



Údarás Áitiúla Lú  
Louth Local Authorities

FE Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

# Event Management Guide and Handbook *Version 2*



Developed through the Ardee Joint Policing Committee





# Acknowledgements

This handbook is designed to provide information and advice to event organizers' with public safety as a priority, regardless of the size or content of the event. The handbook has been compiled and produced in association with the Louth Joint Policing Committee Structures and the Louth Local Authorities. It was also compiled with reference to the current legislation and existing codes of practice for safety at events.



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## Purpose

Events are a workplace for some and a leisure activity for others and range from family days in the local park to musical events, festivals, firework displays, carnivals, sporting events, street parades, exhibitions etc. Negligence on the part of the owner of the premises and/or the organiser of the event can result in injury to either workers or patrons.

Organisers have under common law a "duty of care" towards persons involved with the event – including the audience, performers, suppliers and event staff. This booklet is designed to provide advice to event organisers on the steps to be taken in undertaking their responsibility to provide a "duty of care" and outlines the measures they can implement to provide for a safe event.

Though venues and events may differ, the application of certain common principles and standards of good practice can reduce the uncertainty associated with planning and organising for a safe and successful event. This booklet advocates a common sense approach to event organisation by focusing on:

- 1 Planning the event
- 2 Providing a safe venue
- 3 Staff organisation
- 4 Preparing for the unexpected
- 5 Documentation
- 6 Event Stakeholders

In addition to the common law "duty of care" owed to those attending the event there are a number of key pieces of legislation, which are applicable to events the most relevant include:

- Safety, Health & Welfare at Work Act 2005 and regulations made under it (where there is employment, paid or unpaid)
- Planning & Development Act 2001:Part XVI (licensing of outdoor events regulations)
- Fire Services Act 1981 (responsibility for fire safety on persons in control of premises)
- Fire Services Act 1981 and 2003(licensing of indoor events regulations)

## Scope

The Safety, Health and Welfare at Work Act 2005 and regulations made there under is to ensure the safety, health and welfare of all employees in the workplace. The legislation applies to employers, employees and contractors. Even though the Act does not specifically mention the employment of persons at events it can be assumed that the legislation is applicable as the activities, which each individual undertakes, whether paid or unpaid is at the direction of the event organiser.

The Planning & Development Act 2001:Part XVI (licensing of outdoor events regulations) is specific to outdoor displays of public entertainment comprising an audience of 5000 or more. Organisers of such large-scale events should not place reliance on the advice offered in this booklet but should make themselves familiar with the relevant codes of practice, in particular the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events (Dept. of Education –1996).

The Fire Services Act 1981 covers all aspects of fire safety and is applicable to both outdoor and enclosed venues. Event organisers have a responsibility to ensure that there are adequate means of escape for all persons in attendance. Particular attention should be paid to materials used in the decoration of the venue and the construction and use of temporary structures to ensure they are in compliance with fire safety standards.

Licensing of Indoor Events Act 2003, is an addition to the Fire Services Act 1981 and is intended to ensure the safety of persons attending events taking place wholly or mainly in a building. Unlike the licensing of outdoor events regulations, the licence application for an indoor event is not restricted to an event with an expected attendance of more than 5000 These complete Regulations are attached in Appendix I. In addition the regulations provide for the licensing of events on an annual basis. In respect of all of the above it is the responsibility of the event organiser to ensure they are in compliance with the terms and conditions of the regulations and relevant legislation.

# Classification of Events

This guideline and underlying policy apply to outdoor events, which are organised on a once off, periodic or annual basis and which are not taking place in purposely provided facilities that have the benefit of planning permission, e.g. a sports event in a sports facility. Please also note that this policy and the categorisation also applies to any use of Council facilities or assets

For the purposes of managing risk, public events may be divided into the following 6 categories. Applicants should be told the time period required for application which should be stated in writing by the local authority. Proposed time-scales are provided for consideration: See Table 1

## Category A

A once off event which these events may involve up to 100 people and are hosted indoors e.g. library meeting room; they may be classified as low risk events.

## Category B

An annual event such as a summer BBQ, Christmas markets, arts and crafts fairs, a summer fete, or a family fun day. This type of event will usually involve in excess of 100 people and less than 1,000 people. The event may be held indoors or outdoors and may be classified as a low risk event.

## Category C

Events in this category are annual events as B above. However, they will involve more than 1,000 and less than 5,000 people and therefore are classified as a medium risk events.

For those events in D to F below, organisers should review the Planning and Development (Licensing of Outdoor Events) Regulations, 2001 which state that where an event will attract an audience of greater than 5,000 persons in either one event or series of events, it shall be deemed to require a formal planning application, the full details of which are outlined in Appendix I.

## Category D

Hosting of a large public indoor or outdoor event such as Fleadh Ceol Na hEireann, St Patrick's Day parade, welcoming a foreign dignitary, or awarding the Freedom of the City. This type of event will usually involve more than 5,000 people and less than 20,000 people and may be classified as high risk.

## Category E

Hosting of a large public indoor or outdoor event such as Tall Ships race, round the world boat race, road rallies, bungee jumping, firework displays, funfairs and aviation displays. This type of event will also usually involve more than 5,000 and less than 20,000 people but due to the nature of the activity the risk category may change and be classified as high to very high.

## Category F

Hosting of a very large public indoor or outdoor event such as a very large concert, with in excess of 20,000 people attending. This type of event may be classified as high to very high.

| Category | Number of Attendees | Level of assessed risk | Notice of period required for application |
|----------|---------------------|------------------------|---|
| A        | <100                | Low                    | 4 weeks                                   |
| B        | >100<br><1000       | Low                    | 8 weeks                                   |
| C        | >1000<br><5000      | Medium                 | 8 weeks                                   |
| D        | >5,000<br><20,000   | High                   | 30 weeks                                  |
| E        | >5,000<br><20,000   | High-Very High         | 30 weeks                                  |
| F        | >20,000             | Very High              | 30 weeks                                  |

### PLEASE NOTE:

The classification of risk involved different events (low, medium, high and very high) given in the above six categories should not be literally interpreted and is only intended to act as a guide. A full risk assessment should be undertaken for every proposed event to identify the actual level of risk involved.

The above categorisation, risk and insurance requirement normally would also apply to any application for use of local authority buildings and facilities.

# Advance Planning

Commence planning well in advance of the proposed event opening date. How far in advance will be dependent on the size, type and duration of the proposed activity and the logistics required for the event. Before committing to financial outlay you should first address the feasibility of organising the event at the planned date and venue. Some of the issues and considerations to be addressed at this feasibility stage include:

## Issue Consideration

Details of other competing events, which may take place at the same time. The timing of your event and the target audience could be affected by another event organised at the same time and in the same area. Some local research should be undertaken before committing to the proposed date.

## Sponsorship Opportunities

Companies or individuals may be interested in becoming associated with your event. It is your responsibility to ensure that your sponsor's expectations can be met.

## A Marketing Strategy

If you want the public to attend your event some measure of marketing is essential. This may range from advertising in your local area to radio and television advertising.

## Insurance.

No event can take place without insurance; the availability of cover required will be dependent on the activities, size and scale of your event and your efforts to minimise risk factors.

## Available Funds

An estimate of income and expenditure should be prepared as there are many costs, which may not be apparent until you begin the detailed planning of your event. Items such as the collection and disposal of litter and waste can be an item of expenditure that is sometimes forgotten when preparing your budget.

## Suitable Venue Availability

There may be an existing facility available for your event or you may need to modify a facility. This is one of the most important factors when researching the feasibility of your project, some of the questions you should ask include:

- Will you need to construct temporary facilities?
- Is there sufficient space for the expected audience?
- Are there security considerations?
- Is there adequate access and egress from the site?
- Is there sufficient parking and/or loading areas nearby?

## Contact with Relevant Bodies and Agencies

Any activity, which involves a concentration of people gathering in one place, will have an effect on local infrastructure and it is common courtesy to inform agencies such as An Garda Síochána, Local Authority and local residents of your intention to hold an event. You may be obliged to enter into a formal consultative process with the statutory agencies. Consideration should also be given to the availability of resources required for events, including time, people, equipment and finance.

Some of the questions you should address include

- How many staff will the event require?
- Will some of the staff be paid?
- Is there sufficient time to plan the event?
- Is the equipment required available for the period of the event?
- Are there local sources of equipment?
- How much planning is required?
- What are the financial implications?
- Do I need professional assistance?

## Insurance

Insurance is one of the most important factors in organising an event. The law requires the organiser to have Employers Liability cover for all employees including unpaid helpers and Public Liability cover for your patrons.

The specific needs of your event should be discussed with your insurance company or broker to ensure that adequate cover is provided for the event. Venue owners may also request specific insurances and indemnities and in some cases the insurance company may also require you to accept excess on the policy.

In the case of any event that takes place in any public place the Local Authority will require to be indemnified on the organiser's public liability insurance to the value of €6.5 m. In the case of a motor rally the Local Authority will also seek a cash bond to cover any damage to the road surface.

## Insurance Requirements

The legal liability of the local authority is protected under its existing public liability policy subject to normal policy terms, conditions, exceptions and endorsements.

Third parties should be requested to provide evidence of insurances with provision of an indemnity to the local authority in order to minimise exposure for the local authority. It is the responsibility of the event organiser to provide evidence of insurance for each individual participant involved in the event; it is not for the local authority to seek evidence from each individual separately.

# Summary of Insurance Requirements

| Category of event | Number of attendees | Level of assessed risk | Insurance requirements   | Comment   |
|-------------------|---------------------|------------------------|--------------------------|---|
| A                 | <100                | Low                    | Public Liability - €2.6m | If the applicant has no Public Liability Insurance the local authority can still give approval if the level of risk assessed is low.  |
| B                 | >100<br>< 1,000     | Low                    | Public Liability €2.6m   | If the applicant has no Public Liability Insurance the local authority can still give approval if the level of risk assessed is low.  |
| C                 | >1,000<br>< 5,000   | Medium                 | Public Liability €6.5m   | It is advisable that the local authority seeks evidence of Public Liability Insurance and considers if a professional public event organiser should be involved.  |
| D                 | >5,000<br>< 20,000  | High                   | Public Liability €6.5m   | A professional public event organiser should be involved with evidence of involving other such as: <ul style="list-style-type: none"> <li>■ An Garda Síochána</li> <li>■ Health Service Executive</li> <li>■ Fire Services</li> </ul> |
| E                 | >5,000<br>< 20,000  | High - Very High       | Public Liability €13m    | A professional public event organiser should be involved with evidence of involving other such as: <ul style="list-style-type: none"> <li>■ An Garda Síochána</li> <li>■ Health Service Executive</li> <li>■ Fire Services</li> </ul> |
| F                 | >20,000             | Very High              | Public Liability €20m    | A professional public event organiser should be involved with evidence of involving other such as: <ul style="list-style-type: none"> <li>■ An Garda Síochána</li> <li>■ Health Service Executive</li> <li>■ Fire Services</li> </ul> |

Please Note: The requirements for safeguarding children and vulnerable persons for such events should be documented by the organiser and made available to the local authority on request.

Professional event organisers should be requested to provide evidence of insurances to include professional indemnity; public liability, and employer liability insurance.

# Pre-Event Planning

Plan for the organisation of your event in phases; details within each phase will be dependent on the event venue, scale, duration and planned activities. Any event will involve elements of each phase and you should identify those issues, which are relevant to your event and plan accordingly.



FIGURE 1 EVENT PHASES

In all phases the establishment of a safety culture in management and operational practices is essential. Safety should not be seen in terms of rules and conditions imposed from outside, but as a goal to which all parties to the event are fully committed.

## Regardless of the nature of the event general planning questions to be addressed include:

- Which organisations and groups of people need to be involved or kept informed?
- Are tickets required? How, where and when will tickets be sold?
- How many people are likely to attend? What are the capacity limits?
- What kind of audience will it be? How will they behave? What will their mood be?
- Have similar events taken place, which may give useful pointers to problems and solutions?
- How long will the event last?
- What facilities will need to be provided?
- What are the required staffing levels for different types of personnel?
- What different arrangements maybe needed:
- In the build up to the event?
- During the course of the event?
- During the wind-up phase?

## A wide range of venues can be used for events; in all cases it is good practice to ask the following questions:

- How will people get there? What planning issues are involved?
- What arrangements are needed for managing people outside the venue?
- What will be necessary for managing people inside the venue?
- How will they view the activities? Sitting? Standing? Festival Seating, circulating from one activity to another?
- What are the safe capacities? For the venue as a whole? For different sections?
- Is the venue already authorised to run a particular kind of event?
- Does the venue have prior experience of a particular kind of event?
- Was it originally designed for a particular kind of event?
- Will the venue already have all the required facilities and equipment or will they have to be brought in?
- Will temporary structures or adaptations to existing structures be required?
- How will people leave? What planning issues are involved?
- What contingency planning arrangements are already in place?
- Are they appropriate or adequate for a particular event?

## Managing the Risk

The principles of managing risk should be applied to the planning and decision making process for all events. To manage the risks it is necessary to establish the context. The context should be provided in the application form details to include public safety; employee safety, health and welfare; environmental safety; fire safety; food safety (where food is stored, prepared, served, sold or consumed); safeguarding children and vulnerable persons and first aid. The risk management process is broken down into four key steps which should be put together to form a continuous cycle of risk management.

### Identify the Risk

Identifying the risks is the first key step to a successful risk management process. Typically, the risks associated with a particular activity can be most comprehensively identified by those responsible for that activity.

The key risks for all events should be documented with consideration given to:

- Type of event to be held:
  - ▶ Indoor
  - ▶ Outdoor
- Number of attendees
- Age group of attendees
- Activities to be undertaken
- Time of day/day of week/week of year
- Other events to be held by the local authority or other body on the same day and/or at the time.

Some examples of the different risks that are associated with each category of event are listed below:

#### Category A–F Risks

For all events the types of risks could include:

- Physical risks such as:
  - ▶ Building risks giving rise to slips, trips and falls
  - ▶ Fire risk
  - ▶ Explosive risks arising from the use of gas cylinders, chemical agents, fireworks etc.
  - ▶ Water risk (swimming/paddling pool, river, lake, sea)
  - ▶ Theft and property damage
  - ▶ Obstructions such as parking on emergency access routes
  - ▶ Public access routes where motor vehicles are driven and parked
  - ▶ Aviation risks arising from air displays
- Human risks (including public safety and child/vulnerable persons protection risks) such as:
  - ▶ Babies/toddlers
  - ▶ Children/vulnerable persons
  - ▶ Adults/elderly
  - ▶ Cognitive ability risk such as the ability to respond to fire alarm activation
  - ▶ Accessibility for participants
  - ▶ Violence and aggression
  - ▶ Substance abuse

- Chemical risks such as:

- ▶ Chemicals in paints
- ▶ Science experiments
- ▶ Solvents

- Biological risks such as:

- ▶ Hepatitis
- ▶ Tuberculosis
- ▶ Salmonella and other food borne organisms wherever food is stored, prepared, served, sold or consumed.

- Reputation risks. A local authority's reputation can be impacted positively or negatively depending on how an event is managed.

#### Category B–C Risks

The key risks for these categories will include those identified for all categories as well as:

- Crowd control depending on whether the event is indoor or outdoor, numbers attending and size of venue
- Environmental pollution risks such as noise from loud music or aeroplane displays
- Equipment risks
- Falling from height such as from a podium/stage
- Security

#### Category D–F Risks

For events in these three categories consideration should be given to all the risks previously mentioned and the following:

- Public safety for large attendances
- Fire in an enclosed space such as football stands or enclosed arena
- Crush injuries from crowd surges at events such as St Patrick's Day parades and concerts
- Falling from a height when taking part in activities such as bungee jumping and parachuting
- Aviation disaster where aeroplane and/or helicopter displays are provided
- Traffic risks arising from proximity of attendees to live traffic

## Licences & Permissions

During the advance planning stage you should determine if you or your suppliers require a particular licence or statutory agency approval to conduct the event and/or a specific aspect of the event. As the event organiser, it is your responsibility to ensure that (where required) you are in possession of the appropriate licence or approval on the day of the event. To this end you should seek information from the relevant agencies and apply well in advance of committing to an event activity. It is also your responsibility to ensure that your suppliers possess (where required) a current licence or approval and you should verify they are in compliance with the licence or permission and any conditions attached.

For outdoor musical events with an anticipated audience of more than 5000 persons, the licensing of events regulations require the

event organisers to submit a draft plan of the event to the Local Authority Planning Dept., the Gardai and the Health Authority at **least 16 weeks in advance of the event**. Prior to the submission of the plan an advertisement must be placed in the national and local newspapers notifying the public of the organisers intention to hold an event at a particular time and place. The draft plan will be circulated by the local authority to all relevant departments within the local authority and will be made available at the local authority offices for viewing by any member of the public; this enables any interested party to make observations on the proposed event to the local authority who are the licensing authority for such events. The following is a schematic example of the timeline in relation to an event requiring an outdoor event licence. This timeline is indicative of the standard that should be applied to all events, whether in excess of the 5,000 threshold or not.



**FIGURE 3 LICENCE APPLICATION TIMELINE**

In addition to the licensing of outdoor musical events, the Planning and Development (certification of fairground equipment regulations) 2003 require organisers of funfairs and/or owners of fairground equipment to have an inspection carried out by persons authorized by the Minister to issue a certificate of safety for the device. The certificate of safety is valid for a period of fourteen month from the date of issue. Event organisers must ensure that the suppliers of such equipment provide a copy of a valid certificate of safety.

### Included are:

- Fairground rides (swings, dodgems etc)
- Slides
- Bouncing Castles

For indoor musical events the application for an annual licence is made to the fire authority within whose functional area the building in which the indoor event is to be held is situated. As with the outdoor event regulations a draft event plan containing details of the proposed events must be submitted along with the application. For events held on public property irrespective

of expected attendance, the local authority will expect the event organisers to submit proof of insurance. In addition a detailed event management plan (template appendix C) will be required before approval is given for the event.

The provisions for the collection and disposal of waste from an event site, including the provision of waste receptacles such as bins/skips are issues, which are of concern to the local authority. In many cases the supplier will already have a licence for the provision and collection of a skip, however the location of the skip could require approval. In addition a permit from the local authority is required for the collection of waste and a separate licence to recovery/dispose of the waste is required. It is your responsibility under the waste management act to ensure that the waste is collected by an authorised waste collector. A litter and waste control plan for the event shall be formulated in conjunction with the waste management services of the local authority. Construction waste may be generated which must be dealt with accordingly.

Should there be a requirement to connect to the mains water supply for the provision of water supplies to the event site, this cannot be done without the approval of the local authority water services section.

The quick reference table in appendix A sets out some of the most common licences and permissions sought for events. Further information and clarification should be sought from the issuing bodies during the preliminary consultation stage.

## Contractors and Suppliers

Dependent on the scale of your event, it is likely that you will be engaging the services of contractors and subcontractors to undertake such tasks as the construction and teardown of temporary structures and the installation and maintenance of services to the site. The set up and take down of major event sites can be extremely hazardous and all the necessary precautions need to be put in place by the contractor and event organiser. The following documentation should be requested from all contractors:

- A copy of their company Health & Safety Statement
- Proof of insurance
- A specific risk assessment of the work they will be carrying out on your behalf
- Safe Systems of Work and Work method statements for any construction activities
- Certification for materials used e.g. fire certificates for carpeting etc.
- Site plans and specifications where required
- Structural Engineers certificates
- Documentation as required under the Construction Regulations

For events that require significant build up you should appoint and involve an event safety officer in the selection of contractors to ensure they adhere to safe working procedures on the site and a structural engineer to ensure any temporary structure is built to specifications.

In respect of staff employed by you on construction and installation activities, the event safety officer should not only devise safe systems of work but should supervise this work. This should include ensuring that staff are trained and possess any statutory certification, particularly those required to operate equipment. It is also essential that any necessary personal protective equipment is provided and worn.

# Providing A Safe Venue

A unique circumstance of events, is that the activities and tasks to be completed before an event greatly increases the closer you get to the start time. Most business have a much more predictable schedule. If someone is slow or does not complete work it may influence several others. The domino effect can create a pile up of unfinished activities; with a lot of rushed work to get everything done on time, this haste can be hazardous.

An additional uniqueness of events is that most venues are not set-up until a few days prior to opening. This makes it difficult to get a good picture of what the event site will look like on the day of the event, especially in locations not ordinarily used for events. There are many contractors and sub-contractors setting up scaffolding, fencing, temporary seating, musical equipment, signs, decorations etc. In established venues that conduct events you may find they have back-to-back events, which require quick setting up and tearing down.

## Venue Design

With outdoor events in particular the site choice and preparation is obviously crucial to a successful event. It needs to be sufficiently large to accommodate the size of the audience expected, taking account of the space that will be occupied by structures, the activities and the facilities provided (e.g. stage, mixing desk, attractions, lighting towers, side shows, concessions, toilets, hospitality facilities etc.) The suitability of the site will also depend on the ground conditions, access routes, the provision of services, and any environmental constraints such as the potential for noise disturbance if there are houses or workplaces close to the venue.

A site-layout map should be drawn up showing the position of all the activities/attractions, the facilities and structures, the circulation routes and entrances and exits. There should be sufficient, well dispersed exits to allow for safe and rapid evacuation and a specific non pedestrian route may need to be identified for emergency vehicles. Walk the site and identify particular hazards such as steep slopes, uneven ground or kerbs on which people could trip and structures on which people could climb. Consider whether additional lighting will be necessary if any part of the event is to take place after dark. For outdoor events in particular all possible weather conditions should be taken into consideration. Draw up an itinerary for the erection and dismantling of all structures on site and consider how to facilitate the safe movement of vehicles within the site.

### Providing Space for People

The objectives in restricting the numbers in attendance at any event is to avoid the dangers of overcrowding and to ensure that the means of escape in an emergency are adequate for the numbers of people being evacuated from the venue. To determine the total number of people who can inhabit a given space you will need to calculate the "occupant capacity". The following factors should be considered:

- Layout of the venue/site
- Viewing areas
- Seating arrangements
- Site/venue infrastructure
- Exit doors and routes
- Circulation areas
- Space required per person

The advice of a competent person and the fire authorities should be sought when determining the numbers of people who can be accommodated at the event. If the event involves the provision of seating only, then the number of seats the venue can hold will be a determining factor.

Capacities should be arrived at not only in terms of space allowance, but also through considering appropriate rates of entry and exit from areas of the facility within specified time limits. This involves monitoring crowd or audience levels in particular areas. A well-managed and secure system of advance ticket sales is the best method of avoiding over-capacity.

Where this is not an option and there is a limit on attendance numbers, it is important to have some method for assessing the numbers admitted to ensure the "occupant capacity" is not exceeded.

This can be achieved by using designated entrances manned by stewards in a way, which will allow them to carry out an accurate form of head counting. While the need and the means to manage admittance numbers to an enclosed event may be obvious, organisers of events which have attractions which are in temporary accommodation such as marquees, or events where the audience may be restricted to areas of the public roads should also address the need to prevent overcrowding in specific areas. It is important that reference be made to the relevant Codes of Practice and professional assistance sought in calculating occupant capacity.

Event Organiser, when considering providing a safe venue, should consider the needs of persons with a disabilities, who might attend.

### Ingress & Egress

Approaches to the venue should be well sign-posted from parking areas and public transport points. The plans for using the venue for a particular event must safeguard pedestrians from traffic movement in the vicinity of entry and exit points. Temporary stands or trading points must not be allowed to obstruct circulation. You should address the issue of what influence your event will have on the existing arrangements for traffic and pedestrian usage with the local Gardai. Entrances and exits should be sufficient in number to allow the desired rate of ingress to and egress from the venue, and should be as evenly distributed as is practicable.

Inappropriate positioning, width or impeded flow rate may constitute a hazard by creating bottlenecks, which result in crowd congestion with possible tripping and crushing injuries. They should be clearly labelled in terms of where they lead to, and should provide a smooth flow within a time period, which will not cause frustration.

Avoid locating attractions in the pathway of persons entering or exiting the venue. Exits should not disgorge people into a place of danger, for example into traffic or where a heavy crush is likely through crowd build-up. Ensure wheelchair users and persons with mobility impairment have means of access; this may necessitate supplying rampage and the designation of access facilities wide enough to allow free movement. Issues, which can impede the safe operation of entrances and exits, include:

- extra security checks, which can reduce flow rates
- age of the audience may affect speed of entry or exit
- persons with psychological or physical impairment can slow movement

Large-scale events where activity ends at a given time will require exit planning to take account of the egress of large numbers into surrounding areas. This exiting plan needs to be agreed between the event organiser and An Garda Síochána who have responsibility for managing off site movement. The provision of extra Gardai to

police an event may incur charges, which must be met by the event organiser.

If it is felt that a Public Road requires formal closure, the Local Authority will require at least 6 (six) weeks prior notice required to assess the application and to arrange the public notices. If a large number of Roads are to be closed consultation with the Local Authority is required 4 (four) months in advance. The Local Authority may seek payment in advance from the organisers to cover any required Public Notices.

A charge for the use of a closed road may be payable, each case will be examined on its merits

### Signs, way-marking and circulation

Safety signs, way marking and labelling of entries and exits must be large, legible, unambiguous and suitably elevated. Directional signage must be consistent with, and easy to relate to, information on tickets and ground plans. Way marking should help people to recover from mistakes and wrong turns and retrace their steps.

Clearly numbering exits and referencing them to a map or line drawing of the venue layout will assist stewards with their training in knowledge of the venue. Signage designating key items such as the location of first aid points, emergency exits and fire equipment should be easy to see. Safety signage must be consistent with industry standards. Multi-ethnic audiences may be a feature at some events and it is advisable when planning the signage requirements that you consider the use of pictograms to depict essential services. Movement to and from attractions/seating should be unimpeded and should be along clearly defined routes, the aim is to ensure that a one directional flow where practical is maintained throughout the venue.

Examine areas where patrons are likely to congregate such as particular attractions or catering outlets and ensure sufficient space is provided around these to avoid congestion. The stewards at the event should be encouraged to monitor entrances, exits and circulation routes and event management should be prepared to alter circulation routes if required.

Organisers of events are reminded that prior permission must be sought for the placing of advertising signage including posters from Local Authority. Such permission will have conditions attached in relation to locations, timeframes etc Any signage erected without permission could be subject to prosecution under the Litter Pollution Acts.

### Event Control Facilities

The provision of a room or space as the event control point is essential for the smooth operation of an event. Even small events should have a central point where the administration and coordination of the event takes place.

Some of the reasons why the organisers should designate an event control room with limited access are:

- for display, collection & distribution of information for key event staff
- for the collation of event documentation
- as a point of contact for persons visiting the event on business
- as a focal point for the Event Controller
- as an incident room in the event of a major incident occurrence

For large events it is recommended that the central control room should be equipped with or adjacent to event communications facilities.

## Structural Safety

The failure of any temporary structure in a crowded, confined space could have devastating effects. It is therefore essential to ensure that any temporary seating, staging, sound towers, large tents, marquees, stalls, attractions etc, are acquired from reputable companies, comply with the appropriate standards and are erected by experienced persons using safe working practices. A competent person should provide certification on the stability of all such structures and you should be advised of the maximum wind loading which structures can withstand. Once the structure has been erected, a competent person (structural engineer) should "sign it off" as being sound.

The risks associated with the supply and use of these structures can be minimised by adherence to the following safety guidelines:

- provision of a clear brief to the supplier
- provision of clearly defined site layout drawings
- provision of proper working drawings
- accurate setting out and levelling of bearing pads
- an organised work sequence and regular inspections
- adherence to design without site modification unless absolutely necessary
- regular maintenance and inspection of components
- adequate time for erection
- routine inspections during the period of the event

Hazards associated with temporary structures, which should be addressed during the course of the event are included in quick reference appendix 1.

### Temporary Covered Accommodation

Temporary covered accommodation can range from small tents used as first aid posts, catering outlets, craft stalls etc to large tents and marquees. The anchoring of such structures will depend on the type of ground available. Some will be anchored on soft ground and others on a hard standing. Hazards associated with such accommodation include:

- Trip hazards; Ropes and stays
- Heavy rain running off roofs can puddle and create a hazard
- Underground cables, overhead power lines and tree branches can cause hazards
- Fire hazards in the use of materials, decoration and electrical supply

Marquees and large tents should be made of appropriate material that does not permit rapid surface spread of flame and certification should be provided from the supplier to confirm this. Again with marquees you should be advised of the maximum wind loading that the tent can withstand and in some circumstances you may need to monitor the wind strengths on site using an anemometer.

An adequate number of fire exits should be provided in accordance with the number of people likely to be accommodated in the marquee at any one time and fire extinguishers and emergency lighting must be provided. The Fire Authority can provide you with further advice in this regard.

### Barriers/Fences

Barriers may be required for a number of purposes including securing the site, controlling entrances and crowd movement, relieving crowd pressure, excluding people from unauthorised or dangerous areas, protecting the public from dangerous equipment and preventing climbing on structures. Types of barriers can range from simple rope and post to Herras fencing. Some hazards associated with barriers are included in the quick reference appendix B.

Front of stage barriers are likely to be essential for pop concert type events to enable those suffering physical distress to be removed to a place of safety and to displace any crowd surges away from the centre of the stage. The basic design criteria for barriers are that they are capable of withstanding the load which is likely to be placed on them. Obviously the effective use of such systems also depends on the provision of sufficient numbers of trained stewards.

### Lighting

If a venue is intended for use outside daylight hours, all parts of a venue should be provided with suitable levels of artificial lighting to allow people to leave, enter and move about the venue and its surrounds in safety. An adequate emergency lighting system should be available as a back up if the normal system fails. Particular attention should be given to clear illumination of exits and directional signs, which indicate escape routes and clear lighting of entry and exit ramps and stairways.

### Electrical Systems

Electrical installations for one-off events, particularly outdoor events, can be complicated and extensive and is definitely a job for an expert. If not installed and managed correctly, serious injury to employees and/or members of the public can occur. Only electrical equipment designed for outside use should be provided at outdoor events. The positioning of cables often causes problems where temporary supplies are used - where cables have to cross pathways and roadways, they should ideally be buried to protect them from damage and prevent trip hazards.

Where this is not possible, cables should be covered with suitable matting or where there is a risk of vehicular damage be provided with additional sheathing or routed and supported overhead. Again professional help is essential. In all circumstances, inappropriate equipment and connections or inadequately protected circuits may cause electric shock and/or overloading, which can lead to lighting/sound failure or result in a fire.

A qualified electrician should check generators, including those, which have been brought to the venue by other persons such as caterers. Where necessary, they should be properly earthed and located away from public areas or surrounded with appropriate barriers. Ideally electrical generators should be used at events. A Certificate of Compliance should be prepared and retained on site and be available for inspection.

### Fire Prevention Equipment

An adequate number of the appropriate types of fire extinguishers and if required other types of fire suppression equipment should be provided in key positions, such as close to catering areas, power sources and fireworks firing zones. Fire extinguishers should conform to the requirements of IS 290 and IS 291 or other standard approved by the Fire Officer, fire blankets should conform to BS6575: 1985.

An example of areas of special fire risk at events and the minimum fire safety equipment required are set out below, however the location and numbers of equipment required should be determined by a competent person and approved by the fire authorities.

Special care should be afforded the use of LPG cylinders at catering concessions, they should be caged, located in the outdoors and access should be limited to the user.

Dependent on the level of fire risk at an event you should consider designating a number of event stewards as a fire watch team. All stewards should know the location of the fire prevention equipment and how to use it. They should be trained to inform their immediate superior as soon as an outbreak of fire is confirmed and should only attempt to suppress a fire for a short time. In the case of fire the primary consideration is to evacuate those in danger and to inform the emergency services. Emergency action procedures for dealing with all outbreaks of fire should be written down and agreed with the Fire Authorities.

Event organisers should take advice from the Fire Authorities on all aspects of fire prevention including the type of safety equipment required.

## Environmental Issues

Issues of public health at events such as: food hygiene, sanitary and drinking water provision and noise/ air pollution will be monitored and regulated by Environmental Health Officers.

The local authority has the responsibility for monitoring the effects of noise and air pollution, drinking water provision, environmental protection (including waste and litter) and sanitary accommodation and operates from within the local authority structure.

### Noise

Site design, layout and management systems are important in minimising the environmental impact of noise. The location of the stage, the orientation of the speakers, the type of sound system, the control of sound power levels, and the duration and timing of the entertainment can all be engineered to reduce the noise impact. The noise control unit of the local authority will specify conditions and restrictions in a Notice under the Environmental Protection Agency Act 1992 in order to prevent persons in the neighbourhood of the event being unreasonably disturbed by noise. This Notice will have regard to the criteria in the Code of Practice on Environmental Noise at Concerts issued by the Noise Council (United Kingdom).

Also of importance is the risk of damage to hearing, which can occur as a result of exposure to loud sound over a period of time. This risk is greatest for employees and performers. Where loud music is part of the entertainment you may need to provide hearing protection for staff that are located near the source of the sound.

### Catering/Food Safety

The event organiser should ensure that all caterers or Food Business Operators (FBO) operating on their behalf are adequately licensed and registered, their staffs are appropriately trained and food handling and preparation techniques are safe. FBOs operating concessions should be in compliance with Article 6 of EU Directive 852 of 2004 and shall be asked to produce all registrations including food stall licences, occasional food permits (where appropriate) and where required a casual trading permit from the local authority for verification.

The main concerns of the Environmental Health Officer in relation to food safety are the provision of:

- suitable, sufficient & easily cleanable:
  - ▶ surfaces for the preparation of food
  - ▶ cooking equipment,
  - ▶ utensil wash-up facilities
  - ▶ staff hand wash facilities which are separate to food preparation
- hot (> 63oC) and cold (< 5oC) holding facilities
- temperature checks & monitoring
- storage for dry goods
- removal of refuse
- supply of potable water and power supply
- separate sanitary facilities for catering staff to include:
  - wash hand basin with hot & cold water
  - antibacterial liquid soap
  - paper towels for hand drying

### Occasional Food Premises and Permits

Under Article 2 of the Food Hygiene Regulations, 1950/89 a food stall is defined as: "a vehicle, vessel, aircraft or structure...in, at or on which food is offered for sale or from which food is sold." A food stall must be licensed "...where meat products (other than fish or fish products) are sold or where food is prepared, cooked or heated for sale directly to the public". The following categories of food stalls must be licensed with the Health Service Executive:

- Soft ice cream stalls;
- Hot dog/baked potato stalls;
- Burger/Fried fish/chip stalls;
- Ethnic food stalls.

To require an occasional food permit the business must be carried on in the premises more often than one day in any period of three months. Once it has been established that the premises require an occasional food permit it is the responsibility of the proprietor of the food business to apply for a permit. For example, if the proprietor is the event organiser then he/she must apply for the permit or if the proprietor is a private caterer the caterer must apply for the permit. The event organiser is responsible for ensuring that all licensable food stalls are in possession of a current licence and should draw up a list of all food stalls attending the event and send details to the health board in advance of the event. Further information on the operation of such stalls is contained in appendix 2.

Food waste for events which will have 5000 people or more and/or are greater than 10 days in duration must be managed correctly. The Food waste must have separate waste receptacles and be collected by an authorised waste collector for appropriate treatment. An application must be made to the local authority in relation to the Food waste.

### Sanitary Facilities

The provision of such facilities is based on the anticipated numbers of persons attending the event. When determining the sanitary accommodation required the organiser should also take in to account:

- Male, female ratio expected
- Disability Access
- Duration of the event

Temporary facilities should be in a suitable location, clearly marked and sufficient types provided to avoid unnecessary queuing; this will entail undertaking consideration of the actual male: female ratio present at the event and the needs of people with disabilities or impairments. Facilities should be located to deter queues forming which could impede circulation near to entries, exits, steps etc. While they should not be in the vicinity of catering outlets they should be easily accessible from such outlets. Regular inspection and maintenance are very important, particularly for events of long duration. Non-slip flooring will reduce the risk of accidents and if it is necessary to locate. Waste receptacle(s) to be provided for sanitary waste and waste to be disposed of correctly. .

### Sanitary Accommodation in the Open

They should be protected from the weather. Separate sanitary facilities must be provided for food workers.

The minimum facilities recommended as per the relevant Code of Practice is 10 water closets per 1000 female patrons, 2 water closets and 8 urinals or 3.6 metres of slab urinals per 1000 male patrons. In addition there should be a minimum of 1 appropriate toilet facility per 13 disabled persons. Each unit must be provided with an integral hand wash facility and where individual urinals are provided; hand wash units should be installed at a ratio of 1 per 5 urinals installed in the urinal accommodation area. For non-ticketed events a rule of thumb is to provide accommodation as recommended for each grouping of 1000 persons expected to attend at any one time.

All temporary sanitation units must be in-situ on an open venue site a minimum of 24 hours before the public are admitted; any deviation from this timescale is at the discretion of the relevant Environmental Health Officer. Temporary drainage arrangements must be in accordance with Section 3 of the Local Government (Water Pollution) Act 1977(1), which applies to the pollution of ground water and surface watercourses, on no account should waste be discharged into the ground.

### Drinking Water

The provision of free drinking water is of particular importance at concert type events where the audience may assemble in cramped or hot conditions, with more lengthy concerts/festivals in such conditions dehydration can be a serious problem, and can result in people fainting with the subsequent risk of being trampled.

A minimum of one drinking water point per 1,000 persons must be provided; drinking water where possible should be supplied from the rising main and should be dispensed through spring loaded standpipes. A suitable non-slip surface adequately drained must be provided to all drinking water supply areas.

If the use of a mains supply for drinking water is impracticable, the event organiser must advise the Environmental Health Officer Service of the location, date and time of the filling of any tankers to ensure the water in question (via the appropriate tanker) remains of safe and potable quality. The event organisers must confirm the precautions to be taken to ensure that the water supply in any tankers is and remains fit for human consumption throughout the event. All taps must be adequately sanitized/cleaned prior to the event, each tap must be run for at least 2 minutes prior to the commencement of the event, this is to ensure that any stagnant water is run out of the system. Disinfectant fluids such as 'Milton' or other such food grade solutions are acceptable for the purpose of sanitising taps.

### Litter & Waste

Make arrangements for the cleaning of the venue before, during and after the event. Arrange for adequate litterbins/ refuse collection points to be positioned on the approaches and throughout the venue. Ensure in particular that sufficient are located in the vicinity of catering outlets as the main accumulation of waste on the event site usually occurs around catering concessions. Ideally segregated facilities should be provided to maximise re-cycling. Waste once segregated should not be remixed and waste must only be collected by authorised waste collectors. Receipts must be kept for same.

At all phases of the event keeping the venue clean and tidy will aid in the prevention of trips and falls. Litter and waste generated at events includes such items as food and drink containers, plastic sheeting, paper (including leaflets), cardboard, left over food and liquid wastes. Event medical facilities can generate hazardous waste, which must be disposed of in accordance with bio-hazard disposal regulations.

The organiser of outdoor events held on public property, such as parks, roads and streets have a duty to ensure roads and streets in the vicinity of the event are cleared of litter generated by persons attending the event. The local authority waste management services can offer advice on the collection and disposal of waste.

## Managing Vehicular Traffic

Decide how people are likely to travel to the event and whether you need to provide advice on public transport or parking facilities. It is best to keep as many vehicles as possible away from the venue environs. The objectives of traffic management at any event are:

- To ensure pedestrians and vehicles are separated
- To minimise the impact of the event on routine traffic movement
- To ensure emergency vehicles can access the event venue

All likely types of vehicles requiring access to the immediate area of the event venue should be considered, including:

- construction vehicles during build up and take down
- supplies and maintenance vehicles during the event
- emergency services vehicles
- disabled vehicle access and/or drop off and pick up points
- invited guests and production vehicles
- media broadcast units and equipment carriers

If vehicles are to be allowed access to the site, then arrangements should be made to segregate them from pedestrians either by providing separate routes or by allowing vehicles onto and off the site at prearranged time slots.

The operation of one-way systems within some sites can also reduce risks. For large events, park and ride facilities using buses to shuttle people between the site and remote car parks can work well; advice should be sought from the public and private transport companies for assistance in the provision of such a service. Adequate signage in respect of diversions, parking etc should be located where they are visible from a driver's perspective. In addition to signage ensure any stewards located at diversion barriers are familiar with designated alternate routes to limit the disruption on other road users who are going about their daily business.

Where there are traffic implications or where you are considering a temporary road closure you will need to liaise with the Gardai and the relevant Local Authority 16 weeks in advance of your event. You may also need to inform the residents and businesses in the area of any traffic diversions that may affect them.

## Managing People

Crowd safety at an event is related to space, the attractions on offer, the environment, surroundings and effective management of human behaviour. Compliance with regulations and the application of standards of best practice can go a long way to ensuring safe venues and activities, but the most difficult factor to manage at events is human behaviour. This section addresses how event staff can manage the behaviour of the attendance at the event to prevent as far as possible crowd related accidents/incidents and ensure enjoyment of the event.

When we think of events and managing people's behaviour we tend to think of large gatherings, but poor management and a poorly designed layout can cause injury and unsafe behaviour irrespective of the numbers in attendance. For example allowing twenty people into a room designed for ten, adding extra chairs and tables to the space and placing obstructions at entrances and exits will result in an overcrowded space. Making no effort to alleviate the situation will have a negative effect on people's behaviour with the net result of compromising the safety of the people in the room. It is important at this stage to make a distinction between crowd management and crowd control. If you take the word "crowd" out there is a distinct difference between "management" and "control", crowd management is proactive while crowd control is reactive. Crowd control will only be required when problems are encountered. Most problems with crowds can be prevented or quickly resolved when all aspects of crowd management are well organised.

People attend an event for a specific purpose, effective crowd management adds to the enjoyment of the event and can reduce risk of injury.

The key components of a crowd management system are:

- Clear directions, facilitated by steward's instructions, signage and way marking.
- Ease of movement, facilitated by allowing sufficient space per person and active monitoring of bottlenecks and areas where congestion could occur.
- Ease of escape, ensuring there are sufficient exits leading to a place of safety and training stewards in evacuation procedures.

Generally people attending an event are not familiar with the venue or the type of event may be different from others they have attended at the same venue. The number and size of entrances and exits, viewing arrangements, the presence of clear directional signage, public information systems, well designed pedestrian flow routes and queuing systems and the presence of well trained, courteous and knowledgeable stewarding personnel are all influencing factors on crowd behaviour and can assist with preventing frustration and anger which can lead to problems of control.

In circumstances where it is anticipated that crowd control may be an issue it is appropriate to draw up a statement of intent in advance concerning the relative responsibilities of the Gardai, security companies and the event stewards, the written document should make it clear which positions will be staffed by whom and who will assume responsibility in particular circumstances. This will assist with the formulation of clear procedures for ejecting or detaining persons who break venue rules.

Any security personnel hired or engaged should be properly licensed by the Private Security Authority, details of which are available on their website at [www.psa.gov.ie](http://www.psa.gov.ie).

# Event Staff

There are many tasks to be undertaken and services to be provided during an event. The identification, training and management of specific groups to undertake these tasks are the responsibility of the event organiser. The management structure for an event can differ between the planning stage and the operational stage. To manage the operational aspects of the event the organiser should establish an event management team.

## Management Structure

The organisational structure outlined below is that recommended for large scale events and can be modified dependent on the needs of the event. In all cases the responsibilities attached to an appointment must be clearly set out, there should be no duplication, overlaps or gaps. Any doubts about who is responsible for what should be openly discussed in pre-planning meetings so that no potentially dangerous assumptions are made – responsibilities must be expressed explicitly. The following event management organisational structure shows the relationship with the key statutory agencies for event planning and emergency response purposes:

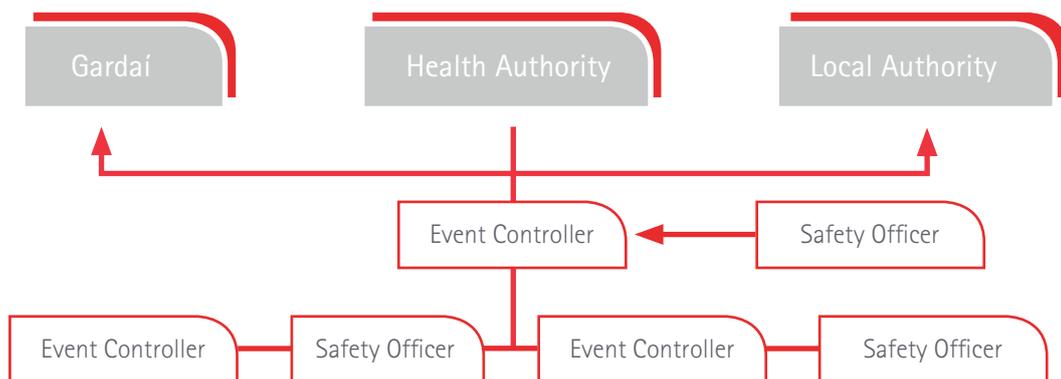


FIGURE 4 EVENT MANAGEMENT STRUCTURE

The persons appointed to the positions indicated should have the knowledge and experience to be competent in undertaking their task. Deputies should be appointed to key positions to ensure continuity in the control of the event in the absence of key personnel and to facilitate events of long duration. For smaller events some positions may be combined during the operation of the event, however it is essential that a designated competent person has responsibility for all aspects of safety. The event controller, safety officer, chief steward and medical manager are the key people involved with the management of safety at an event, however all staff should be encouraged to take responsibility for safety matters within their area of event operations.

### Event Controller

The event controller is the term used to identify the person appointed by the event organiser with the status and authority to take full responsibility for all matters relating to the operation of the event. Some of the duties attached to this position include:

- Having overall responsibility for the management of the event
- Ensuring the event is staffed by a sufficient number of competent staff.
- Ensuring effective control, communication and co-ordination systems are in place.
- Ensuring that adequate measures are in place for the safety of all person at the event.
- Initiation, liaison and management of emergency action if necessary

### Safety Officer

An overall safety co-ordinator should be appointed for the event. He/she should be involved in the event from the initial planning stages through to build up and tear down. This is a key role to ensure that there is a common understanding of the event organisers safety policy and procedures when dealing with safety and emergency response personnel such as event stewards and/or security personnel; emergency services representatives, contractors, subcontractors and performer representatives. Some of the tasks undertaken by the safety officer include:

- Act as safety co-ordinator in relation to safety matters and have overall responsibility for all aspects of safety
- Ensure that suppliers of equipment carry out pre-event safety checks
- Be present during the event to monitor and manage all the safety arrangements
- Advise the event controller on the initiation of emergency procedures where required

### Chief Steward

The event organiser is responsible for ensuring that an adequate level of stewarding is provided for the event. The chief steward will have responsibility for the management of personnel designated as event stewards. The event stewards are the eyes and ears of the event management team and their training, knowledge of the venue/event and people management skills are critical to the smooth operation of the event and the safety of all persons in attendance. The chief steward should also take responsibility for security matters at the event.

It is advisable to decide on numbers of stewards after carrying out your initial risk assessment of the event. Consider how many stewards will be required at entrances and exits; unauthorised areas; front of stage areas; gangways; securing structures or equipment, which pose a danger or could be climbed upon, and pre-identified areas of potential crowd pressure in the venue. Stewards will also be needed for other general duties such as providing information to spectators, managing the flow of people through the venue and external ticket checks.

Other tasks may include the managing of various areas such as controlling numbers entering the venue, ensuring good crowd distribution, keeping exit routes clear, and diffusing potentially violent incidents. There may also be a need to have specifically trained stewards on fire watch, traffic management and the management of VIP visits to the event.

Event stewards should be organised in teams related to their tasks and areas of operation at the event. The chief steward and team supervisors particularly on larger sites should be provided with two way radios. All stewards should be provided with identifiable coats or bibs in internationally recognised safety colours e.g. orange

or yellow and it is recommended that they be physically fit over eighteen and under fifty five years of age. Their event training should include familiarity with the layout of the venue and the location of exits, first aid points, fire safety equipment etc. Prevent steward briefings should be held at the venue and records kept of the names and addresses of all stewards.

Commercial and some Voluntary organisations can be a source of experienced event stewards, but in all cases the Chief Steward should ensure they are familiar with the event activities, the layout of the venue and relevant sections of the event management plan, particularly the procedures in the event of an emergency occurrence.

### Medical Manager

The event organiser under health & safety legislation and in the provision of their "duty of care", must appoint a competent person to take responsibility for the provision of medical/first aid and ambulance assistance, as appropriate, to those involved in an event, including event staff and members of the public. The first aid/medical and/or ambulance provision needed for the event will depend on the number and profile of the people expected to attend, the type of event, the duration of the event, seasonal/ weather factors, the range of attractions, etc. For small, low risk events, it may be sufficient to provide a number of trained first-aiders, whereas for larger events with greater risks, medical and ambulance facilities will be required on site.

While statutory, commercial and voluntary organisations have the training and experience to provide first response medical, first aid and ambulance personnel to events, in most cases there will be a charge for their services. Event organisers seeking the assistance of any of these organisations should request their services well in advance of the event. The provision of a medical facility can also serve to minimise the effects of an event on the healthcare provision for the local population, and can reduce its impact on the local accident & emergency hospital and the ambulance services.

A Site Medical Officer must be appointed where the audience capacity will exceed 5000. He/she must be a qualified doctor, with A & E (accident and emergency) experience, consultation with the local health authority on this appointment is recommended.

First Aid/Medical posts should be clearly signposted and provided with easy access for spectators and an ambulance. There should also be a designated, clear exit route for an ambulance at all times. It may be necessary to designate a parking area for an ambulance close to the medical/first aid post. For larger events a number of first-aid posts and mobile response teams should be dispersed around the site. All Event staff should be familiar with the location of the medical/first aid posts. The advice of the relevant Health Authorities should be sought when planning the medical provision for an event. The control and co-ordination of first/aid

organisations at large-scale events is within the remit of the Health Authorities.

For any event a medical operational plan should be developed to cover such areas as the type of service being provided, location of facilities, procedures for sending people off site for medical care, recording of data, and contingencies for untoward occurrences. The development of such plans should involve the event organisers and the agreed medical providers.

### Additional Event Staff

Consideration should be given to the staffing of such event ancillary facilities as:

- Information services e.g. lost children
- Media information
- Performer & production facilities
- On site ticket/programme sales
- Logistics compounds
- Cloakroom facilities

Not all events will need such facilities, but in staffing your event you should consider such additional needs and plan accordingly.

## Communications

Events communications include the provision of information to the public and efficient operational systems to communicate with event staff in both routine and emergency situations. In addition to the use of communication equipment key personnel should conduct regular on-site meetings to resolve issues, which effect the smooth operation of the event.

### Public Information

Advance information to the public about the venue and its facilities is extremely beneficial. It is a good idea to include some of this information on the back of tickets or in any pre-event publicity leaflets etc. Such information can include the location of entrances, transport arrangements, what items/ activities are prohibited etc. Leaflet drops can assist to keep those living in the vicinity of the event fully informed of relevant details such as road closure, parking facilities, access times etc.

### Methods of Communication

For communication with key site or venue personnel, two-way radios are extremely useful providing staff are trained in their use. Messages can become unclear in areas of loud noise and a procedure for acknowledgement of the message should be implemented. It is recommended for large events that you provide a central point on site from which communication can be controlled and certain key personnel located.

Communication methods for an event can include:

- Portable Radio Systems
- Internal and external telephone links
- Public address systems (preferably which allow the option of addressing different sectors collectively or separately)
- Closed circuit television systems
- Information boards and video boards
- Cellular (Mobile Phones)
- Tickets, programmes and other printed materials
- Battery operated loud hailer

## Managing Communications

Effective communications are essential at events and are critical in an emergency situation. Failure can occur for a number of reasons and effective communications are dependent on a number of factors. Recognising the causes of failure and how you can work towards more effective communications are crucial to the safe operation of the event.

Some of the reasons for communications failure at events have been identified as follows: Experience has shown that adherence to the following principles can improve the information flow between event management, event staff and people attending the event.

|                     |  |
|---------------------|--|
| People              | Do not deliver messages clearly and precisely and assume that what should be happening is actually happening |
| Procedures          | Are incorrectly carried out  |
| Equipment           | Fails  |
| Lack of Focal Point | Different pieces of information reach different people   |

TABLE 4 COMMUNICATION FAILURES

|               |   |
|---------------|---|
| Co-ordination | Keep others informed of what they need to know, without overburdening them with unnecessary information |
| Accuracy      | The wrong message may be worse than none at all   |
| Information   | Who needs to know what  |
| Timelines     | A message delivered too early or too late may add to confusion  |
| Confirmation  | Make sure the right people have the information they need   |

TABLE 5 EFFECTIVE COMMUNICATIONS

## Public Announcements

In an emergency situation it is important that an adequate standard of public address system is used which overrides other forms of entertainment noise. Clear directions must be given to ensure evacuation times are kept to a minimum. If the public address system is improperly used it can lead to confusion and critical loss of time in evacuating all persons on the site. Emergency and safety messages should be documented and agreed in advance and a designated person nominated to deliver such messages.

## Training

All event staff should be trained to be competent in the specific tasks they will undertake during the event. As each event is unique, the human resource needs can be diverse from one event to the next. The levels of competence and the teamwork involved in staffing and managing an event are not always appreciated; in particular there is a high level of dependency amongst event staff, particularly in the event of an emergency incident. In addition to verifying the competence of the event staff, the organiser should ensure that key personnel are aware of the content of the event management plan. Attention should be paid to the specific tasks they will be expected to perform during the event particularly their responsibilities with regard to the safety arrangements and emergency response procedures.

# Preparing For The Unexpected

In addition to carrying out a risk assessment and developing procedures to prevent the likelihood of any accidents or serious incidents occurring, you will need to decide how you will respond if something does go wrong. Each individual who will play a part in dealing with an unexpected situation must understand their responsibilities and be given clear instructions at the planning stage. It is therefore important that there is a procedure and/or a contingency plan in written form outlining the management of such occurrences and the demarcation of duties in response to such events. Two categories of unexpected occurrences should be addressed, those within the event management control and those of a more serious nature, which will require the response of the emergency services. Your planning for the unexpected should take into account the following scenarios:

## Minor Incident/Issue

The incident may affect persons in attendance at the event, cause a delay in a specific aspect of the event or disrupt the smooth running of the event in some way. The responsibility for activating a pre-planned recovery mechanism to effectively bring an incident to resolution must be clearly defined in your event procedures and contingency plans. Undertaking a "what if" exercise at the planning stage can assist in identifying the procedures you need to

put in place to recover from such occurrences and allow the event to continue. Examples of such incidents include difficulties with suppliers, the malfunction of equipment, the resolution of crowd management issues etc. It is important to appreciate that a minor incident could have the potential to develop into a major incident if not properly planned for and managed.

## Major Emergency.

An incident such as a major fire, a serious accident involving a number of casualties, crowd disturbances which cannot be controlled by event staff, a bomb scare, structural collapse or even the effects of bad weather can necessitate control of the venue/event to be relinquished to the emergency services. The response to a major will normally require a multi-disciplinary approach in which the event management staff, the Gardai, the Health Authority and the Local Authority may all play a part. The instructions of the emergency services will be conveyed to event staff via the Event Controller, who will formally transfer control of the venue to the Principle Response Agency (Local Authority / Garda Siochana / HSE) who thereafter will manage the incident

### Alerting the Statutory Services

It is important that the initial alert to the statutory emergency services is as exact and precise as possible this will allow the responding agencies to dispatch the required resources promptly. The relevant information required can be summed up by the use of the acronym E.T.H.A.N.E

### Prompt Information to be supplied

|   |                            |
|---|----------------------------|
| E | Exact location of incident |
| T | Type of incident           |
| H | Hazards on site            |
| A | Access/Egress Routes       |
| N | Numbers involved           |
| E | Emergency Service Required |

Emergency action plans and procedures for dealing with major emergencies will form part of the Event Management Plan which is agreed in consultation with the Principle Response Agencies. This process ensures that such plans are compatible with the operational needs of the Principle Response Agencies.

The Event Management Plan should have a section that deals with a scenario of a major emergency and what roles would be undertaken.

# Documentation

Be it for a large event with thousands of spectators or a smaller type event with anything from several hundred people present there is a certain amount of administrative work to be undertaken and documented. It is good practice for the event organiser to minute all decisions taken at all stages of planning for the event.

Forms and checklists should be formulated to capture information on incidents that may occur at the event and to assist with briefings, environmental management, safety checks, staff rosters, equipment handover etc. In line with the regulations for the safety of persons at work, accidents should be logged and an accident report form completed for any significant injury.

The most informative document to be produced by the event organiser is the event management plan; this is a written document outlining the event organiser's proposals for managing all aspects of the event. The document identifies the risks involved with the event, communicates details of particular aspects of the event and ensures a coordinated structured approach to the management of the event and any arising emergency situations. The document ensures that a unified approach is taken at the outset, and that the various stakeholders involved in an event work together, be it for a large outdoor rock or pop concert, or a smaller local-type event.

## The Written Plan

The production of the event management plan is not a static exercise; it is a constantly evolving cycle. It involves initial proposals, information gathering, consultation and decision making before the production of the first draft of a detailed plan for the management and operation of the event. All event personnel and organisations involved in the event should be kept informed of the plan content and the plan structure should be clear, concise and easy to read. All recommendations and advice given by the statutory agencies, emergency services etc. should be incorporated in the event plan. The following schematic illustrates the cycle for the production of a comprehensive event management plan.



FIGURE 5 EVENT MANAGEMENT PLANNING CYCLE

A comprehensive event management plan contains four distinct sections; each section deals with a particular aspect of the event, a basic plan should contain elements of each section.

- Event details
- Event safety
- Emergency action
- Appendices as required

The size, type, duration and complexity of the event will determine the level of detail required for each section. A template for an event management plan is contained in the quick reference appendix C. When the draft plan is complete it will allow the agencies with responsibility for public safety to examine and offer advice on the conduct of the event and will form part of the licence application and/or approval to hold an event.

# External Stakeholders

Event organisers should initiate a series of pre-planning, pre-event and post event meetings between the relevant external agencies and the event organiser's key personnel from the event management team. External stakeholders include contractors, suppliers and the representatives of the statutory agencies.

A formal application to the relevant area manager of the Local Authority will ensure a co-ordinated response.

Each of the following statutory agencies have a public safety remit with regard to events and will have a particular interest in the provisions of certain sections of the plan. A well-structured event management plan will enable them to address those issues, which are most relevant to their needs. During consultation with these agencies, updates and any relevant changes to the plan can be discussed and implemented before the final document is produced.

## An Garda Síochána

The Gardai will be concerned primarily with crowd management issues, public order both on site and in the vicinity of the venue, off site traffic management, safety arrangements, the control room and communication facilities, emergency action procedures and the names and contact numbers of the key event personnel with whom they will be liaising on the day.

For larger events An Garda Síochána will develop a traffic management plan to lessen the impact of the event on routine traffic arrangements. They will liaise with the local authority traffic department and the transport companies in the formulation of this section of the event plan. The Gardai may decide in the interests

of public safety or at the request of the event organiser to deploy Gardai to the event venue, should this be necessary a charge for this service will be levied on the event organiser.

For further details contact the relevant Garda District in Louth, which are listed below.

- Dundalk Garda District. Garda Station, The Crescent, Dundalk
- Ardee Garda District, Garda Station, Jarvis Street, Drogheda.
- Drogheda Garda District, Garda Station, Drogheda

## Local Authority

There are number of departments and sections within the local authority who have a public safety or infrastructural remit and are part of the consultative process for events. The main ones are:

### Fire Authorities

The Fire Officer will be concerned with several areas including the safe holding capacity of a venue, ease of escape analysis, maintaining safe exit routes in the event of an emergency evacuation, access routes for emergency vehicles (such as fire tenders) fire precautions at catering units on site, refuse collection, the identification of fire risk and the installation and storage of LPG cylinders, to name but a few.

Proposed use of fireworks/pyrotechnics will be of particular concern to the fire officer and he/she will liaise with the organisers to ensure that all safety precautions with regard to the storage of fireworks and the display are implemented. The Fire Officer will expect the event organiser to supply detailed particulars of the safety precautions in place, and will made regular checks on the day of the event to ensure that precautions as set out in the event management plan are being adhered to. The Fire Safety Checklist in Appendix 3 sets out the level of detail the Fire Officer expects to find in the event plan.

### Planning

The Planning Department of the Local Authority will consider the local environmental impact of the proposed event and will be looking to ensure the organiser has given due regard to the proposed times of the event, whether other events are taking place in the vicinity of the proposed event on the same day, the protection of local amenities, traffic management etc. The Planning Department are currently the department responsible for the granting of a licence for an outdoor event with entertainment content. On receipt of the draft event management plan as part of the licence application they will distribute the plan to other sections of the Council, Gardai and the Health Authorities for their observations and/or recommendations. When a licence application is put on file for public inspection, it will again be this department who will process enquires and receive observations and submissions on the proposed event from members of the public. Following preliminary and pre-event consultation meetings with the event organisers to clarify/change any aspect of the proposed plan, this department will make the decision on the granting of the licence and/or the imposition of conditions recommended by the statutory agencies.

### Building Control

It is the responsibility of the organiser to employ a structural engineer to provide certification that any temporary structures erected on site for the event such as the stage structure; seating, marquees etc are in compliance with building regulations. In addition to the information supplied in the event management plan, the building control section of the local authority will require copies of certificates, structural specifications, method statements, site layout drawings and details of the location of such structures to enable their own engineer to carry out checks to ensure such structures are sound.

### Environmental Services

This section of the local authority will be concerned with four primary event issues, the acoustics levels to be adhered to, the welfare of patrons with regard to the adequate provision of sanitary accommodation, the supply of drinking water at the event and the management of litter and waste from the event. The Local Authority will either monitor the acoustic levels at the event themselves or require the organiser to enroll the services of a specialized acoustic consultant. The consultant will be positioned at the sound desk (if it is a large scale event) and will be in contact and available to the Environmental Health Officer at the event.

The event management plan should contain details of the number and final location of sanitary accommodation provision, in addition the following information must be provided to the local authority

- The design and specification of the WC units
- The design and specification of the urinal units
- The design and specification of the holding tanks

- A plan showing the ground and invert levels of any holding tanks in relation to urinal units
- The details and number of sanitary service trucks (if any) in operation on the day for pumping out the temporary toilets
- Confirmation of the method of final disposal of any collected effluent and sanitary waste.

Where a temporary drinking water supply is proposed a microbiological and chlorine water analysis sample must be taken a minimum of fourteen days before the date of the event. The results of this analysis must be submitted to the Water Services Section of the Local Authority a minimum of seven days prior to the event. The information in relation to drinking water supply required by this section includes:

- The source of the water supply to be used
- The design and specification of any tankers to be used
- The location of the tankers on site.

The Event management plan should also include details of the litter and waste management for the event. This would include details of collection, storage and disposal of litter and waste generated by the event and details of the authorised waste collectors and destination waste facilities for the waste. The plan should include recycling proposals and proposals to deal with food waste.

For further details on these Local Authority services or requirement, contact the specific section in Louth County Council, County Hall, Dundalk at 042 9335457.

## Health Service Executive

The Health Authorities through the Emergency Planning Office will be concerned with the overall medical cover and first aid provision as well as ensuring that medical plans are in place. They will give advice on the level of medical provision required, taking into consideration the proposed number and age profile of spectators and the type of entertainment provided. For large scale events or events with a high risk of injury they will be concerned that the event does not impact on routine medical provision to the resident population. In addition the emergency planning office and ambulance service will be concerned with the emergency plans and procedures in place for the event. Where the event organisers have identified medical and/or first aid services for their event they must ensure that these service providers whether voluntary or commercial carry adequate insurance in relation to the services they are providing.

In relation to food hygiene and catering facilities contact should be made at the planning stage with the Environmental Health Officers Service of the Health Service Executive in which the event is to be held to ensure proper requirements are met. Should a food stall licence be required a completed application form must be sent to the relevant Health Board two months prior to the commencement of the food business.

For further details on any Health Service Executive services or requirements, contact the Louth Local Health Manager, HSE, Ardee Business Park, Ardee

The post event phase from a safety point of view is as important as the pre-event and set up phase. There is a tendency to ignore this aspect of the event by the event organisers. This phase of the event needs to be planned in advance, particularly with regard to the logistical requirements for site clean up.

The timely management of the removal of infrastructure and the health and safety issues involved can pose difficulties unless managed by the event team. It is also important that all documentation such as incident and accident reports are collated and retained by the organisers. These documents are the primary source of information in the event of a claim against the organiser's insurance policy.

De-briefing/post event meetings involving all stakeholders should be held by the event organisers as soon as possible after the event in order to permit a thorough assessment of the planning, organization and operation of the event by all interested parties. In addition to any outstanding issues, which may need to be resolved, this practice is particularly essential as a source of information for similar type or repeat events, which may be proposed in the future.

# Appendices

- A Licences & Permissions
- B Hazards associated with Temporary Structures
- C Event Management Plan Template
- D Food Safety
- E Fire Safety Checklist
- F Event Hosting Application Form
- G Sources of Information



## A Licences or Permissions

| Licence or Permission             | Issuing Authority | Criteria  | Requirements  |
|-----------------------------------|-------------------|---|---|
| Outdoor Event<br>(Over 5000)      | Local Authority   | The event must be outdoors, either in its entirety or for the most part. Takes place in a structure having no roof, or a retractable roof, in a tent or other similar temporary structure. The event must be comprised of music, dancing, displays of public entertainment and other similar activities. Has an anticipated audience of 5000 persons or more. | <ul style="list-style-type: none"> <li>■ Newspaper advertisement</li> <li>■ "Not less than the required notice period in the table on page 7 of this guide, submit to the local authority, an application form accompanied by an event management plan</li> <li>■ Consultation process with Statutory Authorities</li> <li>■ Payment of application fee and standard charges for Local Authority services</li> <li>■ Proof of: insurance, newspaper advertisement &amp; venue owners consent. Certification &amp; Specification of Temporary Structures.</li> </ul>   |
| Outdoor Event<br>(Less than 5000) | Local Authority   |   | <ul style="list-style-type: none"> <li>■ Not less than 16 Wks notice to Local Authority. Submit Draft Event Management Plan</li> <li>■ Consultation process with Statutory Authorities</li> <li>■ Payment of application fee and standard charges for Local Authority services</li> <li>■ Proof of: insurance, newspaper advertisement &amp; venue owners consent. Certification &amp; Specification of Temporary Structures.</li> </ul>  |
| Indoor Event                      | Local Authority   | The event consists of a performance, which takes place wholly, or mainly in a building. Comprises music, singing, dancing or displays of entertainment. Not restricted to public entertainment. Outdoor event licence regulations are not Applicable  | <ul style="list-style-type: none"> <li>■ Application is made to the Fire Authorities or person designated by the Fire Authorities</li> <li>■ Draft Event Management Plan submission</li> <li>■ Consultation process</li> <li>■ Proof of insurance</li> <li>■ Application fee</li> <li>■ Intention to sell Alcohol Department of Justice, Equality &amp; Law Reform</li> <li>■ Temporary facilities for the sale of alcohol:</li> <li>■ Occasional Liquor Licence</li> <li>■ The consumption of alcohol in a public place: Intoxicating Liquor Bye-Laws</li> <li>■ Application to the Revenue Commissioners for Licence</li> <li>■ Fireworks Display Department of Justice, Equality &amp; Law Reform</li> <li>■ Importation of Fireworks</li> <li>■ Storage of Fireworks</li> <li>■ Fire Authorities input requested before permission granted</li> <li>■ Consultation process with Fire Authorities</li> </ul> |
| Event Trading                     | Local Authority   | Casual Trading at an event or events specified in the licence or at or in the immediate vicinity of the place where and on the days on which the event takes place  | <ul style="list-style-type: none"> <li>■ Submit application for licence approval</li> <li>■ Scale of charges per trader, per day</li> </ul>   |
| Temporary Road Closure            | Local Authority   | <ul style="list-style-type: none"> <li>■ The closure of the public highway to vehicular traffic for a specified period</li> <li>■ Check with local Gardai if a Road Closure</li> <li>■ Order is necessary prior to application</li> </ul>   | <ul style="list-style-type: none"> <li>■ Provide insurance indemnity</li> <li>■ Public advertisement</li> <li>■ Standard Fee, plus other charges to be determined in relation to road usage</li> </ul>  |

| Licence or Permission                    | Issuing Authority              | Criteria   | Requirements   |
|--|--------------------------------|--|--|
| Preparation and/or sale of food products | Health Services Executive      | <ul style="list-style-type: none"> <li>■ Required where meat or meat products (other than fish or fish products) are sold or where food is prepared, cooked or heated for sale directly to the public, including: Soft Ice Cream stalls, Hot dog/baked potato stalls, Burger/Fried fish/chip stalls, Chinese and other ethnic food stalls</li> <li>■ fish/chip stalls, Chinese and other ethnic food stalls</li> </ul> | <ul style="list-style-type: none"> <li>■ Stall owner must submit a completed application form for the licensing of the food stall to the Health Board two (2) months prior to the commencement of the business</li> <li>■ Copy of Food Business Operator's Registration or Approval.</li> </ul>  |
| Use of Public Space for Event            | Local Authority                | <ul style="list-style-type: none"> <li>■ Event activities to take place either whole or in part on public property Includes roadways/ footpaths, parks, public squares.</li> </ul>   | <ul style="list-style-type: none"> <li>■ Submission of event details</li> <li>■ Consultation process</li> <li>■ Supply insurance indemnities</li> <li>■ Possible Bond to re-instate any damage done</li> <li>■ Certification &amp; Specification of Temporary Structures</li> </ul>  |
| Use of Private Security Company          | The Private Security Authority | <ul style="list-style-type: none"> <li>■ Both Contracting companies and employees thereof should have adequate licences from the above body.</li> </ul>  | <ul style="list-style-type: none"> <li>■ Licences to be submitted as part of event management plan</li> </ul>  |
| Event Advertising                        | Local Authority                | <ul style="list-style-type: none"> <li>■ The placing of advertising banners/signage/flags in a public place and/or on a public building</li> <li>■ The distribution in a public place of advertising literature</li> </ul>   | <ul style="list-style-type: none"> <li>■ Application to the Local authority for written approval for the placement of signage (Section 71 of the Roads acts 1993)</li> <li>■ Application to the Local Authority for written approval (Section 21 of Litter Pollution act 1997 as amended).</li> <li>■ Supply specifications of flags or banners</li> <li>■ Plan for the prevention of litter</li> </ul>  |
| Litter and Waste Management              | Local Authority                | <ul style="list-style-type: none"> <li>■ The management of litter and waste inside and outside an event area</li> <li>■ The distribution in a public place of advertising literature</li> </ul>  | <ul style="list-style-type: none"> <li>■ Application to the Local authority for written approval for Litter Management Plan (Section 17 of the Litter Pollution Act 1997 as amended)</li> <li>■ Application to the Local Authority for written approval for food waste for events of 5000 or more attending and/or longer than 10 days in duration. (Waste Management (Food Waste) Regulation 2009)).</li> <li>■ Food waste to be segregated, stored at collected separately for correct recovery by an authorised waste collector</li> <li>■ Plan for the prevention of litter</li> </ul> |

## B Hazards associated with Temporary Structures

### 1 Structures

#### Rubbish

Accumulation of rubbish and debris under a structure is unsightly, unhealthy and can constitute a fire hazard. Surplus structural members can give an impression that they have fallen off, or have been removed by others. The ground under such structures (particularly temporary seating) should be left clear of debris. Do not allow vendors or others to store material beneath structures without specific agreement.

#### Slips

Frequently plywood ramps are used to access temporary or permanent structures, and a change of level may be involved. It is common to use mineralised roofing felt or similar to reduce the likelihood of slipping. This can become worn, frayed or torn and should be checked daily.

#### Trips

A temporary ramp, walkway or similar structure often does not merge smoothly with a permanent footpath. Look out for trip hazards such as plywood warping or delaminating. Metal treads can become bent or distorted, and should not be used if observed to be in poor condition.

#### Unnecessary Fixtures

After a structure has been erected and inspected, it is not unusual for others to affix items to it. Typically signage, advertising banner, flags, bunting, and canopies are used. No substantive item should be fixed to a structure without agreement of the inspecting engineer.

#### Ponding

Surface water should not be allowed to accumulate at the base of temporary structures in areas where the ground could soften. Soft ground could allow settlement of the structure, or worse.

#### Uneven Ground

Structures built on uneven, sloping or undulating ground usually need adjustment to make up level. This should be done using steel adjustable feet and thick plywood is sometimes used. Be alert to haphazard, wobbly packing under structures – it can dislodge. If in doubt, ask for an engineer's inspection.

### 2 Barriers

#### Sharp Edges

Many steel structures, especially new barriers can have sharp edges, usually left from the galvanising process. These can be hazardous, and in the case of barriers, are often at face level for small children.

#### Finger Traps

Gaps in lines of barriers, particularly on undulating ground, can constitute a finger trap. If a hazard exists, the area of concern can be taped or wrapped to eliminate it.

#### Openings & Gaps

Beware of openings or gaps in barriers that a child could fall through.

#### Bars

Horizontal bars of barriers offer footholds for persons. Plywood lining to the sides (inside face) of walkways or ramps can eliminate gaps and footholds.

#### Fixing Items

Only acceptable items are small signs, any other items affixed to barriers can cause them to blow over in high winds.

## C Event Management Plan Template

### Section 1 Event Details

- Overview of the event (summarise what the event will consist of and where it will take place)
- Event location (give short synopsis)
- Event schedule & timings (set out the dates of operation, opening and closing times)
- Attendance profile (expected attendance, age range, nature of audience)
- Admission arrangements (ticket or otherwise) Event management structure (set out the key management personnel)
- Functions of key personnel (Event Controller, Safety Officer and Chief Steward)
- Event control and communications (location of central control room, who will be there, what means of communication will be used for reporting)
- Any particular arrangements (special needs spectators, pre launch ceremonies etc)
- Overview of large equipment and temporary structures (staging, sanitary facilities, lighting etc)

### Section 2 Event Safety

- Safety policy statement (what it is and who should know)
- Event risk assessment (set out in tabular form)
- Signage (information service provided)
- Crowd management (number of stewards, responsibilities, location etc)
- Entry & exit arrangements (routine and designation of emergency routes and assembly areas)
- Fire precautions (means of escape, safe holding capacity calculations, fire safety equipment)
- Structures (schedule of completion, certifying engineer)
- Electrical installations (lighting, auxiliary power provision)
- Environmental issues (noise, sanitation, catering, litter & waste, drinking water, etc)
- Vehicular access and exit (transport plan for site traffic and car parking arrangements)
- Medical/First Aid Provision (numbers required, location, ambulance, equipment)
- On site traffic management (where deliveries will be made, any parking etc)

### Section 3 Emergency Action

- Definitions (state clearly the situations which will require emergency response, categorise into minor and major)
- Emergency incident organisation (set out the structure for liaising with the emergency services, and personnel responsibilities)
- Emergency communications (state the code word to be used to notify all event staff of an imminent emergency situation, and set out the communication structure)
- Action required (state the actions of key personnel in the event of an declaration)
- Emergency routes (should be identified and agreed with the statutory agencies)
- Rendezvous points (designate location where it will be possible to brief the emergencies services on arrival to an incident)
- Key Public Address Announcements (formulate announcements for emergencies, lost children and other priority information)

### Section 4 Plan Appendices

- Traffic Management Plan (in consultation with An Garda Síochána)
- Medical Plan (in consultation with relevant Health Authority)
- Event Communications (radio allocations and channels to be used by event staff in schematic format)
- Schedules (erection and tear down of temporary structures, staging etc.)
- Emergency procedures (the publication of these procedures should be restricted to event staff and the statutory agencies)
  - ▶ Stopping the event
  - ▶ Action in the event of a bomb scare
  - ▶ Action in the event of Fire
  - ▶ Action in the event of any other emergency incident
  - ▶ Evacuation of the venue
- Contact details - Should include telephone numbers of key personnel and external agencies, such as the emergency services contacts and key suppliers.
- Site layout maps - Dependent on the size and complexity of the event, the site layout map can range from a line drawing of the layout of the event to scaled drawings, which deal with each particular element of the event layout in detail. Included should be:
  - ▶ emergency response vehicle access routes
  - ▶ location of rendezvous points and assembly areas
  - ▶ ambulance parking, medical facilities
  - ▶ emergency scenarios
  - ▶ location of all temporary structures
  - ▶ pedestrian circulation routes
  - ▶ emergency evacuation routes
  - ▶ parking facilities
  - ▶ drinking water points, sanitary facilities and trading locations

## D Food Safety

### Food Protection

Any food stall must be designed and constructed in such a manner so as to prevent the contamination of food. The following measures must therefore be taken:-

- Food must be protected from contamination by street dirt, traffic fumes, flies, animals and the general public.
- All food stalls must be adequately pest- proofed. All panels must be tight fitting, leaving no access for rodents or insects.
- Food on display must be adequately protected by the provision of sneeze screens.

### Food Storage

All food shall be prepared in the food stall unit or in designated premises specially registered for that purpose. In order to prevent the transfer of food poisoning bacteria from raw foods (especially meat and poultry) to cooked or prepared foods, it is very important that they are stored separately. Do not overload refrigerators or freezers as this prevents cool air circulating. They must be defrosted and cleaned regularly. Where separate storage is not available for raw and cooked foods, the following system must be adopted;-

- Top shelves: Cooked Meats
- Prepared Products
- Middle shelves: Dairy Produce
- Bottom Shelf: Raw meats and fish

### Temperature Control

The whole area of temperature control is extremely important in preventing the proliferation of food poisoning bacteria.

### Refrigeration and Storage

Refrigeration is important since it slows down the multiplication of food poisoning bacteria. Meat and meat products, milk and milk products and all other food and food materials susceptible to rapid bacterial growth must be kept at a temperature of 3°C or less except when heated or cooked for sale as hot food.

### Hot Holding and Food Storage

Hot food must be kept at a temperature of at least 63°C and hot cabinets and bain-maries must be provided for this purpose.

### Freezer and Food Storage

A deep freezer unit must be provided if products normally cooked from frozen are to be stored in the food stall. The temperature of a deep freezer unit must be kept at a temperature of -18°C or colder.

### Temperature Measurement and Monitoring

A suitable thermometer must be kept in the food stall and regular temperature checks must be carried out on a daily basis to ensure that correct temperatures are maintained. Precautions should be taken against transferring micro-organisms from raw to cooked foods when taking temperature readings – the probes should be wiped and disinfected using disposable sterile wipes before and after each use.

## E Fire Safety Checklist

### Capacities/Egress/Ingress

Safe Holding Capacity Calculations

Details of Access & Egress for the Disabled

Details of the following measures to facilitate Safe Egress:

- emergency lighting
- exit signage
- fire detection and alarm system
- communication/P.A. system, etc

### Casual Trading

Details of:

- cooking equipment
- gas supply installation
- fire fighting equipment

### Tents & Marquees

Holding capacity

Exit widths "

Details of:

- cooking equipment
- gas supply installation
- fire fighting equipment
- emergency lighting

Certification of lining material, etc.

### Fire Works & Pyrotechnics

Site map showing fallout area, spectator area, firing zone, etc.

Material safety data sheets

Site-specific risk assessment

### Management Issues

Details of steward training

Designation of fire patrols

Litter control/refuse disposal

### Emergency Plan includes

Definition of Key Personnel & Roles

Method of activation of Plan

Contact list

Evacuation Procedures

Telephone numbers of all key personnel

### Drawings Include

Means of Escape & Exit Routes To include the staging area, gates and other obstructions

Access & Egress Routes for Patrons To include occupant capacities, exit widths

Designated Emergency Access & Egress Routes for Appliances, including hydrant locations

At least two emergency scenarios showing the location of the incident

Emergency service access and audience egress

The location of any casual trading units, tents, marquees, etc.

### Details/Certification for:

L.P.G. Installation

Electrical Installation e.g. back up generator

Emergency Lighting System/Exit Signage

Linings, Scenery and Properties used on Stage or in Marquees

Scenery and Properties used on Stage, Marquees etc.

First-Aid Fire Fighting Equipment

Fire Detection and Alarm System, etc.

## F Event Hosting Application Form

### Event Details

|   |   |
|---|---|
| Event Title                                 |   |
| Event Organiser                             | Organisation Status<br><i>(stage agency, limited company, community arts etc)</i> |
| Event Date / Duration                       |   |
| Event Organiser Address                     |   |
| Telephone                                   | Email   |
| Type of Event                               |   |
| Location of Event (Townland/Street Address) |   |

### Officers

|  |  |
|--|--|
| Name of Health and Safety Co-Ordinator |  |
| Number Anticipated to Attend           |  |
| Name of Chief Stewart                  |  |
| Name of Event Controller               |  |

### General Details

| Number Anticipated to Attend   | Per Day                      | Per Week                    | Per Month |
|--|------------------------------|-----------------------------|-----------|
| Is there an Admission Charge   |                              |                             |           |
| Owner of Property  |                              |                             |           |
| Name of Insurer  |                              |                             |           |
| Has a Traffic Management Plan being prepared   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |           |
| Is the Event requested to Close Public Roads   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |           |
| Have you familiarised yourself and complied with the requirements stated in the Louth County Council, Event Management Guide. <i>(Please tick box)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |           |

**This application form must be submitted to the Area Manager, Louth County Council and must be accompanied by a copy of the Event Management Plan and copies of necessary Insurances. The Local Authority will formally advise An Garda Siochana and HSE of notice of receipt of application.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

## G Event Licensing Procedure

### Checklist

#### Newspaper Notices

A notice of intention to submit an application must be published in one local and one national newspaper at least five weeks prior to applying for a license. The notice must include

- Applicants name
- That the applicant is applying for a licence to hold an event in accordance with Part XVI of The Planning and Development Act, 2000
- Location of event(s)
- Type of event(s)
- Date of event(s)
- Name of local authority to which application will be submitted
- Estimated number who will attend the event(s)
- That the application may be inspected and a submission or observation made at/to the local authority within five weeks of the application being received by the local authority

#### Applicant Details

Name, contact postal address, email address and telephone numbers

**Estimated number** who will attend the event(s)

**Proposed date(s)**, time(s) and duration of the event(s)

**Copies of the notices of intention** i.e. the relevant pages of the newspaper containing the notice

**Written confirmation from the owner of the site** that consent has been given for the holding of the event (this does not apply if the event is under the control of the local authority)

**A draft plan for the management of the event** prepared in accordance with the relevant codes of practice. This plan should include:

- Event details
- Event management structure & responsibility i.e. the names, contact details and responsibilities of the event controller, safety officer etc.
- Risk assessments
- Draft environmental programme for before, during and after the proposed event
- Temporary structures/installations - provision for the removal of structures, reinstatement requirements, etc.
- Draft persons with disability arrangements
- Draft emergency arrangements inclusive of medical cover
- Location map with sufficient detail and sufficient size of scale not less than 1:1000 in built up area and 1:2500 in all other areas

**Fee:** The local authority should state the amount to be paid and the means by which it should be paid.

## H Sources of Information

Code of Practice for Outdoor Pop Concerts and other musical events:  
Department of Education. 1996: available from Government Publications Office

Code of Practice for Safety at Sports Grounds: Department of Education 1996:  
available from Government Publications Office.

The Event Safety Guide (Purple Guide) a guide to health, safety and welfare at music and similar events: Health & Safety Executive UK  
second edition 2001:available from UK Health & Safety Executive HSE

Guide to Safety at Sports Grounds (Green Guide): Department of Culture media & Sport: available from UK Stationery Office

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises: UK Home Office: available from UK Stationery Office

A Guide to Risk Assessments Requirements – Health & Safety Executive: available from UK Stationery Office

Temporary Demountable Structures:  
available from The Institution of Structural Engineers  
British Standard BS 7671: 1992  
Requirements for Electrical Installations: available from British Standards Institute

### Application Forms

The following are currently available on  
[www.louthcoco.ie](http://www.louthcoco.ie)

- 1 Casual Trading Event Licence
- 2 Event Registration Form
- 3 Fire Safety Certificate
- 4 Skip Application
- 5 Temporary Road Closure
- 6 Waste Permit?
- 7 Food waste
- 8 Event Guide/Handbook and Application Form
- 9 Planning application

## I Planning (Licensing of Outdoor Events) Regulations

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| The Minister for the Environment and Local Government, in exercise of the powers conferred on him by sections 230 , 231 , 238 and 262 of the Planning and Development Act, 2000 (No. 30 of 2000) hereby makes the following Regulations: |  |
| <b>Citation</b>  | These Regulations may be cited as the Planning and Development (Licensing of Outdoor Events) Regulations, 2001.  |
| <b>Interpretation</b>  | <p><b>1</b> In these Regulations, except where the context otherwise requires:-</p> <p>"<b>the Act</b>" means the Planning and Development Act, 2000 ;</p> <p>"<b>applicant</b>" means a person who applies for a licence;</p> <p>"<b>application</b>" means an application for a licence under section 231 of the Act;</p> <p>"<b>audience</b>" means persons attending an event on a particular day, other than persons working or performing at the event, and shall include persons attending by invitation and, where an event comprises more than one performance at one or more locations at the site on a particular day, the audience shall mean the total number of persons attending all such performances;</p> <p>"<b>code of practice</b>" means a code of practice referred to in sections 232 and 268(2) of the Act,</p> <p>"<b>prescribed bodies</b>" means –</p> <ol style="list-style-type: none"> <li>the relevant Chief Superintendent of An Garda Síochána,</li> <li>the relevant Health Board, or</li> <li>any other county council, county borough corporation, borough corporation or urban district council, which will be affected by the event.</li> </ol> <p><b>2</b> These Regulations shall apply to an application for a licence for an event to be held on more than one day or an application for a licence for a number of events at a venue in a period not exceeding one year, subject to any necessary modifications.</p> |
| <b>Events prescribed for the purposes of section 230 of Act.</b>   | An event at which the audience comprises 5,000 or more people shall be an event prescribed for the purposes of section 230 of the Act  |
| <b>Pre-application consultation.</b>   | <p><b>1</b> Any person who intends to make an application may, with the agreement (which shall not be unreasonably withheld) of the local authority or any prescribed bodies concerned, enter into consultations with the local authority or such prescribed bodies in order to discuss the submission of an application, including the draft plan for the management of the event, and the authority or the prescribed body may give advice to the applicant regarding the proposed application.</p> <p><b>2</b> The carrying out of consultations under sub-article (1) shall not prejudice the performance by the local authority or the prescribed bodies of any of its functions under this Act or these Regulations or under any other enactment and cannot be relied upon in the process of determining an application or in legal proceedings.</p>   |

The Minister for the Environment and Local Government, in exercise of the powers conferred on him by sections 230 , 231 , 238 and 262 of the Planning and Development Act, 2000 (No. 30 of 2000) hereby makes the following Regulations:

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| <p><b>Newspaper notice</b></p>         | <ol style="list-style-type: none"> <li><b>1</b> Within the period of 2 weeks before applying for a licence, the applicant shall publish a notice of his or her intention to submit an application in one local and one national newspaper.</li> <li><b>2</b> A notice under sub-article (1) shall state-             <ol style="list-style-type: none"> <li><b>a</b> the name of the applicant,</li> <li><b>b</b> that the applicant is applying for a licence to hold an event in accordance with Part XVI of the Planning and Development Act, 2000 ,</li> <li><b>c</b> the location at which the proposed event is to be held,</li> <li><b>d</b> the type of event proposed to be held,</li> <li><b>e</b> the date proposed for the holding of the event,</li> <li><b>f</b> the name of the local authority to which the application is being made,</li> <li><b>g</b> the anticipated number of the audience at the proposed event,</li> <li><b>h</b> that the application for a licence may be inspected at the offices of the local authority during office hours for a period of 4 weeks from the date of receipt of the application by that authority, and</li> <li><b>i</b> that submissions or observations may be made to the local authority within a period of 4 weeks from the date of the receipt of the application by that local authority.</li> </ol> </li> <li><b>3</b> The local authority may require that an additional newspaper notice is published where it considers that the notice, because of its content or for any other reason, is misleading or inadequate for the information of the public</li> </ol> |
| <p><b>Making of an application</b></p> | <ol style="list-style-type: none"> <li><b>1 a</b> An application must be made at least 16 weeks prior to the date for the holding of the event to which the application relates or, in the case of an application for a number of events at a venue in a period not exceeding one year, at least 16 weeks prior to the holding of the first event.</li> <li><b>2</b> As soon as may be after receipt of the application, the local authority shall consider whether the requirements of these regulations have been complied with, and             <ol style="list-style-type: none"> <li><b>a</b> acknowledge receipt of the application in writing, or</li> <li><b>b</b> inform the applicant that the application is invalid, by reason of the fee submitted being inadequate or for any other reason, and cannot be considered by the authority, indicating which requirement of these regulations has not been complied with.</li> </ol> </li> </ol>   |

The Minister for the Environment and Local Government, in exercise of the powers conferred on him by sections 230 , 231 , 238 and 262 of the Planning and Development Act, 2000 (No. 30 of 2000) hereby makes the following Regulations:

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| <p><b>Form and content of application</b></p>      | <p><b>1</b> An application shall -</p> <ul style="list-style-type: none"> <li><b>a</b> state the name, contact address (including e-mail address where appropriate) and telephone number of the applicant,</li> <li><b>b</b> where the applicant is not the promoter of the event, state the name, contact address (including e-mail address where appropriate) and telephone number of the promoter,</li> <li><b>c</b> state the anticipated number in the audience at the proposed event,</li> <li><b>d</b> state the proposed date on which the event is to be held and the proposed duration of the event, including the times at which the event is proposed to commence and conclude,</li> <li><b>e</b> be accompanied by a copy of the relevant page of the newspapers containing the notices required to be published under article 5,</li> <li><b>f</b> where the applicant is not the owner or occupier of the place where it is proposed to hold the event, be accompanied by confirmation in writing from such owner or occupier of his or her consent to the holding of the event,</li> <li><b>g</b> be accompanied by a draft plan for the management of the event prepared in accordance with the appropriate code or codes of practice and including- <ul style="list-style-type: none"> <li><i>(i) the names and responsibilities of the event controller, the event safety officer and their deputies,</i></li> <li><i>(ii) a draft site emergency plan,</i></li> <li><i>(iii) a draft traffic management plan,</i></li> <li><i>(iv) a draft safety strategy statement,</i></li> <li><i>(v) a draft environment monitoring programme for before, during and after the proposed event, and</i></li> <li><i>(vi) provision for the removal of structures and the carrying out of any works for the reinstatement of the land subsequent to the event, for the full clean-up of the area, and for any remedial works arising from any damage caused to public property, facilities or amenities associated with the event,</i></li> </ul> </li> <li><b>h</b> be accompanied by a location map of sufficient size and containing details of related sites and features in the vicinity of the place where it is proposed to hold the event, to a scale of not less than 1:1,000 in built up areas and 1:2,500 in all other areas and marked clearly to show such related sites or features, and drawings to an appropriate scale of the place where it is proposed to hold the event, including a site layout plan and a viewing accommodation plan.</li> </ul> <p><b>2</b> 6 copies of the application and accompanying documents, maps and drawings shall be submitted to the local authority.</p> <p><b>3</b> Where an event is proposed to be held on a public road or on any other land under the control of the local authority, sub-article (1)(f) shall not apply.</p> |
| <p><b>Availability of documents.</b></p>           | <p><b>1</b> The local authority shall make the application, and any submissions or observations made in relation to it, available for inspection at the offices of the local authority and such other places as it considers appropriate, for a period of 4 weeks from the receipt of the application, during office hours.</p> <p><b>2</b> The local authority shall, on request, make a copy of the application, or part of it, available for purchase by any person on payment of a sum not exceeding the reasonable cost of making such a copy.</p>  |
| <p><b>Consultation with prescribed bodies.</b></p> | <p><b>1</b> Within one week of receipt of an application, a local authority shall consult with the prescribed bodies by sending a copy of the application to them and stating that submissions or observations may be made to the local authority in respect of the application within 5 weeks of the date on which the application was received by the authority.</p> <p><b>2</b> Where a prescribed body requests an extension of time from the local authority to consider an application, the authority may, where it considers it necessary to ensure the safe and effective management of the proposed event, extend that period for such time as the authority considers necessary.</p> <p><b>3</b> A local authority may also consult any other body, not being a prescribed body, in relation to an application where it considers it appropriate.</p>  |

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| The Minister for the Environment and Local Government, in exercise of the powers conferred on him by sections 230 , 231 , 238 and 262 of the Planning and Development Act, 2000 (No. 30 of 2000) hereby makes the following Regulations: |  |
| <b>Making of submissions or observations by any other person</b>   | Any person may make a submission or observation in writing to the local authority in respect of the application within 4 weeks of the receipt of the application by the local authority.   |
| <b>Further information</b>   | <ol style="list-style-type: none"> <li>1 A local authority may request such further information from the applicant as it considers necessary to enable it to make a decision under section 231(3) of the Act and the applicant shall comply with any such request.</li> <li>2 A local authority may request such further information from a prescribed body or any person who made submissions or observations in respect of the application as it considers necessary to enable it to make a decision under section 231(3) of the Act.</li> <li>3 The local authority may, at its discretion, invite other persons to make submissions or observations to it in respect of an application.</li> <li>4 The local authority may take whatever measures it considers necessary, including the convening of meetings or the taking of oral submissions, to seek the views of any person in regard to the application.</li> </ol>  |
| <b>Decision on an application</b>  | <ol style="list-style-type: none"> <li>1 A local authority shall make a decision under section 231(3) of the Act in respect of an application not earlier than 5 weeks after receiving the application.</li> <li>2 Where a local authority makes a decision under section 231(3) of the Act, it shall issue notice of its decision to: <ol style="list-style-type: none"> <li>a the applicant,</li> <li>b the prescribed bodies, and</li> <li>c any person who made submissions or observations on the application in accordance with article 10.</li> </ol> </li> </ol>   |
| <b>Publication of notice of intention by local authority to hold an event</b>  | <ol style="list-style-type: none"> <li>1 Where local authority proposes to hold an event under section 238 of the Act, it shall publish a notice in a newspaper which is circulated in the area in which the proposed event is to be held.</li> <li>2 A notice under sub-article (1) shall state: <ol style="list-style-type: none"> <li>a the name of the local authority proposing to hold the event.</li> <li>b that it is proposed to hold an event in accordance with Part XVI of the Planning and Development Act, 2000</li> <li>c the location at which the proposed event is to be held,</li> <li>d the type of event proposed to be held,</li> <li>e the date proposed for the holding of the event,</li> <li>f the anticipated number of the audience at the proposed event,</li> <li>g that a proposal, including a draft plan for the management of the event, in respect of the proposed event may be inspected at the offices of the local authority during office hours for a period of 4 weeks from the date of a notice under sub-article (1), and</li> <li>h that submissions or observations in respect of the proposed event may be made to the local authority within a period of 4 weeks from the date of the notice under sub-article (1).</li> </ol> </li> </ol> |

The Minister for the Environment and Local Government, in exercise of the powers conferred on him by sections 230 , 231 , 238 and 262 of the Planning and Development Act, 2000 (No. 30 of 2000) hereby makes the following Regulations:

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| <p><b>Availability of documents in relation to proposed event by local authority</b></p> | <p><b>1</b> The local authority shall make a proposal, including a draft plan for the management of the event, and appropriate maps and drawings in relation to the proposed event available for inspection at the offices of the local authority and such other places as it considers appropriate during office hours for a period of 4 weeks from the date of the notice under article 13.</p> <p><b>2 a</b> A proposal referred to in sub-article (1) shall set out the details of the proposed event, including –</p> <p>(i) <i>the anticipated number in the audience and details of the number of tickets to be sold for the event,</i></p> <p>(ii) <i>the date proposed for the holding of the event is to be held and the duration of the event, including the times at which the proposed event will commence and conclude.</i></p> <p><b>b</b> A draft plan for the management of the event referred to in sub-article (1) shall be prepared in accordance with the appropriate code or codes of practice and include –</p> <p>(i) <i>the names and responsibilities of the event controller, the event safety officer and their deputies,</i></p> <p>(ii) <i>a draft site emergency plan,</i></p> <p>(iii) <i>a draft traffic management plan,</i></p> <p>(v) <i>a draft safety strategy statement,</i></p> <p>(vi) <i>a draft environment monitoring programme for before, during and after the proposed event, and</i></p> <p>(vii) <i>provision for the removal of structures and the carrying out of any works for the reinstatement of the land subsequent to the proposed event.</i></p> <p><b>c</b> The maps and drawings referred to in sub-article (1) shall include a location map of sufficient size and containing details of related sites and features in the vicinity of the place where it is proposed to hold the event, to a scale of not less than 1:1000 in built up areas and 1:2,500 in all other areas and marked clearly to show such related sites or features, and drawings to an appropriate scale of the place where it is proposed to hold the event, including a site layout plan and a viewing accommodation plan.</p> <p><b>3</b> The local authority shall, on request, make a copy of the proposal, or part of it, for any person on payment of a sum not exceeding the reasonable cost of making such a copy.</p> |
| <p><b>Notification of prescribed bodies</b></p>  | <p><b>1</b> Within one week of publication of the notice under article 13 a local authority shall notify the prescribed bodies of the proposed event.</p> <p><b>2</b> A notice under sub-article (1) shall –</p> <p><b>a</b> be accompanied by a copy of the proposal made available for public inspection in accordance with article 14, and</p> <p><b>b</b> shall state that submissions or observations may be made to the local authority in respect of the proposed development within 5 weeks of the date of publication of the notice under sub-article (1).</p> <p><b>3</b> Where a prescribed body requests an extension of time from the local authority to consider an application, the authority may, where it considers it necessary to ensure the safe and effective management of the proposed event, extend that period for such time as the authority considers necessary.</p> <p><b>4</b> A local authority may notify or consult any other person or body, not being a prescribed body, in relation to the proposed event where it considers it appropriate.</p>  |
| <p><b>Making of submissions or observations by any other person</b></p>                  | <p>Any person may make a submission or observation in writing to the local authority in respect of the proposed event within 4 weeks of the date from the date of publication of the notice under sub-article (1).</p>   |
| <p><b>Notification of decision</b></p>   | <p>Where a local authority makes a decision under section 238, it shall issue notice of its decision to the prescribed bodies and any person who made a submission or observation in accordance with article 16</p>  |

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| <p>The Minister for the Environment and Local Government, in exercise of the powers conferred on him by sections 230 , 231 , 238 and 262 of the Planning and Development Act, 2000 (No. 30 of 2000) hereby makes the following Regulations:</p> |  |
| <p><b>Additional means for notification</b></p>   | <p>Where -</p> <ul style="list-style-type: none"> <li>a a large number of submissions or observations are made to the local authority under article 10 or article 16 as part of an organised campaign, or</li> <li>b it is not possible to ascertain readily the full name and address of persons who made submissions or observations under article 10 or article 16,</li> </ul> <p>the local authority may, in lieu of notifying each person who made a submission or observation in accordance with articles 12(2) or 17, as appropriate, take such steps as it considers reasonable in the circumstances to inform such persons of its decision, including, in the case of an organised campaign referred to in paragraph (a), giving notice to any person who, in the opinion of the authority, organised the campaign.</p>   |
| <p><b>Transitional provisions for events to be held before 1 October, 2001</b></p>  | <ul style="list-style-type: none"> <li>1 Where - <ul style="list-style-type: none"> <li>a tickets for an event for which a licence would be required under these Regulations have already been sold to the public before 5 April, 2001,</li> <li>b an event is to be held for which planning permission under the Local Government (Planning and Development) Acts, 1963 to 1999, would not have been required had the event been held before the making of these Regulations, or</li> <li>c an event is to be held other than for reasons of profit or gain, no licence shall be required in respect of such an event where it is held before 1 October 2001.</li> </ul> </li> <li>2 A local authority which proposes to hold an event referred to in sub-article (1) shall not be required to comply with these Regulations.</li> <li>3 For the purposes of events held before 1 October, 2001, the reference in article 6(1) to 16 weeks shall be read as 12 weeks, or such shorter period, not being less than 5 weeks, to which the local authority has given its written consent.</li> </ul> |
| <p><b>Fees</b></p>  | <ul style="list-style-type: none"> <li>1 <ul style="list-style-type: none"> <li>a Subject to sub-article (2), the fee for making an application in respect of an event being held mainly for profit or gain shall be €2000 before 1 January 2002 and €2,500 thereafter.</li> <li>b No fee shall apply in respect of applications for event other than those referred to in sub-article (1).</li> </ul> </li> <li>2 A local authority shall have an absolute discretion to refund all or part of the fee payable in respect of a particular application where they are satisfied that the payment in full of the fee would not be just and reasonable, having regard to the nature, extent or purpose of the event.</li> </ul>  |
|   | <p>GIVEN under the Official Seal of the Minister for the Environment and Local Government this 17th day of April, 2001</p> <p><b>Noel Dempsey</b><br/> <i>Minister for the Environment and Local Government.</i></p>   |





### Louth Joint Policing Committee Structure

For queries please contact

**Dundalk and North Louth**  
Town Clerks Office  
Dundalk Town Council

t 042 9332276  
e [info@dundalktown.ie](mailto:info@dundalktown.ie)

**Ardee and Mid Louth**  
Ardee Civic Centre

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e [ArdeeTownClerk@louthcoco.ie](mailto:ArdeeTownClerk@louthcoco.ie)

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