in advance of the event and where required an event vehicle pass will be issued.

All car parking elements will be managed by marathon who have experience in managing similar events in previous years and will have approx. 25 staff on site specifically for this role.

* 1. **PUBLIC TRANSPORT**

One objective of the event is to encourage the attendees to avail of public transport and minimise congestion on the public road. A detailed plan has been established and includes the use of cycling, shuttle buses, buses and trains to facilitate attendees coming to the event.

Details from the relevant transport operators (Ianród Eireann, Go Ahead Ireland and Dublin Bus can be accessed live on:

* https://journeyplanner.transportforireland.ie/nta/XSLT\_TRIP\_REQUEST2?itdLPxx\_template=odvbox&language=en
* http://www.irishrail.ie/media/4.\_18.\_dart\_commuter.pdf
* http://www.irishrail.ie/media/15\_dublin-dundalk.pdf
* https://www.goaheadireland.ie/services/33b?date=2019-06-12&direction=outbound
* http://www.dublinbus.ie/Examples/Google-Map/?routeNumber=33D&direction=IO&towards=Portrane&from=Custom+House+Quay+%2f+St.+Stephens+Green

As part of the stakeholders meeting the following arrangements were agreed with NTA and these arrangements were confirmed following the Statutory Agencies meeting:

* NTA will assess the demand and if required organise for additional services for both Iarnrod Eireann, Dublin Bus and Go-Ahead Ireland.
* NTA will have a designated member of staff present in event control on both event days who can respond and activate additional services if required.
  1. **EVENT TRANSPORTATION**

Dedicated event buses and respective collection points have been established and organised with Marathon Travel, who will manage all the logistics regarding the same. Please refer to **Appendix X** for details of same. Pre book tickets for parking are available from https://flavoursoffingal.ie/shuttle-bus/ and capacity will be managed accordingly.

There will be designated queuing arrangements at each collection point that will be managed by a specific steward for the duration of the service. It is envisaged that these arrangements will not impact on regular public and/or shuttle bus collection points.

All arrangements have been clarified and confirmed with the NTA, in particular the details regarding collection points. FCC and NTA will continue to communicate regarding the demand throughout the planning stages of the event*.*

* 1. **EMERGENCY SERVICES**

Emergency vehicles will be able to access via the main access gate and Kilcrea Gate. Please refer to **Appendix I** for details of same. These routes and access to same will be signposted, manned at all times and kept clear from obstructions.

All arrangements for emergency services will be specifically communicated to the emergency services pre-event and all parties are invited to visit the site pre-event to determine appropriate options.

* 1. **CONCESSIONS**

Details of all concession units will be pre-approved, and all units will be sited the days before the event on a scheduled basis only and under the control of the Site Manager. All units must be stocked and functional by 08:00hrs on 2nd July 2022 and all stock vehicles removed from site.

* 1. **EVENT SERVICES TRAFFIC**

All event build works will have a site and activity specific method statement and risk assessment on which vehicles and transportation requirements will be addressed and agreed in advance of the event. From this a clear and comprehensive schedule will be developed in consultation FCC Parks team on site.

* 1. **SIGNAGE and LIGHTING**

All advanced warning signs, notification signage and parking restriction notification will be erected at least seven days in advance of the event.

Clear signage in the form of VMS and traffic signs will be erected pre-event giving directions for traffic as well as entrance arrangements for attendees as agreed with An Garda Síochana and TII.

All signage will be removed promptly after the event and no later than 7 days post event.

As the event is held during daylight hours it is not envisaged that additional lighting at access and egress points is required, however weather conditions will be monitored and if circumstances dictate it then light towers will be installed in these locations pre event.

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| 1. **CONTROL AND COMMUNICATIONS** |

* 1. **EVENT CONTROL**

Event Control will be in the coach car park in a specifically built single storey temporary structure. Access will be restricted to authorised personnel only.

Access to the event control room will be strictly limited to the following:

* Event Controller
* Safety Officer
* Gardaí in charge
* Senior Medical Personnel
* Technical Support
* Fingal County Council
* Any or all persons that the event controller deems necessary

Under normal operating circumstances, at times the above listed personnel may be within the event control room, however it may be deemed suitable at times that some key personnel are located at various points on site.

In the event of a major emergency Event Control becomes the initial Coordination Centre with the involvement of all statutory bodies and as per the FCC Major Emergency Plan.

* 1. **RADIO COMMUNICATIONS CHANNELS**

A multi-channel UHF radio system will be provided for this event and will be monitored and routed through Event Control as necessary.

Radios will be allocated to key personnel as well as key locations and the radio allocation will be maintained in event control.

* 1. **PA SYSTEM**

There will be a public address system in use throughout the event space and in addition, there will be megaphones available at key areas to assist in an emergency or in the case that the PA system fails.

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| **SECTION II** |

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| 1. **RESPONSIBILITIES AND DUTIES** |

* 1. **EVENT CONTROLLER**

The responsibilities of Event Controller include:

1. having overall responsibility for the management of the event;
2. being involved in the planning meetings with the relevant authorities, i.e. Local Authority, An Garda Síochana, Health Service Executive, etc.;
3. ensuring the provision of adequate stewarding for the event;
4. remaining in constant contact at the area before, during and after the event; and
5. contributing to a post event meeting on the event.
   1. **EVENT SAFETY OFFICER**

During the event the Event Safety Officers will;

1. ensure that the safety details and conditions agreed for the holding of the event are implemented, and the site layout and safety arrangements are in accordance with specifications and agreements, insofar as they impinge on safety matters;
2. to prepare and deliver a structured briefing to stewarding personnel;
3. be present during the event to ensure that the safety details and conditions agreed for the holding of the event are applied and adhered to;
4. manage crowd movement to prevent any crushing or overcrowding
5. respond to and manage any incident/accident regarding safety matters;
6. evaluate the efficiency of the safety arrangements; and
7. contribute to a post event meeting on the event.
   1. **SAFETY TEAM**

During the event the safety team will:

1. be present in the designated zones and ensure that the safety details and conditions agreed are applied and adhered to:
2. ensure the layout and safety arrangements are in accordance with specifications and agreements, insofar as they impinge on safety matters;
3. be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics;
4. be fully familiar with the event layout, where facilities are located and means of escape and evacuation procedures in the event of an emergency;
5. ensure that radios used for communication and loudspeakers among stewards are operational;
6. know in detail the site emergency plan (including the evacuation plan and emergency procedures) and how it is intended to implement it.
7. ensure all stewards and volunteers are fully briefed and aware of their respective roles
8. manage crowd movement to prevent any crushing or overcrowding
9. respond to and manage any incident/accident regarding safety matters;
10. maintain contact with and reporting directly to the Event Controller and Safety Officer.
    1. **EMERGENCY CONTROLLER**

In the event of an emergency the Event Controller will transfer control to the Senior Garda Officer, Senior Fire Officer, or Ambulance officer present (as applicable) who then take on the role of Emergency Controller and initiate the Emergency procedures if required.

* 1. **CHIEF STEWARD**

The responsibilities of the Chief Steward are to:

1. maintain a secure and safe environment within the perimeters of the event with overall responsibility for stewarding for the event;
2. be conversant with safety procedures and Codes of Practice, ensuring that any breach of these regulations are brought to a safe conclusion;
3. ensure that steward supervisors are adequately briefed and knowledgeable of all arrangements;
4. ensure that all stewards have received a full briefing and are in position for the start of the event;
5. co-ordinate the duties of all stewards;
6. be fully familiar with the event layout, where facilities are located and means of escape and evacuation procedures in the event of an emergency;
7. monitor all incidents and respond accordingly if and when required;
8. maintain contact with and reporting directly to the Event Controller and/or Safety Officer;
9. deploy and control stewards as necessary to deal with situations as they arise;
10. ensure that stewards are observing exits, entrances, and key points where control is most needed particularly at all barriers;
11. be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics;
12. know in detail the site emergency plan (including the evacuation plan and emergency procedures) and how it is intended to implement it;
13. in the event of an emergency, ensure stewarding personnel are aware how to carry out role identified within the Emergency Procedures and assist the emergency services as required;
14. in the event of a serious accident/incident involving members of the public inform the event controller and act to resolve the problem; and
15. to undertake any other relevant duties as applicable to their role within the event.
    1. STEWARD SUPERVISORS

The steward supervisors will be responsible for:

1. stewarding within the zone;
2. briefing of stewards before duty commences;
3. deploying stewards within their zone;
4. maintain contact with and reporting directly to the Chief Steward;
5. be competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics;
6. be fully familiar with the event layout, where facilities are located and means of escape and evacuation procedures in the event of an emergency;
7. ensure that radios used for communication and loudspeakers among stewards are operational;
8. deploy and control stewards as necessary to deal with situations as they arise;
9. know in detail the site emergency plan (including the evacuation plan and emergency procedures) and how it is intended to implement it.
   1. **STEWARDS**

Stewards will be responsible for;

1. ensuring that the public are safely accommodated within the viewing / circulation areas in a planned manner, to ensure the safety and comfort of all patrons at the event;
2. be courteous and provide information to the general public and give assistance if required;
3. be aware of the position of fire-fighting equipment and arrangements for medical facilities, first-aid and ambulances;
4. be familiar with the Site Emergency Plan including the Evacuation Plan, their part in its operation and specified duties to be undertaken in an emergency;
5. give immediate access to Gardaí and other emergency services in the event of an emergency;
6. be positioned at all key points (including sterile areas, emergency access routes etc.) where control is needed;
7. control and / or direct attendees who are entering or leaving the event and help achieve an even flow of people as directed;
8. be competent to recognise crowd densities, signs of crowd distress and crowd dynamics to help ensure safe dispersal of attendees and ensure there is no overcrowding in any part of the event;
9. exercise proper control over the attendees: their primary duty is to take care of, assist and not to use excessive force in dealing with any member of the public;
10. ensure that emergency access routes and emergency egress routes are always kept clear and free from obstruction as directed;
11. prevent any climbing on fences and other structures; if in difficulty they should immediately contact the Supervisory Steward or a Garda;
12. patrol the event and its surrounds to deal with any emergencies e.g. raising alarms or tackling early stages of fire or tackling early stages of fire if trained to do so;
13. assist Gardaí with crowd control as requested;
14. when requested assist at barriers and giving information to patrons approaching the event;
15. investigate promptly any disturbance or other incident coming to notice;
16. report immediately to her / his Supervisory Steward or Garda, if any fire or other emergency comes to notice;
17. be capable of recognising potential hazards and suspect packages and reporting such findings;
18. report to the Steward Supervisor or Chief Steward, if any damage likely to cause injury or danger to persons in attendance comes to notice;
19. assist lost children as per procedure.
    1. **STEWARD DEPLOYMENT**

Stewards will be positioned at key areas and redeployed by the Chief Steward as required.

* 1. **STEWARD PRE-EVENT BRIEFING**

Before the event a briefing will be given to the stewards as to the duties etc. required and any changes, call signs, special events, locations of static points, medical posts firefighting equipment etc. The briefing will include;

* Expected attendance and any special security requirements
* Arrangements for the safe management of the event
* Emergency Procedures and all contingency plans
* Deployment of staff and details of specific roles

A4 maps will be given to each steward and an overall map of the event will be also available.

All Supervisors will be issued with an instructional pack which will include the following;

* Copy of maps showing Event Site Layout, Traffic Management Plan Map, position of static stewarding posts, fire extinguishers, medical posts etc.
* Copy relevant sections of Event Management Plan and Event Stewarding Plan which include the duties required from stewards.
* Steward Supervisors are required to make all their allocated staff fully familiar with all documents and to have received training in the use, type and operation of all classes of fire extinguishers and communications.

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| 1. **RISK ASSESSMENT** |

An initial risk assessment has been undertaken and provisional agreement was reached regarding the location and layout for the event as discussed above.

As the planning progresses the risk assessment will be developed to ensure all applicable hazards are identified, the risks assessed, and suitable controls established using the hierarchy of controls and consideration of design, information and management to try to eliminate or at least minimise the risk. The findings of the risk assessment will be continuously updated and documented on the worksheets.

It is noted that the risk assessment undertaken in connection with this event management plan does not extend to assessing the risks arising from or to structural elements of the event space i.e.;

* pavements and kerbs in situ
* underfoot cobble stones
* foot bridges
* walls
* premises/ buildings/sites adjacent to Demesne
* permanent or not event fencing and railings
* street furniture
* fire/explosion/toxic risks from such premises/sites
* risks of building elements on the public
  1. **Risk Ratio Matrix**

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| --- | --- | --- | --- | --- |
| **Factor** | **Likelihood** | **Guidance / Description** | **Consequence** | **Guidance/Description** |
| 1 | Improbable | Loss, accident or illness could only occur under extreme conditions. Situation well  managed, and precautions taken. | Minor –  Minor Accident/Injury | Minor injuries, scratch, bruise, no lost time other than first aid. |
| 2 | Low | Situation generally well-managed, occasional lapses. Ee’s are well trained and  required to behave safely in order to protect themselves. | Low –  Lost Time Accident | Significant but temporary injuries, sprains, lacerations. |
| 3 | Medium | Insufficient controls in place. Loss may occur during emergencies or non-routine  conditions. | Medium –  Reportable Accident | Temporary disability or damage |
| 4 | High | Serious failures in controls. Human behaviour could cause an accident, generally  with other factors. | High –  Severe Accident /Injury | Permanent disability, loss or limb  /sight/hearing, and/or death. |
| 5 | Almost  Certain | Absence of any controls. If remains unchanged almost certain to be an accident. | Major –  Fatality | Death to one or more. Loss or damage that could cause  Serious business disruption structural damage or fire. |

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|  | **LIKELIHOOD** | **CONSEQUENCE** | | | | | |  | **Controls** |
|  | **1** | **2** | **3** | **4** | **5** |  | **1-7 = Low Risk - Tolerable** |
| **1** | 1 | 2 | 3 | 4 | 5 |  | **8-15 = Medium - Apply Judgment** |
| **2** | 2 | 4 | 6 | 8 | 10 |  | **16-25 = High - unacceptable risk, reduce** |
| **3** | 3 | 6 | 9 | 12 | 15 |  |  |
| **4** | 4 | 8 | 12 | 16 | 20 |  |  |
| **5** | 5 | 10 | 15 | 20 | 25 |  |  |

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| 1. **EMERGENCY PLAN** |

* 1. **DEFINITIONS**

A ***serious incident*** can be defined as a circumstance or potential circumstance which has caused or may cause serious injury or damage however can be managed by the resources on site such as stewards/security, medical and/or An Garda Síochana. Examples include:

* Outbreak of fire
* Crowd disturbance
* Medical incidents

A ***major emergency*** can be defined as circumstance or potential circumstance which has caused or may cause serious injury and/or loss of life. Examples are;

* Spread of fire
* Serious Crowd Disorder
* Explosion or bomb threat
* Structural or building Collapse
* Hazmat or toxic spill

Under a Framework for Major Emergency Management a Major Emergency is defined as

*“any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principle emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilization of additional resources to ensure an effective, coordinated response”*

* 1. **PURPOSE**

The purpose of the major emergency plan is to outline the procedures to be adopted in the event of an major emergency declaration, within the confines of the location during the event.

The Emergency Controller is the Senior Garda Officer present who shall take control over the entire operation unless or until the circumstances of the emergency dictate otherwise, i.e. a major fire would be taken in charge by the Senior Fire Officer present.

* 1. **ACTIVATION OF EMERGENCY PLAN**

During all normal operations, control of the event rests with the Event Controller. If an emergency arises, the Event Controller in consultation with the event Safety Officer and Senior Garda Officer present will decide whether it is designated as a major or a minor emergency. A major emergency exists when it is apparent that any of the normal services for crowd control and safety as well as first aid are about to be overwhelmed and major external assistance is required.

Once a major emergency (actual or potential) is identified the Event Controller will hand over responsibility to the Senior Garda who shall resume control as the Emergency Controller, pre-established in the Statement of Intent.

* 1. **EMERGENCY CONTROLLER**

The Emergency Controller shall take control over the entire operation unless or until the circumstances of the emergency dictate otherwise, i.e. a major fire would be taken in charge by the Senior Fire Officer present. In this event the Emergency Controller would be responsible for keeping the emergency area clear.

* 1. **LOCATION OF EMERGENCY**

The location of the actual emergency must be clearly identified by the event controller before deciding which options in the emergency plan are to be activated.

* 1. **FACILITIES**

The Event Controller shall ensure that all facilities and staff required for the emergency are made available.

* 1. **EVACUATION**

If the Emergency Controller considers that a full (or at least substantial) evacuation is required, he/she will inform the Event Controller and Event Safety Officer, who will assist with the management of the evacuation. This decision can only be takenon the occurrence of an agreed major emergency. All patrons will be directed away from the emergency towards the nearest emergency route which will be clearly marked and manned.

* 1. **EMERGENCY ACCESS ROUTE**

All responding emergency vehicles will access via the most appropriate access route, depending on the emergency and its location. There will be regular communications with event control to allow for adequate support for access from event personnel.

The designated emergency access routes are agreed between the relevant parties and will be communicated to all applicable parties at the event day briefing.

All road diversions will be maintained while allowing unrestricted access to emergency vehicles. Caution must be exercised by emergency vehicles as the event space may still be crowded with attendees including children.

Gardaí and stewards will maintain that emergency vehicle access is kept clear, within the location perimeters, during the event and pending the arrival of emergency services.

* 1. **FUNCTIONS**

The functions of the Local Authority, the Gardaí and Health Service Executive in the event of an emergency at the event are in accordance with those set out below. Generally, the emergency service’s Major Emergency Plan will be produced by Gardaí, Emergency Planning Office, Fire Service and Ambulance Service.

* + 1. **The Event Organisers**

The functions of the Organiser shall be:

1. To place all facilities in the location at the disposal of the Emergency Controller;

2. To provide areas suitable for collection of casualties, first aid treatment etc;

3. To provide drawings of the location to the Emergency Controller;

4. To place all available personnel at the disposal of the Emergency Controller.

* + 1. **Gardaí Síochana**

The Gardaí shall carry out their functions in accordance with the provisions of the plan and in addition they shall operate in accordance with their own codified instructions:

1. Activation of the plan;
2. Maintenance of law and order;
3. Evacuation;
4. Traffic and crowd control;
5. Preservation of scene and collection of evidence;
6. Arrangements in respect of the dead;
7. Provision of a casualty information service at the site;
8. Establishment at the site of an information centre for use by the agencies responding to the emergency;
9. Securing the location and layout thereof and controlling access thereto;
10. Exercise of certain functions pending a local authority response to an emergency;
11. Informing the public as necessary and on the advice to the competent authorities of actual or potential disasters arising from the emergency.
    * 1. **Local Authority**

Local Authority services shall carry out their functions in accordance with the provisions of the plan, and in addition, the Fire Brigade shall operate in accordance with Brigade orders and other Local Authority services in accordance with the operational instructions:

The Local Authority shall carry out the following functions:

1. Activation of the plan;

2. Extinction of fires;

3. Containment, neutralisation and clearance of chemical spills and emissions;

4. Protection of rescue of persons and property;

5. Maintenance of local authority services (e.g. roads, fire cover, and protection of water supplies) during the emergency;

6. Provision of access to the site of the emergency;

7. Forensic support for Gardaí;

8. Advise on evacuation;

9. Accommodation and welfare of evacuees and persons displaced by the emergency;

10. Site clearance, demolition, clean-up operations, removal and disposal of debris;

11. Provision of food and rest facilities for personnel responding to the emergency;

12. Control and direction of activities of all agencies within the “Danger Area” at an emergency.

* + 1. **Medical Services**

Festimed shall carry out their functions in accordance with their own operational instructions. If the HSE needs to be involved, they shall carry out the following functions:

1. Activation of their medical plan;

2. Overseeing the provision of all health services;

3. Provision of medical advice and assistance;

4. Assessment of casualties and determination of priorities for their evacuation;

5. Casualty evacuation and ambulance transport;

6. Certification of the dead and provision of forensic support for the Gardaí;

7. Co-ordination of the provision of first aid together with basic life support and treatment at the scene if required.

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| 1. **EMERGENCY PROCEDURES** |

* 1. **STOPPING OPERATIONS**

Every effort will be made to ensure that operations proceed smoothly, it is imperative to plan for all unforeseen circumstances in order to ensure public safety. It may be necessary to stop, curtail or limit the event in the interest of safety. If an event must be stopped, curtailed or limited, it will only occur upon the direction of the Event Controller.

There are certain factors that will be considered when deciding to stop, curtail or limit an event these are as follows:

* Advice from the Safety Officer
* Advice from the Chief Steward
* Advice from the statutory agencies
  1. **FIRE**
* The staff member who discovers or is informed of a fire outbreak will immediately inform his/her Supervisor, who will advise event control stating the location and source of the fire;
* The immediate area will be cordoned off and all persons present moved from the area;
* The fire safety personnel will respond and manage the fire using the appropriate fire extinguishers, if safe to do so.
* The event control will:
  + Ensure that a call out is sent to the Fire Brigade if necessary.
  + Send out a radio alert to all supervisors (AMBER) signal using designated code word ‘Delta 3’
  + Supervisors in all areas will ensure that all exit routes are clear (e.g. stopping people converging into routes) and that stewards are put on standby for clearing queues.

**NB**: Upon transmission of the fire outbreak message, all unnecessary radio communication must cease until the emergency is over.

* If the fire is not serious or is a false alarm, event control, following consultation with the Event Controller and Safety Officer (and senior Garda / Fire Officer present), will issue the stand down radio message
* If the fire is serious, event control, following consultation with the Event Controller and Safety Officer (and senior Garda / Fire Officer present), will instruct that the area(s) at risk (i.e. part of site – full site evacuation may not be necessary) be evacuated following the Evacuation Procedures.
  1. **CROWD DISTURBANCE**
* The Supervisor in the area of concern will immediately inform the Chief Steward, seeking reinforcements if necessary.
* The Event Controller / Chief Steward will instruct appropriate additional personnel to proceed to the area.
* In the event of a crowd disturbance getting seriously out of control, the Event Controller / Emergency Controller and the Safety Officer will instruct the designated M.C. to proceed to the seating area and make the following emergency announcement in a calm and controlled voice:

*“Ladies and Gentlemen this is a security announcement. Due to crowd difficulties at............ We are temporarily stopping the event. In the interest of safety, please move away from (specify area of disturbance .....) and follow the instructions of security staff. As soon as the situation is back to normal we will restart the event”.*

* 1. **EVACUATION PROCEDURES**

If evacuation is necessary due to a serious fire or other emergency, the procedures are:

1. Event control will make the radio announcement to all supervisors using the appropriate code word.
2. Supervisors will initiate evacuation of their area in a calm and professional manner to prevent panic movements and potential crushing
3. Designated M.C. will make the following announcement in a calm and controlled voice:

*“Ladies and Gentlemen this is a Security Announcement. Due to circumstances beyond our control we are evacuating the (specify area of the site ..................). Will you please vacate this area immediately and follow the instructions of the security staff who will direct you to a safe area. Please leave quietly and without delay”.*

NOTE: The announcement is to be repeated continuously until evacuation is well underway. The M.C. may be instructed by event control, the Chief Steward or Safety Officer to alter the content of the announcement to deal with the circumstances, e.g. direction of people away from or towards particular exits.

1. On hearing the evacuation announcement all personnel, under the direction of their supervisors, will direct and assist in the evacuation of patrons from the site (or part of the site as appropriate).
2. Stewards and/or security personnel on the perimeter of the location are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
3. Stewards and/or security personnel manning barriers exit routes are to immediately and safely remove these barriers and appropriately secure them.
4. The Chief Steward in consultation with the Emergency Controller is to monitor progress of the evacuation by radio contact with the Senior Stewards and is to issue additional instructions as necessary.
5. In the event of a total evacuation of the site being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.
6. After evacuation all personnel will report to their immediate supervisor

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| 1. **CANCELLATION POLICY** |

* 1. **PRE-EVENT**

In case of cancellation the Event Controller will inform all key personnel and statutory agencies and the communication plan will be activated to contact external parties. Event control, on direction from the Event Controller will

* inform all senior personnel of the cancellation who will in turn ensure that stewards and security are briefed before initiating cancellation;
* instruct the PA announcer to make the following announcements informing any public who may be present - ‘Ladies and gentlemen, we regret that for reasons beyond our control, today’s event has been postponed/cancelled. We apologise for any inconvenience. Thank you for your support and patience’. This announcement should be repeated at regular intervals.
* send out a radio alert to all personnel that the event is being postponed/ cancelled
* assign some first aid personnel to the key areas
* monitor any areas where patrons have gathered.
* provide information to Security Supervisors relating to the event
* notify the Gardaí if any crowd disturbances arise.

Stewards and/or security will adopt the following procedures:

* Prohibit admittance to the location;
* Keep emergency routes clear;
* Advise patrons to make their way home;
* Remain courteous to patrons and provide information to them when requested.
  1. **DURING THE EVENT**

In case of cancellation the Event Controller will inform all key personnel and statutory agencies and the communication plan will be activated to contact external parties. Event control, on direction from the Event Controller will;

* Send out a radio alert to all supervisors that the event is being postponed/cancelled and that all exit routes are to be cleared;
* Instruct the designated PA announcer to make an announcement over the P.A. system as follows: ‘*Ladies and Gentlemen, we regret that for reasons beyond our control, today’s event has been postponed/ cancelled. We apologise for any inconvenience. Thank you for your support and patience*’. This announcement should be repeated at regular intervals;
* Provide information to all supervisors
* Assign some first aid personnel to the perimeters of the location;
* Notify the Gardaí if crowd disturbances arise.

All key personnel will supervise and assist;

* Cease all further admittance of patrons into the location;
* Manage crowds to ensure a calm and control egress and avoid contra-flows forming;
* Instruct concessions to shut down;
* Remove all barriers and begin an ‘orderly’ egress of patrons;
* Remain courteous to patrons and provide information to them when requested;
* Keep emergency routes clear.

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| 1. **CONTINGENCY PLANS** |

Various external factors may encroach on the overall operation of the event. In order to minimise interruption to the event the following plans will be put in place:

* 1. **FAILURE OF EQUIPMENT**
* The contractor will carry out pre-event inspections early to determine all equipment is working correctly and report to event electrician if attention is needed. The Event Controller will decide promptly to replace if repairs are not successful.
* All applicable personnel will set up the crowd control barriers in advance of the event to establish that all are sufficient to use with general public. Take out of use any which may cause further hazards.
* The Safety Officer will visually inspect all temporary structures, check submitted paperwork and consult with the independent engineer.
  1. **DELAYS**
* The Event Controller will try to ensure that there are no delays to the start time however will have key personnel briefed in case.
* The Event Controller will communicate with the Senior Garda Síochána present to establish assistance if required.
  1. **SHORTAGE OF PERSONNEL**
* The Chief Steward will complete a head count at the briefing and report any shortages. If applicable the Chief Steward will organise for additional external personnel to be directed to the event and will continue to trouble shoot. There is a contingency of 10% with all personnel
* Personnel will be redeployed if necessary

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| 1. **WEATHER PLAN** |

Given the ever-changing weather conditions that Ireland has experienced in recent times, and the previous 12 months, the weather plan has been reviewed and extended to ensure adequate measures are in place for the safety of the event personnel, attendees and participants.

The event is outdoors and therefore exposed to all the weather elements. There are no facilities specifically for shelter provided by the event organisers. Stewards will be briefed to assist where possible and without endangering themselves

* 1. **PRE-EVENT**

The wind rating on all structures will be established pre-event with all the suppliers and an action plan developed. The wind will be monitored using a wind station on site and monitoring adequate weather apps.

Davis Events will monitor the forecasts and communicate directly with Met Eireann if required to establish the most accurate forecast, and to take guidance from the advisory service available.

* 1. **DURING THE EVENT**

Weather conditions will be continuously monitored and noted. If adverse weather conditions occur the Event Controller, in consultation with the Safety Officer and Chief Steward, will decide if the event should be temporarily postponed or cancelled.

In the event of extreme conditions, sudden heavy rain or wind etc the following will occur:

* Event Control will communicate with the Event Manager and advise of actions
* Stewards and event team will direct attendees away from any temporary infrastructure and advise to take shelter where possible
* Festimed will review and communicate with NEOC if required
* Emergency announcements will be made to advise attendees to evacuate the area as required.

Event control will continue to monitor the conditions and when safe to do so the Event Controller will decide if the event can resume or to cancel completely.

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| 1. **TESTS AND INSPECTIONS** |

The Safety Officer will ensure that the following matters are attended to;

* 1. **PLANNING**

1. In consultation with the Event Controller ensure that all Statutory Agencies are aware and agree to all the event arrangements in advance
2. Manage all contractors and ensure adequate provisions, arrangements and documentation is in place regarding safety.
3. Ensure all event build in carried out adequately, all documentation is supplied and where required that all structures and installations are certified for use.
   1. **PRE-EVENT**
4. Ensure that enough numbers of trained stewards, security and first-aid staff
5. Ensure that first-aid and firefighting equipment is present as per the required level**.**
6. Check that all signage is in place;
7. Check that all entry/exit routes are clear of obstruction and free from trip hazards, that surfaces are satisfactory and that all such routes can be safely and effectively used;
8. Check the operation of all exits routes, including mechanisms securing them, to ensure that they can be opened immediately in an emergency;
9. Test all emergency lighting, generators (including emergency stop procedures), public address and other communication systems 24 hours before the event;
10. Check that the ground does not contain any accessible items which could be used as missiles;
11. Check that there are no accumulations of combustible waste and ensure the removal of any hazardous materials from the premises and if possible, make sure they are safely stored away from public areas.
    1. **DURING THE EVENT**
12. Monitor the crowd and crowd movements to ensure no overcrowding
13. Respond to any incidents or accidents
14. Monitor the location for signs of any damage which might create a potential danger to the public and take remedial action, paying attention to the condition of exit ways;
15. Inspect the ground to ensure that there are no accumulations of combustible waste;
16. Check fire protection equipment and systems and other critical electrical installation.
17. Check there is no accumulation of combustible wastes or other risks/obstructions in escape routes
18. Check that exit routes are being kept free of obstruction;
19. Check that stewards and/or security are undertaking their duties to:
20. Keep designated areas clear;
21. Prevent overcrowding in any part of the event space;
22. Man all exit routes
    1. **POST EVENT**
23. Monitor egress and ensure that all patrons exit from the area;
24. Supervise the event disassemble and ensure all materials and waste is removed from the location;
25. Ensure that all documentation has been completed adequatley and returned to event control;
26. Ensure the location is returned to pre event condition;
27. In consultation with the event controller activate the road to be re-opened