

Event Management Plan

REV001



Flavours of Fingal County Show 2024

Date: 29th & 30th June 2024

Location: Newbridge House, Donabate

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EVENT SUMMARY

Event	Flavours of Fingal County Show
Location	Newbridge House, Donabate
Date	29 th & 30 th June 2024
Show Time	11am-6pm
Nature of Event	County & Family Show
Key Stakeholder	Fingal County Council
Event Managers	Fingal County Council
Event Safety	NOC Consultancy
Event Medical	TBC
Event Stewarding	TBC
Event Security	TBC
Traffic Management	TBC
Fire Prevention	TBC
Key Elements	<p>Zone 1- County Show</p> <p>Zone 2- Paddocks Area</p> <p>Zone 3- Walled Garden</p> <p>Zone 4- Front of House</p> <p>Zone 5- Living History</p> <p>Zone 6- Equestrian</p>
Primary Stakeholders	<ul style="list-style-type: none"> ▪ Fingal County Council Events Office ▪ An Garda Siochana ▪ FCC Operations ▪ Fingal Farmers Group ▪ Fingal Harriers ▪ NTA

1.0 INTRODUCTION

This Event Management Plan (EMP) outlines the details and key responsibilities for the Flavours of Fingal County Show to be held on 29th & 30th June 2024 and is the primary document for the planning and management of the event. The document will be circulated to all stakeholders in advance of the event and will serve as a referencing tool for clarification and agreement.

The planning of the event is subject to change as to this EMP, up to and including the day of the event. Where possible any changes will be updated in subsequent versions and circulated, however in the event of late changes stakeholders should check the REV version for the most up-to-date version of the document.

REVISION

This is REV001 of the Event Management Plan for Flavours of Fingal 2024. See Previous versions below:

REVISION	DATE	AUTHOR
REV001	09/01/2024	NOC Consultancy

1.2 EVENT ORGANISERS

The organisers of this event are Fingal County Council. The Author of this Event Management Plan is NOC Consultancy.

Details are as follows:

ADDRESS	KEY CONTACTS	CONTACT DETAILS
Fingal County Council	Paul Barnes	087 285 3620
NOC Consultancy	Neil Kennedy	087 191 5698

1.3 APPOINTED ROLE

For this event, NOC Consultancy has been engaged to provide all safety documentation for the event. NOC will provide Safety personnel and the Safety Officer role for the event.

EVENT MANAGEMENT PLAN

This EMP has been prepared in accordance with appropriate Legislation, Regulations, Guidelines, Codes of Practice, and Bye-Laws and includes the following fundamental components:

- Event Information
- Medical and stewarding plans
- Crowd safety and management information
- Emergency and contingency plans

SENSITIVE INFORMATION

Aspects of the planning and management of this event may involve confidential and/or sensitive information, such information will not be shared with unauthorised persons or the general public. Where needed information may be omitted from this document for safety or security reasons. In cases such as this, all pertinent information will be shared with key personnel.

1.4 CONSULTATIONS

Throughout the planning of this event, consultations are ongoing between FCC, NOC, and the following:

- | | |
|-------------------------|-------------|
| • Fingal County Council | • Residents |
| • An Garda Síochána | • Business |
| • HSE | • DFB |

1.5 MEETINGS

The planning of this event has been in partnership with Fingal County Council Events Office, NOC, and other key stakeholders. Planning will remain ongoing with site visits and in-person meetings as part of the process. A full list of meetings will form part of the revision REVFINAL of the event plan.

1.6 EVENT MANAGEMENT

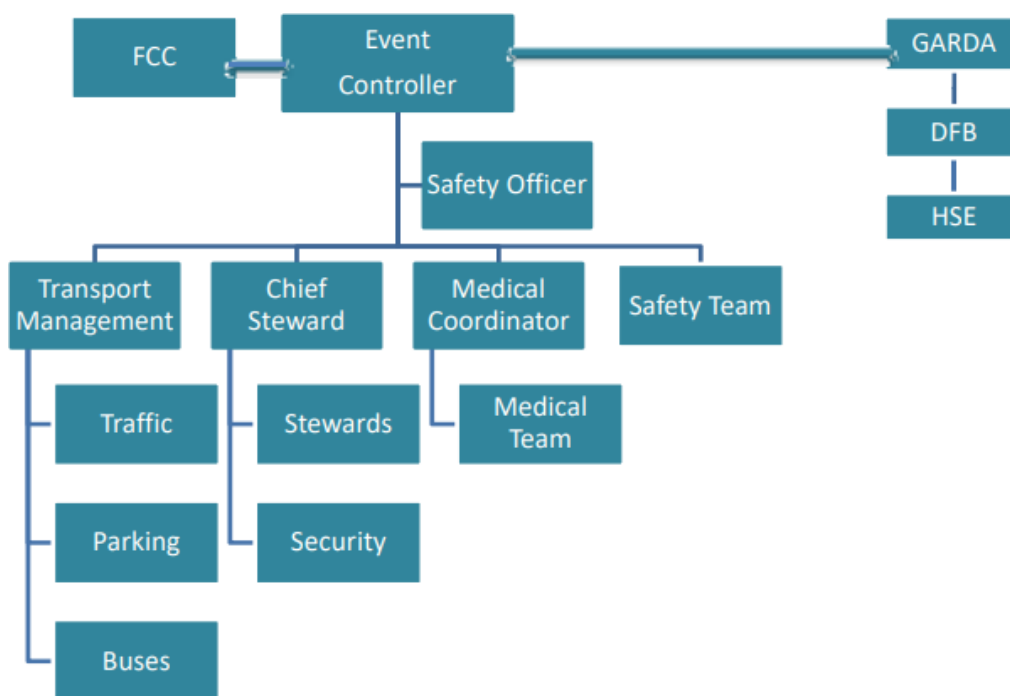
Key persons and roles have been identified and will form the Event Management Team for this event. All the key personnel are experienced in their roles and will be supported by the Event Management Team as a whole.

Aided by the Safety Officer, the Event Controller will coordinate all the event arrangements and management. They will work closely with stewards, volunteers, AGS, and other stakeholders. They will coordinate stewarding, volunteers, and any relevant management in and around the event space. The Event Controller will ensure that an adequate number of staff are deployed for the event.

In the event of a Major Emergency being declared (as per the Framework of Emergency Management definition) control of the event will transfer from the Event Controller to the most

applicable primary response agency (PRA), (An Garda Síochana, HSE or Local Authority) present on site. In this scenario, all the resources available to the event will be put at the disposal of the PRAs to aid in dealing with the emergency. See further details in the Emergency Plans in **APPENDIX 5**.

1.7 ORGANISATIONAL CHART



2.0 EVENT DETAILS

2.1 EVENT OVERVIEW

Flavours of Fingal County Show.

Now in its 12th year.

With over 80,000 visitors in 2023 and plans for bigger and better in 2024 Flavours of Fingal is much more than just an agricultural event, it promises a fun-filled family day out for all ages, showcasing the best of food and drink produce, offering spectacular entertainment, fantastic shopping, music and family fun; there is something for everyone.

ATTENDEE PROFILE

The attendees at the event will be predominately families.

EXPECTED ATTENDANCE

It is expected that there will be 30,000 in attendance each day of the event.

This event has been run successfully for over 10 years, following the Covid-19 break the event returned in 2022. In consultation with relevant stakeholders, FCC will ensure that all stewarding and medical staffing levels are sufficient during the event.

DATE AND DURATION

The event itself will take place on the 29th, and 30th 2024 from 1100hrs to 1800hrs.

2.2 BUILD & EVENT TIMETABLE

Date	Time	Build
20/06/2024	0800	Commence Site Build
28/06/2024	1600	Event Day
29/06/2024	0630	Event Day
30/06/2024	0730	Event Day
01/07/2024	0800	Commence De-rig

Draft Timetable

EXPECTED WEATHER

The weather forecast for the week ending 24th June 2024 TBC as per www.metcheck.com will be updated closer to the event date.

This will be closely monitored before and during the event.

TRAFFIC RESTRICTIONS / DIVERSIONS

Consultations with An Garda Síochána and Fingal County Council have been ongoing.

A full Traffic Management Plan will be in operation. TBC will manage external traffic.

The Traffic Management Plan will be available in **APPENDIX 7** in a later revision.

EXPECTED GROUND CONDITIONS

The event will take place on the grounds of Newbridge Demesne and will primarily be on a combination of grass and hard standing. These conditions will be monitored in the run-up to and during the event, and remedial action taken where required.

Ground protection will be used in sensitive areas such as the Walled Garden and all vehicles will be advised to remain on the paths insitu in this location. Vehicle movement will be kept to a minimum or restricted 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.

2.3 DRAWINGS

Drawings for this event will be presented in Oneplan and are ongoing through the planning stages and included as follows in **APPENDIX**

TITLE	APPENDIX
Site Map	1
Event Areas	1
Zone Maps	TBC
Front of House	TBC
Paddocks Area	TBC
License Map	TBC

PUBLIC INFORMATION

All event information is available on all FCC social media channels and websites.

ENTRY/TICKETING

Entry to the event is free for those who do not arrive via car. Prebooking of tickets for car parking is available at a cost. A bus service is available from across the county.

LOST & FOUND

Any items found will be handed into Event Control and then given to An Garda Síochána at the end of the event. Details of any / all lost items will be taken and passed to Event Control and An Garda Síochána.

2.4 INSURANCES

The event is a Fingal County Council insured event.

3.0 EVENT MANAGEMENT TEAM

3.1 ROLES AND RESPONSIBILITY

The main Event Management Team roles for this event are as follows:

TITLE	NAME	ORGANISATION	CONTACT
Event Controller	TBC	TBC	
Safety Officer	Neil Kennedy	NOC	087 191 5698
Dep. Safety Officer	TBC	TBC	
Event Director	Paul Barnes	FCC	087 285 3620
Event Production	Fiona O'Reilly	FCC	087 796 3108
Chief Steward	TBC	TBC	

All the main elements of the key roles of responsibility can be found in **APPENDIX 2**.

ADDITIONAL STAFFING

The operational elements of the event are also managed by the following, who all have extensive knowledge of this or similar events:

TEAM	NAME/QUANTITY	ORGANISATION	CONTACT
Barriers	TBC	TBC	
Fire Provisions	TBC	TBC	
Generator	TBC	TBC	

3.2 BRIEFINGS

Event briefing details are as follows:

TEAM	DATE	TIME
Event Team	TBC	TBC
Key Personnel	TBC	TBC

Briefings will be held each day prior to the event commencing.

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. Briefings will continue on each morning of the event.

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 recap briefings 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.

4.0 LICENCES, CODES OF PRACTISE, LEGISLATION, REGULATIONS & BY-LAWS

4.1 LICENSES/PERMITS

All licensing and permits are being sought by Fingal County Council Events Office.

4.2 CODES OF PRACTISE / LEGISLATION / 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:

- Health, Safety, and Welfare at Work Act 2005
- Health, Safety and Welfare at Work (General Application) Regs 2007
- Health, Safety and Welfare at Work (Construction) Regs 2013
- A Framework for Major Emergency Management
- Code of Practise for Safety at Sports Grounds as issued by the Department of Education, 1996
- Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued by the Department of Education, 1996
- Guide to Safety at Sports Grounds – Green Guide, UK
- The Event Safety Guide – Purple Guide, UK
- Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985
- Code of Practice for Management of Fire Safety in Places of Assembly as issued by the Department of Environment

- Fire Services Act, 1981
- Fire Services (Amendment) Act, 2003
- DFB – Guide to Gas at Events
- HSE Requirements and Guidelines for Outdoor Crowd Events

4.3 BARS

An occasional license has been sought for this event to cover 3 bars on site.

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

Only alcohol purchased on-site can be consumed at the event. All other alcohol will be confiscated by professional stewards/security.

- There will be crowd control barriers forming queuing lanes into the counter service bars to ensure strict control of the numbers within the bar area.
- Security will ensure that persons appearing to be intoxicated will not be permitted into the queues.
- Crowd control barriers and/or temporary fencing will ensure the area behind the bars is inaccessible to patrons.
- Security and bar staff will check IDs for underage drinkers on a 'Challenge 21' basis.
- Drinks are to be served in plastic beakers only.
- The bars are to be monitored closely by the Event Safety Officer and the designated Garda officer on site.

Bar locations are shown in **Appendix 1**.

5.0 SAFETY & OPERATIONS

5.1 SAFETY POLICY

It is the policy of Fingal County Council and NOC to provide a safe environment for both staff and the public for this event. Providing a proper safety strategy for the event will ensure that all those who attend will do so safely. The collaboration and cooperation of the Event Management Team, AGS, stewards, and all stakeholders will contribute to achieving this.

Throughout the planning process, Fingal County Council and NOC try to ensure that the attendees will have an enjoyable experience in a safe environment. There are many components to this, and these are detailed below.

5.2 RISK ASSESSMENT

The risk assessments for this event have been developed with the following in mind:

- Hazards may change during the course of the event.
- Risk levels can be dynamic. This necessitates ongoing dynamic risk assessment on the part of the Event Management Team during the event.
- The Likelihood and Consequence relating to specific, identified hazards vary depending, predominantly, on where the hazard occurs, what level of risk is apparent, and what level of control is required.

The comprehensive risk assessment process undertaken for this event includes the following:

- Identification of foreseeable hazards.
- Establish the level of risk of the hazard causing harm or damage.
- Establish the likelihood and consequences of those hazards.

- Determine the controls required to eliminate or reduce the level of risk, using the hierarchy of controls.

Consideration is given to the design, information, and management of the event elements 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 has been undertaken by NOC for this event and is contained in **Appendix 6** of this document. This event management plan does take into consideration the hazards and risks from structural elements in the event space; however, the Event Management team cannot take responsibility for these hazards and risks that they cannot control, i.e.;

- pavements and kerbs in situ
- underfoot ground conditions
- permanent walls in situ
- permanent or non-event fencing and railings.
- street furniture
- risks of building elements on the public
- premises/ buildings/sites adjacent to the event space
- fire/explosion/toxic risks from such premises/sites

Where required, and safely accessible, the hazard will be confined and access restricted.

The event risk assessment worksheet for this event is included as **APPENDIX 6**.

5.3 BUILD, BREAK, TEMPORARY STRUCTURES

EVENT LAYOUT

Full maps for the event are included in **APPENDIX 1**.

TEMPORARY BARRIERS AND CONES

There will be crowd control barriers used as part of the Safety Management for the event. TBC is the appointed supplier and as such, they will be erected and dismantled by experienced staff.

STAGING AND TEMPORARY STRUCTURES

Please see below the details of all structures on site:

STRUCTURE	SIZE	RESPONSIBLE SUPPLIER
Stage -Walled Garden	8m x 3m	TBC

Marquees	Multiple Large	TBC
Tents	Multiple Large	TBC
Hoist	Multiple	TBC

All infrastructure will be supplied and erected by professional experienced staff.

All relevant insurance and health and safety documentation for all structures will be gathered and on file in Event Control on the event day.

Conditions and circumstances will be monitored throughout the build, event, and derig. If required works will be stopped or elements will be scaled back or decommissioned until such a time is safe to proceed.

HANDOVER CERTIFICATION

Temporary structures when complete will be signed off and handed over to the site or event manager.

BUILD

A build schedule has been developed to ensure that all aspects of the build are understood and take place in a safe and timely manner.

The build elements of this event will commence on 20th June 2024 at 0800hrs and run until approx. 28th June 2024 at 1700hrs.

A site-specific induction will be given to all suppliers and contractors before they work on-site. The Safety Officer will oversee all relevant activity on site, any changes or clarification should be directed to the Safety Officer.

BREAK

The break elements of this event will commence on 1st July 2024 at 0800hrs.

DAMAGE TO PROPERTY

No damage to the site or property should arise from the running of this event.

Event staff and the Event Management Team will be instructed to take a monitoring role concerning the welfare of the site.

6.0 CROWD SAFETY AND MOVEMENT

6.1 EXPECTED NUMBERS

The expected number of spectators for the event is 30,000 per day.

6.2 CAPACITY

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.

As the planning progresses the layout is continuously reviewed to ensure there is adequate space for crowd movements, and capacity calculations are 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 a generous occupant capacity of 1m² per person.

When calculating the capacity of a site a number of elements are considered:

- Site Capacity – number of people (staff, participants, spectators) the site/event can hold safely.
- Ingress Capacity – time required for the max/total number of people to ingress through the entry points available.
- Circulation – space available for participants, spectators, and personnel to move around within the event space. Consideration is needed for trees, structures, concessions, stages, etc.
- Egress Capacity - time required for the maximum number of attendees to exit the event through the exit points.
- Emergency egress – in the case of an emergency, the required time it takes to exit the site using the exits available.

The layout and build of the site have been considered to best use the space to create safe ingress egress for spectators while maximising circulation space.

- Clear access routes
- Sterile areas and routes
- Unauthorised areas
- Location and positioning of crowd control barriers
- Location and positioning of stewards and security
- Location and positioning of event-related structures and amenities to minimise congestion.
- Location and positioning of concession units
- Occupant and egress routes of event spaces calculated.

In designing the site, it is anticipated that with correct and professional controls sufficient space will be available for attendees and personnel. Throughout the planning phase, plans and layouts will be reviewed to ensure capacities remain accurate and safely analysed.

6.3 ENTRANCES AND ENTRY ROUTES

See map in **APPENDIX 1**

All key event areas will be manned by stewards, security, and/or volunteers for information purposes. The participants will be monitored visually and will be directed into accessible areas.

6.4 EMERGENCY ACCESS

In the event of the requirement for emergency ingress coordination with staff, stewards and volunteers will be communicated via Event Control.

Any request for emergency entry should be communicated through event Control in order to facilitate and manage the request in a timely and safe manner.

6.5 CIRCULATION AND EVACUATION ROUTES

All routes and areas will have sufficient space for circulation and movement. All circulation entry and exit routes will be kept free from obstruction. Attendees can circulate freely throughout the site. Several restrictions are in place to aid with crowd flow in certain areas such as the Walled Garden.

6.6 EXITS AND EMERGENCY EXITS

Attendees will be directed through exit doors to a safe rendezvous point, or an area of safety. All exit routes will be supervised by stewards, who will be present to monitor, regulate, and manage the crowd.

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.

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 will be readily usable for the duration of this event and adequate space to divert around any temporary structures.

7.0 STEWARDING

7.1 CONSULTATION

The requirement and number of stewards have been determined through consolidation between event management, client requirements, and other stakeholders where necessary. These decisions have been informed through meetings, site visits, experience, and expertise.

Stewarding levels will be developed as required during the planning process with the final plan in REFINAL of this EMP. For a dot plan of steward deployment refer to **APPENDIX 1 Site Map (TBC)**.

The contracted Stewarding company for this event is TBC.

LOCATION	POSITION	QTY	COMMENTS
Zone 1 – County Show	TBC	TBC	
Zone 2 - Paddocks	TBC	TBC	
Zone 3 – Walled Garden	TBC	TBC	
Zone 4 – Front of House	TBC	TBC	
Zone 5 – Living History	TBC	TBC	
Zone 6 - Equestrian	TBC	TBC	

7.2 BRIEFINGS

Cascade briefings to all stewarding and security will be the responsibility of the Safety Officer, this briefing will ensure it covers all the key responsibilities.

8.0 MEDICAL PROVISIONS

All medical arrangements will be coordinated by TBC in consultation with the Safety Officer and Event Controller. Medical Plan **APPENDIX 7** in later revision.

LOCATION	QTY	COMMENTS
Event Control	1	Medical Tent and Staff
Farmers Area	1	Medical Vehicle and 2 Staff
Equestrian Area	1	Medical Vehicle and 2 Staff
Walled Garden	1	Medical Tent and 2 Staff
Front of House	1	Medical Tent and 2 Staff

9.0 FIRE SAFETY

All reasonable fire safety precautions will be taken during this event. Due to the nature of the event, the following provision is in place. TBC provides fire equipment for electrical installations.

LOCATION	POSITION	QTY	COMMENTS
All Site	Generators	30	
All Site	Marquees	20	

10.0 EQUIPMENT STANDARDS

NOC will consult with a professional fire safety company to organise adequate fire equipment adjacent to each generator, electrical installations/tech Production, tents/marquees, and where deemed relevant. These will comprise 2 x fire extinguishers per stand and will be placed in appropriate locations if use is required.

Once sited the fire safety company will provide on-site certification to confirm all equipment has been tested within the last 11 months and is fit for purpose.

Diesel generators may be used where required and the generator provider will provide certification of service of generators within the last 12 months, and a RECI cert if also providing other electrical installations.

INFRASTRUCTURE AND INSTALLATIONS

Certification will be requested for all materials, structural linings, bespoke installations, and any material deemed relevant. These will be available on file in Event Control for inspection.

Suppliers/contractors on request will supply certifications for all materials that are deemed relevant. These will be held on file in Event Control.

VENDORS

The supplier of the **vendor** units will be responsible for their fire safety, as follows:

- All units must provide their own firefighting equipment, consisting of:
 - 1 x 2kg Dry Powder extinguisher (Non-Cooking Units)
 - 1 x 4kg Dry Powder extinguisher (Cooking Units)

- 1.2 x 1.8m² light duty fire blanket
- All personnel must be trained to use firefighting equipment.
- Units must remove their rubbish regularly to eliminate potential fire hazards.
- Concession unit staff must follow any instruction given by the Event Controller or Safety Officer
- All escape routes are to be kept unobstructed.
- Smoking in or around the catering unit is prohibited.
- All concession units must familiarise themselves with the Emergency Access / Egress routes.
- In the event of a fire:
 - raise the alarm and ask the public to stand away.
 - If it is safe to do so, fight the fire using the nearest suitable equipment
 - If danger threatens, evacuate the area.

10.1 GAS INSTALLATIONS

All gas installations will be overseen by professional Gas installers. See **APPENDIX 9**

SPECIAL EFFECTS / PYROTECHNICS

There will be no pyrotechnics at this event.

10.2 ELECTRICAL INSTALLATIONS & LIGHTING

GENERATORS

Diesel generators may be used where required and the generator provider will provide certification of service of generators within the last 12 months, and also a RECI cert if also providing other electrical installations.

All Generators and Tower lights are supplied by TBC.

See below the list of generators in use at the event and their locations.

ITEM	LOCATION	SIZE	QTY	COMMENTS
Generator	Front of House		TBC	
Generator	Farm Field		TBC	
Generator	Paddocks		TBC	
Generator	Walled Garden		TBC	
Generator	Equestrian Area		TBC	

11.0 ENVIRONMENTAL

NOISE

During the build and derig elements, consideration is given to minimise noise where possible. For the event, consideration is given to the different elements of the event in order to cause no more noise than necessary. All noise will be for a limited period and shall not cause any unreasonable disturbance to any nearby noise-sensitive premises.

VIBRATION

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

PROTECTION OF FLORA & FAUNA

Through consultation with the Biodiversity Department of Fingal County Council, no negative effect on flora and fauna in the area is foreseen. A comprehensive clean-up post-event will ensure there is no lasting damage.

12.0 TRAFFIC MANAGEMENT

Due to the scale of the event, a full Traffic Management Plan will be in place. This plan is designed and implemented by TBC. See TMP in **APPENDIX 8** in a later revision.

The traffic management arrangements for this event will be established in consultation with An Garda Síochána and FCC. Consideration is given at all times to the impact on the general public and all public transport providers.

12.1 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)

Throughout the planning phase of the event, stakeholder meetings have taken place with various agencies outlined above with regard to the TMP. In the event of any further amendments and/or

revisions, this will be communicated in advance of the event 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.

12.2 ROAD CLOSURES

No full road closures are in operation for the event.

12.3 PARKING

Those attending will be advised to use parking in the car parks provided.

12.4 EMERGENCY ACCESS

Emergency access, if required, will be facilitated as a priority through the nearest access point in consultation with Event Control. All routes will be kept clear of obstruction.

13.0 POLICIES & PROCEDURES

13.1 EVENT CONTROL

Event Control will be situated in a solid structure at the event, see **APPENDIX 1**. This will accommodate the following key decision-makers from the Event Management Team for the duration of the event:

- Event Controller
- Safety Officer
- Medical Coordinator
- Traffic Management
- Car Park and Bus Operators
- PR Company
- FCC Representative

In the case of a serious or potential Major Emergency, the Emergency Team will make all necessary decisions until such a time that a Transfer of Primacy is required to the applicable statutory agency. Emergency Team:

Emergency Team

- Event Controller
- Safety Officer
- Chief Steward
- Gardai
- Medical Coordinator

13.2 COMMUNICATIONS

Communication between the event Management Team and key personnel is an integral part of the safe management of the event. Digital two-way radio will be the primary means of communication; this will be monitored through event control. Sufficient radios will be allocated to ensure comprehensive communication is achieved.

Radio allocation will be via event control.

13.3 KEY CONTACTS

All key contacts will be listed on the Key Contacts List, this will be circulated and can be referred to in **APPENDIX 9 (TBC)**.

13.4 PUBLIC ADDRESS SYSTEM

Communication with those in attendance will be achieved through a public address system.

13.5 LOST AND FOUND

Any items found should be handed into Event Control, if possible, who will then pass to An Garda Síochána.

14.0 EVENT HEALTH & SAFETY

14.1 TESTS AND INSPECTIONS

It is the responsibility of the Safety Officer to ensure that all appropriate tests and inspections are carried out at all stages of the event. As per roles and Responsibilities in **APPENDIX 2**.

14.2 STAFF HEALTH & SAFETY PROCEDURES

Under Section 8 of the Safety, Health and Welfare at Work Act 2005, the employer has a duty to ensure employees' safety, health and welfare at work as far as reasonably practicable. All suppliers and contractors will be expected to comply with the Act.

15.0 ACCESSIBILITY

ACCESS TO VENUE

People with limited mobility will be able to gain access to the event site via existing roads and walkways.

PARKING

There will be sufficient accessible parking in the car parks.



GUIDE DOGS

Guide or Assistance dogs will be permitted on site.

SUPPORT

Staff and stewards will be briefed to give guidance and assistance where possible.

APPENDIX 1 –MAPS



1.0 Site Map



MAP TITLE – FCC– Flavours of Fingal - Donabate
Site Layout – Event Areas
REVISION - 001

KEY Areas

1. County Show
2. Paddock's Area – Children's Play
3. Circus Area
4. Walled Garden Area
5. Wellness Area
6. Living History Area
7. Equestrian Area
8. Front of House Area
9. Event Centre
10. Transport & Bus Centre
11. Staff and Exhibitors Car Park
12. Brown Car Park
13. Blue 1 Car Park
14. Blue 2 Car Park
15. Green Car Park



EVENT – Flavours of Fingal - Donabate
MAP BY – NK
DATE – 10.01.2024
SCALE – Not Scaled

1.0 AREAS MAP

APPENDIX 2 - EVENT MANAGEMENT TEAM ROLES AND RESPONSIBILITIES

EVENT CONTROLLER

The Event Controller has overall responsibility for the safe and successful management of the event. In relation to matters relating specifically to the safety of all at the event, the Event Controller will work closely and seek advice from the Safety Officer.

The appointed Event Controller will be capable, competent, and insured to perform their duties and will also have experience as an Event Controller and managing swimming events.

Specific responsibilities of the Event Controller include, but are not limited to, the following:

- Fully comprehend the Event Management Plan
- Fully comprehend all relevant and impacting Legislation, Regulations, Codes of Practice, Guidance best practice, etc.
- Being present at and effectively participating in meetings during the planning phase of the event
- Ensuring that there are adequate measures in place concerning staffing, Safety Management, Medical, and all key elements at the event
- Ensuring all staff have been properly briefed and have the requisite information to perform their duties at the event.
- Coordination and management of all elements of the event to ensure activities proceed as per the agreed Event Management Plan
- Managing normal operations and emergency operations as required
- Decision-making, as required, to address situations as they arise during the event.
- Effective utilisation of and consultation with all Event Management Team members to inform all decision-making during the event.
- Assisting in a Major Emergency as required
- Undertaking any reasonable duties as necessary to ensure the smooth running of the event.
- Contributing to any and all post-event reviews and post-event reports

SAFETY OFFICER

The Safety Officer has specific responsibility for the safety arrangements for the event. They will be involved during the planning phase for the event and will advise on all safety elements.

The appointed Safety Officer will be capable, competent, and insured to perform their duties. They will work closely with the Event Controller to ensure that safety is a consideration in all key decisions.

Specific responsibilities of the Safety Officer include, but are not limited to, the following:

- Fully comprehend the Event Management Plan



- Fully comprehend all relevant and impacting Codes of Practice, Regulations, Legislation, Guidance and best practice
- Ensuring that all safety arrangements, as per the Event Management Plan and any relevant agreements are implemented as appropriate.
- Preparing and delivering a structured and comprehensive briefing for relevant staff and stakeholders
- Maintain a monitoring brief during the event.
- Monitoring crowd movements and build-ups
- Implementing any remedial actions to relieve or avoid undesirable issues during the event.
- Ensuring effective reporting and recording arrangements are in place and communicated to staff in advance.
- Assisting in an emergency as required
- Undertaking any reasonable duties as necessary to ensure the smooth running of the event.
- Contributing to all Post Event Reviews and Post Event Reports with a particular focus on safety elements

MEDICAL COORDINATOR

The Medical Coordinator has overall responsibility for the medical provision and medical response to incidents on-site during the event. In relation to matters relating specifically to the medical well-being and safety of all at the event, the Medical Coordinator will work closely with the Event Controller and Safety Officer.

The appointed Medical Coordinator will be capable, competent, and insured to perform their duties. They will have extensive experience as a medical professional and in positions of leadership within the medical environment and will bring to bear that experience at all times during this event.

Specific responsibilities of members of the Medical Coordinator include, but are not limited to, the following:

- Being familiar with the Event Management Plan
- Being familiar with all relevant and impacting Codes of Practice, Legislation, Regulations, Guidance and best practice
- Attending all meetings and briefings as requested by the Safety Officer or Event Controller
- Ensuring that all medical arrangements, as per the Medical Plan and Event Management Plan, and any relevant agreements are implemented as appropriate.
- Ensure all Medical Provisions are on site and operational as agreed, prior to the event going live.
- Ensuring all medical personnel are on-site and are fit for duty.
- Ensuring an effective and efficient medical service



- Ensuring medical cover is provided during the agreed times.
- Maintain a monitoring brief during the event
- Report any crowd movements and build-ups to event control.
- Liaising with Event Control in relation to any and all incidents, including any transportation off-site to local medical facilities
- Implementing any remedial actions to relieve or avoid undesirable issues during the event.
- Reporting and recording any issues or potential issues encountered during the event
- Assisting in an emergency as required
- Undertaking any reasonable duties as necessary to ensure the smooth running of the event Contributing to any Post Event Reviews and Post Event Reports with a particular focus on safety elements.

CHIEF STEWARD

The Chief Steward will be responsible for:

- Overall stewarding and security arrangements at the event
- Be competent to recognise critical crowd conditions, signs of crowd distress, and crowd dynamics.
- Co-ordinating the duties of all stewards and security in conjunction with the Event Controller
- Preparing a Stewarding/Security plan which will include Personnel Details and Licences (where applicable) and deployment details.
- Ensuring that all stewards and security sign-in on the morning of the event and details of same are returned to Event Control
- Ensuring that all Supervisors are adequately briefed and knowledgeable of all arrangements in advance of the event going live.
- Deploying stewards and security as per plan and as necessary to deal with situations as they arise.
- Ensuring that stewards are observing key points where management is most needed.
- Know the layout of the location, where facilities are located, and be fully familiar with the means of escape and evacuation procedures in the event of an emergency.
- Ensuring that all radios used for communication and loudspeakers are operational.
- Maintaining contact with and reporting directly to the Event Controller and/or Safety Officer
- Assist the emergency services as required and/or as directed by the Event Controller and/or Safety Officer

Section Supervisors will be responsible for:

- Responsibility for stewarding within their designated areas
- Briefing of stewards before the event commences



- Deploying stewards within their zone
- Communicating directly to the Chief Steward
- Deploying and managing, stewards as necessary to deal with situations as they arise.
- Ensuring that stewards are observing key points where management is most needed.
- Be competent to recognise critical crowd conditions, signs of crowd distress, and crowd dynamics
- Know the layout of the event, where facilities are located, and be fully familiar with the means of escape and evacuation procedures in the event of an emergency.
- Ensuring that radios used for communication and loudspeakers among stewards are operational.
- Know in detail the Emergency Plan, and Procedures and how they are expected to implement them in their appointed role.

Stewards will be responsible for this.

- Ensuring that the public is safely accommodated within the viewing/circulation areas in a planned manner, to ensure the safety and comfort of all spectators at the event.
- Be aware of the Medical and Fire Safety arrangements.
- Be familiar with the Emergency Plan, Procedures, and their part in its operation and specified duties to be undertaken.
- Give immediate access to Gardaí and other emergency services in the event of an emergency.
- Control and/or direct the public who are entering or leaving the area and help achieve an even flow of people as directed.
- Be competent in recognising crowd densities, signs of crowd distress, and crowd dynamics to help ensure safe dispersal of the public and ensure there is no overcrowding.
- Be courteous and provide information to the public and give assistance if required
- Exercise proper management over the public
- When requested, assist with barriers and give information to attendees approaching the event
- Ensure that emergency access routes and emergency egress routes are kept clear and free from obstruction at all times
- Prevent any climbing on fences and other structures; if in difficulty they should immediately contact their Section Supervisor, Chief Steward, or a Garda
- Assist Gardaí with crowd management as requested
- Investigate promptly any disturbance or other reported incident
- Report immediately to Section Supervisor, Chief Steward, or Garda, if any fire or other emergency comes to notice



- Be capable of recognising potential hazards and suspect packages and reporting such findings
- Report to the Section Supervisor or Chief Steward, if any damage likely to cause injury or danger to spectators comes to notice
- Assist lost persons as per procedure.

APPENDIX 3 - EMERGENCY PROCEDURES

RESTRICTING OPERATIONS

In the event that there are restricted elements of the event, every effort will be made for the event to proceed safely. If the event needs to be stopped or curtailed, this will be through the Event Controller only.

The following will be considered in the event of a stoppage, curtailing, or limiting the event:

- Advice from the Safety Officer
- Advice from the Medical Co-Ordinator
- Advice from the Chief Steward
- Advice from the Statutory Agencies

Specific Emergency Procedures will be available as individual reference documents in Event Control on the event day.

CONTINGENCY PLANS

Contingency plans for different eventualities have been planned for, and the experience of events and different eventualities have informed this for this event.

Being an open-air event, the weather is paramount to the safety of spectators. Local knowledge of the area and conditions will be important in the lead-up to and during the event.

- The Met Eireann weather forecast
- The wind strength and direction

INCLEMENT WEATHER

Differing and inclement weather has formed part of the planning process. The safety of the event personnel and attendees is paramount.

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

PRE-EVENT

An action plan will be developed with contractors so that in the event of inclement weather, actions can be taken to scale down/cease use/decommission infrastructure.

Event Control will continually monitor the weather and contact Met Eireann if necessary.



DURING THE EVENT

Continual monitoring and noting of weather throughout the event. If weather is inclement or deteriorates to an unsafe level, in consultation with the Safety Officer a decision on postponing or canceling will be made.

In the case of extreme weather conditions, several actions will occur:

- Communication with the event team and stewards on a plan of action.
- Stewards and the event team will direct attendees away from any temporary infrastructure and advise them to take shelter where possible.
- Emergency announcements to advise the public to evacuate or take shelter.
- Continue to monitor conditions and decide on whether to continue or cancel the event.

FAILURE OF EQUIPMENT

- Pre-event inspection and sign-off by contractors. Decision made on how to proceed with faulty equipment (repair/replace).
- Crowd control barriers will be set out early to establish all are fit for purpose, any faulty will be removed from use.
- The Safety Officer will visually inspect all temporary structures, and check submitted paperwork.

DELAYS

- The Event Controller will ensure where possible that there are no delays in the show.
- Personnel will be briefed in case such an eventuality occurs.
- If needed, the Event Controller may seek assistance from AGS in the event of a delay in schedule.

SHORTAGE OF PERSONNEL

- If personnel or staff numbers are short, the event Controller in consultation with the Safety Officer will decide whether to proceed or options around seeking additional personnel/staff and the timeframe for that to happen.
- A redeployment of resources will be discussed and managed if necessary.

CANCELLATION POLICY

PRE-EVENT DAY

Any cancellation will be in consultation between the Event Controller and Fingal County Council. All key personnel and Statutory Agencies will be informed, and the communication plan will be activated. Event Control/Event management, on direction from the Event Controller, will:

- Inform all key personnel of the cancellation who will in turn ensure that all personnel, event stewards, and all other relevant parties are briefed before initiating the cancellation.
- If staff are on-site already, send out a radio alert to all personnel that the event is being postponed/ canceled.
- Assign some first aid personnel to the key areas.
- 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/canceled. We apologise for any inconvenience. Thank you for your support and patience”.
- Consult with FCC Communications regarding messages on social media.
- Monitor any areas where spectators may have gathered.

Event stewards will adopt the following procedures:

- Prohibit admittance to unauthorised locations.
- Keep emergency routes clear.
- Remain courteous to all attendees and provide information to them when requested.

PRE-EVENT

Any cancellation will be in consultation between the Event Controller and Fingal County Council. All key personnel and Statutory Agencies will be informed, and the communication plan will be activated. Event Control/Event management, on direction from the Event Controller, will:

- Inform all key personnel of the cancellation who will in turn ensure that all personnel, event stewards, and all other relevant parties are briefed before initiating the cancellation
- If staff are on-site already, send out a radio alert to all personnel that the event is being postponed/ canceled
- Assign some first aid personnel to the key areas
- 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/canceled. We apologise for any inconvenience. Thank you for your support and patience”.
- Consult with the Event PR team regarding messages on social media.
- Monitor any areas where spectators may have gathered

Event stewards will adopt the following procedures:

- Prohibit admittance to unauthorised locations.
- Keep emergency routes clear
- Remain courteous to all attendees and provide information to them when requested

DURING THE EVENT

Any cancellation will be in consultation between the Event Controller and Fingal County Council. All key personnel and Statutory Agencies will be informed, and the communication plan will be activated. Event Control/Event management, on direction from the Event Controller, will:

- Inform Communication Team
- Inform Participants
- Inform all key personnel of the cancellation who will in turn ensure that all personnel, event stewards, and security are informed.

All key personnel will supervise and assist:

- Attendees external to the event space on proposed ingress into the venue.
- Manage crowds to ensure a calm and controlled egress and avoid contra-flows forming



- Instruct concessions to shut down
- Remain courteous to all and provide information to them when requested
- Keep emergency routes clear



APPENDIX 4 - LOST PERSON

The lost person policy for this event is as follows:

- **If a team member finds a lost person**, they relay this to Event Control, using the designated code word "DELTA 1", along with any pertinent information about the lost person.
- The team member will remain in situ with the lost person for 10-15 minutes or as directed by event control. A nearby team member or volunteer may be directed to that area to accompany the team member.
- Depending on the location the team member, along with another team member/volunteer, may be directed to an accessible and easily visible area, such as a first aid post by Event Control, after the allocated time.
- Medical personnel at the First Aid position will confirm to Event Control when the lost person is at their location however medical personnel are not responsible for minding the lost person and the initial team members will remain there throughout.
- From when Event Control is informed of the lost person efforts will be made to locate those who were accompanying the lost person.
- Event Control will evaluate each incident individually and decide on the best course of action. This may be to remain in that area or to bring the person to another designated area.
- Event Control will communicate all information to the other agencies in event control.
- **If a team member receives a report of a lost person**, they relay this to Event Control, using the designated codeword "DELTA 2", along with key details to include the lost person's name, age, and description and where they were last seen.
- The team member will stay with the reporting person if possible or obtain a contact name and number at least.
- From when Event Control is informed of the lost person efforts will be made to locate them.
- Event Control will communicate key details to staff through the two-way radio system.
- The PA will also be utilised if required.



APPENDIX 5 - EMERGENCY PLANS

EMERGENCY CONTROLLER

The Emergency Controller, in the event of an emergency situation and following a Transfer of Primacy from the Event Controller, has specific responsibility for the implementation of the Emergency Management Plan appropriate to the given situation.

The Emergency Controller may, as required, be one of the following:

- Senior member of An Garda Síochána
- Senior Fire Officer
- Senior Ambulance Officer

The plan of all Principal Response Agencies would be implemented in the event of a declared Major Emergency.

The objective of the Emergency Plan is to outline the procedures to be adopted in the event of an emergency being declared at the event, or somewhere with proximity such that it has an impact on the event and the safety of those in attendance.

POTENTIAL SITUATIONS

Emergency situations, by their nature, can take many forms and comprise many elements. That said, there are some emergency situations, which have been known to occur at events more than others. They include:

- Weather
- Environmental Issue
- Fire
- Crowd Disorder
- Structural Compromising / Collapse
- Explosion
- Bomb Threat

KEY COMMUNICATION POINTS

In the event of an emergency, the following are key communication points:

- Location of the actual emergency
- Staff on the scene – numbers and competencies
- Assessment of casualties and risks



DEFINITIONS

A **serious incident** can be defined as circumstance or potential circumstance, that has caused or has the potential to cause, injury to people or damage to property or the environment which can be managed by the resources immediately available on site such as stewards/security, medical and/or Emergency Services. Examples include:

- Outbreak of small fire
- Minor crowd disorder
- Medical incidents affecting an individual or small number of people

An **emergency** can be defined as a circumstance or potential circumstance, that has caused, or has the potential to cause, serious injury to people or damage to property or the environment requiring an immediate response including the deployment of resources from the event management team and/or principal emergency services (An Garda Síochána, Ambulance service, Fire service or Irish Coast Guard). The principal emergency services will be requested to assist in the response and will work in conjunction with event management.

A **major emergency** can be defined as a circumstance or potential circumstance that has caused or has the potential to cause severe injury and/or loss of life and which is beyond the capabilities of resources on site and/or additional available resources brought in to assist.

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 property damage, the environment or infrastructure beyond the normal capabilities of the principal 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”.

ACTIVATION OF EMERGENCY PLAN

During all normal operations management and control of the event rests with the Event Controller. If a situation occurs that is beyond the normal capabilities of the Event Management team to manage, after consultation with key personnel including:

- Safety Officer
- Event Director
- Operations Director
- Medical Coordinator



- The Chief Steward and the Event Controller will consult with the Operational / Strategic Commander of the event and advise that a Transfer of Primacy may be required. The Transfer of Primacy will state that when the Emergency Plan is implemented due to an incident occurring, the event management team will no longer manage the event.

The Operational / Strategic Commander will consult with the principal response Agency (PRA) advising them of the situation, and the PRA will coordinate an effective response. A major emergency will then be declared by the lead PRA representative if required.

In practical terms, a Major Emergency exists when it is apparent that the safety management and medical management resources in place at the event are not sufficient and external resources will be required.

TRANSFER OF PRIMACY

Transfer of responsibility from the Event Controller to an Emergency Controller, and transfer back, will be logged in the Event Log and will also involve the signing of the Transfer of Primacy form.

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.

LOCATION OF EMERGENCY

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

FACILITIES

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

DIVERSION

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



EMERGENCY ACCESS ROUTE

All relevant emergency services will be made aware of the emergency routes in advance of the event. This happens as part of the event management planning process. 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 upon 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.

An Garda Síochana 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.

FUNCTIONS

The functions of the Local Authority, the Gardaí, and the 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, the Emergency Planning Office, the Fire Service, and the Ambulance Service.

The Event Organisers and Management Team

The functions of the Organiser shall be:

- To place all facilities in the location at the disposal of the Emergency Controller;
- To provide areas suitable for the collection of casualties, first aid treatment, etc;
- To provide drawings of the location to the Emergency Controller;
- To place all available personnel at the disposal of the Emergency Controller.

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:

- Activation of the plan;
- Maintenance of law and order;
- Evacuation;
- Traffic and crowd control;
- Preservation of scene and collection of evidence;



- Arrangements in respect of the dead;
- Provision of a casualty information service at the site;
- Establishment of an information centre for use by the agencies responding;
- Securing the location and layout thereof and controlling access thereto;
- Exercise of certain functions pending a local authority response to an emergency;
- Informing the public as necessary and on the advice to the competent authorities of actual or potential disasters arising from the emergency.

Local Authorities

The Local Authorities shall carry out all of its functions in accordance with the provisions of the plan, as well as:

- Activation of the plan
- Maintenance of all services during the emergency
- Accommodation and welfare of evacuees and persons displaced by the emergency.
- Provision of food and rest facilities for personnel responding to the emergency

Fire Brigade

Fire Brigade shall carry out all of its functions in accordance with the provisions of the plan, as well as:

- Activation of the plan
- Extinction of fires
- Containment, neutralisation, and clearance of chemical spills and emissions
- Protection of rescue of persons and property
- Provision of access to the site of the emergency
- Forensic support for Gardaí
- Advise on evacuation.
- Site clearance, demolition, clean-up operations, removal and disposal of debris
- Control and direction of activities of all agencies within the “Danger Area” at an emergency

HSE

HSE shall carry out all of its functions in accordance with the provisions of the plan, as well as:

- Declaration of a Major Emergency and notifying the other two relevant principal response agencies;
- Activation of predetermined procedures/arrangements in accordance with its Major Emergency Mobilisation Procedure;
- Acting as lead agency, where this is determined in accordance with **Appendix 7** (of the Framework), and undertaking the specified coordination function;
- Provision of medical advice and assistance;



- Provision of medical aid to casualties at the site;
- Triage of casualties, and assigning them to hospitals for evacuation;
- Casualty evacuation and ambulance transport;
- Provision of hospital treatment;
- Provision of psycho-social support to persons affected by the emergency;
- Certification of the dead;
- Support for An Garda Síochána's forensic work;
- Support for the Coroner's role;
- Provision of community welfare services;
- Clinical decontamination and decontamination of contaminated persons on arrival at hospital;
- Advising and assisting An Garda Síochána and Local Authorities on public health issues arising;
- Exercising control of any voluntary or another service that it mobilises to the site;
- Monitoring and/or reporting on the impact in its functional area of any emergency/crisis which falls within the ambit of a "National Emergency", and coordination 3/undertaking any countermeasures in its functional area which are required/recommended by an appropriate national body;
- Any other function, related to its normal functions, which is necessary for the management of the emergency/crisis;
- Any function which the On-Site Co-ordinating Group requests it to perform; and,
- Maintaining essential health services during the Major Emergency.

APPENDIX 6 - RISK ASSESSMENT

The basis for this Event Plan is Hazard Identification and Risk Assessment. This process is ongoing throughout the planning stage and the event itself and will be updated continuously.

METHODOLOGY

The risk assessment below specifies residual risks. Residual risk is the level of the remaining risk produced when proposed control measures have been applied. The rating given may be interpreted using the matrix below. To achieve identified ratings control measures must be implemented completely.

This Risk Assessment highlights the Residual Risk of each Hazard Identified. Residual Risk is the risk of a hazard that remains following mitigation measures being applied. The matrix attached outlines the different levels of risk. For the Risk Assessment to be accurate control measures must be implemented in their entirety.

RISK MATRIX

Risk Rating Matrix					
<i>Risk Rating = Likelihood x Consequence</i>					
CONSEQUENCE	1	2	3	4	5
LIKELIHOOD	Minor or no Injuries	Moderate Injuries	Serious Injuries	Severe Injuries	Fatality
Almost Impossible	1	2	3	4	5
Remote	2	4	6	8	10
Unlikely	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25
Risk Levels = 1.Dark Green 2.Green 3.Yellow 4. Amber 5.Red					
Risk Evaluation - Likelihood Descriptors			Risk Evaluation - Consequence Descriptors		
1 Almost impossible	A similar event while theoretically possible has never or very rarely occurred		1 Minor	Minor injury requiring basic first aid treatment (e.g., bruise or scratch).	
2 Remote	A similar event occurs in the industry sector every 10 - 20 years		2 Moderate	Moderate injury requiring treatment in day medical clinic (e.g. stitches,	
3 Unlikely	A similar event occurs in the industry sector every 4 - 9 years		3 Serious	Serious injury requiring hospital admission or more than one day	
4 Likely	A similar event occurs in the industry sector every 1 - 3 years		4 Severe	Permanent Disability (e.g. amputation, paralysis, life altering injury).	
5 Almost Certain	A similar event occurs in the industry sector every 3 – 12 months		5 Fatal	One or more fatalities (e.g. death from fall from height, severe brain or spinal injury, medical condition).	



Risk Assessment



Event/Project: Flavours of Fingal		Reference Code: FOF-24	Project Date: 29th-30th June 2024		REV No: 1	Date: 04/03/2024					
Risk Identifier	What are the hazards?	What could be injured/damaged & how?	Hazard affects	L	C	Risk Score	Control	Likelihood	Consequence	Residual Risk	Responsibility
R-01	Emergency Incident	Fatalities & Major Injuries	All personnel on site General Public	3	3	25	An all-risk approach Emergency plan adopted by all parties for Flavours of Fingal 2024. All response measures coordinated with statutory agencies. Constant vigilance to reduce the likelihood of an emergency incident. Stewarding and staff briefed upon their roles in the event of an emergency incident Medical Response provided.	2	3	6	Event Controller Safety Officer Stewards Medical
R-02	Vehicular Movement	Risk of personal injury Damage to property	All personnel on site General Public	3	3	15	Vehicular access to site strictly controlled during build/break No vehicular access to site during event Stewards in place to direct vehicles and patrons to their designated areas Restricted access, visitors advised accordingly. Pedestrian walkways maintained Clear route maintained for emergency services Vehicle movements restricted	2	3	10	Event Controller Safety Officer Stewards Medical
R-03	Contractors	Risk of personal injury from actions of the contractors Damage to property	All personnel General Public	4	3	12	All contractors to be competent and experienced to fulfil their individual and team functions. Adequate coordination on site to include the actions of all contractors. Adequate communications to all contractors regarding site rules and expectations. All contractors submit sufficient insurance, risk assessments and method statements as required.	2	3	6	Event Controller Safety Officer Stewards Medical

R-09	Medical Emergency	Risk of serious personal injury / fatality from medical incident	All personnel General Public	4	3	12	Presence of medical provider to respond to and manage any/all medical incidents. Pre-event communications with HSE re event.	2	2	4	Event Controller Safety Officer Stewards Medical
R-10	Fire	Risk of serious personal injury Burns injuries Damage to property	All personnel General Public	3	4	12	Fire fighting equipment will be available on site at designated fire point locations. Fire risk assessment carried out by designated supplier. Constant monitoring by personnel for any fire related issues. Continuous removal of combustible waste. Security trained and briefed in safe use of fire fighting equipment. Presence of medical provider to respond to any fire safety medical incidents. Emergency Procedures in place to contact emergency services when applicable. Pre-event consultation with emergency services.	2	4	8	Event Controller Safety Officer Stewards Medical
R-11	Ancillary Activities	Risk of personal injury from actions of providers Damage to property	All personnel General Public	4	3	12	All ancillary activities are pre-arranged and a full brief presented to All necessary documentation is completed and submitted in All ancillary activities will be adequately supervised by the	2	3	6	Event Controller Safety Officer Stewards Medical
R-12	Use of LPG	Risk of personal injury from explosion Damage to property	All personnel General Public	3	4	12	All LPG installations will be properly installed, inspected and certified by a competent and registered gas installation engineer. Cylinders stored in well ventilated Excess cylinders removed off site. All gas units to comply with DFB & FCC Guide to Gas at events.	2	4	8	Event Controller Safety Officer Stewards Medical
R-13	Lack of Communications	Risk of personal injury Risk of control of operations	All personnel General Public	3	2	6	All applicable personnel must be in contact with Event Control by appropriate means. Any defects or issues must be addressed asap. Alternative means of communication with the crowd such as loud hailers are in place in the event of a	2	2	4	Event Controller Safety Officer Stewards Medical

R-14	Collision involving Pedestrian and Vehicle	Risk of personal injury	All personnel	3	4	12	Clear signage in car parks directing pedestrians and vehicles Designated pedestrian route Designated traffic management team to manage the car park and advise pedestrian of suitable routes.	2	2	4	Event Controller			
		Damage to vehicle	General Public								Safety Officer Stewards			
											Medical			
R-15	Lost person	Risk of undue duress or personal injury	General Public	4	3	12	A lost person policy in place that will be communicated to all personnel in advance. Stewards and key personnel on radio communications to convey all messages to and from event control.	4	1	4	Event management team			
R-16	Slips, Trips & Falls		All personnel	3	3	9	Regular inspections carried out to ensure there are no avoidable slip, trip or fall hazards. Constant monitoring by all Any damage giving rise to a hazard to be managed immediately to avoid unnecessary risk. Ensure all unavoidable hazards are adequately managed and highlighted to minimise risk of injury.	2	3	6	Event Controller			
			General Public								Safety Officer Stewards			
											Medical			
R-17	Manual Handling		All personnel	3	3	9	Assess all manual handling operations and review. Ensure there are clear procedures and mechanical aids present for manual handling operations. Ensure all personnel are adequately No general public to be involved in any activity involving manual	2	2	4	Event Controller			
			General Public								Safety Officer			
											Stewards Medical			
R-18	Fall from Height		All personnel	3	4	12	All areas assessed from an ergonomic perspective by a safety officer prior to the event. All stewards given safety brief regarding public areas at height	1	4	4	Event Controller			
			General Public								Safety Officer			
											Stewards Medical			

FLAVOURS OF FINGAL 2024

MEDICAL MANAGEMENT PLAN

DRAFT

DOCUMENT	MEDICAL MANAGEMENT PLAN
CLIENT	FINGAL COUNTY COUNCIL
EVENT	FLAVOURS OF FINGAL
LOCATION	NEWBRIGDE HOUSE & DESMENSE
DATE	29&30 JUNE 2024
PREPARED BY	JOE O'BRIEN
MEDICAL SUPPLIER	MEDILINK AMBULANCE LTD

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1. EVENT DESCRIPTION

Flavours Of Fingal is an annual event produced by Fingal County Council Events Unit. It is a 2-day event to showcase local food producers and includes a number of family-orientated activities.

2. OPERATIONAL TIMINGS

RESOURCES ONSITE DAILY	OPEN TO PUBLIC	CLOSED TO PUBLIC	RESOURCES STAND DOWN
10.00	11.00	18.00	WHEN ADVISED BY EVENT CONTROL

3. ROLE OF MEDICAL PROVIDER

The role of the medical provider(s) is:

- To ensure that any patient that requires medical assistance on site is responded to in a timely manner by appropriately trained PHECC registered practitioners.
- To ensure that all life / limb-threatening injuries/illnesses are responded to on-site as a matter of priority by appropriately trained PHECC registered practitioners.
- To ensure that, where appropriate, all non-ambulatory patients can be transferred from their location to an appropriate facility.
- To be the point of contact for the NAS/DFB services.
- To provide onsite medical care with appropriate skill levels under PHECC CPGs.
- To ensure that the impact upon the local statutory health care providers is kept to a minimum.
- To initially manage a major emergency until the statutory health care provider arrives.
- To ensure that medical crews will have the necessary logistics to deal with all serious injuries/medical issues.

4.MEDILINK ONSITE STRUCTURE

Medilink Ambulance will provide the following resources.

1 MIMMS trained Medical Coordinator

1 Medical Controller

1 Advanced Paramedic

4 x EMT crewed ambulances

1 x Paramedic led ambulance.

2 x Cycle response unit

4 x Foot patrols

1 x Command and Treatment unit.

This unit may serve as the main medical facility with a 2-bay treatment/resus area and an area outside under an awning for the treatment of minor cases.

5.COMMUNICATIONS

Medilink will provide a dedicated communication system onsite utilising our Motorola Wave digital system. This system includes location and voice recording of communications.

Charging facilities will be available in our control unit.

Our event communications will be controlled from our CCTV-equipped control unit. This self-sufficient unit will be positioned in consultation with the event controller for optimal deployment.

The Medilink controller will have a direct line of communication with the event controller to ensure immediate communication of incidents and requests for medical assistance. As the event is a dynamic event, requests for assistance will be accepted verbally without the need for form filling.

Deployment of resources will be recorded on the Medilink CAD system and treatment given will be recorded on our Electronic Patient Care Reports ePCR.

6.RISK ASSESSMENT

Flavours Of Fingal has been run successfully over several years. Based on its track record the risk assessment has Included the following;

AUDIENCE	30,000
SITE STAFF/CONTRACTORS	80
DEMOGRAPHIC	FAMILY GROUPINGS
EVENT TYPE	OUTDOOR FAMILY FESTIVAL
HAZARDS	NONE DECLARED

Despite the low risk attached to this event, a comprehensive medical service is planned.

7.IMPACT ON HEALTH SERVICES

NEOC will be advised of Medilink's attendance at the event each day and our onsite contact number will be supplied.

All cases which require pre-alerts to the hospital ie STEMI, Resus cases etc will be notified to NEOC for further dispatch instructions.

All cases will be assessed onsite by the most senior clinician available prior to a transport decision being made. In the event of a MAJOR INCIDENT occurring requiring medical assistance which has the potential to overload the available onsite medical resources, the Medical Coordinator will attend the scene and following a quick assessment will make a METHANE call to NEOC.

All medical staff will receive a Code Red message to attend at our comms unit for briefing and deployment to specific tasks.

The Medical Coordinator will then allocate resources as per MIMMS and will designate the main elements of access and egress points plus ambulance parking areas while triage of casualties commences.

All Medilink resources will be put at the disposal of the statutory ambulance service following their arrival onsite.

APPENDIX 8 – TRAFFIC MANAGEMENT PLAN

TBC

APPENDIX 9 - KEY CONTACTS

INTERNAL CONTACT NUMBERS

TBC

EXTERNAL CONTACT NUMBERS

AMBULANCE SERVICE	PHONE NUMBER
Eastern Region Ambulance Service Dublin	999 /112 / (01) 670 9111
ERAS Mobile Control Room	087 6371893
Fire Brigade Dublin	999 /112 / (01) 668 8077
GARDA	PHONE NUMBER
Head Quarters	(01) 666 0000
Swords Garda Station	(01) 666 4700
Roads Policing	(01) 666 9800
FIRE BRIGADE	PHONE NUMBER
Head Quarters	(01) 222 4000
Swords Station	(01) 222 4000

HELICOPTERS	PHONE NUMBER
Helicopter Rescue Service	(01) 459 2493
Irish Helicopter Ltd	(01) 844 4500 / (01) 844 4502
Irish Aviation Authority	(01) 814 4544

ESB	PHONE NUMBER
Head Quarters	(01)676 5831
Emergency Call Out	1850 372 999
HOSPITALS	PHONE NUMBER
Connolly Hospital	(01) 646 5000
James Hospital	(01) 410 3000
Temple Street Children's Hospital	(01) 878 4218
Rotunda Hospital	(01) 817 1700

Others	PHONE NUMBER
Fingal County Council	(01) 890 5000
Bord Gas	1850 205050 Emergency (01) 602 1212
Civil Defence	(01) 677 2699
RTE	(01) 208 2414 Press

APPENDIX 10- RESIDENTS LETTER

APPENDIX 11- BAR MANAGEMENT PLAN

APPENDIX 12- CONCESSION DOCUMENTS

APPENDIX 13- TRANSFER OF PRIMACY

STATEMENT OF INTENT

The Event Management Team, comprising the Event Controller, Event Safety Officer, and Head of Security, on behalf of Fingal County Council (FCC) is responsible for the safe running of the event and management of the crowd.

An Garda Síochána is responsible for the monitoring and addressing of Public Order issues as well as the implementation, in the agreed manner, of the transport management plan.

Both parties will work together to ensure an enjoyable and safe event.

In the event of the implementation of the Major Emergency Plan, as agreed between the Event Management Team and An Garda Síochána, and in consultation with the attending medical services, An Garda Síochána and/or the most applicable PRA shall take primacy at the event and the Event Management Team and its agents shall put themselves at the disposal of the emergency services to implement the Emergency Plan.

In the event of the Major Emergency Plan being successfully implemented and the event, subsequently, being safe to re-proceed, An Garda Síochána and/or the PRA shall return primacy and overall control of the event to the Event Management Team.

All such decisions and changes of primacy shall be recorded, in writing, and signed off on by all parties in the Event Log. The option is also in place for partial transfer of primacy in the event that the Emergency Plan is to be implemented in a specific, localised area and is not affecting the event in its entirety at that time. Again, this will be detailed and recorded in writing in the Event Log, as outlined above.

SIGNED:

DATED:

_____ AN

GARDA SIOCHANA

EVENT ORGANISER

APPENDIX 14 – CHILD PROTECTION POLICY

Fingal County Council (FCC) recognise and aims to adhere to the following guiding principles for ChildProtection:

- The welfare of the child and/or young person is a key part of the planning of the event.
- Ensure communication with children and/or young people is open, clear, and appropriate.
- All children and/or young people, regardless of age, gender, racial or ethnic origin, religious belief, disability, or sexual identity have a right to protection from harm or abuse.
- All children and/or young people should be treated with care, respect, and dignity.
- All children have the right to be heard, listened to, and taken seriously.
- The event management will implement appropriate steps to minimise the likelihood of harm or injury to children and/or young persons and to protect all personnel involved in the interaction with children and/or young persons, in particular against the accusations of abuse.
- When carrying out the event risk assessment consideration is given to the risks specifically presented to children throughout the event activities.
- All personnel (staff and volunteers) should recognise that children and/or young people generally put their trust in those working at a family event, and therefore should abide by these principles.
- All personnel should understand the procedures concerning children and/or young people, particularly the lost child/person policy.

FCC recognise that all personnel must be briefed on the event’s procedures concerning

children and/or young people, in particular the procedures if a child or young person should be lost or found separated from their parents or guardians.

