Meath County Council

Event

Management

Guidelines

**Disclaimer -**

The contents of this guide are subject to periodic review in light of best practice, Government requirements and regulations. No reader should act on the basis of any such information contained therein without referring to applicable laws and regulations and/or without seeking appropriate professional advice. Although every effort has been made to ensure accuracy, Meath County Council shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof.

Furthermore, Meath County Council expressly disclaims all and any liability to any person in respect of anything done, or omitted, by any such person in reliance on the contents of these guidelines.

It is for the event organiser to take all necessary steps to ensure the safety of the public arising from the event.

**All organisations must follow guidance on COVID-19 as issued by the Government and the Health Service Executive (HSE)**

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# Events Management - Introduction

Events are an important part of the social and community life in County Meath. Each year a number of parades, concerts, food fairs, festivals and historic re-enactments take place. These events provide entertainment to our citizens and encourage visitors to our beautiful county and coastline. Meath County Council encourages and supports these events. The Council has produced this guide in order to inform the safe management of events in its premises and public spaces. These include events organised/supported by employees of Meath County Council or may be events with external organisers and committees. **An event is a non-routine planned public or social occasion.**

Under common law, all organisers have a duty of care towards persons involved in the event - including the audience, performers, suppliers and event employees and volunteers. This Guidance provides advice to organisers on the steps to be taken and outlines the measures they can implement to provide an event which is safe and enjoyable for all involved. Advice is provided on how to identify, control and manage risks associated with running events.

Organisers are advised that where their event is to be held on Meath County Council property, outdoor spaces or marine locations and where the event involves a road closure or where significant traffic disruption is anticipated, there are minimum notice periods for running such events. A summary of requirements is shown in the flowchart at **Appendix 1** of this document.

Private events on private premises are not required to adhere to Meath County Council Event Planning Flowchart at **Appendix 1**, but the Guidance Document is offered to the organisers of such events as an example of best practice.Where the event is also a workplace for employees of Meath County Council, the Council recognises its duties under the Safety, Health and Welfare at Work Act 2005 and has an internal procedure in place for Event Management in order to ensure the effective discharge of these duties.

# Categories of Events

For the purposes of managing risk, public events may be divided into the following three categories: The table below contains notice periods required for specific types of events on Meath County Council property and lands.

**Category A:** A one-off event such as poetry reading, training for a community group over a number of weeks, storytelling,an information evening, meeting of a gardening club or book club, or a residents’ association meeting. As 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:** A one-off event such as a summer BBQ, Christmas market, arts and crafts fair, a summer fete, or a family funday. This type of event will usually involve in excess of 100 people and fewer 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 similar to B above. However, they will involve more than 1,000 and fewer than5,000 people and therefore are classified as medium-risk events. However some of these events which could include motor sport events could be categorized as high-risk events. The event organiser should consider if a professional public event organiser should be involved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Category** | **Number of attendees** | **Level of assessed risk** | **Minimum Notice period** |  |
|  |  |  | **required for application** |  |
| A | <100 | Low | 4 weeks |  |
|  |  |  |  |  |
| B | >100 | Low | 8 weeks |  |
| <1,000 |  |
|  |  |  |  |
| C | >1,000 | Medium / High | 8 weeks |  |
| <5,000 |  |
|  |  |  |  |

PLEASE NOTE: The classification of risk involved with different events (low, medium and high) given in the three 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. Events involving road closures or significant traffic disruption will need to be considered against the risk categories and MUST also be notified to Meath County Council and An Garda Siochána and the Health Service Executive Emergency Office.

# Pre-planning for Running Events

The notice periods for events shown above are a minimum requirement for notification to Meath County Council. When planning an event you should start the process as soon as possible and hold pre-planning meetings with relevant parties. The Senior Executive Officer, Corporate Services Department for Meath County Council should be consulted as early as possible in the process. Specific information will be required for any event and an event organiser should start considering and gathering this information as early as possible in the event planning process.

## 3.1 Selecting a Venue

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?
* Is the event accessible to all?
* What arrangements are needed for managing people outside the venue?
* What arrangements 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? occupancy Levels? 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 emergency planning arrangements are already in place? Are they appropriate or adequate for a particular event?
* Ground conditions in case of adverse weather conditions.

## 3.2 Phases of an Event

The organiser should assess the risks and determine the requirements for each of the following phases:

1. Designing and Setting up the venue, selection of competent staff, contractors and sub-contractors, design,construction required for structures, safe delivery and installation of equipment etc.
2. Operations during the event, managing crowds, emergency arrangements, transport, welfare, first aid, fire etc.
3. Clearing the venue, dismantling structures, waste removal, remedial works, debrief etc.

**3.3 Considerations**

An organiser should consider the following matters when planning an event:

* Nature and type of event
* Whether the event is indoor or outdoor
* The Council building or facility that will be used
* Expected number of attendees
* Approximate age group and profile of attendees
* Accessibility for persons with a disability
* Time of day/day of week/week of year
* Name of event controller
* Name of safety officer
* Name of chief steward
* Timescales
* Whether it is necessary to appoint a professional organiser
* Numbers of staff/stewards required
* Road and traffic requirements
* Car parking
* Lighting
* Signage requirements, internal and external to the venue
* Utility Requirements
* Temporary structure requirements
* Requirements for fencing or barriers
* Welfare facilities
* Noise and light disruption
* Emergency planning
* Public liability insurance
* Details of food outlets
* Activities (including licences/permissions, such as permission for the use of fireworks)
* First aid arrangements
* Safeguarding children and vulnerable adults
* Statutory requirements that must be complied with
* Licence requirements
* Other events being held in the locality on the same day and/or at the same time
* Funding requirement
* Previous history of the event
* Will alcohol be available
* Will Pyrotechnics be used
* Will overnight camping occur
* Impact on other events in the area.

# Applying for access to Local Authority Facilities

## External Application to Run an Event in Meath County Council’s Property or Public Spaces

Where an event is proposed in Meath County Council’s property or public spaces, the organiser should first consult with the Senior Executive Officer, Corporate Services Department, ahead of the notice periods specified in Section 2 of this document. Notice periods are required to make safe arrangements for event management. Permissions will be issued in writing. Meath County Council reserves the right to refuse events where minimum notice periods for applications are not observed. The Council will only consider granting permission for an event not complying with the minimum notice in exceptional circumstances.

The application form requires information about your event, including those listed at Section 3.3. A flowchart outlining the application process is attached at **Appendix 1** of this document and details of information required in an Events Management Plan is attached at **Appendix 2**.

## Events within County Hall

Events are held in County Hall at the sole discretion of Meath County Council and dependant on the resources available and the other demands of the facility. A host organiser within Meath County Council will be nominated to work with an external promoter wishing to hold an event in County Hall. The host will act as a liaison point for the internal application process. An internal application to hold an event in County Hall will only be processed once the Senior Executive Officer, Corporate Services Department has given initial permissions in writing and an internal host is appointed.

## Events with over 5,000 in attendance

An event licence is required for a public performance which takes place wholly or mainly in the open air or in a structure with no roof or a partial temporary or retractable roof a tent or similar temporary structure and which is comprised of music dancing displays of public entertainment or any activity of a like kind. In such circumstances the promoter must apply to the Co Council for an event licence and support that application with an event management plan prepared by a competent person. An event management plan should include a medical plan, a risk assessment and a traffic management plan. The promoter must consult with the Planning Authority before the event is publicised or tickets are put on sale. They must subsequently apply for the licence not less than 13 weeks before the event is proposed to be held.

**\* Please note that an event licence is not required for sporting events in purpose-designed and approved sports venues even where the attendance is in excess of 5,000 patrons. In such circumstances the organiser should liaise with An Garda Síoichána and the HSE.**

## Indoor Events (Including those with Temporary Structures)

There are currently no regulations requiring a Local Authority to license or approve an event of <5,000 person capacity. However there are certain Codes of Practice which may be considered. An application can be made to the Courts for a license for certain activities that may be present at indoor events (e.g. liquor license, dance license, music and singing license). The Fire Authority (along with other ‘notice parties’) is to be notified of these applications to the Court (see [**www.courts.ie**](http://www.courts.ie) for further information). When a notification of a licensing application has been received, the Fire Authority may carry out an inspection, request information, and, if satisfied, provide a letter of no objection with certain conditions attached to the Court. The letter of no objection or objection from the Fire Authority is considered by the Court during their review of the application and will inform the Court’s subsequent decision to grant/deny the licensing application.

In all cases all organisers of indoor events are required to cater for the health and safety, including fire safety, of persons on the premises under the following statutory requirements:

•    Safety Health and Welfare at Work Act 2005 (see [**www.hsa.ie**](http://www.hsa.ie))

•   Safety, Health and Welfare at Work (General Application) Regulations 2007

•    Fire Services Acts 1981 and 2003 (see [**www.environ.ie**](http://www.environ.ie))

•   Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985

•   Code of Practice for the Management of Fire Safety in Places of Assembly

In addition there is code of practice covering Safety at Indoor Concerts.

* Code of Practice for Fire Safety at Indoor Concerts 1998 (see [**www.environ.ie**](http://www.environ.ie))”**Council**
* Code of Practice for Safety at Outdoor Pop Concerts and other musical events

## 

## Organising Funfairs (including bouncing castles/slides)

Applicants may propose to host a funfair or use their own fairground equipment (including bouncing castles/slides) on Meath County Council property. The operator must first obtain the consent of the Local Authority to use their lands and provide evidence of their insurances which should indemnify the Local Authority. For such events compliance with the Planning and Development (Certification of Fairground Equipment) Regulations, 2003 and the Planning and Development (Certification of Fairground Equipment) Ammendment Regulations, 2007 should be demonstrated by the organizers, by providing safety certificates to the Planning Department of Meath County Council for the equipment being used.  The Planning authority should be given 2 weeks’ notice of the proposed funfair.

Under Article 9 of the Planning and Development (Certification of Fairground Equipment) Regulations, 2003, a person who intends to hold or organise a funfair shall give two working days notice in writing to Meath County Council if they wish to hold a funfair or use fairground equipment (including bouncing castles/slides) anywhere in the county. Meath County Council has powers under the Act to serve a notice requiring that the funfair be terminated if either a valid certificate is not submitted or the notice period is not met.

It is important to note that while owners of Bouncing castles / slides are required to maintain certificates of safety for their equipment, notice to the planning authority is not required where the bouncing castles / slides are used on private lands where general access to the public is not permitted.

# Running an Event on Private Premises

Organisers running events on private premises, are not required to apply to Meath County Council for prior consent; however they will still need to comply with the Licensing and Insurance requirements outlined at Section 7.4 and 7.5 of this document. Meath County Council recommends that the organiser follows the guidance provided, which is in line with good practice. Contact should be made with the Transportation Department of Meath County Council and An Garda Siochána, for assistance in managing traffic routes to your event, including traffic management plans etc.

Please refer to Section 7.4 in relation to the provision of advertising for your event in a public place, which requires the prior written approval from Meath County Council.

# The Process for Managing 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, including details of 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 following table provides some examples of various risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Physical Risks** | **Human Risks** | **Biological Risks** | **Reputational Risks** | **Chemical Risks** |
| Building risks giving rise to slips, trips and falls.  Fire risk arising from BBQ’s or the use of fireworks.  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 routes  Public access routes where motor vehicles are driven and parked | Babies and toddlers.  Children and vulnerable persons.  Adults and elderly.  Cognitive ability risk such as the ability to respond to fire alarm activation. | Hepatitis.  Tuberculosis.  Salmonella and other food-borne organisms wherever food is stored, prepared, served, sold or consumed.  . | Reputation can be impacted positively or negatively depending on how an event is managed. | Chemical risks (i.e. diesel and petrol) and paints (i.e. face painting). |

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 Hazard
* Assess the Risk
* Manage the Risk
* Monitor and Review the Risk

## Identify the Hazard

Identifying the hazards is the first key step to a successful risk management process and, ultimately, to a successful event. Typically, the hazards 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.

Typical risks for the different categories of events (Refer to Section 2) are given below:

The key risks for these categories include, but are not limited to:

* 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.
* Traffic risks arising from proximity of attendees to live traffic
* Security

The risk identification process must be applied to all the phases of an event as identified at Section 3.2. All risks (once identified) should be assigned to an owner by the event organiser. The owner will have responsibility for ensuring the risk is managed and monitored over time. A risk owner should have sufficient authority and resources to ensure that the risk is effectively managed; the risk owner may not necessarily be the person who actually takes the action to address the risk.

## Assess the Risk

Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires risk assessment for all workplace hazards. This applies to events but the responsibility to carry out risk assessments falls on the Promoter / Organiser in place of the Employer.

Risk Assessments are based on an identification of the hazards associated with each work activity identified, an assessment of the risk rating and the control measures necessary for the elimination or reduction of the risk rating to an acceptable level.

The Risk Assessment Sheet adopted by Meath County Council typically has the following sections:

|  |  |
| --- | --- |
| **Risk** | **Description** |
| Work activity location / activity: | A brief description of the work activity being carried out, the location of the work activity and the equipment or substances being used. |
| Hazard: | A description of the hazards associated with the activity, the location of the activity and the equipment or substances used as part of the work activity |
| People affected: | A list of the people who may be affected by the hazard in relation to the work activity, the location and the equipment associated with the activity |
| Risk rating before control: | A calculation of the level of risk before controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered |
| Control measures: | Measures to be put in place to manage and reduce the risk. Control measures to be put in place are to be cognisant of the General Principles of Prevention in Schedule 3 of the Safety, Health and Welfare at Work Act 2005 |
| Responsible person: | Person responsible for the implementation of the control measure |
| Risk rating after control: | A calculation of the level of risk after controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered |
| Assessment date: | Date prepared |
| Review date: | 12 months from date of assessment or less if deemed appropriate |
| Assessment by: | Name of person who prepared the risk assessment sheet |

|  |  |  |
| --- | --- | --- |
| **Numeric Rating** | **Likelihood** | **Severity** |
| 1 | Very Unlikely | Very minor injuries |
| 2 | Unlikely | First aid minor injuries/illness |
| 3 | Likely | “3 day” injury/illness |
| 4 | Very Likely | Major injury/illness |
| 5 | Almost Certain | Permanently disabling injury/illness or fatality |

A risk assessment involves assessing the likelihood and severity of the risk in accordance with the table above and then multiplying the results to find out the overall risk rating, using the table and matrix below. According to the level of risk, actions may be required to reduce risk to an acceptable level. These are the control measures required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Risk Matrix** | | | |  |  |
|  | **5** | **5** | **10** | **15** | **20** | **25** |  |
|  | **4** | **4** | **8** | **12** | **16** | **20** |  |
| **LIKELIHOOD** | **3** | **3** | **6** | **9** | **12** | **15** |  |
|  |  |  |  |  |  |  |
|  | **2** | **2** | **4** | **6** | **8** | **10** |  |
|  | **1** | **1** | **2** | **3** | **4** | **5** |  |
|  |  | **1** | **2** | **3** | **4** | **5** |  |
|  |  |  | **SEVERITY** | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Numerical Value** | **Descriptive Risk Rating** | **Interpretation and/or action** |  |
| **(Severity x Likelihood)** |  |  |  |
| **13 - 25** | **HIGH** | Immediate action required. Activity should be stopped |  |
| until control measures can be implemented to reduce risk |  |
|  |  | to medium or low rating. |  |
| **6 - 12** | **MEDIUM** | Activity can proceed, but with caution, and ensuring |  |
| control measures are maintained. Risk Assessment must |  |
|  |  | be regularly rechecked and all reasonable efforts should |  |
|  |  | be made to reduce risk rating to low. |  |
| **1 – 5** | **LOW** | Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient. |  |
|  |  |  |  |

## Managing Risk

Having identified and assessed the possible risks, the next key step is to manage the risk. In managing the assessed risks the focus will be on ensuring the safety of employees, event attendees and third parties such as service providers, and on preventing damage to the environment and local authority property.

There are four main ways to manage risk:

|  |  |
| --- | --- |
| **Method** | **Description** |
| Terminate | Some risks may only be manageable by terminating the underlying activity. |
| Treat | The purpose here is to contain the risk at an appropriate level. The majority of risks will be managed in this way. |
| Transfer | This entails taking measures to transfer a risk, or responsibility for a risk, to a third party. Risks may be transferred because another organisation is more capable of managing it. It is important to note that some risks are not fully transferable, e.g. reputational risks. |
| Tolerate | The impact of the risk may be tolerable and therefore may not require any further action to be taken. Even if it is not tolerable, it may not be possible to take any significant action against certain risks, or the cost of taking such action may be disproportionate to the benefits gained. In these circumstances the option may be to tolerate the existing level of risk. This option must be supplemented by contingency planning to handle the impacts that may arise if the risk is realised. |

At this stage, in order to effectively manage the risks, management controls should be put in place. Again, this should consider all three phases of an event as identified at Section 3.2.

These controls may include:

* A safety management plan, supported by appropriate policy and procedure (please refer to Appendix 2 for details of the required contents)
* Seeking guidance from experts.
* Ensuring compliance with relevant legislation.
* Obtaining a technical plan or map of the location where the event will be held. The plan or map should identify utilities and other key information relevant to the event such as fire routes, emergency service routes, fire hydrants, etc.
* Communicating with key stakeholders such as An Garda Síochána, Fire Authority, Health Service Executive and contractors, among others; this may involve holding a number of meetings.
* Provision of security.

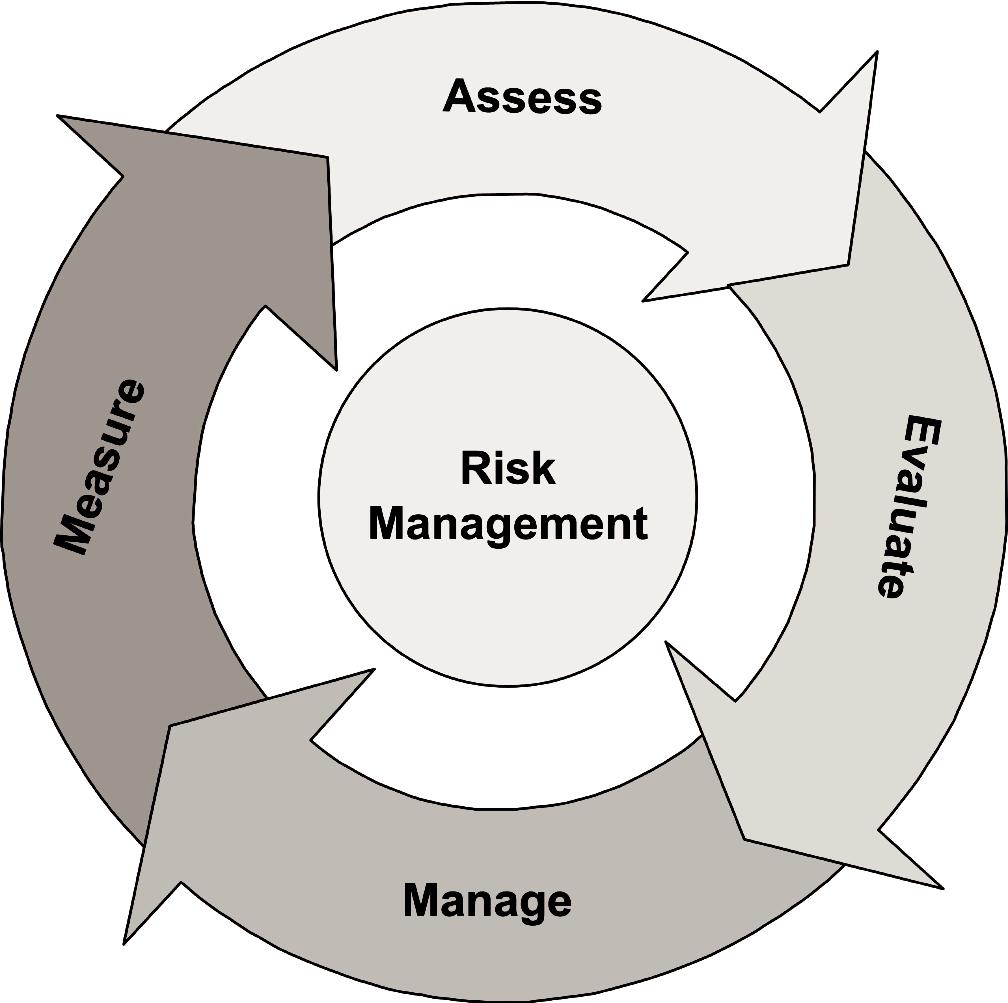
## Monitor and Review Risks

It is important throughout the planning and running of an event that changes to circumstances and hazards are reflected in the risk assessments. They must be updated in line with changing circumstances. The planning and delivery of the event must be continuously monitored to ensure best practice in public safety management and the agreed management controls are being complied with.

When non-compliance is identified it should be dealt with immediately by instructing the party responsible for the non-compliance to undertake corrective action without delay.

Following the event a de-briefing should take place between all key stakeholders to identity:

* What worked well and what did not work well.
* What failures took place, e.g. failures in communication systems, leadership or team-work.
* What incidents took place and the grading of such incidents.
* Adequacy of plans to support the management of all activities.
* Adequacy of training provided to employees and to others.
* Adequacy of templates used for policy, procedure, guidance, training, etc.



# Documentation and Requirements for running an Event

A guide to the requirements for an Event Management Plan is attached at **Appendix 2**. Complying with this guide will require that named persons are appointed to key positions for the event, along with ensuring documents, licences and insurance cover are in place. An event inspection checklist is provided at **Appendix 5**.

While the Event Management Plan is to be submitted to Meath County Council as part of the application process, Meath County Council accepts no liability for third parties for the contents and/or implementation of the Event Management Plan. The responsibility for the contents and implementation of the Event Management Plan remains with the organizers of the event and the people appointed to perform the roles outlined in Section 7.1 below.

## Key Appointments

Competent persons must be identified to perform the following roles:

* **Event Organiser**

The Event Organiser will ensure that all the necessary support and resources are provided to the Event Controller.

* **Event Controller**

The event controller is the person appointed by the event organiser with the status and authority to take full responsibility for all matters relating to the operational management of the event.

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 persons at the event including development of the event management plan and event medical plan as required
* Initiation of emergency action procedures if necessary
* **Event Safety Officer**

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

The duties attached to this position include:

* Acting as safety co-ordinator in relation to safety matters and have overall responsibility for all aspects of safety
* Ensuring that suppliers/contractors of equipment/services carry out pre-event safety checks and as appropriate are assessed and appointed as competent
* Advising the event controller on the initiation of emergency procedures where required
* **Event Medical Coordinator**

An Event Medical Coordinator is a person acting on behalf of the organiser with the task of overall control and coordination of First Aid/Medical Provision including all health issues. They will have the role of co-ordinating the activities of all those who have a role in the Event Medical Plan. He/she will liaise with and take clinical direction from the Event Medical Officer if an Event Medical Officer is present.

Duties attached to this position include:

* To participate in relevant medical planning meetings and sign off on the Event Medical Plan and any drills and rehearsals;
* To provide overall co-ordination of the various medical services providing cover to the event;
* To act as the point of contact for the HSE Environmental Health Service
* To liaise with the event promoters / organisers, the Event Safety Officer, the National Ambulance Service Control, the Voluntary Emergency Services, An Garda Síochána, the HSE Environmental Health Service and any other services and agencies relevant to the event;
* To allocate medical resources efficiently and effectively prior to and during the event and to keep the register of those of who have roles in the event medical plan
* To ensure that all the relevant processes and contact details are in place for effective and efficient communications;
* To ensure that the appropriate PPE is being used;
* To establish and maintain links throughout the event, as appropriate, with the receiving hospitals and the HSE emergency services;
* To ensure that standard Patient Care Report Forms are completed for all medical assists and to provide a summary report to the organisers of event medical assists, in an agreed format, for the purpose of isolating trends etc;
* To attend and contribute to the end-of-day debrief.
* The Event Medical Coordinator shall attend all planning meetings leading up to the event and have an appropriate decision making mandate on behalf of the organiser.
* Ensure competencies of all first aid and medical providers.
* Ensure clinical waste management procedures are in place.
* **Chief Steward**

The chief steward will have responsibility for the management of personnel designated as event stewards.

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

Duties of the Chief Steward include:

• Attendance at all pre event planning and post event meetings with the relevant authorities.

• Controlling all stewards from a central point and ensuring that an effective means of communication is in place.

• Briefing all stewards in advance of each event.

• Ensuring all accident and incident reports are collected after each event and handed over to the Event Controller.

• Mobilising stewards to assist the emergency services in the case of a serious incident or activation of the emergency plan.

## Role of Stewards

A steward is an individual providing services at an event (other than security services). Such services include:

* Directing persons to seats, facilities or other areas of a venue during the normal course of an event
* Providing safety advice and assistance
* Ensuring all entrances, exits, passageways, stairway and other concourses are kept clear for health and safety purposes
* Checking and reporting of any matter posing a risk to the health and safety of persons
* Observation and reporting of crowd dynamics

An Event Steward may not undertake any task of a security nature. These must be undertaken by a licensed provider under the Private Security Services Act 2004. Such tasks include but are not limited to:

* Preventing unauthorised entry
* Removal of persons from venue
* Protection of property
* Protection of persons (but not including guarding or protective services provided in relation to a specific individual or specific individuals)
* Searching for and controlling of prohibited goods, items or other objects

## Documents Required

An Event Management Plan must be prepared and the details of the content of this plan is attached at **Appendix 2**. It must include the following documents:

• Traffic Management Plan

• Key Contact List

• Accident Report Form

• Certificates for Temporary Structures, etc.

* Waste Management Plan

• Maps and Drawings (stage / event area layout, barriers etc)

• An emergency preparedness plan including the provision of emergency services such as first aid, fire fighting, etc.

## Licences and Permissions

All licences and permissions must be in place before the event. Please note the timescales for such applications as outlined in Section 2. A summary of licence and permission requirements is outlined in the following table:

|  |  |  |
| --- | --- | --- |
| **Licence or Permission** | **Authority** | **Requirement** |
|  |  |  |
| Outdoor Event <5,000 in attendance | Meath County Council | Complete the online application form in line |
| on Meath County Council property |  | with timescale requirements. Fees may apply. |
|  |  |  |
| Event in County Hall | Meath County Council | Liaise with internal host for event who will |
|  |  | complete internal application process. Fees |
|  |  | may apply. |
|  |  |  |
| Indoor Event <5,000 in attendance | Meath County Council | Complete the online application form in line |
|  | (where event is to be held on | with timescale requirements. Fees may apply. |
|  | Council property) |  |
|  |  |  |
| Outdoor Event > 5,000 in attendance | Meath County Council | Planning Licence required. Fees apply. |
|  |  |  |
|  | Health Service Executive | The Event Medical Plan must be agreed at |
|  |  | least 2 weeks before the event. |
|  |  |  |
| Intention to sell alcohol | Department of Justice and | Occasional Liquor Licence required from |
|  | Equality | Revenue Commissioners. Fees apply. |
|  |  |  |
|  | Meath County Council | Application 6 weeks prior to event for |
|  |  | relaxation of bye-laws |
|  |  |  |
| Fireworks Display | Department of Justice and | Permission for importation and storage of |
|  | Equality | fireworks includes a consultation with the Fire |
|  |  | Authorities. |
|  |  |  |
| Temporary Road Closure | Meath County Council | Application to Meath County Council at |
|  |  | least 8 weeks in advance of the event. Fees |
|  |  | apply. |
|  |  |  |
|  | An Garda Síochána | Seek opinion of the local Gardai if a Road Closure order is required prior to application |
|  |  |  |
| Preparation or sale of food products | Health Service Executive | Stall owner must submit a completed |
|  |  | application form for licensing of food stall 2 |
|  |  | months prior to the commencement of the business. |
| Event Advertising | Meath County Council, Environment Department | Application for written permission is required for placing of advertising in a public place for the distribution in a public place of advertising literature. Fees may apply |
|  |  |  |
|  |  |  |

## Insurance Requirements

The legal liability of Meath County Council is protected under its existing public liability policy, subject to normal policy terms, conditions, exceptions and endorsement.

External organisers and third parties will be required to produce evidence of insurances with provision of an indemnity to Meath County Council where applicable. It is the responsibility of the event organiser to provide evidence of insurance for individual participants in the event.

Requirements for levels of insurance cover advised by IPB are summarised below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | |
| **Category** | **Number of** | **Level of** | **Insurance** | **Comment** | |
| **of Event** | **Attendees** | **Assessed** | **requirements** |  |  |
|  |  | **Risk** |  |  |  |
|  |  |  |  |  | |
| A | <100 | Low | Public Liability - | If the applicant has no Public Liability Insurance | |
|  |  |  | €2.6m | the local authority can still give approval if the | |
|  |  |  |  | level of risk assessed is low. | |
|  |  |  |  |  | |
| B | >100 | Low | Public Liability - | The local authority will seek evidence of Public | |
|  | <1000 |  | €6.5m | Liability Insurance. | |
|  |  |  |  |  | |
| C | >1000  <5,000 | Medium or High | Public Liability - €6.5m | The local authority will seek evidence of Public Liability insurance | |
|  |  |  |  |  | |

**PLEASE NOTE:**

The requirements for safeguarding children and vulnerable persons for such events should be documented by the event organiser. Professional event organisers will be requested to provide evidence of insurances to include professional indemnity, public liability and employer liability.

## Medical Aspects of Planning an Event

The Health Service Executive has produced a “Requirements and Guidance for Outdoor Crowd Events”. Health care arrangements for outdoor crowd events should be specified in the Event Medical Plan section of the event management plan by the event organiser.

Three aims should underpin an event medical plan:

* Cater for immediate healthcare needs of participants, performers and patrons
* Reduce the impact of the event on normal HSE services
* Have some basic arrangements in place for a major incident, should one arise

A key requirement of the HSE is that the Event Medical Plan must be agreed a minimum of two weeks prior to the event taking place. Planning and preliminary notifications must take place prior to that, in order to facilitate any arrangements that need to be put in place.

The HSE have an input through the planning process, particularly if the Event is above 5,000. However they request information in relation to events under 5,000, so they can offer advice to the Event Organisers as most events would have medical risks associated with them. All events will require some form of Medical Plan commensurate with risk and numbers attending.

Meath County Council may liaise with the HSE as part of the consultation process where events are to be held on the premises of Meath County Council. However, contact details are provided below for events which may be run independently of the County Council.

**HSE contact:** Emergency Management Office,

HSE Dublin North East,

Emergency Management Office,

Phoenix Hall,

St Mary's Hospital,

Phoenix Park,

Dublin 20.

Ph: 01 6754100

Fax: 01 6754121

A flowchart, taken from the HSE Guidance document, is attached at **Appendix 3**.

**7.6 Standards for Stages and Temporary Structures**

Existing legislation specifies that temporary stands and other temporary structures, including stages, erected for the purpose of providing seating or standing accommodation for spectators shall be safely constructed. Event Promoters and Management should undertake that the design and erection of these structures on site will be carried out under the supervision of a competent person who should certify, prior to the event that the works have been carried out in accordance with the relevant standards.

All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises or site for an event and must comply with Meath County Fire and Resuce Service’s **Fire Safety Requirements for Marquees, Domes and Similar Structures.** Any flexible membrane covering a structure should comply with the recommendations given in Appendix A of BS 7157; existing tents which comply with BS 3120 may be acceptable to the Local Authority in the short term.

## Marine Events

The Environment Department of Meath County Council has produced specific guidance for marine events operated in or around the coast. These include events on or in the water.Locations include (but are not limited to):

* Bettystown
* Mornington
* Laytown
* Gormanstown

The guidelines are attached in **Appendix 2 and Appendix 6.**

## Guidelines for Holding Events on Meath Beaches

Due to the level of risk these events are Category C (reference Section 7.5) and public liability cover with a limit of €6.5million with an indemnity extended to cover Meath County Council is required. If the event is being organised by a commercial organisation, the employers liability cover will need to be €13 million and indemnity again extended to cover Meath County Council.

Sufficient stewarding must be in place to assist the participants and to avoid an impact on other beach users. Consultations must be held with the local Gardai in relation to the traffic management of the event.

The group must arrange to collect and clean up any litter generated by the event. Horse droppings must also be cleaned up in the case of an equine event. The activities of horses are restricted to the intertidal area along the waterline during the permitted times and should refrain from using sand dunes at all times.

An event management plan must be prepared in line with **Appendix 2** **and Appendix 6** of this document. A list of all equipment brought to the beach, along with all other relevant documents, must be provided to the Environment Section of Meath County Council ahead of the event.

**7.9 Fire Safety Measures and Requirements**

The Fire Services Act 1981 and 2003 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.

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 display are implemented. You must comply with the guidance document on Organised Pyrotechnic Displays - 2006 (Revised 6 April 2011) from the Department of Justice and Equality and the fireworks must be licensed for import and only a professional fireworks operator may use them.

The Fire Officer will expect the event organiser to supply detailed particulars of the safety precautions in place, and may make regular checks on the day of the event to ensure that fire precautions as set out in the event management plan are being adhered to.

**7.10 Waste Management Plan**

The organizers of an event should submit a Waste Management Plan where waste (including food waste) is to be generated.  The plan would lay out use of approved waste collectors and ensuring correct waste segregation is in place i.e. 3 bin system. Collectors of such waste must be permitted as appropriate in accordance with the Waste Management (Collection Permit) (Amendment) Regulations 2015. The Waste Management Plan should also include proposals for the management of litter at the event and on the approach, where parking may be provided. Some guidance on the contents of a Waste Management Plan can be seen in the “*Event Manager’s Resource Pack, 4 steps for a cleaner, greener event*”, which is available on the “[*www.greenyourfestival.ie*](http://www.greenyourfestival.ie)*”* website.

If it is proposed to provide sanitary facilities as part of an event, this waste management plan shall also include details of the number, type and location as well as the proposals for disposal of waste from these facilities.

# Reporting Incidents

All incidents, including complaints, irrespective of whether they are low level, medium level or high level incidents should be recorded. Where appropriate the incident should be reported to Meath County Council for investigation so that corrective action can be taken to prevent reoccurrence.

A register of reported incidents including complaints associated with the event should be maintained by the event organiser and provided to Meath County Council to assist in identifying trends so that appropriate management controls can be updated and implemented and learning can be built into future plans for public events.

If an incident occurs which is described as very serious then a request for assistance should be made by the event organiser to the insurer of the event.

The Health and Safety Authority must be notified of specific accidents. The criteria for notifiable accidents are set down in the Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences, details of which are attached at **Appendix 4**.

# Legislation and Other Guidance

For more information on any aspect of this procedure and associated guidance, event organisers may refer to the following documents, which are relevant to event management:

**ACTS**

• Fire Services Act, 1981 and 2003

• The Safety Health and Welfare at Work Act 2005

• Planning and Development Act 2000 - 2015

• Licensing Acts 1833 - 1995

• The Roads Act 1993 – 2007 (Temporary Closing of Roads)

• The Road Traffic Act 1961 – 2007 (Section 67) (67(1) ) (67 (2) (a – b)

• Criminal Justice (Public Order) Act 1994

• Health Act 1947

• Litter Pollution Act 1997

• Public Health Acts Amendment Act 1890 (Section 37) Temporary Structures

• Private Security Services Act 2004

**REGULATIONS**

• Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985

• Food Hygiene Regulations 1950 - 1989

• Part XVI & Planning & Development Regulations 2001 – 2008 (Licensing of Outdoor Events)

• Safety, Health and Welfare at Work (Construction) Regulations 2013

• Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences

* Waste Management (Food Waste) Regulations, 2009
* Waste Management (Collection Permit) (Amendment) Regulations 2015.

## Plastic Bag (Amendment) (no. 2) Regulations 2007 amending S.I. 605 of 2001.

**CODES OF PRACTICE**

• Code of Practice for Safety at Outdoor Pop Concerts and other musical events 1996

• Code of Practice for Fire Safety at Indoor Concerts 1998

• Code of Practice for Safety at Sports Grounds – issued by the Department of Education

• Code of Practice for the Management of Fire Safety in Places of Assembly

• Code of Practice for Fire Safety of Furnishing and Fittings in places of Assembly

• Code of Practice for Safety at Sports Grounds Department of Education January 1996 (Section 14 Temporary Stands and other Temporary Structures)

• HSE Requirements and Guidance for Outdoor Crowd Events.

**STANDARDS**

• Fire protection and alarm systems for buildings. System Design, Installation, Commissioning and maintenance I.S. 3218:2013

• Emergency Lighting I.S. 3217:2013

**GUIDANCE**

• Funfair Guidance Document - Department of Environment: 2002

• Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995

**BYE-LAWS**

• Meath County Council Control of Horses Bye-Laws 2012

* Meath County Council [Parks Bye Laws 2014](http://www.meath.ie/CountyCouncil/Publications/ByeLaws/File,58021,en.docx)
* [Intoxicating Substances Bye Laws - Navan Town Council 2011](http://www.meath.ie/CountyCouncil/Publications/ByeLaws/File,58334,en.PDF)
* Meath County Council [Water Bye-Laws 2007 - preventing the waste, undue consumption, misuse or contamination of drinking water](http://www.meath.ie/CountyCouncil/Publications/ByeLaws/File,36590,en.doc)

• Meath County Council Foreshore Bye-Laws 2010, Bye-Laws Governing Beaches, Foreshore, Estuaries and Harbours in the County of Meath

**ADVISORY AND INFORMATION MATERIAL**

• The Advisory Handbook for Event Organisers issued by Dublin City Council

• The Event Safety Guide issued by the United Kingdom Health & Safety Executive

• Fire Safety Risk Assessment for Open Air Events & Venues issued by the United Kingdom Department for Communities & Local Government

• Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995

• BS 6399: Loading for buildings: Part 1: 1984: Code of Practice for dead and imposed loads, Part 2: 1995: Code of Practice for wind loads, Part 3: 1988: Code of Practice for imposed roof loads, British Standards Institution, London

• BS 5973: 1993, Access and working scaffolds and special scaffold structures in steel, British Standards Institution, London.

• Dickie, J.F., & Tomlinson, G.R.: "Demountable Grandstands", Structural Engineer Review

**APPENDICES**

# Appendix 1 Events Planning Flowchart

**Meath County Council Events Management Guide**

Guidance Documents and Templates available on www.meath.ie

**Event Planning**Determine type of event, attendance numbers and notice period required

If using fireworks, pyrotechnic contractor and licence required

Event to be held in Meath County Council’s County Hall and/or Buvinda House

<5000 attending event in Meath County Council Public Space

>5000 attending event   
**Event Licence required**

If food is to be sold inform the Environmental Health Department

If food is to be sold inform the Environmental Health Department

If using fireworks a pyrotechnic contractor and licence required

Consult relevant bodies/HSE/fire services/local residents

Funfair equipment requires safety certificates & notice to Planning Department

If using fireworks a pyrotechnic contractor and licence required

Consult relevant bodies/HSE/fire services/local residents

Funfair equipment requires safety certificates & notice to Planning Department

Prepare event specific risk assessments, medical, event management & emergency plans. Design/plan temporary structures & stages

Event Organiser prepares event specific risk assessments, medical and event management plan in conjunction with County Council event host as required.

Host completes online application to the Senior Executive Officer, providing details of the event and makes relevant appointments

Host Department and Event Promoter meet/discuss requirements for the event

Senior Executive Officer grants permission and appoints an internal host department for the event

Notice given to Senior Executive Officer – normally minimum of 4 weeks’ notice required.

Event to be held in private property

Prepare event specific risk assessments, medical, event management & emergency plans. Design/plan temporary structures & stages

Complete Meath County Council application form

<100 = 4 weeks’ notice  
>100 and <5000 or road closure = 8 weeks’ notice

Event to be held in outdoor public space (e.g. park, beach or marketplace etc)  
Or  
on a public highway where a road closure or significant traffic disruption is anticipated

Hold Event Planning Meeting(s)

# Appendix 2 Checklist for Event Management Plan

A detailed Event Management Plan to include some or all of the following contents:

**Cover, Foreword, Circulation list to key services, Review / Revision / Updates, Contents**

**Event Description / Introduction & Scope of Event**

• Introduction

• Event Schedule & timings

• Scope of Event Management Plan

• Organisers Details

**Event Management Structure and Responsibilities**

• Safety Policy Statement

• Operational Personnel

• Identification

• Event Planning & Management Role

• Safety Management and Event Operational personnel

• Event Planning Meetings

• Post Event Debriefing Meeting

• Event Management Structure

• Insurance

**Event Safety Strategy**

• Objectives and Risk Assessment

• Assessment of significant Risk for event

• Risk Assessment

• Site Layout & Occupant Capacity

• Definition of Viewing areas

• Access control into viewing areas

• Viewing Capacity

• Crowd Control Measures

• Category of Event

• Central Control Area

• Water Safety Plan (if applicable)

**Site Structures, Layout and Facilities**

• Temporary Structures

• Spectators with Disabilities

• Parking

• Viewing Area

• Fire Extinguishers

• Crowd Control Barriers

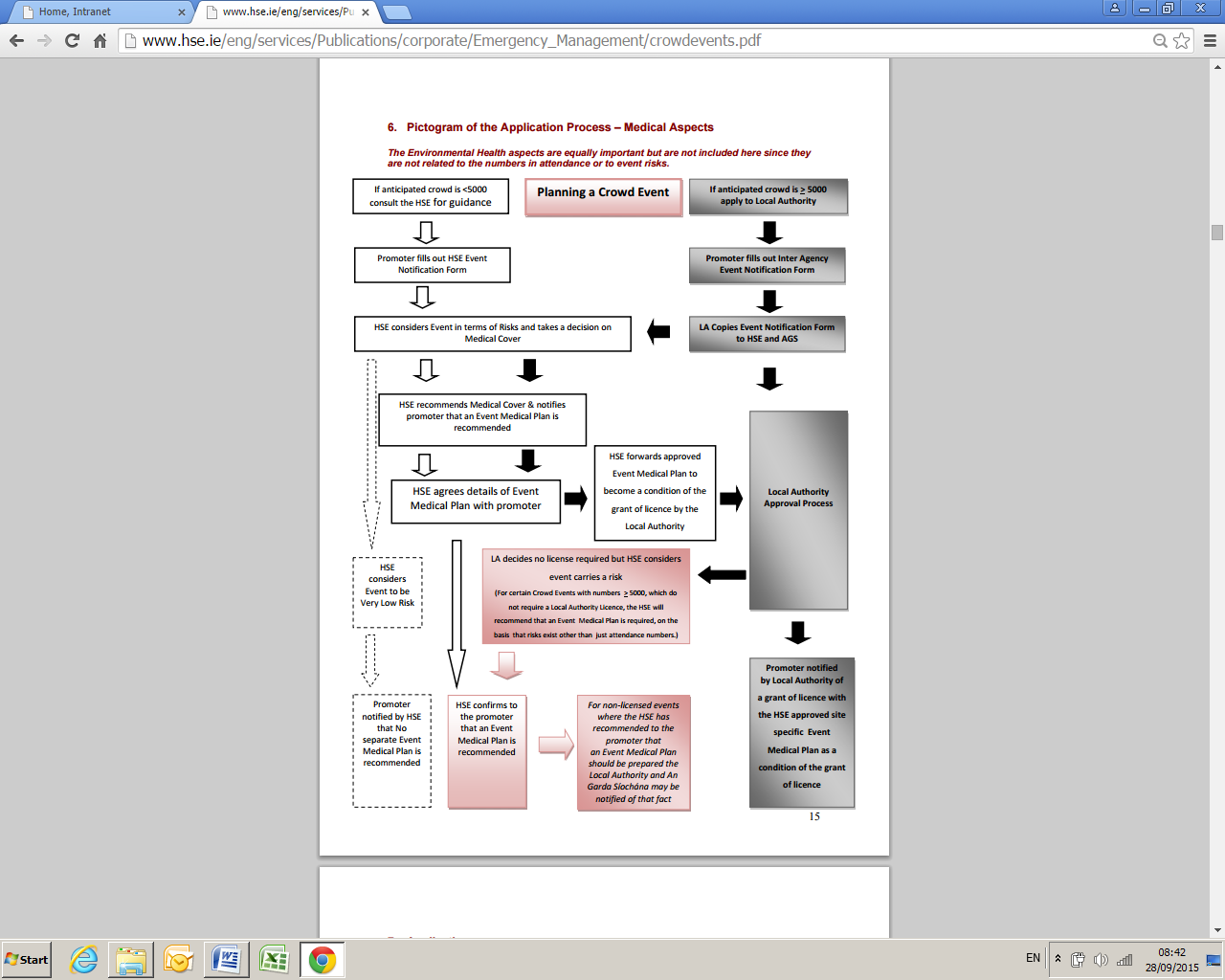
**Stewards and Event Site Control**

|  |  |
| --- | --- |
| * Assessment | |
| * Site Steward | |
| * Chief Steward | |
| * Briefing of Stewards | |
| **Communications** | | | |
| • | | Central Control | |
| • | | Event Communications | |
| • | | Alerting Procedures | |
| **Emergency Plans and Procedures** | | | |
| • | | Medical Plan | |
| • Ambulance Locations & Crews + Medical Personnel | | | |
| • Emergency Procedures and Information for Stewards   * Definitions | | | |
| 1. Emergency Plan Purpose | | | |
|  | | 1. Defining a major Emergency | |
| • Delivering a co-ordinated response | | | |
|  | | 1. Introduction | |
|  | | 1. Declaring the Major Emergency | |
| • Activation of Emergency Plan | | | |
| • | | Emergency Controller | |
| • | | Facilities | |
| • | | Evacuation | |
| • | | Location of Emergency | |
| • | | Emergency Access Route | |
| • Emergency Exits & Exit Capacity | | | |
| • Circulation and Evacuation Routes | | | |
| • Obstruction on Emergency Exit Routes | | | |
| • Medical and Ambulance Cover | | | |
| • Venue Fire Fighting Equipment | | | |

|  |  |
| --- | --- |
| **Environmental Management Issues** | |
| * + • | * Sanitary Issues |
| * + • | * Acoustic Levels |
| • Litter and Rubbish Clean up | |
| * + • | * Water Provision |
| * + • | * Lost Children |
|  | |
|  | **Miscellaneous Arrangements**  **Appendix**   1. Risk Assessment 2. Traffic Management Plan 3. Key Contact List 4. Accident Report Form 5. Certificates for Temporary Structures etc 6. Maps and Drawings (stage / event area layout, barriers etc) |
|  |  |
|  | |

# Appendix 3 Pictogram of the Application Process – Medical Aspects

The Environmental Health aspects are equally important but are not included here since they are not related to the numbers in attendance or to event risks.



# Appendix 4 Requirements to Report Accidents to the Health and Safety Authority

* **Accidents at a place of work to an employee**

General injuries involving employees and self-employed, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, are reportable.

* **Road traffic/ vehicle accidents involving employees and self-employed**

Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

* **General injuries involving members of the public**

Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner are reportable. Accidents related to medical treatment or a pre-existing medical condition are not reportable.

* **Road traffic/vehicle accidents involving members of the public**

Road traffic accidents are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.

* **How to Report Accidents to the Health and Safety Authority**
* You can register and report accidents online by clicking on the logo that appears on the homepage and several other pages of the HSA website.
* Employers can report accidents on the official IR1 Form.
* The HSA only accept the pre-printed forms published by the Authority, photocopies are not acceptable.
* Copies of the IR1 form are available from the Publications Section of the HSA by phoning **1890 289 389.**

# Appendix 5 Event safety inspection checklist

**This inspection checklist is provided as guidance only for event organizers. It is in three Sections:-**

**1. Pre-event inspection**

**2. During event inspection**

**3. Post event inspections**

|  |  |
| --- | --- |
| **EVENT:** |  |
| **LOCATION:** |  |
| **DATE:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. PRE EVENT** | | **COMPLETED BY:** | | | | |  | |  | |  |  |
| **SITE ACCESS / EGRESS** | |  | | | | | **Yes** | | **No** | | **N/A** |  |
| Are staff / Stewards / Volunteers in place? | | | | | | |  | |  | |  |  |
| Are Security precautions in place? | | | | | | |  | |  | |  |  |
| Are any all barriers in place? | |  | | | | |  | |  | |  |  |
| Are entrance / exit and routes clear? | | | | | | |  | |  | |  |  |
| Can emergency vehicles gain access? | | | | | | |  | |  | |  |  |
| Have adequate signs been provided? | | | | | | |  | |  | |  |  |
| Are pedestrians segregated from vehicles? | | | | | | |  | |  | |  |  |
| **SITE CONDITIONS** | |  | | | | | **Yes** | | **No** | | **N/A** |  |
| Are general underfoot conditions adequate and free from slips & fall hazards? | | | | | | |  | |  | |  |  |
| Is site free from tripping hazards e.g. cables, potholes, footpath defects etc? | | | | | | |  | |  | |  |  |
| Are permanent fixtures in good condition e.g. seats, fencing, signage etc? | | | | | | |  | |  | |  |  |
| Has vegetation been cut back, debris removed and the area made safe? | | | | | | |  | |  | |  |  |
| Have current weather conditions created new hazards to be addressed? | | | | | | |  | |  | |  |  |
| **ATTRACTIONS / ACTIVITIES / STRUCTURES** | | | | | | | **Yes** | | **No** | | **N/A** |  |
| Have all activities/attractions supplied evidence of Insurance and Health & Safety documentation | | | | | | |  | |  | |  |  |
| requirements inc. Structural Design Cert where applicable? | | | | | | |  | |  | |  |  |
| Are all activities/attractions sited correctly and checked? | | | | | | |  | |  | |  |  |
| Have all structures been completed? | | | | | | |  | |  | |  |  |
| Have all structures been inspected and approved by a competent person where required? | | | | | | |  | |  | |  |  |
| Have Construction Certs and engineers report been completed? | | | | | | |  | |  | |  |  |
| Have any unanticipated hazards been introduced? | | | | | | |  | |  | |  |  |
| Are all potentially hazardous activities segregated and/or fenced as required? | | | | | | |  | |  | |  |  |
|  | **EVENT PERSONNEL** | |  |  |  | **Yes** | | **No** | | **N/A** | |
|  | Are all event personnel including volunteers, security/stewards, Statutory agencies personnel and | | | | |  | |  | |  | |
|  | event management in situ? | |  |  |  |  | |  | |  | |
|  | Are all control room personnel and radio operators in place and all radio checks carried out with | | | |  |  | |  | |  | |
|  | relevant personnel? | | |  |  |  | |  | |  | |
|  | Are all event personnel fully briefed on all arrangements, in particular emergency procedures? | | | | |  | |  | |  | |
|  |  | | | | |  | |  | |  | |
|  | Are all necessary personnel familiar with the event management and the reporting structure? | | | | |  | |  | |  | |
|  |  | | | | |  | |  | |  | |
|  |  | | | | |  | |  | |  | |
|  |  | | | | |  | |  | |  | |
|  |  | | | | |  | |  | |  | |
|  |  | | | | |  | |  | |  | |
|  |  | | |  | |  | |  | |  | |
|  | **EVENT FIRE SAFETY CHECKS** | | | Are all the following checked and certified? (where applicable) | | **Yes** | | **No** | | **N/A** | |
|  | Fire Extinguishers and Fire Points (inc. at all electrical points)? | | | |  |  | |  | |  | |
|  | Exits (Normal and Emergency) – open, adequate widths and visible signage? | | | |  |  | |  | |  | |
|  | All routes clear and unobstructed? | | | |  |  | |  | |  | |
|  | Fire Certs (Marquees)? | | | |  |  | |  | |  | |
|  | Furnishing and Fittings Certs? | |  |  |  |  | |  | |  | |
|  | Electrical Certs for all installations and Generators (ETCI) by competent person | | | |  |  | |  | |  | |
|  | Are all diesel generators and storage areas barriered off? | | | |  |  | |  | |  | |
|  | Are all cable runs adequately secured and any trip hazards addressed? | | | |  |  | |  | |  | |
|  | Installation Cert for all gas installations (IS820) by competent person only? | | | |  |  | |  | |  | |
|  | Are all gas fire units at least 6m apart? Are all gas fire units at least 6m apart? | | | |  |  | |  | |  | |
|  | Numbers of gas cylinders adequate, caged and secure with safety signage? | | | |  |  | |  | |  | |
|  | Is access to authorised areas adequately barriered off? | | | |  |  | |  | |  | |
|  | Has each vendor receipt of Fire Safety Guidelines? | | | |  |  | |  | |  | |
|  | Does each unit have applicable individual firefighting and first aid equipment? | | | |  |  | |  | |  | |
|  | Are all surplus gas cylinders and fuel(s) removed from site? | | | |  |  | |  | |  | |
|  | Is emergency lighting tested and certified by a competent person to IS3217: 2008? | | | |  |  | |  | |  | |
|  | Can emergency services access all applicable areas easily? | | | |  |  | |  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT PERSONNEL** | | | |
| Defect | Area | Action and By Whom | Completed and Signed off by |
|  |  |  |  |
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| **2.DURING EVENT** | **COMPLETED BY:** |  |  |  |
| **ATTRACTIONS / ACTIVITIES / STRUCTURES** | | **Yes** | **No** | **N/A** |
| Are all event personnel including volunteers, security/stewards, Statutory agencies personnel and | |  |  |  |
| event management in situ? |  |  |  |  |
| Are all control room personnel and radio operators in place and all radio checks carried out with | |  |  |  |
| relevant personnel? |  |  |  |  |
| Are all event personnel fully briefed on all arrangements, in particular emergency procedures? | |  |  |  |
| Are all necessary personnel familiar with the event management and the reporting structure? | |  |  |  |
| Are all potentially hazardous activities segregated and/or fenced as required? | |  |  |  |
| Have any unanticipated hazards been introduced? | |  |  |  |
| Are all lighting provisions in place and functional? | |  |  |  |
| Have toilets been provided where required? | |  |  |  |
| Are first aid facilities in place? |  |  |  |  |
| Is control centre in place and public address system working? | |  |  |  |
| Are adequate waste bins in place? | |  |  |  |
| **EVENT PROVISIONS** |  | **Yes** | **No** | **N/A** |
| **These checks should be regularly carried out throughout the event and crowd** | |  |  |  |
| **movement must be continuously monitored.** | |  |  |  |
| Have all defects / issues established pre event been addressed and checked? | |  |  |  |
| Are all personnel in place and aware of their respective responsibilities? | |  |  |  |
| Are all emergency service provisions in place? | |  |  |  |
| Do all exits and routes remain open, clear and unobstructed? | |  |  |  |
| Are all underfoot conditions satisfactory? | |  |  |  |
| Are weather conditions favourable for the event and continuously monitored? | |  |  |  |
| Are all temporary structures visibly satisfactory? | |  |  |  |
| Are all necessary barriers still in place and functional? | |  |  |  |
| Have all generators visibly been checked? | |  |  |  |
| Have all bins been emptied and excess waste removed? | |  |  |  |
| Are all lighting appliances still functional? | |  |  |  |
| Are all crowd movements sufficient? Any issues must be addressed immediately. | |  |  |  |

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| **3. POST EVENT** | **COMPLETED BY:** |  |  |  |
| **EXHIBITORS/ATTRACTIONS** | | **Yes** | **No** | **N/A** |
| Have all activities ceased and attractions been dismantled and removed? | |  |  |  |
| Have all exhibitors vacated the venue? | |  |  |  |
| Have all vehicles left the venue? | |  |  |  |
| **TEMPORARY FACILITIES** | | **Yes** | **No** | **N/A** |
| Has all equipment been dismantled and removed? | |  |  |  |
| Have all structures been dismantled and removed? | |  |  |  |
| Have all temporary markers such as stakes, ropes, flags etc. been made good? | |  |  |  |
| Have all temporary electric installations been isolated and made safe? | |  |  |  |
| **WASTE COLLECTION** |  | **Yes** | **No** | **N/A** |
| Has all waste been collected and removed from the site /venue? | |  |  |  |
| Have all residue fire hazards been checked eg fireworks, bonfires? | |  |  |  |
| **VENUE CONDITION** |  | **Yes** | **No** | **N/A** |
| Has any damage to permanent facilities, buildings or the ground been found during inspection? | |  |  |  |
| If yes, has this been reported and remedial action taken? | |  |  |  |
| Has official site/venue handover been completed with the owner? | |  |  |  |
| **INCIDENTS / ACCIDENTS** |  | **Yes** | **No** | **N/A** |
| Were any/all incidents/accidents during the event reported? | |  |  |  |
| If yes, were all relevant documentation completed correctly, inc. incident / accident report form, details from personnel involved, witness statements etc.? | |  |  |  |

# Appendix 6 Extra Requirements to be Considered for Marine Events

**REQUIREMENTS FOR MARINE EVENTS ON THE WATER**

1. The organiser is advised that they should have in place adequate public liability/marine insurance(s) providing cover for the event.
2. The safety management and emergency procedures should include the name of a nominated experienced Safety Officer, whose sole responsibility it is to ensure safety on site. The safety officer shall have due regard to the current weather/wind/tide conditions on site. He/she is responsible for alterations of the course and/or cancellations of the event on the day, should weather conditions be such as to require same.
3. Due regard should be paid to weather warnings, including small craft warnings on the day of the event.
4. A detailed layout of the course where the event will take place must be submitted. If it is intended to construct a platform/navigation aid, or other similar structure, details of the dimensions, materials etc. must be included.
5. The organiser must confirm that the Gardai/Civil Defence/RNLI/ Irish Water Safety and any other appropriate emergency services have been notified of the details of the event.
6. Details of the stewarding of the site/area must be submitted in advance of the event.
7. Identify landing points for water side casualty retrieval.
8. Esure communications between water based rescue services and land based medical service on site.
9. It is advised that rescue boat crews should have an ability to commence medical intervention.
10. Swimming events – when organising swim events due consideration should be given to the following:

* An overall safety officer must be appointed by the organisers. This person must have sole responsibility for the safety and management of the swim. His /her decision must be final in all issues relating to the event. If he /she feels it is necessary to appoint assistants it is at the safety officers discretion.
* An emergency plan must be formulated and put in place on the day in conjunction with the organisers and safety officer.
* The course must be explained clearly to the entrants and must be clearly marked. The marker buoys should be big enough to be seen clearly by the swimmers from the water.
* A fixed stationary observation boat should be stationed at the outermost point of the swim.
* A sweeper boat will be used to stay behind the back swimmers to pick up stragglers
* Rescue craft must follow the swimmers on each side. These craft should be used with a ratio of one to twenty swimmers.
* All rescue craft should carry one lifeguard with rescue tube. Also each craft should carry ringbuoys and reaching poles.
* All rescue craft should be in communication with each other via walkie talkie or vhf and safety officer.
* Rescues canoes should be used for close up rescue work during the event. All canoeists should be experienced and capable of doing eskimo roll with their craft.
* A ratio of one rescue canoe to ten swimmers should be used. It would be important to have enough canoists at rear of swim to cover stragglers.
* It should be arranged to count swimmers into and out of water and during stages of the swim.
* In big events (100 plus) it may be necessary to stagger swimmers start and this would depend on swimmer experience and decision of safety officer.
* The use of wetsuits is advisable for buoyancy and heat retention.

**Note:**

Meath County Council or any person duly authorised by the Council shall neither be liable for loss, theft, damage, injury to any vessel, person, vehicle, equipment or otherwise in connection with any event(s) organised in accordance with these guidelines.