

# FINGAL EVENT MANAGEMENT GUIDE

Comhairle Contae  
Fhine Gall  
Fingal County  
Council



# FINGAL





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## 1. BACKGROUND

This Guide has been produced by Fingal County Council Events Unit specifically for the purpose of assisting groups and organisations etc. that are involved with organising events. It aims to cover many elements of general events however it is non exhaustive and should be used as intended, as a *Guide* only.

The information in this Guide is provided in an *advisory capacity only* and subject to periodic reviews, with consideration to changes in legislation, regulations, and codes of practise etc. Event organisers are advised to seek competent advice on all arrangements, and all event organisers should solicit competent and specialised advice from event safety professionals in addressing any safety concerns for all aspects of the event.

**NB** - It is important to note that all event organisers are responsible for the implementation of safety aspects of their event, Fingal County Council cannot be held liable for an event they are not organising, and/or for the organiser's failure to implement any advice or guidance provided by Fingal County Council.

There may be elements not covered in this Guide and it is up to the Event organisers to identify that, hence competent advice and management is recommended.

## 2. INTRODUCTION

This Guide aims to provide some guidance and consistency to all groups and organisations etc. organising and/or hosting events in the Fingal area. It includes:

- an introduction to the main management roles in an event,
- details of who is ultimately responsible for the event (primacy),
- considerations on measures to take to safely organise an event,
- guidance on producing an Event Management Plan.

All events involve safety elements which must be addressed in an organised manner. Event organisers have a duty of care to committee members, employees, suppliers, contractors, volunteers, attendees and/or participants etc. of the event.

## 3. EVENTS

### 3.1. Definition

An event can be defined as numerous things, depending on the circumstances. Below are some examples however this list is not exhaustive:

- Religious ceremonies (Weddings, funerals, communions etc)
- Sporting events
- Music events
- Outdoor events
- Festivals
- Parades
- Corporate
- Community
- Activations
- Promotional activity
- Protests

An event can be defined as "something that occurs in a certain place at a certain time for a certain duration and for a certain purpose."

This Guide is designed to assist those involved in organising small - medium events, in general terms involving from 50-4999 persons. Larger events may be subject to the Fingal County Council Events Licencing Application process.

### 3.2. Roles and Responsibilities

Different events have different personnel, organisers, committees or groups and it is important that all involved are adequately competent in their individual roles and are fully briefed regarding all elements of the event.

Regarding the actual operational element of the event there are key roles which must be carefully selected and appointed.

It is important to note that these are not honorary roles, on the contrary, they have clear legal and moral responsibilities, and they are essentially accountable for the safe management of the event and the safety of all those involved. It is imperative that the persons appointed to these roles are competent for these roles specifically and if/where necessary external advice should be sought. It is also essential that these persons are adequately insured for the role which they carry out.

Competency is defined as having the appropriate training, experience and knowledge appropriate to the nature of the work to be undertaken.<sup>1</sup>

### 3.2.1. Event Controller

The Event Controller has overall control and responsibility of the event on event day, with the exception of during an emergency whereby the Emergency Controller may assume authority.

This person should be of suitable competence and authority to manage the overall event and deal with all stakeholders involved.

There may be a committee or group actually organising all the details of the event however it is the Event Controller that has ultimate primacy on all arrangements, and it is imperative that this person has the ability to carry out this role suitably. The main duties of the Event Controller include (this list is non-exhaustive);

- i. *having overall responsibility for the management of the event;*
- ii. *being involved in and contributing to the planning meetings with the relevant authorities i.e.: An Garda Siochana, HSE, Local Authority etc.;*
- iii. *ensuring the provision of adequate personnel for the event;*
- iv. *remaining contactable, in relation to the event, before, during and after the event*
- v. *contributing to a post event meeting on the event.*

### 3.2.2. Safety Officer

The Safety Officer takes responsibility for all the safety elements of the event and, as such, must be competent, qualified and insured to do so, having sufficient training, experience and knowledge for the relevant industry. The Safety Officer must be involved with all arrangements of the event and advise on how they impact on the overall operation of the event.

The main duties of the Safety Officer include (this list is non-exhaustive);

- i. *compiling the Event Safety Management Plan to include all pre event arrangements, checks, inspections, certifications, and training records; all medical arrangements; all personnel plans; all contingency plans and risk assessments are in place;*

- ii. *obtaining and retaining all training records, all certifications, all tests and inspections records;*
- iii. *ensuring that the safety details and conditions agreed for the holding of the event are implemented, and that the site layout and safety arrangements are in accordance with relevant Codes of Practice, regulations and specifications and agreements, insofar as they impinge on safety matters;*
- iv. *preparing and delivering a structured briefing to personnel;*
- v. *being present during the event to ensure that the safety details and conditions agreed for the holding of the event are applied and adhered to;*
- vi. *managing crowd movement to prevent any crushing or overcrowding;*
- vii. *responding to and managing any incident/accident regarding safety matters;*
- viii. *evaluating the efficiency of the safety arrangements;*
- ix. *contributing to a post event meeting on the event.*

### 3.2.3. Chief Steward / Marshall

All events require personnel to ensure the arrangements are implemented correctly. These are generally stewards / security / marshals and/or volunteers, and the person with overall responsibility for this group is generally the Chief Steward / Marshall.

This person co-ordinates all the personnel and ensures adequate supervision and support is in place to allow the personnel to carry out their roles adequately. Similar to above it is important that this person has the suitable competency and manner to carry out this role effectively.

The main duties of the Chief Steward / Marshall include (this list is non-exhaustive);

- i. *maintaining a secure and safe environment within the perimeters of the event;*
- ii. *being knowledgeable of safety procedures and Codes of Practice, ensuring that any breach of these regulations is brought to a safe conclusion;*
- iii. *ensuring that all stewards are in position for the opening of the event;*
- iv. *monitoring all incidents and responding accordingly if and when required;*
- v. *in the event of an emergency, ensuring stewarding personnel are aware how to carry out role identified within the Emergency Procedures;*
- vi. *in the event of a serious accident/incident, involving members of the public inform the event controller and take action to resolve the problem;*
- vii. *undertaking any other relevant duties as applicable to their role within the event.*

<sup>1</sup>Safety, Health and Welfare at Work Act 2005

Depending on the size of the event it may be suitable for the Event Controller and Safety Officer to be the same person however the Chief Steward should always be a different person due to the difference in role.

### 3.2.4. Medical Coordinator

The Medical Coordinator is the person assigned to organise and manage all the medical arrangements for the event including personnel, resources, equipment and vehicles. The Medical Coordinator works closely with the Event Controller and Safety Officer, and is responsible for all pre event communications with the HSE and National Emergency Operations Centre (NEOC) where applicable.

All medical plans and arrangements are established in advance depending on the event and the crowd profile, and the Medical Coordinator compiles a comprehensive Medical Plan that forms part of the Event Management Plan.

The Medical Coordinator must be competent and insured for this role specifically and must ensure that all medical staff provided, whether voluntary or private are suitably medically qualified for their role.

### 3.2.5. Event Personnel

An essential key element of any event is the personnel involved and the success of an event can be dependent on these personnel.

There is a difference between the event personnel and volunteers and it is important that all involved are aware of their roles and responsibilities, and limitations.

Event organisers must ensure that all event personnel including stewards and security are fully briefed on the details of the event and the emergency procedures, and are adequately supported and supervised during the event.

For certain roles including stewards and security it is imperative that they are sufficiently trained and/or licensed (where applicable).

### 3.2.6. Volunteers

Volunteers are a welcome addition to an event and can provide an excellent customer service resource.

It is essential to acknowledge however the limitations of volunteers and they must not be used in roles that require trained and/or licensed personnel such as stewarding and/or security.

All volunteers must be briefed on the event arrangements and procedures, especially

emergency procedures, and event organisers have a duty of care to all volunteers the same as paid contractors.

### 3.2.7. Contractors and Suppliers

Any and all contractors and suppliers must be competent and insured for their selected services. All parties must provide the following documentation as a minimum in advance of the event;

- Insurance Policy
- Safety Policy
- Risk Assessment and Method Statement
- Certificates – food safety, structural safety, electrical safety etc.

It is recommended that again a competent person checks these to ensure they are adequate i.e.; the event organiser should forward the suppliers insurance to their own broker to ensure that there is adequate cover.

## 3.3. Event Details

As discussed above there are various types of events and these include;

- Green fields – those hosted in what is normally an outdoor, open venue that requires a complete build and provision of services
- Stadia – those held in what is normally a sports stadia i.e.; concerts
- Arena
- Water based events
- Road based events
- Fun days, local fairs, community events, commemorations or trade shows etc.

Once it is established what the event will be and the key personnel have been identified, each event has basic elements which must be considered and planned for. These include, but are not limited to;

### 3.3.1. Crowd Profile

This relates to the type of people expected to attend the event.

Consider what type of crowd the event will attract and what arrangements must be made to facilitate them.

Consider all the potential crowd profile including minors, adults, disabled persons, wheelchair users, older people and their individual requirements.

For example, if it is a family event the focus will be primarily on providing family activities but bear in mind that this type of event may attract older people who may have mobility issues and/or babies who require changing and feeding areas.

There may be some VIP's attending the event and necessary arrangements such as security or hospitality must be put in place in advance. If there are dignitaries attending there are very specific protocol procedures to be adhered to and generally it is good practise to communicate with the dignitary's organisation to clarify the correct procedures. The protocol for Fingal's Mayor is included in the appendix.

### 3.3.2. Location / Venue

The event venue or location must be suitable for the type of event, the profile of the crowd and the expected numbers.

If the event is at a venue or area with restricted space it is advisable to issue tickets for crowd control purposes. The location or venue must be sufficient to be able to manage crowds arriving, circulating and leaving, with consideration given to surrounding areas and external stakeholders.

### 3.3.3. Fire Safety

For every event, regardless of size or profile there must be sufficient arrangements in place regarding fire safety in line with relevant legislation and Codes of Practice (3.6 below), these include but are not limited to;

- Fire fighting detection and suppression equipment – this may be fire extinguishers, water hoses and/or fire tenders depending on the size and nature of the event. The users of such equipment must be trained to do so.

- Emergency signage and lighting – as per the legislation and used to assist person in the use of fire fighting equipment and/or during an evacuation.
- Material or items/articles used in or during the event – should have specific fire ratings (i.e. the material used in marquees) and applicable fire detection or suppression equipment (i.e. fire alarm and/or extinguishers)
- Warning procedures – how is the alarm raised and/or evacuation procedures initiated if there is a serious fire. This may be using an insitu alarm system, or if outdoors a tannoy or PA system. The important thing is the message is able to be relayed quickly and clearly.
- Means of escape – if the event or venue has to be evacuated how people get out. These must be working correctly, kept clear and manned at all times, and easily identifiable either through signage or personnel.
- Place of Safety – this is literally somewhere away from the reason for evacuation where people are not in immediate threat or danger.
- Capacity – the capacity of an event or venue must be adequately calculated in advance, with regard given to the type of event and venue/site. This number must be closely monitored and never be exceeded.





### 3.3.4. Temporary Demountable Structures

Examples of temporary demountable structures include but are not limited to marquees, gazebos, staging, seating, rigging, barriers, fencing, lighting towers and trusses etc.

If there are temporary demountable structures required these must be supplied and constructed by a competent supplier, as per the structure drawings, provided with necessary documentation and certified for use by an independent structural engineer.

If scaffolding is used this must be erected by a competent person only as per the Construction Regulations<sup>2</sup> and appropriately visibly tagged.

Barriers and fencing are used for example where access is restricted or the crowd have to be managed. There are various types of barriers and fencing, the most common are heras (pronounced 'herris') fencing, crowd control barriers and mojo barriers.

Certain provisions such as weight loading and/or wind loading etc. must be adhered to at all times and it may be necessary that this is monitored constantly throughout the event using sufficient measures such as an anemometer that determine the wind speed at any such time.

### 3.3.5. Medical Provisions

In all events there must be consideration for medical assistance. This may be one basic first aider or ambulance and paramedic cover, depending on the nature of the event and the crowd profile.

There are numerous private first aid / medical suppliers and it is always best practise to inform the local hospital / clinic of the event. See appendix for details.

### 3.3.6. Sanitary provisions

Consideration must be given to the availability of sanitary provisions, bearing in mind the duration of the event, the activities and the crowd profile. If local facilities are planned on being used it is good practise to discuss this with the owners of these facilities whether that be local businesses or the Local Authority.

### 3.3.7. Food

When providing food or allowing food suppliers to trade there are licenses and permissions required, as discussed in Appendix 1.

The Environmental Health Officer can advise on all food safety elements; however, the event organisers are ultimately responsible for having the necessary documentation from the suppliers pre event.

In addition to the food safety elements there are also safety considerations regarding the type of food, the cooking methods and the layout of the units. There are strict guidelines regarding the use of gas and adequate space for and between units. FCC have produced guidelines regarding the use of gas.<sup>3</sup>

All these installations must be checked and certified by a competent person such as a gas installation engineer / plumber on the day of the event.

### 3.3.8. Water

Depending on the nature of the event and crowd profile it may be advisable to supply water to participants and/or the crowd.

For example, if the event is in a warm environment or involves the participants / crowds becoming dehydrated then providing water must be considered.

### 3.3.9. Waste Management

Consider what waste will the event generate and what are the arrangements to facilitate this. There may be adequate public resources in place or there may be a requirement for additional provisions from private suppliers. Event organisers should discuss the requirements with the FCC Environment Dept to ensure adequate arrangements.

Reference should be given to Fingal County Council's "Reduce, Reuse, Recycle" policy. All organisers must ensure that due consideration to the use of recyclable products and eliminate single use plastic.

If leaflets or hand-outs are involved this may require permission from the Local Authority.

### 3.3.10. Lighting

If the event is at night time, in a poorly lit area or indoors, there must be sufficient lighting to ensure that the attendees, participants and/or crowds have full visibility. This includes access routes, car park and all entrances and exits.

If the lighting is introduced especially for the event, there must be sufficient power to operate all appliances, with consideration given to back up power, especially in the event of an emergency.

Lighting towers must be safely located and secured with access to them restricted using barriers and personnel.

### 3.3.11. Generators

At many outdoor events there is a requirement for stand-alone power source which is provided by a generator.

All generators must be fuelled by diesel only, must be in sufficient working order and have the appropriate service and maintenance records which the supplier / hire company should supply.

Generators must be supplied by a reputable supplier and any equipment connections and/or installations carried out by a competent electrician. All generators must be adequately earthed once in positions and access to all generators must be restricted using barriers and/or personnel.

### 3.3.12. Noise

Many events involve a degree of noise; this may be from music, crowd noise or part of the event itself.

There are clear guidelines<sup>4</sup> on the levels of noise exposure and the limits allowed. Furthermore, if the noise is in a public area then all external stakeholders should be informed and all concerns / objections managed.

There are strict guidelines on noise after certain times at night in the public domain and An Garda Síochána will advise for the relative areas. Generally, this is 22:30hrs.

## 3.4. Stakeholders

When planning an event, event organisers must determine:

- who is involved in the actual organising of the event – committee, event management company, charity etc?
- who needs to be considered and informed about the event – land/venue owners, local business and residents, local access, local transportation companies etc.?
- who must be involved in the planning and operations of the event – internally and externally?

Ensure clear roles are established and communicated to all involved, and regularly update all planning arrangements as they progress. Continuous communications with each other and with others affected by the event are important in the overall planning and can prevent conflict or misunderstandings on event day.

There are various stakeholders or members involved in the organising of an event, and these are both internal and external. Internal stakeholders are those involved in the overall event itself, whether it is in the planning or the actual execution of the event. External stakeholders are those that are either involved with the event and its operation, are impacted by the event itself and/or the arrangements around it, or bodies that play a role in the event but are not part of the actual organisers.

### 3.4.1. Internal Stakeholders

The organisers of an event may have no previous experience in organising or managing an event, and in some cases have no awareness in the actual operational side of an event and focus on the promotion and marketing of the event instead. It is important to establish a hierarchy and designate functional areas and clear roles within them.

<sup>4</sup> The Noise of Music - Safety, Health and Welfare at Work (General App) Regs 2007

There are different parts to an event and as such every functional area has different priorities. Depending on the nature of the event, these can *generally* be divided into the following, but are not limited to;

- Safety and Security – crowd movement, safe environment / venue, structures, medical arrangements, emergency plans etc.
- Commercial – sponsorship, media, promotions etc.
- Operational – logistics, equipment, participants etc.



All three areas are connected and each impact on each other, therefore it is important to regularly communicate all details and work as one team rather than an individual area.

### 3.4.2. External Stakeholders

External parties that may have an interest in the event or are entitled to be informed can be classed as external stakeholders. It is good practise to at least inform the following parties of the event and in some cases this is mandatory. These may include, but are limited to;

- Fingal County Council – in some cases the Local Authority must grant a license for the event and these are discussed below. It is imperative to communicate with FCC at the earliest opportunity to ensure all correct procedures are adhered to and that adequate support can be obtained.
- Neighbouring premises to the event – whether private / residential or public / commercial.
- An Garda Siochana – the level of involvement required by the Gardaí will be determined by the nature of the individual event. Some events will require their assistance and agreement. For example, if it is a large event, is happening on or near a public road, if the event will attract large crowds or affect the normal traffic flow, the Gardaí will need to be involved at an early planning stage.
- Health Service Executive – HSE will need to be consulted if the event is likely to impact any public health areas such as food, water, sanitary, waste management, noise and/or smoking.

- Local Fire Department – an official Fire Officer from Dublin Fire Brigade (DFB) can attend any event in a professional capacity at any time and has the authority to close the event if he/ she feels it is unsafe.
- Medical / first aid suppliers – any event involving members of the public must have at least first aiders present, and depending on the event and persons expected, both numbers and profile, may require further support.

## 3.5. Licenses and Permissions

Depending on the nature of the event, the expected numbers of the crowd, the profile of the crowd and/or the sale of alcohol certain licenses and permissions are required.

These are issued by the Local Authority and/ or the Department of Justice, Equality and Law Reform. Full details of the criteria are contained in Appendix 1.

Insurance details should be clarified and event organiser should consult with their broker to ensure all areas of the event and activities have adequate cover.

## 3.6. Legislation

There are various Legislation, Regulations, Codes of Practise, and good practise that are applicable to events. These include, but are not limited to, the following;

- Fingal County Council By-Laws (where applicable)
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General App) Regs 2007-2016
- Safety, Health and Welfare at Work (Construction) Regs 2013
- The Fire Services Act 1989 and 2003
- Licensing of Indoor Events Act 2003
- Planning and Development Act, 2000
- Planning and Development (Licensing of Outdoor Events) Regs 2001
- Planning and Development (Amendment) Regs 2015
- The Safety at Sports Grounds (NI) Order 2006
- Code of Practise for Outdoor Pop Concerts and other events 1996
- Code of Practise for Safety at Sports Grounds 1996
- The Event Safety Guide (Purple Guide)
- Guide to Safety at Sports Grounds (Green Guide)
- Code of Practise for Fire Safety and Indoor Concerts

xvi. Code of Practise for the management of Fire Safety in Places of Assembly.

xvii. Guide to Gas Usage at Events

An event can be both a workplace for those involved and a social occasion for those attending. Either way it is imperative that all aspects of the event are considered, a full risk assessment is carried out and, where necessary, external competencies are sought.

The Event Controller, Safety Officer and Chief Steward should be familiar with the provisions of the above.



### 3.7. Event Planning

The need for clear and concise planning and follow-through for an event cannot be over emphasised.

Each and every event is different and requires individual preparations, and furthermore each event is dynamic, in that things can change during the event. As discussed above there are various elements to an event and the greater the communication and planning between these elements the more likely the event will be to work well.

#### 3.7.1. Pre-Event

Once the initial event idea has been agreed and the key roles appointed it is important to engage with Fingal County Council at the earliest opportunity.

Following this it is good practise to lay out a schedule and determine what goals have to be achieved by what dates, giving consideration to any application deadlines that have to be met.

Included in all good planning should be contingency planning, with consideration given to all external factors that the organisers have no control over but which may impact on the event itself i.e. if it is an outdoor event and there are bad weather conditions etc.

One tool used in successfully planning is the Event Management Plan which is discussed below in more detail.

#### 3.7.2 Communication

Once all the preliminary plans have been agreed upon and documented on the Event Management Plan it is important that all necessary personnel are aware of the arrangements and decisions made, and the actions necessary by the Event organisers.

Consideration should be given to the way details are communicated and clarification that they are understood. Throughout all the planning stages all key decisions should be documented and retained for reference.

#### 3.7.3 Deadlines

It is advisable that realistic deadlines are given for actions to be completed and communicated back to the organisers. If deadlines have not been met, establish why not and how to overcome this.



### 3.8. Post Event

After an event all the details and arrangements should be reviewed to assess the planning, organisation and operation of the event.

One key contribution to a post event review is a debrief of all personnel involved, the stakeholders and the event management.

The information captured as part of the review should be documented and maintained on file. Similarly, if there were any accidents or incidents the details must be documented in a format similar to the attached in the appendix.

### 3.9. Emergency Plans

As mentioned above, all good planning includes contingency planning and the “what ifs” that may affect an event. In addition to this Event Management Plan must include an Emergency Plan which outlines the procedures to be adopted in the event of a declared emergency within the

confines of the event such as a fire or sudden adverse weather conditions.

These procedures must be clear and concise; all stakeholders must know their individual functions and all personnel must be briefed in the emergency procedures pre event.

In the event of a Major Emergency the most senior Garda present will assume control of the event and all the statutory bodies have a specified role.

Fingal County Council have very specific and concise procedures and a ‘Major Emergency Plan’ that are adhered to in the case of a major emergency.



#### 4. EVENT MANAGEMENT SAFETY PLAN

An Event Management Plan is used to document all the arrangement relating to the event. It is important that a Plan is compiled for all events and depending on the size and type of the event will dictate the amount of detail required in the Plan.

##### 4.1. Contents

The Plan can be divided into separate sections which address different elements of the event;

- Event details
  - o *details of the event including crowd profile, expectant numbers, layout, structures, duration etc.*
- Event Safety arrangements
  - o *the event safety policy, organisational chart and levels of responsibility*

- o *event specific risk assessment*
- o *the first-aid/medical plan detailing procedures for first aid and ambulance cover if applicable*
- o *traffic management plans*
- Emergency Procedures
  - o *details of procedures to be taken by designated people in the event of a major incident or contingency*
- Appendices
  - o *Such as maps, site layout, location of fire points, contact numbers etc.*

##### 4.2. Participants

The Event Management Plan is a working document and as such will be continuously reviewed and updated as necessary up to and during the event. Some of the details are confidential and not for the public domain, however it is important that the key members of the event management team are knowledgeable on all details and brief the necessary personnel.

When the Event Management Plan is complete the Statutory bodies with responsibility for public safety study the details and arrangements, give advice and/or comments on the arrangements and, where applicable, form part of the licence application and/or approval to hold the event.

### 4.3. Risk Assessment

Every event has some level of risk that has to be managed and the level of risk is classed as low, medium and high. All areas of the events must be examined to determine the foreseeable hazards.

A hazard is defined as something that may cause injury or damage to property, and the risk associated with that hazard is defined as the level of harm or damage that may be caused.

In order to minimise the injury or damage certain controls are put in place to eliminate or minimise the risk.

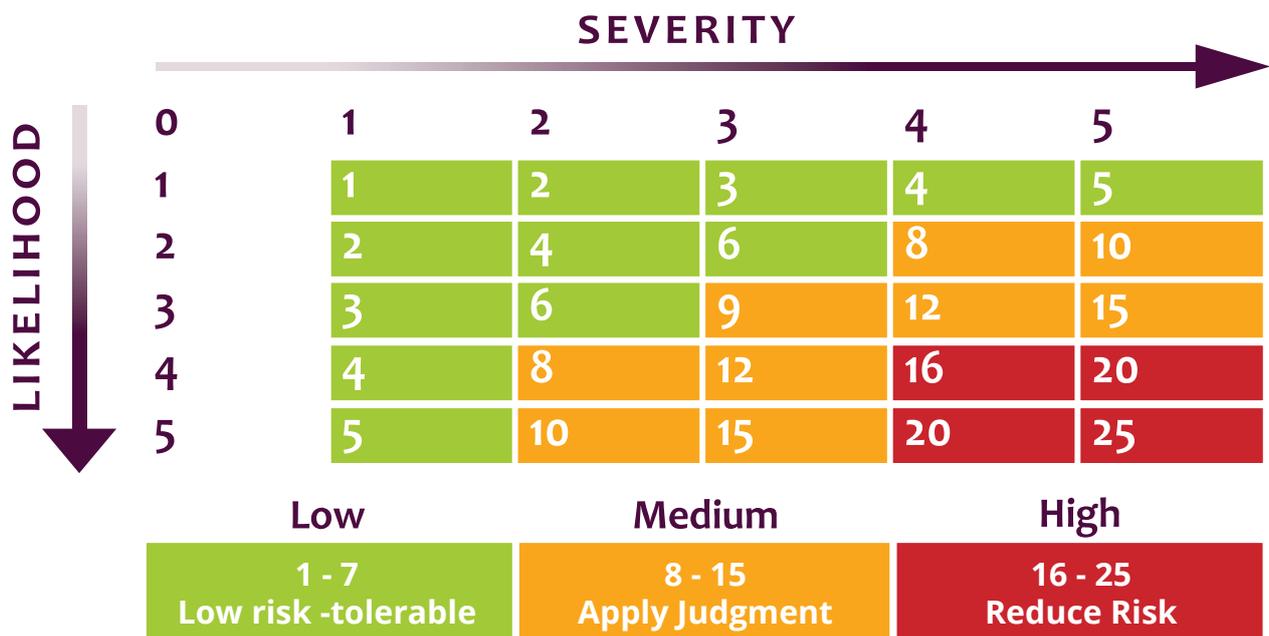
In order to determine the hazards present, the associated risk and the necessary controls a risk assessment must be carried out.

The categories used in the risk assessment are described as the likelihood and consequences which can be described as (depending on the event details);



FACTOR	LIKELIHOOD	CONSEQUENCE	GUIDANCE
1	Almost impossible	Minor Accident	Scratch, bruise, no lost time
2	Very unlikely	Lost time Accident	Temporary minor injury, first aid required
3	Unlikely	Reportable Accident	Temporary but serious injury (bone fracture)
4	Likely	Severe Injury	Permanent disability, loss of limb
5	Almost certain	Fatality	Death

Risk rating is the product of consequence and likelihood:





#### 4.4. General Hazards at Events

The most general hazards found in events include, but are not limited to;

##### **CROWD**

- Profile
- Dynamics
- Movement

##### **INGRESS AND EGRESS**

- Access to site
- Parking
- Public transport
- Signage
- Weather Conditions
- Egress

##### **VEHICLE SAFETY**

- Vehicle/people segregation
- Outdoor broadcast vehicles
- Working at height
- Electrical safety
- Inappropriate use of paths
- Accessibility during emergency
- Loading operations
  - docks and people

##### **PLANT**

- Certification
- Competent users
- Maintenance
- Isolation

##### **ELECTRICAL SAFETY**

- Competent staff
- Faulty insulation
- Power supply
- Power tools
- Underground services
- Protection of leads
- Cables/height/pathways
- Location in relation to other equipment

##### **STAFF**

- Competency
- Welfare
- Fatigue
- Weather

##### **HAZARDOUS SUBSTANCES**

- LPG Cylinders
- Fuel Storage
- Cleaning Products
- Water/waste water
- Pyrotechnics
- Poison

##### **SLIPS, TRIPS AND FALLS**

- Cables
- Uneven ground, loose surfaces
- Weather
- Flooring design/surfaces
- Design of barriers
- Lighting
- Queuing systems
- Edge protection
- Climbing

##### **MEDICAL EMERGENCIES**

- First aiders
- EMT / EMR
- Ambulances
- Communications

##### **CONSTRUCTION**

- Temporary structures
- Seating
- Unauthorised access
- Maintaining public access
- Plant
- Slips/trips
- Interface operations
- Weather
- Use of Inflatable structure

##### **SECURITY**

- Cash on site
- High profile participants
- Perimeters

##### **MANUAL HANDLING**

- Excessive weight
- Mechanical aids
- Condition of terrain
- Furniture fixture and equipment
- Training

##### **FIRE SAFETY**

- Fire fighting equipment
- Evacuation plans
- Fire prevention plan
- Knowledge and use of plans and equipment
- Dangerous Goods storage
- Pyrotechnics
- Warning and communication system

##### **CONTRACTORS**

- Coordination
- Communication
- Legal compliance
- Method Statement
- Risk Assessment
- Training

##### **WORKING AT HEIGHT**

- Safety harness
- Scaffold
- Ladders
- Overhead power lines
- Edge protection
- Camera platforms
- Rigging/lighting

## 5. APPENDICES

### 5.1. Licences and Permissions

LICENCE OR PERMISSION	ISSUING AUTHORITY	CRITERIA	REQUIREMENTS
Outdoor event	Local Authority	<ul style="list-style-type: none"> <li>The event must be outdoors, either in its entirety or for the most part</li> <li>Takes place in a structure having no roof, or a retractable roof, in a tent or other similar temporary structure</li> <li>The event must be comprised of music, dancing, displays of public entertainment and other similar activities</li> <li>Has an anticipated audience of 5000 persons or more?</li> </ul>	<ul style="list-style-type: none"> <li>Newspaper advertisement</li> <li>Not less than 13 weeks' notice to local authority</li> <li>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 and venue owners consent</li> <li>Certification and specification of temporary structures</li> </ul>
Indoor event	Local Authority	<ul style="list-style-type: none"> <li>The event consists of a performance, which takes place wholly, or mainly in a building</li> <li>Comprises music, singing, dancing or displays of entertainment</li> <li>Not restricted to public entertainment</li> <li>Outdoor event licence regulations are not applicable</li> </ul>	<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> </ul>
Intention to sell alcohol	Dept. of Justice, Equality and Law Reform Local Authority	<ul style="list-style-type: none"> <li>Temporary facilities for the sale of alcohol: Occasional liquor licence</li> <li>The consumption of alcohol in a public place: Intoxicating liquor bye-laws</li> </ul>	<ul style="list-style-type: none"> <li>Application to the revenue commissioners for licence</li> <li>Application prior 6 weeks to local authority to relax provisions of bye- laws</li> </ul>
Fireworks display	Dept. of Justice, Equality and Law Reform Local Authority	<ul style="list-style-type: none"> <li>Importation of fireworks</li> <li>Storage of fireworks</li> </ul>	<ul style="list-style-type: none"> <li>Fire authorities input requested before permission granted</li> <li>Consultation process with fire authorities</li> </ul>

LICENCE OR PERMISSION	ISSUING AUTHORITY	CRITERIA	REQUIREMENTS
Event trading	Local authority	<ul style="list-style-type: none"> <li>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</li> </ul>	<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 Gardaí if a road closure 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>
Preparation and/or sale of food products	HSE	<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> </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 months prior to the commencement of the business</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</li> <li>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>Certification and specification of temporary structures</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 (Section 18 of Waste Act)</li> <li>Supply specifications of flags or banners</li> <li>Plan for the prevention of litter</li> </ul>

## 5.2. Contingency Procedures

ISSUE	CAUSE	CONTINGENCY
Inclement weather	Natural	<ul style="list-style-type: none"> <li>• Weather plan should form part of the EMP</li> <li>• EC and SO assess weather conditions pre event and make a decision asap</li> <li>• CS and SO to ensure that all personnel know the procedure in the event of a adverse weather - be prepared for sudden and mass movement of the crowd. SO to be in constant communications to ensure adequate arrangements are implemented promptly.</li> <li>• EC and SO to assess the situation and make a definite decision re stopping the event and inform all. Regular and clear communications are required to all personnel and all attendees and participants to ensure there is no frustrations or confusion which may escalate.</li> </ul>
Shortage of Personnel	Personal decision	<ul style="list-style-type: none"> <li>• The Chief Steward is to complete a head count at the briefing and report any shortages. CS will continue to trouble shoot this issue throughout the event, and communicate same to EC and SO.</li> <li>• Personnel will be redeployed if necessary</li> <li>• Contingency of 10% with all personnel</li> </ul>
Failure of Equipment such as PA system, barriers, temporary structure etc.	Technical Faults Interference	<ul style="list-style-type: none"> <li>• Contractor to carry out pre event inspections early to determine all equipment is working correctly. Report to FCC electrician if attention is needed. EC to make a decision promptly to replace if repairs are not successful.</li> <li>• All applicable personnel set up barriers to establish that all are sufficient to use with general public. Take out of use any which may cause further hazards.</li> <li>• SO to visually inspect all temporary structures and check submitted paperwork.</li> </ul>
VIP delayed	Various Causes	<ul style="list-style-type: none"> <li>• EC to establish if their Deputy is available to administer role and responsibility event</li> <li>• Proceed with event on schedule.</li> </ul>
Incident / Accident	Various Causes	<ul style="list-style-type: none"> <li>• CS and SO ensure all personnel are aware of the presence of the first aiders and their locations.</li> <li>• CS ensure all personnel are aware of the emergency procedures.</li> </ul>
Cancellation	Various Causes	<ul style="list-style-type: none"> <li>• EC, SO, CS and Senior Gardaí will determine if a full cancellation is required – important to make a definite decision asap.</li> <li>• If pre event FCC will arrange for all local media to be informed of same ASAP.</li> <li>• Personnel will remain on site to advise any attendees that arrive.</li> <li>• If the event has begun it will be stopped and an announcement will be made over the PA system advising all to disperse.</li> </ul>

### 5.3. Contact Details

Fingal County Council Events Unit will supply necessary contact details upon application.

### 5.4. Documents (See attached)

- **SAG002** Event Application Form
- **SAG003** Event Management Plan
- **SAG004** Missing Child Report Form
- **SAG005** Safety Inspection Checklist
- **SAG006** Accident / Incident Forms
- **SAG007** Briefing Sheet
- **SAG008** Fingal Mayor Protocol
- FCC Guide to Gas Usage at Events

### 5.5. Resources

- [www.fingalcoco.ie](http://www.fingalcoco.ie)
- [www.hsa.ie](http://www.hsa.ie)
- Code of Practise for Outdoor Pop Concerts and other events 1996
- Code of Practise for Safety at Sports Grounds 1996
- The Event Safety Guide (Purple Guide)
- Guide to Safety at Sports Grounds (Green Guide)
- Green Your Event – Fáilte Ireland



# NOTES

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**Comhairle Contae  
Fhine Gall**  
Fingal County  
Council



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