

EVENT MANAGEMENT PLAN

Event	Flavours of Fingal
Date	23 rd & 24 th June 2018
Location	Newbridge House, Swords, County Dublin
Client	Fingal County Council
Ref	FCC/FOF2018
Rev	Rev001



**Comhairle Contae
Fhine Gall**
Fingal County
Council



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NOTICE OF USE

This Event Management Plan is prepared solely on behalf of Fingal County Council for the Flavours of Fingal County Show on 23rd and 24th June 2018. It has been compiled by Safe Events and applies to this proposed event only. It is supplied to those on the Circulation List for their exclusive use in relation to this proposed event.

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Safe Events and Fingal County Council expressly disclaim any liability to any person in respect of anything done or omitted by any person allegedly informed by this document.

NOTICE OF REVISIONS

This Event Management Plan is subject to revision. Changes may be made at any stage up to the event. Any such changes will be communicated among those on the Circulation List.

SECTION 1

Introduction

Document Objectives

This Event Management Plan has been prepared by Safe Events and is designed to plan and provide for the effective management of this event, with a particular and pervading focus on the safety of all spectators, attendees, staff, contractors etc. It is designed and compiled in order to outline all pertinent elements in the Planning and Management of this event.

It is a key component in the effective management of the event and, as such, will be referred to by all stakeholders and agencies involved.

It is a living document, which will involve multiple revisions in the Planning stages. Refer to the Cover Page for information in relation to which revision this is. Revisions designations are in the format REV001

The final revision of this EMP will be noted on the cover page with the extension **REVF**INAL.

Event Organisers

The organisers of the event are the Flavours of Fingal County Show Organising Committee (Fingal County Council (FCC)) in conjunction with Fingal Farmers, Fingal Tourism and Newbridge House and Farm.

Fingal County Council details are as follows:

ADDRESS	KEY CONTACTS	CONTACT DETAILS
Fingal County Hall, Main Street, Swords, Co. Dublin	Paul Barnes Neil Kennedy	0872853620 0852523094

Involvement parameters

For this event, Safe Events is involved in the overall planning and organising elements of the event in conjunction with the Event Director and Production Director. Safe Events will be supporting the event activity in the agreed space.

Safe Events will provide the Event Controller and the Event Safety Officer for the Flavours of Fingal event. Safe Events is an established, qualified, experienced and insured business operating with a particular specialisation in Event Safety.

An Garda Síochána and traffic mgt stewards are responsible for the road closures

Sensitive Information

This EMP contains information and procedures, which are particular to this event and are sensitive in nature. This includes coded emergency messages as well as confidential security information.

This information should only be circulated among those parties as noted in the Circulation List and should not be circulated beyond those parties without the express, written permission of Safe Events.

Circulating this information / EMP to people outside this Circulation List could negatively impact on the safety of the staff and public at this event.

Drawings

Drawings related to this event are included in the Appendices.

Drawings included are as follows:

TITLE	SCALE	APPENDIX
Site Layout	Not to scale	Appendix 17
Walled Gardens	Not to scale	Appendix 17
Emergency Routes	Not to scale	Appendix 17
Road Closures	Not to scale	Appendix 17

Insurance

There is full insurance provided for this event.

Event Information

Event Outline

The Flavours of Fingal County Show will be held in Newbridge House and Farm grounds on the 23rd and 24th June 2018 from 11:00hrs-18:00hrs and will be an outdoor event. The Show will be a combination of agricultural shows with a food, horticultural and family fun experience.

All of the grounds will again be used for the event and the content has been located throughout to maximise crowd circulation. Capacity will still be monitored at the entry points to monitor numbers on site at any one time. See map in [Appendix 17](#) for full details. The overall event space area will be divided into six operational areas:

Zone 1 – Farmers Field

This Farmers field will host the following:

-)] Livestock and sheep competitions which will be scheduled and managed by the Fingal Farmers.
-)] Display of agricultural farming equipment and machinery.
-)] A 'Village Hall' area for vendors to showcase their crafts.
-)] Sponsor info area
-)] Wood craft area
-)] Sheep racing area
-)] Concessions and picnic area

The general public can view all the competitions and circulate with the respective farmers.

Zone 2 – Paddocks and surrounds

This area utilises the paddocks and adjoining field that are in situ and will include family fun activities and animal displays. Each area is segregated and staffed individually with separate access points.

Adjacent to these areas there will be concessions and picnic area for the attendee's convenience and to assist with the crowd flow.

Zone 3 – Walled Gardens

This area, as the name indicates, is a contained garden surrounded by walls insitu. Inside these walls are individual large beds (x10) separated by footpaths.

Contained in this area will be live staged entertainment, public bar, local enterprises, sponsors area, concessions units and seating areas. This is a popular area for attendees to circulate around.

Zone 4 – Courtyard

This is where the permanent café is located and this will be open to attendees during the event.

Zone 5 – Demesne

To the front of Newbridge House is the main demesne and located here will be:

) Arena

The arena will be located directly in front of Newbridge House and will be approximately 30m x 60m space. This area is where the jousting display will occur at scheduled times throughout both days. This area lends itself well to these shows as it provides adequate space for the attendees to spectate and also facilitates the easier movement of the animals to and from their resting area.

Also, in the arena will be the Big Red Barn where there will be selection of activities such as cooking demonstrations and music throughout the day. There will be a bar contained in the barn and a seating area for attendees.

) Vintage vehicles

There will be a small collection of vintage vehicles displayed here, and attendees will be able to get close beside the vehicles.

) Equestrian

The equestrian area will be divided into two sections on the north east of the demesne, and horse jumping displays and pony rides will be contained in two designated rings in this area. These areas will be managed and supervised by experienced equestrian professionals and will have access to the adjacent car park to house the horse boxes and trailers.

) Vikings and World War I

The Vikings will be located to the North West of the demesne and will have a traditional camp built in this area for attendees to view. They will have demonstrations of typical crafts and re-enactments from the period.

Adjacent to this will be a World War 1 exhibition of traditional vehicles and equipment.

Zone 6 - Artists camping

This will be a restricted camp area for the performers that are staying on site for the event and will be accessible by authorised persons only.

There will be a selection of activities and respective services throughout the site, to encourage attendees to circulate.

Alcohol will be sold only from three locations within the event grounds, in the Farmers area, the Walled Garden and within the Big Red Barn in the arena. Consumption of same will be limited to the immediate surrounding area and there will be licensed security present to monitor this area at all times. The nominated licensee will be responsible for the application of the Occupational Licence.

The entire event space will be manned by stewards and/or volunteers at all times and in addition there will be adequate supervision from the event management team.

The following main elements will be located in the event space:

ELEMENT	LOCATION
Ingress Routes	Main routes are from Hearse Road and Turvey Avenue
Egress Routes	TBC
Emergency Access	Emergency route from Hearse Road
First Aid	In all zones
Fire Buggy	Main car park
Toilets	In all zones
Concessions	In all zones
Event Control Unit	Yellow Car Park

See [APPENDIX 17](#) for a map of the full event space.

There will be a full schedule of build and break activities. That schedule can be seen in full in REV FINAL.

Road Closures

All road closures are under An Garda Siochana order, supported by stewards in the relevant areas.

Date & Duration

Saturday 23 rd June	09:00hrs – 19:00hrs 11:00hrs – 18:00hrs	Event operational times Venue open to general public
Sunday 24 th June	09:00hrs – 19:00hrs 11:00hrs – 18:00hrs	Event operational times Venue open to general public

Audience Profile

Previous years has established that the audience for this Show is predominantly families and a more mature profile on both days and include both locals and well as those that have travelled specifically for the event.





Based on the organiser's experience of this event in this area it is deemed unlikely that any reasonably foreseeable public order incidents or crowd disturbances will arise.

Expected Attendance

Fingal County Council events are well supported by the local Community and from previous years' experience it is expected that attendance at this event will be approximately 60,000 over the two days and throughout the days. The attendance figures are likely to be affected greatly by the weather.

Expected Weather

The following is the expected weather forecast for 23rd and 24th June 2018 as per www.metcheck.com

Day	Temp	Feels	Rain	Cloud	Dir	Speed	RH	Weather
Sat 23 Jun	21 °c	22 °c	0.0 mm	40 %		15 mph	84 %	
Sun 24 Jun	21 °c	21 °c	0.0 mm	8 %		22 mph	77 %	

Expected Ground Conditions

The event will be held on mainly a grass surface with limited tracking placed in areas of high volume. Ground conditions will be monitored in the lead up to the event and ground protection matts will be used where required.

It is the policy of Safe Events and Fingal County Council to provide a safe environment for this event. It will be achieved by ensuring that all facets of the event are managed in a manner so as to maximise the safety of all those attending and participating, together with the provision of proper safety management systems for all elements of the event.

Event Planning

Engagement

Consultations

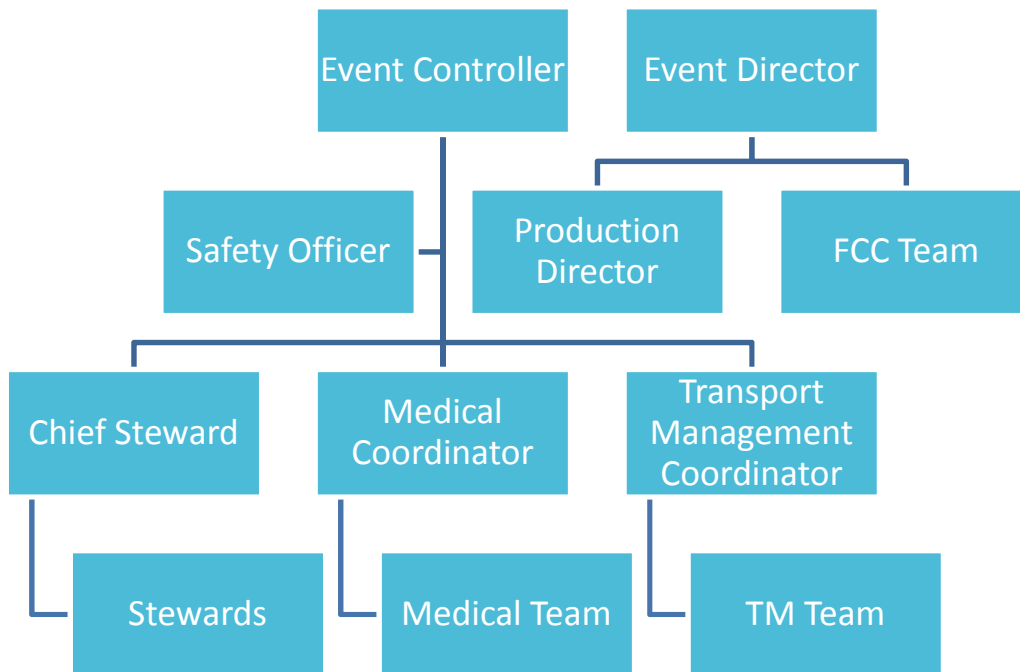
✓ An Garda Síochána	✓ Dublin Bus
✓ Dublin Fire Brigade	✓ Iarnród Éireann
✓ HSE	✓ Local businesses and residents

Meetings

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Event Management

Event Management Structure



The Key Contacts list is accompanying as [Appendix 13](#).

Event Management Team

There will be a full Event Management team in place for this event. Key roles have been identified and personnel have been appointed to those roles. All key personnel are experienced in their respective roles and will be supported in the performance of their duties and responsibilities by their colleagues on the Event Management Team.

The Event Management Team consists of:

TITLE	NAME
Event Controller	Mags Connelly
Safety Officer	Mark Breen
Event Director	Paul Barnes
Production Director	Neil Kennedy
Chief Steward	TBC
Medical Coordinator	TBC
An Garda Síochána	Sgt Terry Ferguson
An Garda Síochána	Sgt Sean Herlihy

The Event Controller will co-ordinate crowd management measures in association with the Safety Officer and the Chief Steward at the event. They will work closely with the Event Management Team, as well as with volunteers, stewards and An Garda Síochána at the event.

The Event Controller will be in overall control unless a serious emergency occurs, at which time the Event Controller will hand over responsibility to the Senior Garda Síochána Officer present at the event.

In such an event, the Emergency Controller shall take control over the entire operation until or unless the circumstances of the emergency dictate otherwise e.g. the Senior Fire Officer would take charge in the case of a fire being the emergency. In this case the Event Controller will put at the disposal of the Emergency Controller all resources present and available to aid in dealing with the emergency.

The Event Director in consultation with the Event Controller will ensure that an adequate number of staff are deployed for the event.

The staff will be given a briefing in advance of the event outlining their role, duties and responsibilities. The Event Controller or Safety Officer will deliver this briefing.

Area Responsibility

The following designated personnel will be responsible for the overall achievement of appropriate safety standards in their respective areas of responsibility:

FUNCTION	ORGANISATION	NAME
Layout	Fingal County Council	Paul Barnes & Neil Kennedy
Traffic	An Garda Síochána	Sgt. Sean Herlihy
Community Policing	An Garda Síochána	Sgt. Terry Ferguson
Safety Management	Safe Events	Mags Connelly
Medical Arrangements	TBC	TBC
Stewards	TBC	TBC
Electrical Provisions	TBC	TBC
Barriers	TBC	TBC
Sanitary Provisions	TBC	TBC
Communications	TBC	TBC

Identification

High visibility and/or branding clothing will be used to identify those working at the event.

- ⌋ Fingal County Council will be wearing branded high visibility clothing.
- ⌋ Safe Events staff will be wearing branded clothing as well as FCC high visibility bibs.
- ⌋ Medical staff will be wearing their standard high visibility uniform. They will also carry identification denoting their training and qualification level.
- ⌋ Production and site staff will be wearing high visibility clothing.
- ⌋ Security staff will be wearing FCC high visibility bibs

Briefing

Final event briefings will occur with the Event Management Team on..... In addition, there will be on site briefings with Operational Teams, Senior Stewards and Volunteers on the day of the event. The Safety Officer will deliver the briefing. Senior Stewards will perform a cascade briefing with the stewards on the morning of the event and all stewards will sign off that they have received and understood the briefing. Event debriefs will occur with key personnel and supervisors and the Event Controller and/or an appropriately member of the event management team.

Event Safety Strategy

Risk assessments have been undertaken in relation to this event and all elements thereof. At all times attention will be given to ingress, circulation and egress of all parties. Reasonably foreseeable hazards have been 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 minimise the risk.

Exclusions

The Risk Assessments undertaken in connection with this Event Management Plan does not extend to assessing the risks arising from or to any of the buildings / structures permanently in situ within the event site. This includes but is not limited to:

- | | |
|------------------------|--------------------------------|
| ❖ Footpaths | * Trees and shrubbery |
| ❖ Walls | * Temporary fencing / barriers |
| ❖ Premises / buildings | * Street furniture |
| ❖ Fencings / railings | |

Event-Specific Risk Assessment

Worksheet

The Risk Assessment worksheet for this event is accompanying as [APPENDIX 16](#).

See [RISK ASSESSMENTS](#) section for more information in relation to our approach to Risk Assessments.

Crowd Safety Management

Objective

It is the objective of Safe Events that those attending this event have an enjoyable experience in a safe environment. The Event Management Planning process for this event has been underpinned at all times by that objective.

Staffing

This event will be staffed by people experienced in similar events, including the following:

-) Event Controller x 1
-) Safety Officer x 1
-) Chief Steward x 1
-) Steward Supervisors x 5
-) Stewards x 40

Risk Assessment

One of the key foundations in the development of this Event Management Plan is the Risk Assessment process undertaken.

Details of the Risk Assessment approach undertaken can be seen in the [RISK ASSESSMENTS](#) section and the Risk Assessment Worksheet for this event are included as [APPENDIX 16](#).

Event Layout

Full drawings for the event are included as [APPENDIX 17](#).

Traffic Restrictions / Diversions

Traffic restrictions and diversions have been established in consultation with An Garda Síochána.

I

An Garda Síochána and steward resources will be employed to establish any necessary traffic restrictions and diversions and ensure they are effective on the day.

Expected Numbers

Approximately 60,000 spectators are expected to attend the event over the duration of the two days. The numbers of people expected has been estimated based on a number of factors, including the following:

-) Previous experience of this event in the area
-) Previous experience of events in general
-) The understanding that good or bad weather will impact on the numbers attending

From experience in previous years the attendees do not tend to stay at the venue for the full duration of the day and there will be peak times on both days.

All areas will be closely managed by the event management team and security at each entry point and throughout the site.

The overall grounds are approximately 35 acres, excluding parking areas, and as such due to the open nature of the venue there are several areas of relative safety that patrons will be directed to in the case of an emergency.

Capacity Calculations

Event-specific capacity calculations will be finalised for this event. These calculations will take into account all the relevant P (physical) and S (safety) factors.

Due to the open nature of the event and the circulation space available it is deemed that there are sufficient areas for the anticipated attendance at the event. It is calculated that there is circulation space for over 25,000 persons at any one time. Final emergency egress points have been identified for in the case of an emergency as well as other places of safety within the site. For comfort and ease the capacity at one time will be capped at approximately 15,000 persons. Due to the layout of the Walled Gardens and the

access and egress points available the capacity for this area will be kept to a maximum 2000 at any one time. Previous years have never reached this capacity as the crowd is fluid and circulates well throughout.

Consideration has been given to the space available and the location of concession units and toilets to eliminate / minimise congestion in any given area. This will be closely monitored to ensure a smooth circulation of the crowd. It is anticipated that with the correct and sufficient controls the crowd will have adequate space throughout the venue.

Stewarding

The stewarding levels and deployment plan for this event will be finalised in consultation with the Chief Steward once appointed. Stewards throughout the event space will be professional stewards and provided by a professional and licenced supplier.

Stewarding levels will be approximately as follows:

ELEMENT	STEWARDING NUMBERS
Event area	60

Volunteers

There will be approximately 30 volunteers from Volunteer Ireland who will act as an Event Ambassador role only. They will not be involved in any crowd management role however if required they will assist with any emergency evacuation.

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.

Public Information

Local residents and businesses will be informed regarding the event by a leaflet drop in the area, advertising by Fingal County Council and consultation with local community groups.

All event information is available on the website <http://www.flavoursoffingal.ie/>

Signage (internal)

There will be a large variety of temporary event-specific signage produced and erected specifically for this event. Signage will be placed on all relevant areas at least 5 days in advance, to communicate the event arrangements and any parking restrictions. Signage will be attached to permanent street furniture such as lamp posts etc. as well as temporary event infrastructure such as CCBs.

All signage will be removed post event when all activities have ceased and / or the de-rig is completed.

Communications

Communication among the Event Management Team and those working on the event is a key component to the Safety Management of the event. The main communications method for this event will be digital two-way radios which will be monitored and routed through Event Control as necessary.

Radios will be allocated so as to ensure the efficient and effective safe management of the event.

During the event, there will be multiple methods of communicating with the attendees. They include the following:

-) Public address system with speakers located throughout the event space
-) Megaphones will be utilised if/when required

Barriers

There will be a combination of crowd control barriers (ccb's) and heras fencing used as part of the Safety Management for the event.

Event Control Unit

The Event Control unit will be located in a portacabin in the coach car park and access will be for authorised personnel only.

Rendezvous Point

The Event Control unit will serve as the rendezvous point for staff at the event. In the event that the Event Control unit is rendered unavailable, then the secondary rendezvous point will be the Emergency Unit Compound located to the back of the Paddocks, on the internal road.

Lost Person

The lost person policy for this event is as follows:

-) **If a staff member finds a lost person** they relay this information using designated alert codes to Event Control immediately along with any pertinent information in relation to the lost person
-) The staff member will remain in situ with the lost person for 10 minutes
-) After 10 minutes the staff member along with another staff member will accompany the lost person to the nearest Information area
-) Staff at the position will confirm to Event Control when the lost person is at their location
-) If necessary, the lost person may be accompanied by 2 staff members to Event Control
-) From when Event control is informed of the lost person efforts will be made to locate those who were accompanying the lost person
-) **If a staff member receives a report of a lost person** they relay this information using the designated alert code to Event Control immediately along with key details to include the lost person's name, age and description and where they were last seen.
-) The staff member will stay with the reporting person if possible
-) 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

VIPs

Arrangements in respect of any VIPs will be established and communicated to key Event Management Team members and An Garda Síochána in advance.

Structures & Installations

Build

The build elements of this event will commence on Friday 15th June 2018 and a full production schedule will be developed and communicated.

Relevant elements of the build will be supervised by the Safety Officer who will ensure adequate measures are taken to ensure people's safety.

Break

The break elements of this event will take place immediately after event and the following days. All event elements will be removed from the event site.

Structures

All structures will be constructed and assembled by competent personnel. All relevant insurance and health and safety documentation for all structures will be on file in Event Control on the day.

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

Structure	Sizes	Supplier
Truck Stage	2 no. 10m x 7m	Emerald Stages
Marquees	60no. 3mx3m 6no. 20mx10m	Tom Byrne Marquees
Gazebos	40no. 3mx3m	Budget Marquees
Modular structure	1no. (TBC)	Big Red Barn

Precautions will be taken to monitor weather conditions for build and de-rig, as well as the actual event, and where required the temporary structures will be restricted or decommissioned until such a time that they are safe to use.

Concessions

There will be various concession units located throughout the site. These will provide hot / cold food and drinks.

All cash on site arrangement will be organised confidentially with An Garda Siochana.

Electrical and Lighting Installations

All power will be supplied from generators on site which will be provided and manned by a competent event electrician. 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. Any commissioning is done so correctly in compliance with the Code of Practise.

Gas 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 relevant Code of Practise and with cognisance given to 'Guide to Gas Usage at Events'.

Barriers

Crowd Control Barriers and heras fencing will be provided for this event by an established and competent supplier, details TBC. As such, they will be erected and dismantled by experienced staff.

Medical Plan

All medical arrangements will be finalised once the provider is appointed. The medical plan will be included in **APPENDIX 18** and will include the following details:

- Provider
- Medical Coordinator and team
- Operational Times
- Locations on site
- Role and responsibilities
- Transportation and transfers
- Ambulance movement
- Refusal of Treatment
- 999 / 112 calls from general public
- Identification
- Records
- Infection Control
- Clinical Waste
- Water
- Serious Incident
- Major Emergency

Fire Safety

All reasonable fire safety precautions will be taken during this event. Phoenix Fire Safety will provide fire extinguishers at all key locations throughout the site including at each generator, marquees, concessions and as deemed appropriate. Personnel will be on site during the event with specific fire safety crew and equipment to respond to all fire safety issues.

Dublin Fire Brigade has been informed of the event and will be circulated with REV FINAL of this Event Management Plan.

Equipment

Fingal County Council will organise for adequate fire equipment to be available for a prompt response comprising of dry powder, foam and Co2. In addition, there will be personnel on site to respond to any small contained fires.

Generators

All generators will be diesel and provided by a competent supplier who will provide service records of same. They will be positioned so that they can power the relative facilities however not cause an obstruction to attendees and/or users and have a 3mt space around each one. They will be adequately earthed and have at least 2 suitable fire extinguishers located by same.

Special Effects / Pyrotechnics

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

General and Combustible Waste

Combustible waste and general waste produced as part of this event will be removed regularly by the designated waste management company to prevent any build up. All staff will be briefed to report and build ups promptly.

Temporary Structures

All marquees and temporary accommodation structures will have adequate emergency lighting and signage which will be installed and certified by the appointed electrician.

All curtains, drapage and/or linings will have fire retardant certification applicable within the past 5 years.

Site Familiarity

REVFINAL of this Event Management Plan will be circulated to the Fire Services who will be invited to accompany members of the Senior Event Management Team on a walk-through of the event site in advance of the event. They will also be invited to visit the event site on the eve of the event to familiarise themselves with where all event elements have been located as well as the best access routes for them to use, should it be necessary.

Environmental Considerations

Noise

All noise will be for a limited period and shall not cause any unreasonable disturbance to any nearby noise sensitive premises.

In order to prevent any nuisance from noise the following measures shall be taken:

-)] Operational arrangements will be adhered to
-)] Amplified equipment shall not be directed into neighbouring premises
-)] Speakers will be aligned to efficiently deliver sound to the audience

Any requests to officially measure sound levels will be done in accordance with “ISO 1996-1:2007: Acoustics – Description and measurement and assessment of Environmental Noise”.

Vibration

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

Water

Drinking water will be provided at four locations in specific drinking units. These locations will be outside of the Walled Gardens and near the pond. Additionally, attendees will be able to purchase bottled water from the concession units on site.

Bottled drinking water will be available for all staff and volunteers.

Waste Management

There are permanent bins located in situ in the farm and demesne and further to this, additional bins will be placed throughout the event areas to elevate the additional litter and waste.

A licenced waste management company 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. The stewards and volunteers will be briefed to monitor the situation and report any areas that require attention.

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 of the event will arise. All and any protected or sensitive structure will be restricted.

Stewarding staff will be briefed to maintain a monitoring role in relation to same and to intervene if any damage is seen to be done.

Sanitary Provisions

There will be approximately 100 units both male and female, and wheelchair accessible portaloos provided. In addition, there are permanent toilets insitu available for public use. The portaloos will be provided in separate areas to maximise crowd flow.

Traffic Management

Consultation

The event traffic management plan is in progress at present in conjunction with An Garda Síochána and a competent and independent traffic management company. Further meetings with the Gardaí will be held to finalise all aspects of the Traffic Management Plan. It includes arrangements for attendees, event personnel, exhibitors and competitors, as well as local residents and businesses, and emergency services;

-) Road closures and diversions
-) Public Transportation
-) Event Access
-) Parking
-) Pedestrian Access – from immediate surrounds and Donabate train station
-) Event Egress
-) Emergency Services
-) Signage – VMS, direction and information

Control & Communications

Effective communications are key to the effective and efficient safe management of the event.

Event Control Unit

The event control unit will be located in the yellow car park. It will provide a quiet, functional space from which the Event Controller will manage the entire event. Access will be for authorised personnel only.

Radio Communications

Communication between the Event Management Team and those working on the event is a key component to the Safety Management of the event. The main communications method for this event will be digital two-way radios which will be monitored and routed through Event Control as necessary.

Radio Allocation

Radios will be allocated to key members of staff as well as key locations. The Radio Allocation will be included in REV FINAL of this Event Management Plan as [APPENDIX 14](#).

Key Contacts

The Key Contacts list will be circulated among key members of staff. It will also be available in Event Control. It will be included in REVFINAL of this Event Management Plan as [APPENDIX 13](#).

Public Address System

There will be public-address systems in use on event day located throughout the event space.

Megaphones

There will be 4 megaphones available for use as required.

SECTION 2

Responsibilities and Duties

The Team

Each role on the Event Management Team has specific responsibilities and duties. The Team will work collaboratively in relation to every element of the effective safe management of the event.

Safe Events and Fingal County Council is compiled of highly experienced members who have all been involved in similar events.

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

-) Event Controller
-) Safety Officer
-) Chief Steward
-) Medical Coordinator
-) Emergency Controller

Event Controller

The Event Controller has overall responsibility for the safe and successful management of the event, save in the event of an Emergency situation. 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, experienced, qualified and insured to perform their duties and will also have extensive experience as a Safety Officer and will bring to bear that experience at all times during this event.

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 Codes of Practice, Regulations, Guidance and best practice
-) Being present at and effectively participating in meetings during the planning phase of the event
-) Ensuring that there are adequate measures in place with respect to staffing, Safety Management, Medical and all key elements at the event

-)] Coordination of all elements of the event so as to ensure activities proceed as per the agreed Event Management Plan
-)] Decision-making, as required, in order to address situations as they arise during the event
-)] Effective utilisation of and consultation with all Event Management Team members so as to inform all decision-making during the event
-)] Ensuring all staff have been properly briefed and have the requisite information to perform their duties at the event
-)] Contributing to any and all Post Event Reviews and Post Event Reports
-)] Assisting in an emergency situation as required
-)] Undertaking any reasonable duties as necessary to ensure the smooth running of the event

Safety Officer

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

The appointed Safety Officer will be capable, experienced, qualified and insured to perform their duties. They will work closely with the Event Controller to ensure that all key decisions made have an appropriate input with regard for the relevant safety considerations.

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

-)] Fully comprehend with the Event Management Plan
-)] Fully comprehend with all relevant and impacting Codes of Practice, Regulations, Guidance and best practice
-)] Ensuring that all safety arrangements, as per 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 in order to relieve or avoid undesirable issues during the event
-)] Ensuring effective reporting and recording arrangements are in place and communicated to staff in advance

-)] Contributing to any and all Post Event Reviews and Post Event Reports with a particular focus on safety elements
-)] Assisting in an emergency situation as required
-)] Undertaking any reasonable duties as necessary to ensure the smooth running of the event

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, experienced and qualified to perform their duties and will also 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, Regulations, Guidance and best practice
-)] Ensuring that all medical arrangements, as per Event Management Plan and any relevant agreements are implemented as appropriate
-)] Attending all briefings as requested by the Safety Officer or Event Controller
-)] Maintain a monitoring brief during the event
-)] Ensuring all medical personnel are on site fit for duty
-)] Ensuring an effective and efficient medical service
-)] Ensuring medical cover is provided during the agreed times
-)] Monitoring crowd movements and build-ups
-)] Liaising with Event Control in relation to any and all incident, including transports off site to local medical facilities
-)] Implementing any remedial actions in order to relieve or avoid undesirable issues during the event
-)] Reporting and recording any issues or potential issues encountered during the event

-)] Contributing to any and all Post Event Reviews and Post Event Reports with a particular focus on safety elements
-)] Assisting in an emergency situation as required
-)] Undertaking any reasonable duties as necessary to ensure the smooth running of the event

Chief Steward

The Chief Steward has specific responsibility for the implementation of the elements of the Event Management Plan with respect to the stewarding arrangements. They will have been involved during the planning phase for the event and will have been consulted and have had opportunity to input in relation to the stewarding / security arrangements for the event.

The appointed Chief Steward will be capable and experienced to perform their duties. They will work closely with the Event Controller and Safety Officer to ensure that all key decisions made take into account the stewarding / security arrangements and limitations.

Specific responsibilities of the Chief Steward include, but are not limited to, the following:

-)] Being familiar with the Event Management Plan and, in particular, the elements impacting on and relying on the stewarding / security arrangements
-)] Being familiar with all relevant and impacting Codes of Practice, Regulations, Guidance and best practice
-)] Ensuring the stewarding plan is implemented as designed and that any and all changes are implemented as required
-)] Ensuring that required details of all stewarding staff are on record and provided to the Event Controller
-)] Ensuring all stewards are in position and that all positions are covered at all times
-)] Implementing and coordinating management and reporting structure among stewarding team
-)] Ensuring recording and reporting of any and all incidents during the event
-)] Ensure effective and direct lines of communication at all times with the Event Controller and Event Control
-)] Monitoring crowd movements and implementing any remedial arrangements as necessary
-)] Ensuring all stewarding staff are familiar with all elements of the event including locations of key elements
-)] Understanding their role in the event of an emergency situation

-)] Assisting in an emergency situation as required
-)] Undertaking any reasonable duties as necessary to ensure the smooth running of the event

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

In the event of a Major Emergency the relevant Local Authority Major Emergency Plan will be initiated.

Risk Assessment

Approach

The Risk Assessments for this event have been completed with the following in mind:

-)] Hazards move, increase and reduce during the course of the event.
-)] Risk levels are dynamic by nature. 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 hazard.
-)] Establish 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

This approach, coupled with the performance of Dynamic Risk Assessment during the event, allows for effective Safety Management.

Worksheet

The Risk Assessment worksheet for this event is included as [APPENDIX 16](#).

Emergency Plan

Objective

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 Emergency Situations

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

-) Fire
-) Crowd Disorder
-) Structural Compromising / Collapse
-) Explosion
-) Bomb Threat

Major Emergency definition

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 mobilisation 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. In the event of an emergency situation arising, the Event Controller, in consultation with the Safety Officer, and Senior An Garda Síochána member present will decide whether it's designated a Minor or Major Emergency. 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.

If a Major Emergency is declared, then the Event Controller will hand over responsibility to the senior An Garda Síochána member, Fire Officer or Medical representative as appropriate.

Emergency Controller

The Emergency Controller will take control over the entire operation unless or until circumstances of the emergency dictate otherwise.

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.

Key Communication Points

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

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

Evacuation

Should the Emergency Controller deem a full or partial evacuation necessary, they will inform all relevant parties who will then assist with the evacuation.

This decision can only be made upon agreement among the Event Management Team that a Major Emergency exists.

All those in attendance will be directed away from the location of the emergency.

Emergency Access Routes

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. They will also be invited to visit the event site in advance in order to familiarise themselves with it.

The Event Management Team and the stewards will ensure that access is maintained for emergency vehicles during the emergency.

Emergency Roles

In the event of an emergency, the roles of those involved in the event are enhanced and include the following:

) Organisers

- Place all facilities available at the event at the disposal of the Emergency Controller
- To provide areas suitable for collection and treatment of casualties
- To place all available event personnel at the disposal of the Emergency Controller

) Event Management Team

- Put all expertise on hand at the disposal of the Emergency Controller
- Bring all experience to bear on the situation
- Place all facilities available at the event at the disposal of the Emergency Controller
- To provide areas suitable for collection and treatment of casualties
- To provide maps / drawings of the event site to the Emergency Controller
- To place all available event personnel at the disposal of the Emergency Controller

) An Garda Síochána

An Garda Síochána will carry out their functions in accordance with their own codified instructions and provisions of the plan, as follows:

- Activation of the plan
- Maintenance of law and order
- Evacuation
- Traffic and crowd management

- Scene preservation and collection of evidence
- Arrangements in respect of the dead
- Provision of casualty information services at the event site
- Establishment of an information centre at the event site to be used by services responding
- Securing the location thereof and managing access thereto
- Exercise of some local authority functions pending the response of the local authority to the emergency
- Communicating with the public as necessary

) **Fingal County Council**

Fingal County Council 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

) **Dublin Fire Brigade**

Dublin 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

Emergency Procedures

Stopping Operations

Every effort will be made to ensure that the event 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 has to be stopped, curtailed or limited, it will only occur upon the direction of the Event Controller.

There are certain factors that will be taken into account 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

Fire

-) The steward who discovers or is informed of a fire outbreak will immediately inform his/her Supervisor, who will advise Event Control using a designated alert code and stating the location and source of the fire;
-) Event Control will:
 - i. Contact the Fire Brigade via 999.
 - ii. Send out a using a designated alert code to all key personnel
 - iii. Key Personnel 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.

-) The immediate area will be cordoned off the area and all persons present moved from the area;
-) 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 be evacuated following the Evacuation Procedures.
-) 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 using a designated alert code

Evacuation Procedures

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

-)] Using a designated alert code event control will initiate the evacuation.
-)] Key Personnel will initiate evacuation of their area in a calm and professional manner to prevent panic movements and potential crushing.
-)] Designated PA 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 stewards 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 PA may be instructed by Event Control or Safety Officer to alter the content of the announcement to deal with the particular circumstances, e.g. direction of people away from or towards particular exits.

-)] On hearing the evacuation announcement all personnel will direct and assist in the evacuation of attendees from the area as appropriate.
-)] Stewards on the perimeters of the event space are to verbally ask people to move before the evacuation announcement is made. This will assist in getting evacuation underway.
-)] Stewards manning barriers, exit routes are to immediately and safely remove these barriers and appropriately secure them
-)] Key Personnel will monitor progress of the evacuation by radio contact and to issue additional instructions as necessary.
-)] In the event of a total evacuation of the route being necessary this is to be initiated in close consultation with the Gardaí to ensure the necessary Garda preparedness off site.
-)] After evacuation, all personnel will report to their immediate supervisor

Cancellation Policy

Pre-event

In the case of a 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 key personnel of the cancellation who will in turn ensure that all personnel, event stewards and all other relevant parties are briefed before initiating cancellation
-) If staff are on site already, send out a radio alert to all personnel that the event is being postponed/ cancelled
-) 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 / cancelled. We apologise for any inconvenience. Thank you for your support and patience”.
-) Monitor any areas where attendees may have gathered
-) Provide information to Chief Steward relating to the event
-) Notify the Gardaí if any crowd disturbances arise

Event stewards will adopt the following procedures:

-) Prohibit admittance to the location
-) Keep emergency routes clear
-) Advise attendees
-) Remain courteous to all and provide information to them when requested

During the event

In case of cancellation the Event Controller will inform all key personnel, and the communication plan will be activated to contact external parties. Event control, 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 marshals are briefed before initiating cancellation
-) Send out a using a designated alert code to all personnel informing them that the event is being postponed / cancelled

-)] 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/cancelled. We apologise for any inconvenience. Thank you for your support & patience”.
-)] Monitor any areas where attendees may have gathered.
-)] Provide information to Chief Steward relating to the event
-)] Notify the Gardaí if any crowd disturbances arise

All key personnel will supervise and assist:

-)] 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
-)] Remain courteous to all and provide information to them when requested
-)] Keep emergency routes clear
-)] Advise attendees
-)] Remain courteous to all and provide information to them when requested

Contingency Plans

In the planning for this event a range of eventualities have been considered, which may come to pass. This is not an exhaustive list but is informed by experience of events and eventualities.

Inclement weather

-)] The Event Controller and the Safety Officer will assess weather conditions pre-event and make a decision before 07:00hrs in relation to the event proceeding.
-)] Key Personnel will ensure that all personnel know the procedure in the event of a sudden downpour - be prepared for sudden and mass movement of the crowd. The Safety Officer will be in constant communications to ensure that operations are stopped if required for safety purposes.
-)] The Event Controller and Safety Officer will make a definite decision re stopping the event and inform all.

Failure of equipment

-) The contractor will carry out pre-event inspections early to determine all equipment is working correctly. Report to Event Control if attention is needed. The Event Controller will make a decision 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.

Delays

-) The Event Controller will try to ensure that there are no delays to the event start however will have Key Personnel briefed just in case.
-) Stewards will be in fixed positions throughout the event space to monitor.
-) The Event Controller will communicate with the Senior Garda Síochána present to establish assistance if required.

Shortage of Personnel

-) The Chief Steward will complete a head count at the briefing and report any shortages. If applicable the Event Controller will organise for additional external personnel to be directed to the event and will continue to trouble shoot.
-) Personnel will be redeployed if necessary
-) There is a contingency of 10% with all personnel

Tests & 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.

Pre-event

During the planning phase of the event the Safety Officer will:

- ☐ Ensure that all relevant statutory agencies and stakeholders are aware of and expressly agree to everything in the event management plan
- ☐ Manage all contractors, ensuring adequate provisions, arrangements and documentation are in place with regard to safety
- ☐ Ensure that any build elements are carried out safely and adequately, that all safety documentation is provided and, where required, that all structures and installations are certified for use

Pre-doors

In advance of the event opening to the public, the Safety Officer will:

- ☐ Ensure sufficient numbers of personnel and stewards are on hand
- ☐ Ensure all medical and fire-fighting arrangements are in place
- ☐ Ensure all signage is in place
- ☐ Ensure all entry and exit routes are free from obstruction and trip hazards
- ☐ Ensure that all emergency exits and routes are fully operational
- ☐ Ensuring all public-address systems are functioning
- ☐ Ensuring all generators are functioning and that any backup generators are in position and functioning
- ☐ Ensure there is no build-up of combustible waste
- ☐ Ensure there is no hazardous waste materials on site

During the event

During the course of the event, the Safety Officer will:

- ✓ Monitor crowd movement
- ✓ Respond to any incidents or accidents
- ✓ Monitor the event site for any changes that may represent a safety issue
- ✓ Ensure the status of all elements remain the same
- ✓ Ensure all staff members are playing their part in ensuring safety

Event-end

As the event finishes, the Safety Officer will:

- ✓ Monitor egress, ensuring all attendees exit from the area safely
- ✓ Ensure the de-rig / break down of any elements is done in a safe manner
- ✓ Ensure the removal of any combustible waste
- ✓ Ensure that all event documentation has been completed and is in the event file in Event Control
- ✓ Ensure the event site is reinstated as per event management plan

APPENDICES

APPENDICES

ESD001 – Missing Child Report Form	Appendix 1
ESD002 – Accident Report Form	Appendix 2
ESD003 – Safety Inspection Checklist	Appendix 3
ESD004 – Security Incident Form	Appendix 4
ESD005 – Near Miss Report Form	Appendix 5
ESD006 – Lost Property Report Form	Appendix 6
ESD007 – Event Briefing	Appendix 7
ESD008 – Event Log	Appendix 8
ESD009 – Radio Log	Appendix 9
ESD011 – Transfer of Primacy Form	Appendix 10
ESD012 – Staff Sign Out	Appendix 11
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Key Contacts List	Appendix 13
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Medical Plan	Appendix 18

Appendix 1-12

ESD forms will be available in [REVFINAL](#)

Appendix 13 – Key Contact List

Contact Numbers			
Name	Role	Organisation	Mobile Number
Paul Barnes	Event Mngt	FCC	087 2853620
Neil Kennedy	Event Mngt	FCC	087 7446205
Mags Connelly	Event Mngt	Safe Events	087 6616272
Mark Breen	Event Mngt	Safe Events	086 8233377
Fiona O'Reilly	Event Mngt	FCC	087 7963108
Adrian Mooney	Event Mngt	FCC	085 8838898
Cahir Byrne	Emergency Mngt Off.	HSE	087 9879220
Mick O'Toole	Emergency Mngt Off.	HSE	087 9131076
National line	Ambulance	HSE	0818247112
District Officer	Senior Fire Officer	DFB	01 6734134
Terri Ferguson	Senior Garda in charge – internally	An Garda Síochána	086 3712169
Sean Herlihy	Senior Garda in charge – traffic	An Garda Síochána	086 1904784
Brendan Andreucetti	Chief Officer	Dublin Bus	086 8124584

Appendix 14 – Radio details

Radio details will be available in [REVFINAL](#)

Appendix 15 – Production schedule

Schedule will be available in [REVFINAL](#)

Appendix 16 – Risk Assessment worksheet

Risk Assessment Worksheet



Event / Project Event / Project Ref Event / Project Date Risk Assessment Rev Completed by Date completed		Flavours of Fingal FCC/FOF2018 23rd & 24th June 2018 Rev001 MAGS 13/03/2018		SAFE EVENTS			Residual Risk
Hazard	Risk	Affecting	Likelihood	Consequence	Control	Responsibility	
Movement of crowds	Personal injury	All personnel	4	3	Adequate capacity maintained to allow for free & safe movement	Safe Events	4
	Crush injuries	Attendees			Effective usage of barriers	Safe Events	
	Damage to property	General Public			Documented agreement between relevant parties re arrangements	Safe Events, FCC & Security	
					Monitoring of crowd movements by experienced personnel	Safe Events & Security	
					Adequate staffing levels based on Risk Assessment	Safe Events & Security	
					Adequate briefing to personnel	Safe Events & Security	
					Identification of pinch points / elements that may give rise to restricted movement	Safe Events	
					Plans in place to divert attendees from busier areas in order to avoid / alleviate pressure	Safe Events & Security	
					Documentation of any existing issues / damage to property in advance of the event taking place	Safe Events & contractors	
Live animals	Serious personal Injury	All personnel	3	3	All animals are handled and controlled by respective owners who are experienced in same.	Exhibitors	4
	Damage to property	Attendees			Communications and documented agreement with respective groups /owners to establish and agree adequate arrangements	FCC & Exhibitors	
		General Public			Adequate space given to the respective animal areas for their welfare.	FCC & Exhibitors	
					Designated holding areas to house animals	FCC & Exhibitors	
					Restricted access to animal holding areas	Security & Exhibitors	
					Effective usage of barriers	FCC & Exhibitors	
					Plan in place to manage an animal escape and/or injury.	Safe Events, FCC & Exhibitors	
Over-crowding	Personal injury	All personnel	3	3	Experienced and qualified Safety Management personnel on site for the event	Safe Events	4
	Panic attacks	Attendees			Experienced and licensed security staff on site for the event	Security	
		General Public			Real-time monitoring of crowd density on site	Safe Events & Security	
					Effective lines of communication utilised	All personnel	
					Understanding of the potential impact of surrounding buildings & venues on event site capacity	Safe Events	
					Effective planning for potential over-crowding	Safe Events & FCC	

Public Order	Personal injury	All personnel	2	2	Reasonable & adequate security staffing levels	Safe Events & Security	4
	Damage to property	Attendees			Safety Management staff experienced in monitoring of crowds at events	Safe Events	
		General Public			Presence of An Garda Síochána	An Garda Síochána	
General adverse weather	Personal injury	All personnel	3	2	Real-time monitoring of weather conditions by all staff	Safe Events	3
	Giving rise to Slips, Trips and Falls	Attendees			Advance monitoring of expected weather conditions	Safe Events & FCC	
		General Public			Consideration of adverse weather conditions during planning stages of the event Consideration of adverse, particularly wet, weather in planning ground-based event elements in particular	Safe Events & FCC Safe Events & FCC	
Fire	Personal injury	All personnel	2	3	Consideration of fire risks arising out of all elements of the event	Safe Events	3
	In particular, burn injuries	Attendees			Presence of Fire-Fighting Equipment to reasonably aid in combatting potential fires	FCC	
	Smoke inhalation effects	General Public			Ensuring temporary generators have dedicated Fire-Fighting Equipment located alongside / nearby Advance notification of the event (including provision of Event Management Plan) to Dublin Fire Brigade Invitation extended to DFB to attend the event site for familiarisation Appropriate monitoring of all event elements during the event Advance communication with all contractors / providers / traders etc. with regard to fire safety on site Advance review of all relevant documentation that may inform the understanding of fire risk at the event Documentation of any existing issues / damage to property in advance of the event taking place	Electrical contractor FCC FCC Safe Events FCC & Safe Events FCC & Safe Events Safe Events & contractors	
Electricity	Personal injury	All personnel	2	2	Adequate measures in place for the use of electricity outdoors	Electrical contractor	3
	In particular, electric shock	Attendees			All temporary power supplies to be installed and certified by a registered electrical contractor	Electrical contractor	
	Damage to property	General Public			Visual inspection of all power connections by Safety Management Team	Safe Events	

Slips / trips and falls	Personal injury	All personnel	3	2	Advance site visits used to identify any hazards already in situ	FCC & Safe Events	3
	Fright / panic attack	Attendees			Understanding among all contractors about their responsibilities with respect to the creation and minimisation of trip hazards on site	FCC	
	Increased risks arising from crowd density	General Public			On-going monitoring of ground conditions and trip hazards during the event by the Safety Management Team	Safe Events & FCC	
	Damage to property				On-going monitoring of ground conditions and trip hazards during the event by Security staff	Safe Events & Security	
					Appropriate risk-reduction measures implemented, as appropriate	Safe Events	
					Reasonable remedial actions taken, as appropriate	FCC	
					Active engagement with attendees to ensure awareness of any (new) trip hazards	Safe Events & Security	
					Documentation of any existing issues / damage to property in advance of the event taking place	Safe Events & FCC	
Manual handling	Personal injury	All personnel	2	3	Monitoring of the activity and actions of contractors with responsibility for their own manual handling procedures and those of their staff	Safe Events, Security & contractors	4
	In particular, back injury	Attendees			Manual Handling training provided in advance of the event for Safe Events staff	Safe Events	
		General Public			Avoidance of any situation whereby an attendee / member of the public will be lifting anything within the event site	Safe Events, Security & contractors	
					Awareness of the provisions of the Safety, Health, Welfare at Work Act 2005	Safe Events & contractors	
					Assessing each MH task in advance and using mechanical aide where possible.	All personnel	
					Utilisation of common sense and decision-making informed by understanding of personal risk & personal responsibility	All personnel	
Contractors' activities / actions	Issues arising out of the utilisation of subcontractors	All personnel	2	2	All contractors to advise if they are using subcontractors with understanding they are responsible for ensuring any subcontractors are informed of key event information.	FCC & Contractors	3
	Personal injury	Attendees			Watching brief and appropriate oversight of contractors activities maintained	FCC & Contractors	
	Damage to property	General Public			Request & review of relevant paperwork in advance of the event	FCC & Safe Events	
					Documentation of any existing issues / damage to property in advance of the event taking place	FCC & Safe Events	
Use of equipment	Personal injury	All personnel	1	5	Specialist equipment being used by contractors must be used by experienced and trained personnel	All contractors	1
	Damage to property	Attendees			Watching brief and appropriate oversight of contractors activities maintained	FCC & Safe Events	
		General Public			Open lines of communication to be maintained during the event	Safe Events	
					Advance communication with all contractors to establish arrangements with respect to the use of any specialist equipment	Safe Events & contractors	
					Equipment requiring 'tickets' / licences to be only operated by those with appropriate 'ticket' / licence (in date)	Safe Events & contractors	

Structures	Personal injury	All personnel	1	3	Structures to be erected by qualified and experienced personnel	All contractors	1
	Damage to property	Attendees General Public			Relevant paperwork to be requested and reviewed in advance Structures to be erected as per manufacturers' specifications Where necessary, structures to be signed off by an independent structural engineer Regular visual inspections of structures to be conducted by Safety Management Team	FCC & Safe Events All contractors Structural Engineer All contractors & Safe Events	
Ineffective communications	Personal injury	All personnel	3	2	Use of two-way radios by key staff	FCC	3
	Negative impact on event management	Attendees General Public			Staff members to be trained in the proper use of two-way radios to allow for effective Safety Management of the event Charging units and spare batteries to be on hand, if necessary All key Event Management staff to have working and charged mobile phones with credit in them Megaphones to be on hand, if necessary Key Contacts list to be circulated with Event Management Plan	Safe Events, FCC & Security FCC Safe Events FCC Safe Events	
Major Incident / Emergency	Personal Injury	All personnel	3	4	Pre plan and prepare for major incident and/or emergency plans.	Safe Events	6
	Damage to property	Attendees General Public			Clear agreement between all applicable organisations Diversion procedure will be activated if required	FCC, Safe Events and Security Safe Events	
Medical Emergency	Personal Injury	All personnel	3	3	Presence of Medical services providers	Medical provider	6
	Damage to property	Attendees General Public			Communications with HSE re the event	Medical provider	