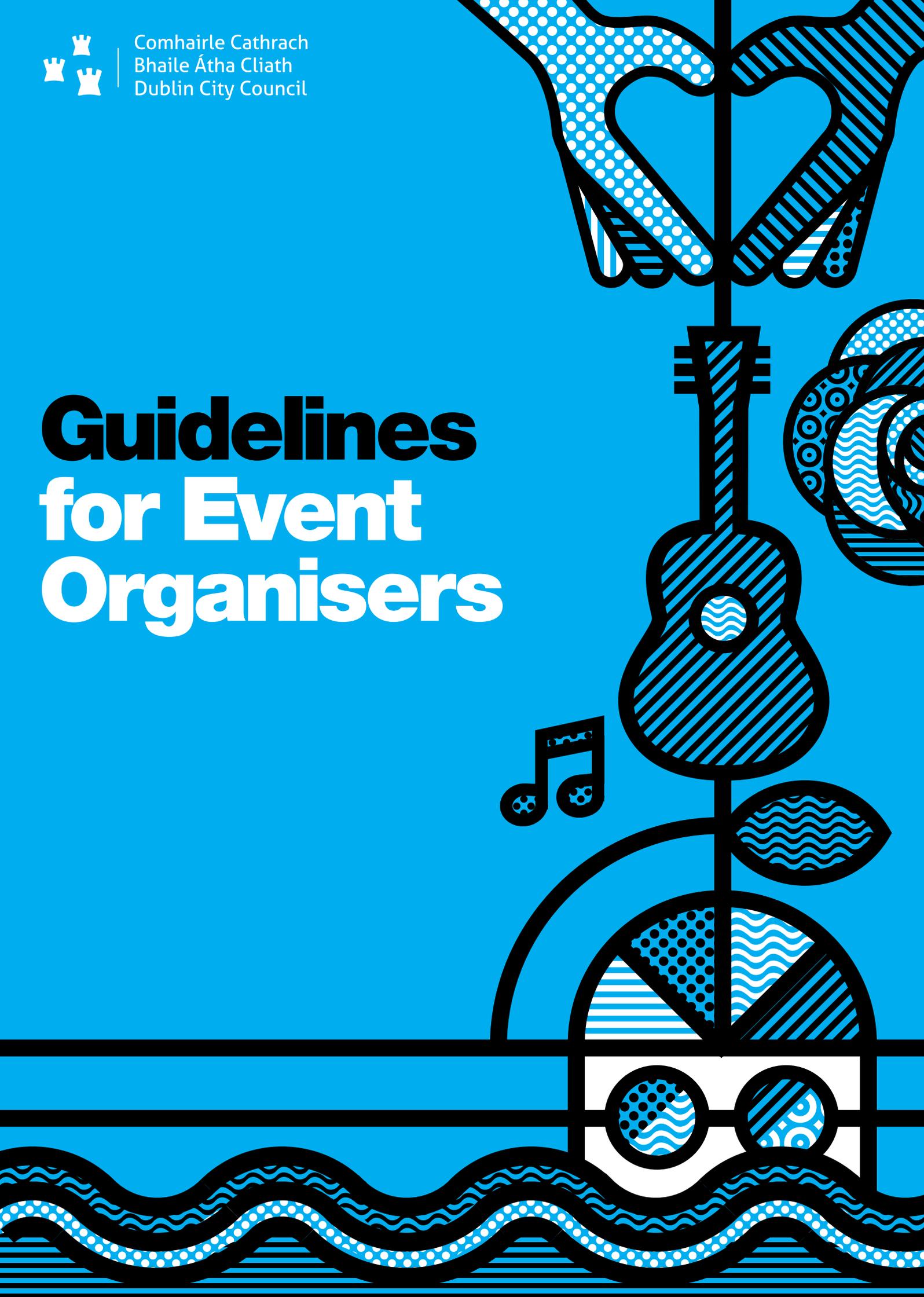




Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

# Guidelines for Event Organisers



## **Acknowledgements**

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This guidance document is designed to provide information and advice to event organisers with public safety as a priority, regardless of the size or content of the event. The document has been compiled and produced by Dublin City Council Events Section with reference to the existing codes of practice for safety at events. We would like to acknowledge the assistance of City Council personnel, in particular Dublin Fire Brigade, An Garda Síochána and the Health Service Executive who have a remit in relation to events in the Dublin area.

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## **Disclaimer**

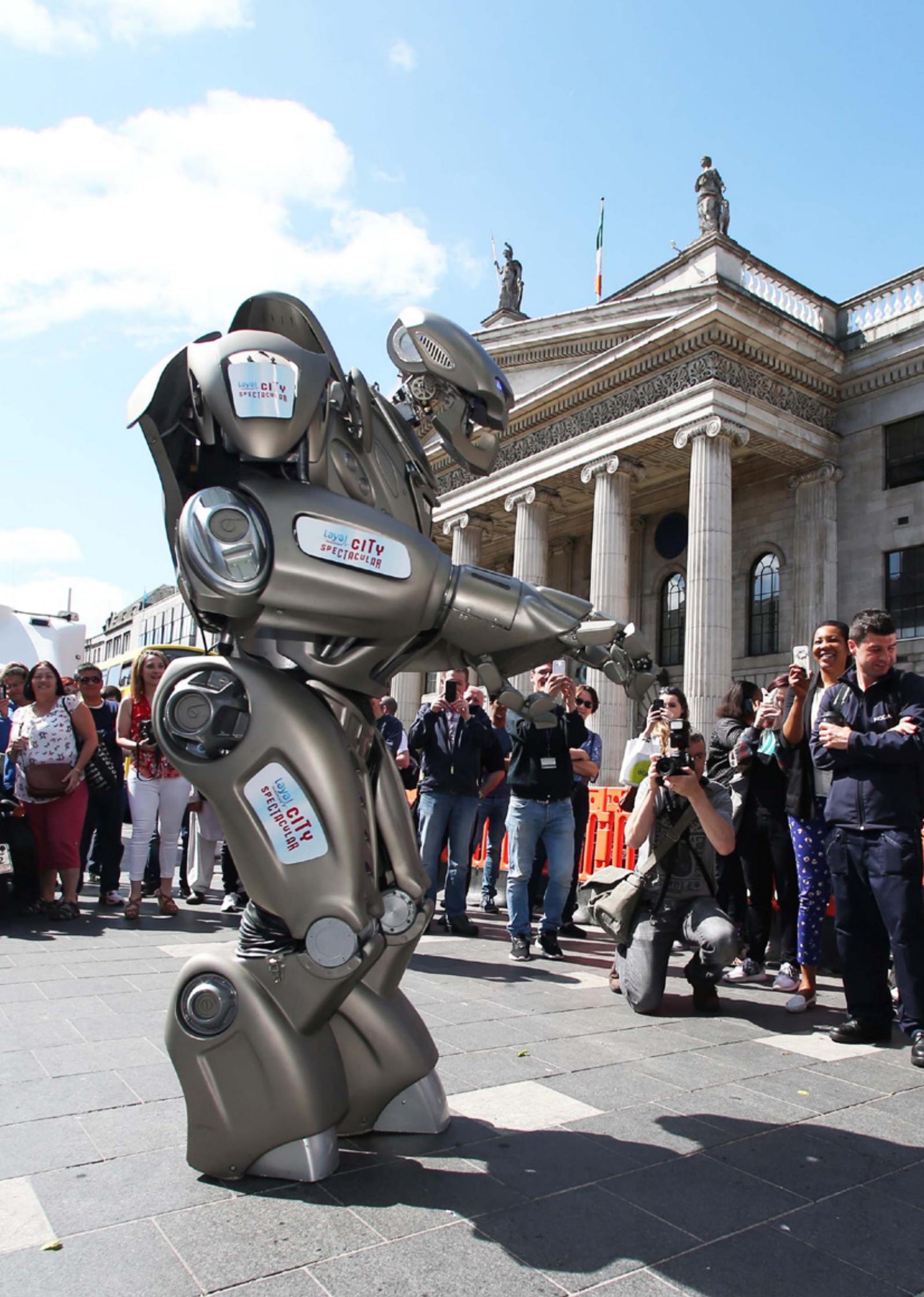
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## 1.0 Purpose

Events are a workplace for some and a leisure activity for others and range from family days in the local park to musical events, festivals, firework displays, carnivals, sporting events, street parades, exhibitions etc. Negligence on the part of the owner of the premises and/or the organiser of the event can result in injury to either workers or patrons. Organisers have a common law duty of care toward persons involved with the event – including the audience, performers, suppliers and event staff.

This document provides a guide to event organisers and outlines the measures they can implement to provide a safe event.

Please note that throughout this document, the term ‘event staff’ refers to working people associated with the event. It does not refer to staff of Dublin City Council Events Section.

## 2.0 Scope

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

- Planning the event
- Providing a safe venue
- Staff organisation
- Preparing for the unexpected
- Documentation
- Event Stakeholders

If you intend to run a national event or an event of a significant size, you may require additional specialist help. Please see sources of information in Appendix VII.

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

- The Safety, Health and Welfare at Works Acts of 2005 and associated regulations
- Part XVI Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2015
- Fire Services Act 1981 and 2003 (responsibility for fire safety on persons in control of premises)
- Waste Management Acts, 1996 and 2001
- Health and Welfare at Work (General Applications) Regulations 2007 to 2016
- Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)

The Safety, Health and Welfare at Work Acts of 2005 and associated regulations (e.g. Construction Regulations, General Application Regulations) applies directly to employers, employees, contractor and anyone who is affected by a work activity (member of the public, passer-by, trespassers).

An event organiser should satisfy him or herself that their work activities are safe and do not endanger their employees, contractors, the general public or anyone affected by those activities. In the case of contractors or others working on the employer's behalf, the employer must satisfy himself or herself that those employers also manage their work so it does not endanger anyone else. This would include the event organiser satisfying themselves that all workers (i.e. other employers) have safety statements and risk assessments.

Event Organisers should note that the event site is 'a place of work' thus it remains a construction site until sign off and opened to the public. As with any construction, all work needs to be in compliance with Safety, Health and Welfare at Work (Construction) Regulations 2013.

The Planning and Development Act 2000:Part XVI (licensing of outdoor events regulations) is specific to outdoor displays of public entertainment comprising of an audience of 5000 or more. Organisers of such large-scale events should not place reliance on the advice offered in this booklet but should make themselves familiar with the relevant codes of practice, in particular the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events (Dept. of Education – 1996).

The Fire Services Act 1981 and 2003 as amended 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.

## 2.0 Scope

Your attention is drawn to your responsibilities under Section 18(2) and associated penalties under Section 5(3) of the Fire Services Act, 1981, as amended by part 3 of the Licencing of Indoor Events Act, 2003:-  
Section 18(2)

“It shall be the duty of every person having control over premises to which this section applies to take all reasonable measures to guard against the outbreak of fire on such premises provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises. Ensure that the fire safety measures and procedures referred to in paragraph (b) area applied at all times and Ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not”.

### **Section 5(3):-**

A person who is guilty of an offence under this Act, other than an offence referred to in subsection (1) or (2) shall be liable, on summary conviction, to a fine not exceeding €3,000 or to imprisonment for a term not exceeding 6 months, or to both.

### **Public Health Acts Amendment Act, 1890**

Section 37 Safety of platforms etc erected or used on public occasions whenever large numbers of persons are likely to assemble on the occasion of any show, entertainment, public procession, open-air meeting or other like occasion, every roof of a building, and every platform, balcony or other structure or part thereof let or used or intended to be let or used for the purpose of affording sitting or standing accommodation for a number of persons, shall be safely constructed or secured to the satisfaction of the surveyor of the urban authority.

In respect of all of the above it is the responsibility of the event organiser to ensure they are in compliance with the terms and conditions of the regulations and relevant legislation.

### **Vehicular Traffic**

Event Organisers should familiarise themselves with the Traffic Signs Manual for Ireland as published by the Department of Transport, Tourism and Sport.

## 3.0 Advance planning

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

**Table 1 - feasibility issues**

Issue	Consideration
<b>Details of other competing events which may take place at the same time</b>	The timing of your event and the target audience could be affected by another event organised at the same time and in the same area. Some local research should be undertaken before committing to the proposed date. Check out other major major sporting fixtures, concerts etc., taking place in the city i.e. Croke Park, Aviva Stadium or Concert Venues as these may impact on your event also.
<b>Sponsorship opportunities</b>	Companies or individuals may be interested in becoming associated with your event. It is your responsibility to ensure that your sponsors' expectations can be met. You should know the key elements of your event such as scale, budget, format and timing.
<b>A marketing strategy</b>	Some measure of marketing is essential.
<b>Insurance</b>	Public liability insurance is required prior to any event taking place. Public liability insurance amounts required may vary in each local authority.
<b>Available funds</b>	An estimate of income and expenditure should be prepared as there are many costs, which may not be apparent until you begin the detailed planning of your event. Items such as the collection and disposal of litter and waste can be an item of expenditure that is sometimes forgotten when preparing your budget.
<b>Suitable venue availability</b>	There may be an existing facility available for your event. This is one of the most important factors when researching the feasibility of your project, some of the questions you should ask include: <ul style="list-style-type: none"> <li>• Will you need to construct temporary facilities?</li> <li>• Is there sufficient space for the expected audience? Are there security considerations?</li> <li>• Does it comply with Planning &amp; Fire Requirements?</li> <li>• Is there adequate access and egress from the site?</li> <li>• Is there sufficient parking and/or loading areas nearby?</li> </ul>
<b>Contact with relevant bodies and agencies</b>	Any activity which involves a concentration of people gathering in one place will have an effect on local infrastructure and it is common courtesy to inform agencies such as An Garda Síochána, and local residents of your intention to hold an event. This must be done in a timely manner and well in advance of the event date. You may be obliged to enter into a formal consultative process with the statutory agencies.
<b>Availability of resources</b>	Resources required for events, include time, people, equipment and finance. Some of the questions you should address include: <ul style="list-style-type: none"> <li>• How many staff will the event require? Will some of the staff be paid?</li> <li>• Is there sufficient time to plan the event?</li> <li>• Is the equipment required available for the period of the event? Are there local sources of equipment?</li> <li>• How much planning is required? What are the financial implications? Do I need professional assistance?</li> </ul>

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

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





## 4.0 Pre-event planning

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

Figure 1 - event phases



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

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

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

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

Awareness of the Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (Construction) Regulations 2013 is required in event planning and managing the 'risk' through risk assessments. A Preliminary Health and Safety plan may be required in some circumstances. As with any construction project, there may be a need for the role of Project

Supervisor, Design Process to be assigned at the early stages of event planning who can assess the venue for potential hazards, and co-ordinate the design of temporary structures and to produce a Preliminary Health and Safety Plan. The Regulations apply to all types of construction projects and they place obligations on Clients, Project Supervisors, Designers, Contractors and Employees to ensure that health and safety is taken into account before any construction work begins.

## 4.1 Managing the risk

Every event has attendant risks. The first step in managing those risks involves examining all areas of your event to determine where losses can occur. This examination is not limited to safety issues but can ensure that the event is conducted in the safest possible manner and if something unfortunate does occur that the loss does not further impact the organisation either financially or through adverse publicity. There are four general areas of losses associated with events:

- People
- Property
- Income
- Liability

By examining all areas where losses could possibly occur, you can identify where you may need to purchase additional insurance.

Although the process may not guarantee that you have identified every possible risk factor associated with the event, the exercise will assist with demonstrating your diligence in attempting to identify those you can manage and control and could be a factor in reducing your obligatory insurance costs.

For events the combination of individual risk factors is extremely important in establishing the degree of risk. Changing one aspect of an event may greatly increase the risk factors. Some examples include: if free admission is allowed as a last minute decision that will change the whole nature of risk for the event. If the event is transferred from one location to another with less capacity you may have a serious problem of not being able to seat everyone. If the weather suddenly changes you may have risks for which you are not prepared.

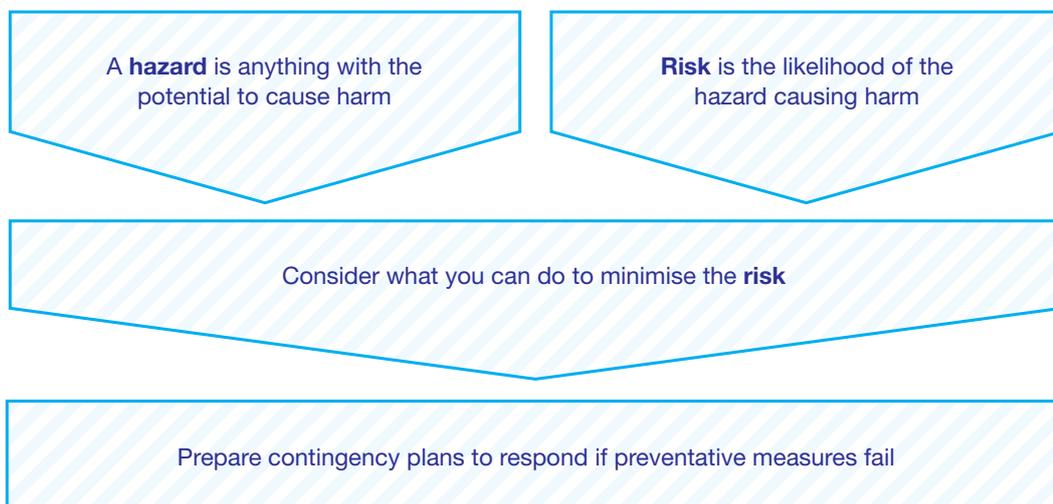
### 4.1.1 Risk assessment

There is a legal requirement for you to undertake a risk assessment of those hazards which could cause harm to your staff and/or members of the public attending the event.

A risk assessment is a systematic approach to the control of hazards and should be done in relation to the physical characteristics of the venue, likely audience behaviour, technical installations, nature of performance etc. It involves the identification of foreseeable hazards, evaluating the risks associated with them and considering what needs to be done to reduce the risks to an acceptable level. The process should be comprehensively documented and recorded.

Write down all the activities and attractions, which make up the event and identify ways in which people (employees, the public and any contractors) could be harmed.

**Figure 2 - steps of a Risk Assessment**



## 4.0 Pre-event planning

The risk of a hazard causing harm is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The simplest form of a risk assessment uses the common categories of High, Medium and Low. Risk assessments can be undertaken in various ways. The following example sets out the methodology in its simplest form:

**Table 2 - risk categories**

	Severity		Likelihood	Risk Rating
High	High Fatality-major injury causing long term disability	High	Certain or near certain	High Risk
Medium	Injury-an illness causing short term disability	Medium	Reasonably likely	Medium Risk
Low	Other injury or illness	Low	Very seldom or never	Low Risk

Where the likelihood of an occurrence is identified as high or medium you will need to put measures in place to minimise the likelihood of accidents actually occurring, these measures are listed as controls. Where the probability of an occurrence is low, but the severity is High, contingency plans should be prepared. The following table shows the documentation of an identified hazard:

**Table 3 - risk assessment**

Assessment of risk and control measures	
Hazard	Slips, trips and falls
Summary of risk to be assessed	<ul style="list-style-type: none"> <li>Risk of injury to all persons traversing the venue</li> </ul>
Persons at risk	<ul style="list-style-type: none"> <li>All participants, staff and patrons admitted to the event site</li> </ul>
Nature of risk	<ul style="list-style-type: none"> <li>Risk of broken limbs, bruises and cuts</li> </ul>
<b>Likelihood: High=3 Medium=2 Low=1</b>	<b>2</b>
Preventative measures for Risk Control	<ul style="list-style-type: none"> <li>Maintain pedestrian routes in a safe condition</li> <li>Provide and maintain clear signage on all routes</li> <li>Provide and maintain adequate lighting on all routes</li> <li>Maintain a good housekeeping regime</li> <li>Monitor crowd congestion</li> </ul>
<b>Likelihood Post-Control</b>	<b>1</b>
Maintenance	<ul style="list-style-type: none"> <li>Constant checking and subsequent action is required</li> </ul>

Your completed risk assessment should be written down and the necessary control measures should be included in the safety section of your overall event plan (it may be necessary to obtain professional advice in conducting a thorough risk assessment).

During and after the event, continuously evaluate your risk assessment to determine the effectiveness of the measures and procedures that were put in place.

## 4.2 Licences and permissions

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

For outdoor musical events with an anticipated audience of more than 5000 persons, the licensing of events regulations requires a pre-application consultation meeting under article 84 must take place with the relevant Local Authority in relation to the event during the 12 month period prior to the date of the event to which the application relate. A draft plan of the event must be submitted to the Local Authority Planning Department, the Gardai and the Health Services Executive at least 13 weeks in advance of the event date.

Prior to the submission of the plan, an advertisement must be placed in the national and local newspapers notifying the public of the organisers' intention to hold an event at a particular time and place.

The draft plan will be circulated by the local authority to all relevant departments within the local authority and will be made available at the local authority offices for viewing by any member of the public. Sensitive data must be contained in a separate document not for public display. This enables any interested party to make observations on the proposed event to the local authority that is the licensing authority for such events.

The following is a schematic example of the timeline in relation to an event requiring an outdoor event licence. This timeline is indicative of the standard that should be applied to all events.

**Figure 3 - Licence application timeline**



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

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

## 4.0 Pre-event planning

For events held on public property irrespective of expected attendance, the local authority will expect the event organisers to submit proof of public liability insurance, with a specific indemnity for the relevant Local Authority. In addition a detailed event management plan (see template appendix 1) will be required before approval is given for the event.

The provisions for the collection and disposal of waste from an event site, including the provision of suppliers skips are issues, which are of concern to the local authority. In many cases the supplier will already have a licence for the provision of a skip. However the location of the skip could require approval. In addition a permit from the local authority is required for the collection of waste and in some circumstances a licence to dispose of the waste may be required. A litter control plan for the event should be formulated in conjunction with the waste management services of the local authority.

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

The quick reference table in appendix 1A sets out some of the most common licences and permissions sought for events. Further information and clarification should be sought from the issuing bodies during the pre-planning stage of the event.

## 4.3 Contractors and suppliers

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

- Written Confirmation that they have a current Safety Statement
- All contractors and suppliers must be suitably qualified and competent.
- Proof of public liability insurance cover.
- A site specific risk assessment of the work they will be carrying out on your behalf for all events.
- Work method statements for any construction activities
- Certification for materials used e.g. fire certificates for linings etc. (last 5 years)
- Site plans and specifications where required
- Structural Engineer's certificates
- Documentation as required under the Construction Regulations

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

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

## 5.0 Providing a safe venue

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

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

Event Organisers should be familiar with the following:

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)

### 5.1 Venue design

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With outdoor events in particular the site choice and preparation is obviously crucial to a successful event. It needs to be sufficiently large to accommodate the size of the audience expected, taking account of the space that will be occupied by structures, the activities and the facilities provided (e.g. stage, mixing desk, attractions, lighting towers, side shows, concessions, toilets, hospitality facilities etc.)

The suitability of the site will also depend on the ground conditions, access routes, the provision of services and any environmental constraints such as the potential for noise disturbance if there are houses or workplaces close to the venue.

A site-layout map should be drawn up showing the position of all the activities/attractions, the facilities and structures, the circulation routes and entrances and exits. There should be sufficient, well dispersed exits to allow for safe and rapid evacuation and a specific non pedestrian route may need to be identified for emergency vehicles.

Walk the site and identify particular hazards such as steep slopes, uneven ground or kerbs on which people could trip and structures on which people could climb. Consider whether additional lighting will be necessary if any part of the event is to take place after dark. For outdoor events in particular all possible weather conditions should be taken into consideration.

Draw up an itinerary for the erection of all structures on site and consider how to facilitate the safe movement of vehicles within the site. More consideration to adjacent businesses.

#### 5.1.1 Providing space for people

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

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

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





## 5.0 Providing a safe venue

Capacities should be arrived at not only in terms of space allowance, but also through considering appropriate rates of entry and exit from areas of the facility within specified time limits. This involves monitoring crowd or audience levels in particular areas. A well-managed and secure system of advance ticket sales or free ticketing is the best method of avoiding over-capacity. Where this is not an option and there is a limit on attendance numbers, it is important to have some method for assessing the numbers admitted to ensure the 'occupant capacity' is not exceeded. This can be achieved by using designated entrances manned by stewards in a way, which will allow them to carry out an accurate form of head counting which will include use of clickers.

While the need and the means to manage admittance numbers to an enclosed event may be obvious, organisers of events which have attractions which are in temporary accommodation such as marquees, or events where the audience may be restricted to areas of the public roads should also address the need to prevent overcrowding in specific areas known as localized overcrowding. It is important that reference be made to the relevant Codes of Practice and professional assistance sought in calculating occupant capacity.

### 5.1.2 Ingress and egress

Approaches to the venue should be well sign-posted from parking areas and public transport points. The plans for using the venue for a particular event must safeguard pedestrians from traffic movement in the vicinity of entry and exit points. Temporary stands or trading points must not be allowed to obstruct circulation. You should address the issue of what influence your event will have on the existing arrangements for traffic and pedestrian usage with the local Gardaí.

Entrances and exits should be sufficient in number to allow the desired rate of ingress to and egress from the venue, and should be as evenly distributed as is practicable. Inappropriate positioning, width or impeded flow rate may constitute a hazard by creating bottlenecks, which result in crowd congestion with possible tripping and crushing injuries. They should be clearly labelled in terms of where they lead to, and should provide a smooth flow within a time period, which will not cause frustration.

Avoid locating attractions in the pathway of persons entering or exiting the venue. Exits should not lead people into a place of danger, for example into traffic or where a heavy crush is likely through crowd build-up. Ensure wheelchair users and persons with mobility impairment have means of access. This may necessitate supplying rampage and the designation of access facilities wide enough to allow free movement.

Issues which can impede the safe operation of entrances and exits include:

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

Large-scale events where activity ends at a given time will require planning to take account of the egress of large numbers into surrounding areas. An exiting plan needs to be agreed between the event organiser and An Garda Síochána who have responsibility for managing off site movement. The provision of extra Gardaí to police an event may incur charges, which must be met by the event organiser

### 5.1.3 Signs, way-marking and circulation

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

Clearly numbering exits and referencing them to a map or line drawing of the venue layout will assist stewards with their training in knowledge of the venue. Signage designating key items such as the location of first aid points, emergency exits and fire equipment should be easy to see. Safety signage must be consistent with industry standards. Multi-ethnic audiences may be a feature at some events and it is required when planning the signage requirements that you use pictograms to depict essential services.

Movement to and from attractions/seating should be unimpeded and should be along clearly defined routes, the aim is to ensure that a one-directional flow where practical is maintained throughout the venue. Examine areas where patrons are likely to congregate such as particular attractions or catering outlets and ensure sufficient space is provided to avoid congestion. The stewards at the event should be encouraged to monitor entrances, exits and circulation routes and event management should be prepared to alter circulation routes if required.

#### **5.1.4 Event control facilities**

The provision of a room or space as the event control point is essential for the smooth operation of an event. Even small events should have a central point where the administration and coordination of the event takes place. Some of the reasons why the organisers should designate an event control room with limited access are:

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

For large events it is recommended that the central control room should be equipped with, or adjacent to, event communications facilities. Ensure the Control Room has the capacity to accommodate all services. Accreditation in place for those attending in Event Control. Room must be adequately equipped with IT communications, sufficient power points, seating, and Welfare facilities.

## **5.2 Structural safety**

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The failure of any temporary structure in a crowded, confined space could have devastating effects. It is therefore essential to ensure that any temporary seating, staging, sound towers, large tents, marquees, stalls, attractions etc., are acquired from reputable companies, comply with the appropriate standards and are erected by experienced persons using safe working practices.

An Independent Chartered Structural Engineer must provide certification on the stability of all such structures and you should be advised of the maximum wind loading which structures can withstand. Once the structure has been erected, a competent person (structural engineer) should “sign it off” as being fit for purpose and safe to use.

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

- Provision of a clear brief to the supplier
- Provision of clearly defined site layout drawings
- Accurate setting out and leveling of bearing pads
- An organized work sequence and regular inspections
- Adherence to design without site modification unless absolutely necessary and only in consultation with a Chartered Structural Engineer
- Regular maintenance and inspection of components
- Adequate time for erection
- Routine inspections during the period of the event.

Hazards associated with temporary structures, which should be addressed during the course of the event are included in Quick Reference Appendix 1. Further information is available by contacting Dublin City Council [buildingcontrol@dublincity.ie](mailto:buildingcontrol@dublincity.ie) or the Building Control Section of the Local Authority relevant to the area where your event is taking place.

#### **5.2.1 Temporary covered accommodation**

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

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

## 5.0 Providing a safe venue

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

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

### 5.2.2 Barriers and fences

Barriers may be required for a number of purposes including securing the site, controlling entrances and crowd movement, relieving crowd pressure, excluding people from unauthorised or dangerous areas, protecting the public from dangerous equipment and preventing climbing on structures. Types of barriers can range from simple rope and post to Herras fencing. Some hazards associated with barriers are included in the quick reference appendix 1B.

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

### 5.2.3 Lighting

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

### 5.2.4 Electrical systems

Electrical installations for one-off events, particularly outdoor events, can be complicated and extensive and is definitely a job for an expert. If not installed and managed correctly, serious injury to employees and/or members of the public can occur. Only electrical equipment designed for outside use should be provided at outdoor events. The positioning of cables often causes problems where temporary supplies are used - where cables have to cross pathways and roadways, they should ideally be buried to protect them from damage and prevent tripping. Where this is not possible, cables should be covered with suitable matting or where there is a risk of vehicular damage be provided with additional sheathing or routed and supported overhead. Again professional help is essential.

In all circumstances, inappropriate equipment and connections or inadequately protected circuits may cause electric shock and/or overloading, which can lead to lighting/sound failure or result in a fire.

All electrical installations must be inspected by a Registered Electrician or Chartered Electrical Engineer. A registered electrician should check generators, including those, which have been brought to the venue by other persons such as caterers. Where necessary, they should be properly earthed and located away from public areas or surrounded with appropriate barriers. Only diesel generators should be used at events. Further information is available by contacting the Building Control Division of the relevant Local Authority for the area in which your event is taking place. For events taking place in the Dublin City Council area The Building Control Division of Dublin City Council can be contacted at [buildingcontrol@dublincity.ie](mailto:buildingcontrol@dublincity.ie).

### 5.2.5 Fire prevention equipment

An adequate number of the appropriate types of fire extinguishers and if required other types of fire suppression equipment should be provided in key positions, such as close to catering areas, power sources and fireworks firing zones. Fire extinguishers should conform to the requirements of IS EN3 and IS 291 or other standard approved by the Fire Officer, fire blankets should conform to BS EN 1869:1997 or BS7944 1999 as applicable.

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

<b>Portable generators (diesel only)</b>	CO2 or Dry Powder Extinguisher ???
<b>Catering concessions</b>	Dry Powder extinguisher and light duty fire blanket or heavy duty if deep fat fryers.

Special care should be afforded the use of LPG cylinders at catering concessions, they should be caged, located in the outdoors and access should be limited to the user. (Refer to DFB Guide to Gas Appendix V)

All concession units if non-cooking units must have 1 x 2kg dry powder extinguisher and 1 x 2Kg CO fire extinguisher as a minimum. Hot food units must have 1 x 4kg dry powder extinguisher and 1 x 1m<sup>2</sup> light duty fire blanket as a minimum. Deep fat frying units must have 6 liter wet chemical extinguisher, 2 x 2 kg ABC dry powder fire extinguisher, 1 x 2Kg CO<sub>2</sub> fire extinguisher and a 1.8m<sup>2</sup> heavy duty fire blanket as a minimum.

Portable fire extinguishers shall be in accordance with the recommendations of IS 291 2015 and are to be manufactured to the appropriate standard such as IS EN3-7. Fire Blankets shall be to BS EN 1869:1997 (light) and BS7944:1999 (heavy) as appropriate.

All substantial cooking units (catering tent) to be provided with a conspicuously located emergency knock-off switch, for shutting off the gas/electricity in the event of an emergency. Dependent on the level of fire risk at an event you should consider designating a number of event stewards as a fire watch team. All stewards should know the location of the fire prevention equipment and how to use it. They should be trained to inform their immediate superior as soon as an outbreak of fire is confirmed and should only attempt to suppress a fire if it is safe to do so. In the case of fire the primary consideration is to evacuate those in danger and to inform the emergency services. Emergency action procedures for dealing with all outbreaks of fire should be written down and agreed with the Fire Authorities.

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

## 5.3 Environmental issues

Issues of public health at events such as: food hygiene, sanitary accommodation and drinking water provision and noise/air pollution are monitored and regulated by Environmental Health Officers. Environmental Health Officers with responsibility for monitoring the effects of noise and air pollution, drinking water provision and sanitary accommodation operate from within the local authority structure. The relevant Health Service Executive Environmental Health Officer has responsibility for all issues related to food hygiene at event catering concessions.

### 5.3.1 Noise

The site design, layout and management are important in minimising the environmental impact of noise. The location of the stage, the orientation of the speakers, the type of sound system, the control of sound power levels, and the duration and timing of the entertainment can all be engineered to reduce the noise impact. Noise from other sources such as generators should also be controlled to minimise the effect on local residents and businesses. There is an obligation on Event organisers to have a point of contact to address any queries or concerns from business/residents on their website or displayed on site. The noise control unit of the local authority may specify conditions and restrictions in a Notice under the Environmental Protection Agency Act 1992 in order to prevent persons in the neighbourhood of the event being unreasonably disturbed by noise. This Notice will have regard to the criteria in the Code of Practice on Environmental Noise Control at Concerts issued by The Noise Council (United Kingdom).

The maximum noise levels are as follows: The control limits set at the mixer position shall be adequate to ensure that the music noise level shall not, at any noise sensitive premises, exceed LAeq 75 dB over a 15 minute period throughout the duration of the concert/event. The control limits set at the mixer position shall be adequate to ensure that the music noise level shall not, at any noise sensitive premises, exceed LAeq 75dB over a 5 minute period throughout any rehearsal or sound check for the event.

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

## 5.0 Providing a safe venue

### 5.3.2 Catering and food safety

The event organiser should ensure that all caterers operating on their behalf are reputable, their staff are appropriately trained and food handling and preparation techniques are safe. Caterers operating concessions should be asked to produce food stall licences, occasional food permits (where appropriate) and where required a casual trading permit from the local authority.

The suppliers of catering outlets must have the facilities required in order to prevent the contamination of food. The main concerns of the Environmental Health Officer in relation to food safety are the provision of:

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

### 5.3.3 Occasional food premises and Permits

[https://www.fsai.ie/food\\_businesses/starting\\_business/home\\_business\\_food\\_stall.html](https://www.fsai.ie/food_businesses/starting_business/home_business_food_stall.html)

Every food business operator trading from a food stall must notify the local HSE environmental health office of each of their food stalls. This notification should be made on the prescribed notification form, which is available from the local HSE office in the area where the food stall is normally kept. Contact details for the relevant local HSE environmental health office are available from the FSAI Advice Line at [info@fsai.ie](mailto:info@fsai.ie) or on the HSE website at <http://www.hse.ie/eng/services/list/1/environ/Contact.html>.

Food business operators must notify the HSE before beginning to operate the food stall. Where activities carried on from a food stall change from those set out in the notification form or confirmed by the environmental health officer who inspected the food stall, the HSE must be notified in writing. This would include a change in ownership/person responsible for the food stall. Once a food business operator has notified the HSE of the food stall, the food business operator can operate from the notified stall at any location around the country. As food stalls can be operated outside the area in which they have been registered, food stall operators should have confirmation of their registration available when operating.

It is up to the organisers of events to ensure that all stalls are registered with the HSE and these details should be sent to the HSE in advance of an event.

### 5.3.4 Sanitary facilities

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

- Male, female ratio expected
- Duration of the event

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

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

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

### **5.3.5 Drinking water**

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

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

If the use of a mains supply for drinking water is impracticable, the event organiser must advise the Environmental Health Officers section of the location, date and time of the filling of any tankers to ensure the water in question (via the appropriate tanker) remains of safe and potable quality. The event organisers must confirm the precautions to be taken to ensure that the water supply in any tankers is and remains fit for human consumption throughout the event.

All taps must be adequately sanitised/cleaned prior to the event. Each tap must be run for at least two minutes prior to the commencement of the event to ensure that any stagnant water is run out of the system. Disinfectant fluids such as 'Milton' or other such food grade solutions are acceptable for the purpose of sanitising taps.





**5.3.6 Litter and waste**

Dublin City Council Events Sustainability Plan – Reducing our impact.

**Prevent Waste**

Event organisers are encouraged to think about waste at every step. While recycling should be embraced, careful consideration should be given to reducing the amount of waste generated as part of any event:

- Promote Paperless: Registration and communication should be on-line – move away from paper.
- Supply plenty of segregated waste bins across the entire site (General Waste, Mixed Dry Recyclable and Food/compostable waste)
- Ensure signage is clear – use pictures and symbols rather than words
- Goody bags should not contain any flyers, single use disposable plastics.
- Avoid unnecessary packaging
- Avoid single use plastics

**Water**

- Introduce refill stations
- Consider alternatives to single use water bottles (provide reusable bottles at the start line/water stations/finish line).

**Green transport**

- Encourage participants to use sustainable transport to get to the event: car share, use public transport, cycle or walk.
- Provide public service transport information.
- Provision of bike parking

Make arrangements for the cleaning of the venue before, during and after the event. Arrange for adequate litterbins/refuse collection points to be positioned on the approaches and throughout the venue. Ensure in particular that sufficient litter bins are located in the vicinity of catering outlets as the main accumulation of waste on the event site usually occurs around catering concessions.

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

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

**5.4 Managing vehicular traffic**

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

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

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

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

If vehicles are to be allowed access to the site, then arrangements should be made to segregate them from pedestrians either by providing separate routes or by allowing vehicles onto and off the site at prearranged time slots. The operation of one-way systems within some sites can also reduce risks.

For large events, park and ride facilities using buses to shuttle people between the site and remote car parks can work well. Advice should be sought from the public and private transport companies for assistance in the provision of such a service. Advice should also be sought from the NTA.

Adequate signage in respect of diversions, parking etc. should be located where they are visible from a driver's perspective. In addition to signage ensure any stewards located at diversion barriers are familiar with designated alternate routes to limit the disruption on other road users who are going about their daily business.

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

To obtain a temporary road closure you must apply to the Road Works Control Unit five weeks prior to the commencement of the works to which the closure applies. A professional Traffic Management Plan must be submitted along with the road closure application.

## 5.5 Managing people

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

When we think of events and managing people's behaviour we tend to think of large gatherings, but poor management and a poorly designed layout can cause injury and unsafe behaviour irrespective of the numbers in attendance. For example allowing twenty people into a room designed for ten, adding extra chairs and tables to the space and placing obstructions at entrances and exits will result in an overcrowded space. Making no effort to alleviate the situation will have a negative effect on people's behaviour with the net result of compromising the safety of the people in the room.

## 5.0 Providing a safe venue

It is important at this stage to make a distinction between crowd management and crowd control. If you take the word 'crowd' out there is a distinct difference between 'management' and 'control', crowd management is proactive while crowd control is reactive. Crowd control will only be required when problems are encountered. Most problems with crowds can be prevented or quickly resolved when all aspects of crowd management are well organised.

People attend an event for a specific purpose; effective crowd management adds to the enjoyment of the event and can reduce risk of injury. The key components of a crowd management system are:

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

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

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

Please note that if your event allows the entry of children, you must comply with child protection legislation and guidance and you should formulate a child protection policy. Event organisers must have a system in place for dealing with lost children. The issuing of wrist bands to parents for their children to wear at the event with the contact number for parent/guardian. This system works well to reunite lost children to parents safely and without delay.

## 6.0 Event staff

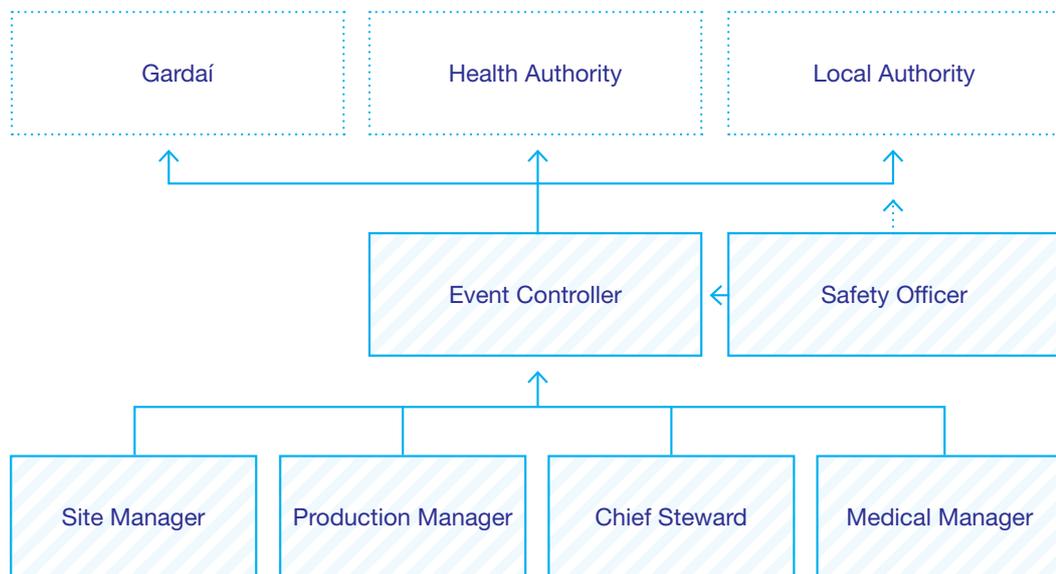
There are many tasks to be undertaken and services to be provided during an event. The identification, training and management of specific groups to undertake these tasks is the responsibility of the event organiser. The management structure for an event can differ between the planning stage and the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

### 6.1 Management structure

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

The following event management organisational structure shows the relationship with the key statutory agencies for event planning and emergency response purposes:

**Figure 4 - event management structure**



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

## 6.0 Event staff

### 6.1.1 Event Controller

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

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

### 6.1.2 Safety Officer

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

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

### 6.1.3 Chief Steward

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

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

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

Event stewards should be organised in teams related to their tasks and areas of operation at the event. The chief steward and team supervisors particularly on larger sites should be provided with two-way radios. All stewards should be provided with identifiable coats uniquely numbered or bibs in internationally recognised safety colours e.g. orange or yellow and it is recommended that they be physically fit over eighteen and under fifty five years of age. Their event training should include familiarity with the layout of the venue and the location of exits, first aid points, fire safety equipment etc. Pre- event steward briefings should be held at the venue and records kept of the names and addresses of all stewards.

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

#### 6.1.4 Event Medical Co-ordinator

The event organiser under health and safety legislation and in the provision of their 'duty of care' must appoint a competent person to take responsibility for the provision of medical/first aid and ambulance assistance, as appropriate, to those involved in an event, including event staff and members of the public.

An Event Medical Co-ordinator is a person acting on behalf of the organizer with the role of co-ordinating the activities of all those who have a function in the Event Medical Plan. S/he will liaise with and take clinical direction from the Event Medical Officer if an Event Medical Officer is present. For larger events it would be expected that the Event Medical Co-ordinator would attend all planning meetings leading up to the event and have an appropriate decision making mandate on behalf of the organiser.

It is advisable that the organiser should reflect specific duties in the contract that they enter into with their Event Medical Coordinator.

Among the duties of an Event Medical Coordinator are the following:-

- To participate in relevant medical planning meetings including the preparation 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 promoter/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 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.
- To ensure that all practitioners meet the PHECC registration requirements and are concurrent with their practitioners licence.
- The first aid/medical and/or ambulance provision needed for the event will depend on the number and profile of the people expected to attend, the type of event, the duration of the event, seasonal/weather factors, the range of attractions, etc.
- For small, low risk events, it may be sufficient to provide a number of trained first- aiders, whereas for larger events with greater risks, medical and ambulance facilities will be required on site. For advice contact HSE [emergency.planning@hse.ie](mailto:emergency.planning@hse.ie).
- While statutory, commercial and voluntary organisations have the training and experience to provide first response medical, first aid and ambulance personnel to events, in most cases there will be a charge for their services. Event organisers seeking the assistance of any of these organisations should request their services well in advance of the event, as they have many demands on their resources. The provision of a medical facility can also serve to minimise the effects of an event on the healthcare provision for the local population, and can reduce its impact on the local accident and emergency hospital and the ambulance services.





## 6.0 Event staff

- A Site Medical Officer must be appointed where the audience capacity will exceed 5000. He/she must be a qualified doctor, with A and E (accident and emergency) experience, consultation with the local health authority on this appointment is recommended.
- First Aid/Medical posts should be clearly signposted and provided with easy access for spectators and an ambulance. There should also be a designated, clear exit route for an ambulance at all times. It may be necessary to designate a parking area for an ambulance close to the medical/first aid post. For larger events a number of first-aid posts and mobile response teams should be dispersed around the site. All personnel should be familiar with the location of the medical/first aid posts.
- The advice of the relevant Health Services Executive should be sought when planning the medical provision for an event. The control and co-ordination of first/aid organisations at large-scale events is within the remit of the Health Service Executive.
- For any event a medical operational plan should be developed to cover such areas as the type of service being provided, location of facilities, procedures for sending people off site for medical care, recording of data, and contingencies for untoward occurrences. The development of such plans should involve the event organisers and the agreed medical providers.
- Lost children must not be brought to the medical area unless injured. There should be an agreed location identified where lost children are brought to be reunited to parent/guardian.

### 6.1.5 Additional event staff

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

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

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

## 6.2 Communications

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

### 6.2.1 Public information

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

Event promotional material should encourage the general public to use public transport options where possible travelling to and from the event. Specific information regarding relevant bus routes, Luas stops, Dart Stations etc. and links to timetable information should be included. (marketing teams within the transport companies should also be informed of the planned event to enable web and social media promotion from the transport companies)

Event organisers are encouraged to promote Dublin city at every opportunity. Highlight as much as possible that the planned event is taking place in Dublin city. Event organisers are also encouraged to engage in cross promotion of each other's events. Opportunities, including social media, should be used to reference forthcoming Dublin city events particularly where there is a similar audience profile.

Links to websites with comprehensive Dublin events listings should be included in promotional materials. e.g:-

Dublin.ie Dublin City Council Events and City Wide Events Listing

Failte Ireland Visit Dublin Events Listing

### 6.2.2 Methods of communication

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

Communication methods for an event can include:

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

### 6.2.3 Managing communications

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

**Table 4 - communication failures**

<b>People</b>	Do not deliver messages clearly and precisely and assume that what should be happening is actually happening
<b>Procedures</b>	Are incorrectly carried out
<b>Equipment</b>	Fails
<b>Lack of focal point</b>	Different pieces of information reach different people

Experience has shown that adherence to the following principles can improve the information flow between event management, event staff and people attending the event.

**Table 5 - effective communications**

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

## **6.0 Event staff**

### **6.2.4 Public announcements**

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

### **6.3 Training**

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All event staff should be competent and trained in the specific tasks they will undertake during the event. As each event is unique, the human resource needs can be diverse from one event to the next. The levels of competence and the teamwork involved in staffing and managing an event are not always appreciated. In particular there is a high level of dependency amongst event staff, particularly in the event of an emergency incident.

In addition to verifying the competence of the event staff, the organiser should ensure that key personnel are aware of the content of the event management plan. Attention should be paid to the specific tasks they will be expected to perform during the event particularly their responsibilities with regard to the safety arrangements and emergency response procedures.

# 7.0 Preparing for the unexpected

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

## 7.1 Minor incidents

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

Examples of such incidents include difficulties with suppliers, the malfunction of equipment, the resolution of crowd management issues etc.

It is important to appreciate that a minor incident could have the potential to develop into a major incident if not properly planned for and managed.

## 7.2 Major incidents

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

### 7.2.1 Alerting the Statutory services

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

Prompt	Information to be supplied
E	Exact location of incident
T	Type of incident
H	Hazards on site
A	Access and egress routes
N	Numbers involved
E	Emergency service(s) required

Emergency action plans and procedures for dealing with major incidents will form part of the event management plan which is agreed in consultation with the statutory agencies, this process ensures that such plans are compatible with the operational needs of the emergency response services.

## 8.0 Documentation

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

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

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

### 8.1 The written plan

The production of the event management plan is not a static exercise; it is a constantly evolving cycle. It involves initial proposals, information gathering, consultation and decision-making before the production of the first draft of a detailed plan for the management and operation of the event.

All event personnel and organisations involved in the event should be kept informed of the plan content and the plan structure should be clear, concise and easy to read. All recommendations and advice given by the statutory agencies, emergency services etc. should be incorporated in the event plan. The following schematic illustrates the cycle for the production of a comprehensive event management plan.

**Figure 5 - event management planning cycle**



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

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

The size, type, duration and complexity of the event will determine the level of detail required for each section. A template for an event management plan is contained in the quick reference appendix 1C.

When the draft plan is complete it will allow the agencies with responsibility for public safety to examine and offer advice on the conduct of the event and will form part of the licence application and/or approval to hold an event.





## 9.0 External stakeholders

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

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

### 9.1 Business Community

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Event organisers must engage with the city business community at the earliest possible date in relation to planned events. This is to ensure that transport providers, retailers, publicans, restaurateurs and hoteliers can engage with and support the event, assist in promotion of the event through their individual customer service channels and use the opportunities presented by the event to maximise economic benefits.

For events taking place in Dublin City Centre contact should be made in the first instance with the main business representative organisations in the city including:

**DublinTown (the City Centre Business Improvement District / BID)**

Contact: Clyde Carroll, Director of Marketing & Communications [clyde@dublintown.ie](mailto:clyde@dublintown.ie); Tel. 01 633 4680

**Temple Bar Company**

Contact: Claudine Murray, Director of Marketing & Events [claudine@templebarcompany.com](mailto:claudine@templebarcompany.com) Tel. 01 703 0700

Dublin Chamber of Commerce  
7 Clare Street  
Dublin 2  
E: [info@dublinchamber.ie](mailto:info@dublinchamber.ie) T: 00 353 1 644 7200

### 9.2 An Garda Síochána

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

For larger events the event organiser must develop a traffic management plan and a transportation plan to lessen the impact of the event on routine traffic arrangements. This traffic management and transportation plan must be developed in consultation with An Garda Síochána, the Local Authority Traffic Department and the National Transport Authority.

The Gardaí may decide in the interest of public safety or at the request of the event organiser to deploy Gardaí to the event venue, should this be necessary a charge for this service will be levied on the event organiser.

### 9.2.1 Transport Provision

For large scale outdoor events where anticipated numbers attending the event will have a significant impact on traffic management in the area and on transport operators, it is a requirement that event organisers must develop a transportation plan for their event. The plan will help to maximise a safe environment for those working and attending the event whilst also ensuring adequate means of transport to and from the event. The plan should be developed by agreement with the National Transport Authority and the relevant transport operators. The plan also requires agreement from An Garda Síochána. The transport operators rely on assistance from An Garda Síochána to keep transport moving effectively and safely during events.

The Luas operates through Dublin City Centre, as an event organiser it is important to be aware that it is not permitted to erect any structure near a Luas line without receiving the necessary prior authority in writing from the Luas Operator, Transdev Dublin Light Rail Ltd. There is also a height restriction in place due to the overhead cables and it is a requirement that you have to be 2.75 metres away from the overhead wire.

Consideration should be given to the following: -

- Anticipated numbers
- Anticipated modes of transport those attending the event will use e.g. Bus, Train, Luas, private cars, private coaches, cycling, walking etc.
- Public/Private transport operators anticipated capacities at peak times
- Car Parking facilities in the vicinity
- Coach Parking facilities in the vicinity
- Routes to and from the venue.
- Crowd flow movement to and from venue
- Road Closure requirements
- Diversion Routes
- Signage
- Community engagement/notification/consultation.
- Stewarding/Security arrangements.
- In the case of events for younger people, a parental drop off and pick up point.

This type of planning reflects well on the organisers when those attending the event have a good experience and the general public are not greatly inconvenienced by the event.

### 9.2.2 Local Authority

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

#### Road Closures

Event Organisers must check with their Local Authority with regard to the application process to close roads. A full Traffic Management Plan prepared by a professional Traffic Management Company must accompany the application.

### 9.2.3 Fire Authorities

The Fire Officer will be concerned with several areas including the safe holding capacity of a venue, ease of escape analysis, maintaining safe exit routes in the event of an emergency evacuation, access routes for emergency vehicles (such as fire tenders) location of hydrants, 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. The Fire Safety Checklist in Appendix III sets out the the minimum level of detail the Fire Officer expects to find in the event plan.

### **9.2.4 Planning**

The Planning Department of the Local Authority will consider the local environmental impact of the proposed event and will be looking to ensure the organiser has given due regard to the proposed times of the event, whether other events are taking place in the vicinity of the proposed event on the same day, the protection of local amenities, traffic management etc.

The Planning Department are currently the department responsible for the granting of a licence for an outdoor event with entertainment content with an audience exceeding 5,000 people. On receipt of the draft event management plan as part of the licence application they will distribute the plan to other sections of the Council, Gardaí and the Health Services Executive for their observations and/or recommendations. When a licence application is put on file for public inspection, it will again be the Planning Department who will process enquires and receive observations and submissions on the proposed event from members of the public.

Following preliminary and pre- event consultation meetings with the event organisers to clarify/change any aspect of the proposed plan, the Planning Department will make the decision on the granting of the licence and/or the imposition of conditions recommended by the statutory agencies.

Requests for an event with an audience of less than 5,000 being held on public space should be forwarded to the local authority, relative to where the event is being held.

### **9.2.6 Building Control**

It is the responsibility of the organiser to employ an Independent Chartered Structural Engineer to provide certification that any temporary structures erected on site for the event such as the stage structure; seating, marquees etc. are in compliance with building regulations. In addition to the information supplied in the event management plan, the building control section of the local authority may request copies of certificates, structural specifications, method statements, site layout drawings and details of the location of such structures to establish compliance with the relevant requirements.

### **9.2.7 Environmental Health**

This section of the local authority will be concerned with two primary event issues, the acoustics levels to be adhered to, and the welfare of patrons with regard to the adequate provision of sanitary accommodation and the supply of drinking water at the event.

Noise monitoring is always the responsibility of the Event promoter/organiser and must be carried out by a suitably qualified person. The Environmental Health Section of the Local Authority may carry out monitoring at some events to verify that proper acoustic management is in place and that a Notice is being complied with but it does not take the primary responsibility for noise monitoring away from the promoter/organiser.

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

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

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

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

### **9.3 Health Service Executive**

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The Health Service Executive, through the Regional Emergency Management Office, will be concerned with the overall medical cover, first aid provision and will need to be satisfied that medical plans are in place. They will give advice on the level of medical provision required, taking into consideration the proposed number and age profile of spectators and the type of entertainment provided.

For large scale events or events with a high risk of injury they will be concerned that the event does not impact on routine medical provision to the resident population. In addition the Emergency Management Office and National Ambulance Service will be concerned with the emergency plans and procedures in place for the event.

Where the event organisers have identified medical and/or first aid services for their event they must ensure that these service providers whether voluntary or commercial carry adequate insurance in relation to the services they are providing.

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

### **9.4 Post event**

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

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

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





## Appendix (I) A - Quick reference

### 1a. Licences and Permissions

Licence or permission	Issuing authority	Criteria	Requirements
<b>Outdoor event</b>	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</li> <li>&gt;5000 persons</li> </ul>	<ul style="list-style-type: none"> <li>Newspaper advertisement</li> <li>Pre application consultation meeting must take place during the 12 month period prior to the date of the event.</li> <li>Submit Draft Event Management Plan 13 weeks prior to the date of the event. 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>
<b>Indoor event</b>	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 Proof of insurance Application fee</li> </ul>
<b>Intention to sell alcohol</b>	Department of Justice and Equality 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 a Justice of District Court for Licence.</li> <li>Application 6 weeks in advance to Local Authority to relax provisions of bye-laws</li> </ul>
<b>Fireworks display</b>	Department of Justice and Equality	<ul style="list-style-type: none"> <li>Importation of fireworks Storage of fireworks</li> <li>Use of fireworks</li> <li>Pyrotechnics</li> </ul>	<ul style="list-style-type: none"> <li>Fire Authorities input required before permission granted</li> <li>Consultation process with Fire Authorities</li> </ul>
<b>Event trading</b>	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> <li>Casual Trading Act and bye-laws</li> </ul>

Licence or permission	Issuing authority	Criteria	Requirements
<b>Temporary road closure</b>	Local Authority	<ul style="list-style-type: none"> <li>The closure of the public highway to vehicular traffic for a specified period. A road closure application must be submitted a minimum of 7 weeks prior to event date.</li> </ul>	<ul style="list-style-type: none"> <li>Provide insurance indemnity</li> <li>Public advertisement</li> <li>Fee, plus other charges to be determined by the local authority</li> </ul>
<b>Preparation and/or sale of food products</b>	Health Services Executive	<ul style="list-style-type: none"> <li>Required where meat or meat products (other than fish or fish products) are sold or where food is prepared, cooked or heated for sale directly to the public, including Soft Ice Cream stalls, Hot dog/baked potato stalls, Burger/Fried fish/chip stalls, Chinese and other ethnic food stalls</li> </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 Service Executive two (2) months prior to the commencement of the business</li> </ul>
<b>Use of public space for event</b>	Local Authority	<ul style="list-style-type: none"> <li>Event activities to take place either whole or in part on public property. Includes roadways/ footpaths, parks, public squares</li> </ul>	<ul style="list-style-type: none"> <li>Submission of event details</li> <li>Consultation process</li> <li>Supply insurance indemnities</li> <li>Certification and Specification of Temporary Structures</li> </ul>

**I.b. Hazards associated with Temporary Structures**

**Structures**

<b>Waste</b>	Accumulation of waste and debris under a structure is unsightly, unhealthy and can constitute a fire hazard. Surplus structural members can give an impression that they have fallen off, or have been removed by others. The ground under such structures (particularly temporary seating) should be left clear of debris. Do not allow vendors or others to store material beneath structures without specific agreement. Ensure you comply with the Waste Management Acts, 1996 and 2001 and subsequent regulations.
<b>Slips</b>	Frequently plywood ramps are used to access temporary or permanent structures, and a change of level may be involved. It is common to use mineralised roofing felt or similar to reduce the likelihood of slipping. This can become worn, frayed or torn and should be checked daily.
<b>Trips</b>	A temporary ramp, walkway or similar structure often does not merge smoothly with a permanent footpath. Look out for trip hazards such as plywood warping or delaminating. Metal treads can become bent or distorted, and should not be used if observed to be in poor condition.
<b>Unnecessary fixtures</b>	After a structure has been erected and inspected, it is not unusual for others to affix items to it. Typically signage, advertising banner, flags, bunting, and canopies are used. No substantive item should be fixed to a structure without agreement of the inspecting engineer.
<b>Ponding</b>	Surface water should not be allowed to accumulate at the base of temporary structures in areas where the ground could soften. Soft ground could allow settlement of the structure, or worse.
<b>Uneven ground</b>	Structures built on uneven, sloping or undulating ground usually need adjustment to make up level. This should be done using steel adjustable feet and thick plywood is sometimes used. Be alert to haphazard, wobbly packing under structures – it can dislodge. If in doubt, ask for an engineer’s inspection.
<b>Weather</b>	Adverse weather conditions and in particular, high wind can shift and alter stability of structure.

**Barriers**

<b>Sharp Edges</b>	Many steel structures, especially new barriers can have sharp edges, usually left from the galvanising process. These can be hazardous, and in the case of barriers, are often at face level for small children.
<b>Finger traps</b>	Gaps in lines of barriers, particularly on undulating ground, can constitute a finger trap. If a hazard exists, the area of concern can be taped or wrapped to eliminate it
<b>Openings and gaps</b>	Beware of openings or gaps in barriers that a child could fall through
<b>Bars</b>	Horizontal bars of barriers offer footholds for persons. Plywood lining to the sides (inside face) of walkways or ramps can eliminate gaps and footholds.
<b>Fixing items to barriers</b>	Only acceptable items are small signs, any other items affixed to barriers can cause them to blow over in high winds.
<b>Weather</b>	Adverse weather conditions and in particular, high wind can shift and alter stability of structure.

## I.c Event Management Plan

### Section 1: Event details

Check

Overview of the event (summarise what the event will consist of and where it will take place)

Event location (give short synopsis)

Event schedule and timings (set out the dates of operation, opening and closing times)

Attendance profile (i.e. numbers, age range, nature)

Admission arrangements (ticket or otherwise)

Event management structure (set out the key management personnel)

Functions of key personnel (Event Controller, Safety Officer and Chief Steward)

Event control and communications (location of central control room, who will be there, what means of communication will be used for reporting)

Any particular arrangements (special needs spectators, pre-launch ceremonies etc.)

Overview of large equipment and temporary structures (staging, sanitary facilities, lighting etc.)

### Section 2: Event safety

Check

Safety policy statement (what it is and who should know)

Event risk assessment (set out in tabular form)

Signage (information service provided)

Crowd management (number of stewards, responsibilities, location etc.)

Entry and exit arrangements (routine and designation of emergency routes and assembly areas)

Fire precautions (means of escape, safe holding capacity calculations, fire safety equipment)

Structures (schedule of completion, certifying engineer)

Electrical installations (lighting, auxiliary power provision)

Environmental issues (noise, sanitation, catering, litter and waste, drinking water, etc.)

Vehicular access and exit (transport plan for site traffic and car parking arrangements)

Medical/First Aid Provision (numbers required, location, ambulance, equipment)

On site traffic management (where deliveries will be made, any parking etc.)

### Section 3: Emergency action

Check

Definitions (state clearly the situations which will require emergency response, categorise into minor and major)

Emergency incident organisation (set out the structure for liaising with the emergency services, and personnel responsibilities)

Emergency communications (state the code word to be used to notify all event staff of an imminent emergency situation, and set out the communication structure)

Action required (state the actions of key personnel in the event of an emergency declaration)

Emergency routes (should be identified and agreed with the statutory agencies)

Rendezvous points (designate location where it will be possible to brief the emergency services on arrival to an incident)

Key Public Address Announcements (formulate announcements for emergencies, lost children and other priority information)

<b>Section 4: Plan appendices</b>	Check
Traffic Management Plan (in consultation with An Garda Síochána)	
Medical Plan (in consultation with relevant Health (HSE Emergency Management Office))	
Event Communications (radio allocations and channels to be used by event staff in schematic format)	
Schedules (erection and tear down of temporary structures, staging etc.)	
Emergency procedures (the publication of these procedures should be restricted to event staff and the statutory agencies)	
<ul style="list-style-type: none"> <li>• Stopping the event</li> <li>• Action in the event of a bomb scare</li> <li>• Action in the event of Fire</li> <li>• Action in the event of any other emergency incident</li> <li>• Evacuation of the venue</li> </ul>	
<b>Section 5: Contact details</b>	Check
Should include telephone numbers of key personnel and external agencies, such as the emergency services contacts and key suppliers	
<b>Section 6: Site layout maps and plans</b>	Check
Dependent on the size and complexity of the event, the site layout map can range from a line drawing of the layout of the event to scaled gridlined drawings, which deal with each particular element of the event layout in detail. Included should be:	
<ul style="list-style-type: none"> <li>• emergency response vehicle access routes location of rendezvous points and assembly areas ambulance parking, medical facilities</li> <li>• emergency scenarios</li> <li>• location of all temporary structures pedestrian circulation routes emergency evacuation routes parking facilities</li> <li>• drinking water points, sanitary facilities and trading locations</li> </ul>	

## Appendix II - Food safety

### Food protection

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

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

### Food storage

All food shall be prepared in the food stall unit or in designated premises specially registered for that purpose.

In order to prevent the transfer of food poisoning bacteria from raw foods (especially meat and poultry) to cooked or prepared foods, it is very important that they are stored separately.

Do not overload refrigerators or freezers as this prevents cool air circulating. They must be defrosted and cleaned regularly. Where separate storage is not available for raw and cooked foods, the following system must be adopted;-

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

### Temperature control

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

#### Refrigeration and storage

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

### Hot holding and food storage

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

### Freezer and food storage:

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

### Temperature measurement and monitoring:

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

# Appendix III - Fire safety checklist

<b>Capacities/Egress/Ingress</b>	Check
Safe Holding Capacity Calculations	
Details of Access and Egress for the Disabled	
Details of the following measures to facilitate Safe Egress:	
Emergency lighting	
Exit signage	
Fire detection and alarm system	
Communication/P.A. system, etc.	
<b>Casual Trading</b>	Check
Details of:	
Cooking equipment	
Gas supply installation	
Fire fighting equipment (see Appendix V also)	
<b>Tents and Marquees</b>	Check
Holding capacity	
Exit widths	
Details of:	
Cooking equipment	
Gas supply installation (see Appendix V also)	
Fire fighting equipment	
Emergency lighting	
Certification of lining material, etc.	
<b>Fire Works and Pyrotechnics</b>	Check
Site map showing fallout area, spectator area, firing zone, etc.	
Material safety data sheets	
Site-specific risk assessment	
<b>Management Issues</b>	Check
Details of steward training	
Designation of fire patrols	
Litter control/refuse disposal	
<b>Emergency Plan to include</b>	Check
Definition of Key Personnel and Roles	
Method of activation of Plan	
Contact list	
Evacuation Procedures	
Telephone numbers of all key personnel	

<b>Drawings</b>	Check
Means of Escape and Exit Routes	
To include the staging area, gates and other obstructions	
Access and Egress Routes for Patrons	
To include occupant capacities, exit widths	
Designated Emergency Access and Egress Routes for Appliances, including hydrant locations	
At least two emergency scenarios showing the location of the incident	
Emergency service access and audience egress	
The location of any casual trading units, tents, marquees, etc.	
<b>Details/Certification for:</b>	Check
L.P.G. Installation	
Electrical Installation e.g. backup generator	
RECI certs for all electrical installations	
Emergency Lighting System/Exit Signage	
Certs for Linings, Scenery and Properties used on Stage or in Marquees within last year 5 years.	
Scenery and Properties used on Stage, Marquees etc.	
First-Aid Fire Fighting Equipment	
Fire Detection and Alarm System, etc.	

# Appendix IV - Fire Performers Fire Safety Guidelines

The purpose of this document is to ensure a minimum level of fire performer safety and that of their audience. This is in regards to an open flame performance. The NFPA 160 standard involving 'Group I' devices before an audience is an important document that a fire performer should familiarise themselves with. We note this document's importance and definitions thereto. It should also be noted that fire performers, spotters, guards and troupe leaders have responsibilities for safety under occupational health and safety legislation. They shall also be fully and specifically insured for all aspects and all risks relating to fire performances.

Definitions and References:

- NFPA 160 - National Fire Prevention Agency section 160, Standard for Flame Effects before an Audience.
- Group I- NFPA 160 category for "An attended, manually controlled flame effect."
- Performer - Any personnel who will be handling open flame devices, except for the purposes of extinguishing, while lit. Equated to NFPA 160 "Flame Effects Assistants"
- Troupe Leader - Person in charge of the overall performance, shall be equated to NFPA 160 "Flame Effect Operators"
- Health and Safety Executive-Portable Petrol Storage containers.
- NFPA 30- Flammable and Combustible Liquids Code.

**I. Performer - all artists shall act in a professional manner. They shall be capable, competent, well rehearsed, and safe each time they light up. They must be at least 18 years of age or older. Each Performer shall take full responsibility for the safety of themselves and their audience during practise and performances. Each performer shall undertake a dynamic risk assessment of their performance and performance space. Where there is a level of complexity in the nature of the performance and/or the performance space, an independent risk assessment shall be undertaken by a suitably competent, experienced and qualified person. They shall also liaise with an event safety officer and/or event controller where one is present as and if required. Details of training, experience and previous performances shall be available on request.**

## **A. Capable**

1. Performers shall not attempt a performance under the influence of any judgment or reaction impairing substance.
2. Performers shall be in good physical health, with no temporary or permanent debilitating health issue that could interfere with the planned routine.

## **B. Practice**

1. Each performance shall be practiced lit several times to verify duration and capability before a performance is attempted at a separate and isolate location. Once they confirm the safety in this regard they can practised in a performance space.
2. Troupe leader shall verify performers are ready for an audience, after successful on site practice.
3. Each fire performer shall take full responsibility for the safety of themselves and their audience during practice and performances.

### **C. Costume**

1. Regular performance costumes shall be non combustible or fire resistant material. They shall cover and protect all parts of the body that are proximal to a flame or lit fire performance device. Loose fitting clothing shall not be used.
2. If non regular, one off or specialty costume is to be used, each part of the costume shall be checked for flammability (suitable to exposure to Flame Effects), and flame retarded if needed. This shall be a limited one time exception to the foregoing and requires the risks to be assessed and mitigated.
3. Before the performance, the performer shall practice lit in the expected costume several times to insure safety. This shall be done away from audience and under supervision with extinguishers at the ready by trained personnel.

## **II. Safety Personnel - Each performance and lit practice shall have at least one spotter ready to meet fire emergency needs, with additional spotters and guards as needed to help prevent accidents or meet safety requirements based on a risk assessment.**

### **A. Guards**

1. Guards provide audience containment duties, keeping audience away from performance area, fuel station, and spinout zones.
2. Fire safety training is required i.e. they shall be trained in and competent using fire extinguishers.

### **B. Spotters**

1. Spotters are in charge of onstage and backstage fire safety including emergent and intentional wick extinguishing.
2. Spotters shall be well aware of the various aspects of fire performance and familiar with the routine to be performed.
3. Spotters shall be trained in flame extinguishing (in particular if there is an emergency), response times, untangling equipment and audience control.
4. When needed, the spotter responds to the audience needs, the venue's needs, then the performer's needs, in that order.

### **C. First aid training**

1. Troupe Leader shall have first aid training.
2. For particularly large performances, the venue shall liaise with the event safety officer and/or event controller and there shall be provided on-site ambulance or medical team for the event who shall be aware of the nature and duration of the performance.

### **D. Equipment**

1. Intentional extinguishing can be managed with a safety towel or damp cloth, flame treated cloth, or high heat material.
2. All props and flame effect devices shall be checked prior to each performance to ensure the safety of the audience and the performer.
3. Spotters shall be dressed with the same care as a performer and shall have a safety towel at all times.
4. All spotters and guards shall have extinguishers and a fire blanket available to them. They shall be trained in their correct use. Extinguishers shall be dry powder greater than 1.2 Kgs and water extinguishers greater than 8.2 litres. Fire blankets shall be to BS 1869 1997 and extinguishers to I.S. 291 2015 and I.S. EN 3-7. Current inspection certificates and confirmations of training are required and shall be available on request.

**III. Tools - Performers shall use well-maintained tools. Not only shall they be constructed to prevent uncontrolled wicks, they shall be regularly tested to insure capability.**

**A. Wick Attachment**

1. Wicks shall be attached to the fire tool via some hard limiting method. Wire, screws or bolts shall be run through the wick and device. Glues or friction shall not be the primary method of wick attachment.
2. Wicks shall be made in such a way as to prevent loss of any part during use, typically by using fireproof materials in construction.

**B. Handle Attachment**

1. Shafted tools (clubs, staff) shall either be made of fireproof materials (metal, carbon fiber, etc) or have a protective covering that extends at least 4 inches beyond typical flame contact zones (for a spinning staff, this is 4 inches in either direction of a wick).
2. Handles shall be attached with much the same care as wicks. Balls or tethers shall not depend on glue or friction to remain on the shaft; some hard device shall be employed to maintain attachment.
3. Chain grips shall be made of durable materials, or augmented with metal grommets when soft goods (e.g. leather, nylon) are used, and shall be thoroughly checked before each use. Any sign of wear shall be considered cause for replacement.

**C. Connectors**

1. If the device has multiple connected parts or chains, the connectors attaching all parts together shall be of a sealed ring type rated above the maximum possible stress that can be applied to the device.
2. Any connectors that could be exposed to heat shall be made of tempered metal; not plastics, drop forged or spring metal.

**D. Checking**

1. Before each use, the troupe leader shall inspect each device to insure that all parts are in good condition and stable. A quick test is to grasp each wick and tug it away from the normal point of contact.
2. Grips and handles shall be thoroughly checked for security and the wicks shall be tested thoroughly. Any sign of wear shall be treated as a failure.

**E. Fueling - Tools shall be soaked, splashed or basted so that excess fuel can be completely recovered and sealed or returned to proper containers.**

1. Always spin off excess fuel, in an area free from expected foot traffic and far from ignition sources, before performing, using attachments to catch fuel.
2. Always mop up oily fuels/spills before leaving. Remove oily residue/spills from performance area between performers. Treat mops, rags, or other cleaning devices as soaked wicks.
3. Use proprietary spill soakage material on any spills and dispose of per manufacture's recommendation on type of fuel spilled.

**IV. Fuels - The principles of fuel safety are to insure that an uncontrolled burn does not occur, and that the audience and passive safety devices are not affected. Performers shall have MSDS for all fuels used and be familiar with any special needs for them. These MSDS sheets shall be available on request.**

#### **A. Storage and transport**

1. A fuel's original retail container is usually the best choice for storage and transport. Fuels shall be kept out of direct sunlight, heat and away from sparks or flame (source of possible ignition).
2. If the original container is too bulky or unavailable, then a sealed metal container inside another container is the best overall choice. Performers shall use containers of the appropriate type, such as a UN approved container meeting the performance requirements for the Carriage of Dangerous goods by Road (ADR) or NFPA 30. Insure all fuel containers are accurately and clearly labelled.
3. If petrol is used the container shall be clearly marked 'PETROL' and 'HIGHLY FLAMMABLE'
4. The amount of fuel taken to a performance must be restricted to the amount required for that performance alone and shall be no more than 5 litres (but the least necessitate for the performance).
5. The fuel used shall not be left unattended or unguarded at any time.

#### **B. Backstage fuel**

1. All primary fuelling shall take place in a backstage fuelling area, note and avoid any gulleys or drains.
2. Backstage fuel stations shall be manned by the troupe leader, guard or spotter.
3. Always seal fuel containers and dip buckets when not in use.
4. When at all possible, place the fuel area outside, behind a hard wall; and have a clear corridor from the fuel area to the stage. Never move wet wicks through the audience without escort. Audience and smoking shall be restricted within 10 metres of fuel station.
5. If a hard wall between fuel and fire isn't available, place a spotter between and insure that fuel containers are sealed before any ignition.

#### **C. Open Onstage Fuel**

1. If an onstage fuel reserve is needed, all effort shall be made to restrict quantity and capability of accidental spills.
2. Highly stable metal containers with self-closing lids are to be used.
3. Unneeded fuel (i.e. after use) shall be removed immediately.

**V. Performance - Care shall be taken to insure that each element of the performance is carried out with safe conditions for the audience and the venue. At no point shall either the audience or the venue be at risk of sustaining damages from the performance.**

#### **A. Separation**

1. Depending on the nature of the audience an adequate separation from the performer shall be maintained to prevent accidental contact. This shall be a minimum of 5 metres distance (safety zone).
2. If the performer will be spinning tools, breathing fire, etc, the audience shall be sufficiently separated to allow guards or spotters to intercept audience members attempting to enter performance area. 5 Metres at least but may be increased if a risk assessment indicates that safety requires a larger distance.
3. Maximum of 2 fire performers allowed within any one safety zone with boundaries expanded by 1.5 metres in all directions where this is the case.
4. Consideration may be given to exceeding two performers in a space only on receipt of comprehensive independent risk assessment by a suitably competent, experienced and qualified person along with suitable risk mitigation strategies subject to the consent of event safety officer, event controller, the owner of the space, their insurers, the local authority and the fire officer.
5. An assessment of weather particularly wind speed and direction in, proximal and potentially affecting the performance space shall also be undertaken.

**B. Performance area**

1. The performance area shall be inspected and cleared of all flammable materials, or flammable materials shall be treated with approved fire retarding chemicals and tested for combustibility in a safe manner before performance.
2. The area of performance or activity shall be inspected for any signs of combustion or ignition before the performance.
3. Props and other terrain features shall be taken into account when designing a performance, performers shall not be in danger of contact with foreign objects.
4. Careful note of active fire safety systems shall be made to determine proximity to performance, possible triggers and other specifics.
5. During outdoor performance, avoid spinning under or near dry foliage.
6. The performance area shall be checked at the end of the performance for any debris and or other flammable material related to the performance and for any residual combustion or sources of ignition.

**C. Flame toxicity**

1. Petrol fuels burnt on open wicks always produce toxic fumes, smoke, or other health hazards that are augmented in an enclosed space.
2. Petrol fuel burning shall be very limited indoors, even in well-ventilated venues. When possible, use high-proof alcohols in place of petrol fuels.
3. For outdoor spinning, semi-enclosed areas with low wind can be as hazardous as indoor locations.
4. Whenever petrol fuels are used, the most purified fuel is preferred.

**VI. Clean Up - Immediately after each performance, fuel buckets shall be closed and sealed, fuel returned to approved transport containers, fuel stations locked or removed from premises and any residual fuels/spills cleaned up and removed. Hot tools, torches and other fire equipment shall be extinguished (as soon as performance concludes), they shall have cooled as time allows and then be wrapped in safety cloth until they cool down (if time has not allowed for this) and shall be stored in an airtight metal container. Any other materials (i.e. flame retardant) shall be removed.**

# Appendix V - Guide to Gas Usage at Events

This publication was made possible with the kind assistance from many people, but in particular, I would like to thank Mr. Tony Walsh and Mr. Declan Smith for their technical help, advice and for the pictures.

This is version 1.1 of this document December 2018.

Any comments, additions and suggestions to [fire.prevention@dublincity.ie](mailto:fire.prevention@dublincity.ie) referencing this document in the correspondence.

This is a guidance document, which illustrates a minimum level of safety. However a comprehensive risk assessment by a suitably competent, experienced and qualified person along with suitable risk mitigation strategies may be considered, where there is divergence with this document. However this will be on a case by case basis and a person operating a gas catering unit shall be required to improve their unit so that it will comply with this document in a timely manner.

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## Introduction

The mostly widely used forms of LPG are Propane and Butane. LPG is generally found in cylinders, which are portable and refillable up to 150 litres capacity.

LPG forms a flammable mixture in air between 2-10% by volume. It is colourless and heavier than air. The main hazards associated with LPG are fire, explosion and physical effects such as frost burns, asphyxiation and injuries from the manual handling of cylinders.

Leaking LPG in air can be seen as a shimmering effect and also a frosting at point of leak, due to it being heavier than air it may flow into drains and gulleys (more prevalent with butane). A suitably calibrated explosimeter may be used for testing the concentration of LPG in air.

An 'empty' LPG container is still potentially dangerous and shall be treated with the same respect as a 'full' LPG container.

When LPG burns in air, carbon dioxide, water vapour and heat are produced, but only if sufficient air is available. Inadequate appliance flueing and/or ventilation, or poor air-gas mixing e.g. due to poor maintenance can result in the production of toxic and lethal carbon monoxide.

LPG shall always be treated professionally and with respect. If in doubt don't start; if you have started then stop, make safe and ask.

## Minimum safe rig requirements

A rig is all parts making up a gas catering unit for the purposes of this document.

The appliance shall refer to the internal aspect of rig wherein cooking takes place.

The minimum distance shall not be less than 6 metres between gas rigs. (or any part thereto) The suitably qualified and experienced gas engineer\* shall satisfy themselves by an extensive review of all aspect of rig that it is safe, in good standing and compliant; a rig shall have only appliance(s), cylinders, regulators, manifolds, change-over devices and pipework.

The external components of a rig shall be gas tight to the interior of the units (a unit here means a purpose built fabricated solid structure and not a marquee, tent or other temporary structure/non units) i.e. the gas stored externally shall have no means via gap, duct or other such way to pass into the interior where cooking is being undertaken (appliance). The separation between the two shall have at least 30 minutes fire resistant wall or lining (BS: 476 Parts 20-22 or equivalent), this shall be true in all units, where this is not the case or in non-units there shall be a comprehensive risk assessment and mitigation. (1, 2).

Regulators shall comply with BS EN 16129:2013 (or equivalent).

Only electrical apparatus for use in 'Zone 2' area per BS EN 60079/10 or equivalent is allowed in the storage area or in the separation distance.

All fittings and threads, which connect to the cylinder, shall be clean and undamaged. Sealants shall never be used. If spanners are used, they shall be non sparking type appropriate for use with gas.

Fire blanket to BS 1869 1997 and extinguisher to I.S. 291 2015 and I.S. EN 3-7 shall be located near appliance(s) and shall be in position where it is safe and easily reached and seen.

Before beginning set up, the food operator shall undertake a risk assessment to include a visual examination of all cylinders, pipework, appliance(s), vents and flues on a daily basis. Complete safety check list shall be available for inspection.

A full review and service of entire rig and recertification shall be undertaken regularly but at least once a year by suitably qualified and experienced gas engineer\*. They shall also review and retrain the operator in the hazards associated with LPG, safe methods of cylinder changing and using soapy water to test for leak when changing bottles at cylinder connection (see appendix 1), the proper and safe use of the appliance, and what to do if there is a fire i.e. they shall ensure the food operator is familiar with and competent using the rig. Written details of emergency procedures shall be kept accessible in the unit (place where operator is i.e. van, marquee). As part of the certification and review they shall check the condition of all components e.g. hosing to ensure that it has not been subject to conditions that have deteriorated it i.e. such as water leading to rusting; if any concerns arise the hosing (or component) it shall be replaced immediately. The cylinder shall have their hosing renewed every five years (pigtailed see picture below); the hosing shall have a tag or date stamp to indicate when it was made and when it has to be replaced, other components as per wear and tear, but in line with manufacture's guidelines. Copy of certificates shall be easily seen on rig.

Gas shall be stored externally (i.e. well ventilated area) in gas cage (made from metal i.e. non combustible ideally 12 gauge 50 X 50 mm or similar), which prevents tampering or public access but allows operation of shut off/isolation valve. Gas cylinders shall be securely restrained and secured to the ground or fixed object to prevent movement. Stored where they are not vulnerable to hazards caused by impact, e.g. from vehicles such as fork-lift trucks.

All appliances to have flame failure; non return valves on pigtailed. The appliances shall be piped by gun metal, the use of limited i.e. less than 1 metres of high pressure armoured hose may be acceptable; they shall be fitted with integrally threaded end connections.

All pipes shall be protected and located such that they are not exposed to abrasion or mechanical damage. Each and every LPG supply shall terminate with an accessible shut off valve before the appliance.  
Crimp clip only.



Photograph 1: Regulators



Photograph 2: Hosing



Photograph 3: Crimp Clips



Photograph 4: Bayonet connections all points i.e. plug and play



Photograph 5: Turn down valve i.e. screw on H valve.



Photograph 6: Ball valves with yellow strip after regulator and before appliance (2 per run serving an appliance)



Photograph 7: Non return valves only

Restraining chain as and where required.

No domestic appliances only those in accordance with the European Communities (Appliances Burning Gaseous Fuels) Regulations, 1992 to 1995, i.e. such appliances having the CE mark and flame failure device; appliances shall be fitted as the manufacturer recommends (refer BS 5482, BS 6173 and BS 6891).

The appliance(s) and the venting thereto in a unit (a unit here means a purpose built fabricated solid structure and not a marquee, tent or other temporary structure/non units) shall be fitted with a properly designed flue, have canopies or extractor hoods, have fixed ventilation appropriate to size of appliance (not doors, windows, hatches or skylight) which shall be never less than a total of 4000 square mm (2 foot by 4 foot). Be located such as not to impede escape. Each unit shall have a carbon monoxide detector and a sign both written and in pictographic form indicating action to be taken on activation of carbon monoxide detector.

No gas BBQ units unless flame failure device.

Cylinders shall be fitted with pressure relief valves and an emergency shut off.

Pressure relief valve



Emergency shut off



Photograph 8: Pressure relief valves and an emergency shut off



Automatic change over Regulator

Pigtails

Quick release



Photograph 9: Low pressure regulator

Photograph 10: Safety Sign

The low pressure regulator, this safely reduces the high pressure of the cylinder to a lower pressure.

The next pigtails connecting the regulator to the gas. The automatic change over with ball valve (plug and play).

Non appropriate tools shall never be used to turn on or off cylinders.

Cylinders shall be stored upright at all times and secured in a level manner so that they can't fall over.

Care shall be taken when changing cylinders that there are no naked flames or heat sources that may ignite gas i.e. cylinders shall be stored away from any ignition source. No cylinders to be changed when public are present unless by a suitably qualified and experienced gas engineer\* [\*they shall generally be the only person to change cylinders].

Cylinders shall not be located near entrances/exits and circulation areas, they shall not impede flow of persons in their vicinity due to placing. Appropriate escape route shall be available and identified for staff on concessions, (i.e. not acceptable for staff to vault the counter of concession)

Cylinder shall be turned off when not in use and left so until required.

Combustible material shall be kept away from cylinders.

In the event of a fire the fire brigade and event safety officer are to be immediately notified, even if the fire and issue(s) appears resolved.

The event safety officer shall make the fire brigade aware of location of units using gas, location of gas depot and have this information readily available in the event of an incident.

A suitable notice shall be fixed to the outside of the cylinders cage to warn of the presence of gas. The sign shall indicate "highly Flammable," "no smoking", "Use Caution" and to "keep the area clear".

No vehicles that require the engine running or generators shall be near gas rigs. Ideally 6 metres but can be less based on a comprehensive risk assessment.

Where used all fryers shall be fitted with an automatic high temperature-limiting device and non-adjustable thermostatic gas cut-off valve (this operates at a fat temperature of 230 degrees Celsius). A wet chemical extinguisher can also be fitted within the unit but there shall be the appropriate wet chemical extinguisher to hand as a minimum. Manual resetting of the gas supply valve shall be required and the device shall operate independently of the automatic temperature control gas valve. An intermediate temperature control shall be fitted to prevent the maximum temperature of oil or fat exceeding 205 degrees Celsius.

There shall be a 3 metres gap at rear of tent/marquee to caged gas.

There shall never be more than 200kgs or 4 cylinders (whose weight shall not exceed 200kgs) at any gas rig. This is a maximum figure and the amount of gas shall be kept to a minimum per recommendations of the suitably qualified and experienced gas engineer\*.

### **Gas used in market stalls (Only)**

When gas is used at a market i.e. an open and readily accessible area whereby no ticket is required or restriction on access is in place; they may use 5 metres of armoured hosing.

The caged gas set up shall be a minimum of 3 metre from marquee or tent. The requirement for 6 metres between gas rig is always required along with all the other minimum requirements.

There shall never be more than 100kgs or 2 cylinders (whose weight shall not exceed 100kgs) at any gas rig. This is a maximum figure and the amount of gas shall be kept to a minimum per recommendations of the suitably qualified and experienced gas engineer\*.

### **Additional requirements**

Where possible we would strongly recommend the following additional measures or to mitigate or reduce the level of risk on foot of a risk assessment.

- Gas slam shut valve. Gas detection.
- Localised suppression. Temporary fire resistant wall/partition/construct separation to provide 30 minutes fire resistance between cylinders and cooking for non-units.
- Fan in canopy (above appliance) linked to gas via pressure differential switch (or contact micro switch) i.e. if no flow of air/ventilation gas can't be turned on; to prevent Carbon monoxide poisoning. ('Gas Safety (Installation and Use) Regulations (Northern Ireland) 2004' Part V, Regulation 32)
- Low Pressure regulator with consumer safety reset and over-pressure shut-off.

For large number of vendors (8-10 vendors or more) using gas such as outdoor events or events over a number of days; then the suitably qualified and experienced gas engineer\* shall be present on site. The suitably qualified and experienced gas engineer\* shall regularly review gas rigs (at least twice a day) and shall control gas depot and the changing of gas cylinders.

A gas depot is an area far away from main concert area where the minimum required additional amount of gas is stored. Empty gas cylinders may be stored here.

The empty cylinders shall be removed regularly. The suitably qualified and experienced gas engineer\* in consultation with the event safety officer on completion of a risk assessment shall decide on location and extent of gas depot; this shall be clearly identified and identifiable on a map in the event of an incident to the fire brigade officer in charge of an incident. The area shall be well ventilated, on a raised area well away from event and secure and monitored.

### **Gas in the City (built up urban areas)**

In general this is not permitted due to residences near where gas rigs may be located and the issue of drains and difficulty of fire brigade access due to crowds and site restrictive nature of city.

However a comprehensive risk assessment and case will always be considered by the fire officer assessing same.

Items such as deadman's switch, Lower pressure gas e.g. butane, hand held wet chemical suppression, improved management (designated staff or professional), no overnight storage i.e. removal from site and reset each morning.

No gas shall be used in proximity to drains, gulleys or other such areas where gas can lie. Their use near residential areas shall be restricted and may only be considered upon acceptance of risk assessment and confirmation of minimum rig requirements.

### **Gas fire or leak**

Dublin Fire Brigade operations require an area of 150 metres radius around gas rig which is on fire. This safe zone shall be established immediately a fire in a gas rig has been identified and shall remain in place until the fire brigade officer in charge has given an all clear.

Gas is an efficient, effective source of instant hot water and is frequently used even where the cooking medium is non gas.

Heating water with gas is acceptable once the gas is treated in the same manner as if it were being used for cooking i.e. proper piping, sign off and safety measures; located safely and external to the "kitchen" using the hot water or external to showering area. See checklist Appendix II.

Gas used to heat hot water stored and utilised internally in a unit with venting beneath the unit is not acceptable and highly dangerous and poses a serious risk to all.

In particular should a fire occur in such unit, fire-fighting personnel will be unaware of an explosive risk that has the potential to maim or kill. If such an arrangement is found it must be made safe and piped as if it were a cooking unit.

Gas powered generators. (highlight and underline this heading).

In a similar vein gas powered generators should be located 6 meters from other units.

The generators shall be signed off by both a RGI and qualified registered electrician with the requisite experience.

The gas source shall be located 3 meters from the generator and both shall be 3 metres from the rear of the unit and all such safety measures afforded a cooking unit that are appropriate shall be considered. See checklist Appendix II

References:-

(1) ORIGINAL ISSUE DATE: October 1997 ISSUE No: 3 RFN ISSUE DATE: August 2002

(2) Guidelines for the Safe Use of LPG in Mobile Catering Installations. Calor Gas.

\* The suitably competent and qualified gas engineer shall be experienced in setting up LPG at events and markets.



**To detect leaks. if the solution bubbles there is a leak. To ensure the connection is not allowing gas to escape.**

# Appendix VI - DFB requirements regarding use of Pyrotechnics

Further to issues that have arisen the following are the requirements of Dublin Fire Brigade in regards to Pyrotechnical displays.

- All pyrotechnicians and operatives involved in a display irrespective of nationality shall confirm in writing at least two weeks prior to the proposed show that they have read, understood and will comply fully with the Department of Justice “Guidance Document for Organised Pyrotechnic Displays”
- Only the use of scissor lifts shall be permitted to the rear of the stage for firing pyrotechnics. Forklifts or other ad-hoc methods will not be permitted. The location of same shall not be such as to impede access or pose a risk of fire (due to potential fallout). Consideration may be given to other methodologies subject to timely risk assessment.
- The risk assessment and all documents received in any proposed pyrotechnics display shall be clear, detailed and show safety distances both front and rear of any firing area and shall consider any risks in particular to prevailing or ongoing conditions, crowd and band location. The risk assessment shall be dynamic and shall be updated to all parties as such prevailing or ongoing conditions are revealed. The risk assessment should take note of actual site and location of nearby buildings/trees etc and ensure safety distances are achieved from these. A google map image showing location of existing buildings/trees should be used to show compliance with safety distances.
- If it's not on the plan then it does not happen.
- A demo will be arranged at a time that is convenient to all parties, but shall allow such time as to discuss and change any aspect based on a concern or issues as a result of the demo. It shall start at the time agreed and one of each of the effects or pyros shall be fired to be indicative of the overall show.
- If we find something at odds to documents or risk assessments received e.g. large gas cylinders as opposed to gas canister then this effect can't proceed.
- Any company consistently not providing or changing a show or aspect thereto shall be required to have their show reviewed by a third party and in the extreme case they may not be permitted to run the show.
- Blocking, impeding access in any shape or form for any period of time will not be permitted. The agreed access routes, exiting etc shall not be impinged upon.
- Written confirmation shall be available one week prior to display confirming that all pertinent and required documentation has been issued to the appropriate local Gardaí and that they are aware of and have sign off the importation license as and if required.
- We reserve our right at all times and all parties are reminded of the responsibilities and penalties under the fire services act and our powers thereto.
- Your attention is drawn to you, person working and the operators of Pyrotechnics responsibilities under Section 18(3) and associated penalties under Sections 5(3) of the Fire Services Act, 1981, as amended by Part 3 of the Licensing of Indoor Events Act, 2003:

**Appendix VI -  
DFB requirements  
regarding use of  
Pyrotechnics**

**Section 18(3):-**

It shall be the duty of every person, being on premises to which this section applies, to conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his.

**Section 5(3):-**

(3) A person who is guilty of an offence under this Act, other than an offence referred to in subsection (1) or (2), shall be liable, on summary conviction, to a fine not exceeding €3,000 or to imprisonment for a term not exceeding 6 months, or to both.

Furthermore you should note that should a company be convicted of an offence section 5(4) of said Acts may be applied.

**Section 5(4):-**

(4) Where an offence under this Act is committed by a body corporate or by a person acting on behalf of a body corporate and is proved to have been so committed with the consent, connivance or approval of, or to have been facilitated by any neglect on the part of a person, being a director, manager, secretary or other officer of that body or a person who was purporting to act in any such capacity, that person shall also be guilty of an offence and shall be liable to be proceeded against and punished as if he or she were guilty of the first-mentioned offence.

You are advised that the Fire Authority may inspect the premises, site, area or part thereof at any time and if necessary will take any steps necessary to protect the lives and safety of persons on the premises; such steps may include fire safety notice, closure orders, prosecutions or applications for mandatory or prohibitory orders to the High Court which may be applied for without notice.

## Appendix VII - Requirements for Water Based Events

Where event include activities taking place on the water a Water Safety Plan must be included in the overall Event Management Plan for the Event.

The organiser is advised that they should have in place adequate public liability/marine insurance(s) providing cover for the event, to ensure the cover includes all water based activities.

The Water Safety Plan must be drawn up by a suitable qualified person or in consultation with a suitably qualified water safety expert.

Due regard must be given to weather conditions, wind, tides, water quality etc.

The plan must include a cancellation policy in the event of adverse weather conditions.

For swimming events 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.

It should be arranged to count swimmers into and out of the water and during stages of the swim.

The use of wetsuits is advisable for buoyancy and heat retention.

A sweeper boat must be used to stay behind the last swimmer/competitor to pick up stragglers.

All water safety personnel in boats must have the appropriated water safety training and be competent to deal with any water related health & safety issues that may arise on the day.

A risk assessment must be carried to determine the number of rescue boats required to ensure the event is adequately covered to deal with any emergency that may arise on the day.

Location of ambulances on-site for the event must be clearly shown on site-plans and the location where casualties will be taken from the water to be agreed with emergency services and documented in overall Event Management Plan.

Life Jackets must be serviced on an annual basis and hold an in-date certification by an approved Department of Marine registered competent contractor.

All water safety personnel and voluntary medical organisations who may be required to use a life jackets for any water rescue operations must have received appropriate training in the use of life jackets.

All rescue personnel should be in communication with each other and the event controller/safety officer via VHF radio or similar safe means of clear communication.

For events taking place on the Liffey East of Matt Talbot Bridge, it is the responsibility of the Event Organiser to advise and submit a copy of the Event Management and Water Safety Plan to the Harbour Master Dublin Port for their consideration. This is in addition to submission of plans to Dublin City Council for all events taking place on the Liffey.

A draft Event Plan must be submitted no later than eight weeks prior to the date of the event to ensure there is enough time for the Local Authority and Key Stakeholders to consider the application and to allow adequate time for event organisers to address any issues or concerns the key stakeholders may have in relation to the application.

## **Appendix VIII - Guidelines for the operation of Bouncy Castles/Inflatable's in Parks and Open Spaces**

- Only Bouncy Castles / Inflatables supplied by a reputable company are permitted.
- Bouncy Castle's / Inflatables are only permitted when Inflated and operated by the suppliers for the duration of the event.
- User age profiles should be taken into account when in operation. (Users should be approximately of the same age group)
- The operator of the Bouncy Castle's / Inflatables must supply a written operating procedure for the equipment including normal operation and in case of an accident or emergency.
- Bouncy Castle's / Inflatables are only permitted if supervised at all times while inflated.
- They should only operate within the recommended wind tolerances.
- An anemometer should be present during the event.
- Privately purchased Bouncy Castles / Inflatables are not permitted in public parks or open spaces under any circumstances.
- A safe area should be maintained around the area of operation. (i.e. not erected below overhead cables or branches or adjacent to walls, trees, fences or other obstacles or hazards).

The Suitability of the location and the nature of the event as well as the event organizers experience will be taken into account when assessing permission for Inflatables/bouncy castles use at an event.

## Appendix IX - BBQ Restrictions

There are restrictions on BBQ's in public parks. Dublin City Council will only give approval for a BBQ **as part of a professionally catered event**. The following food safety criteria apply:

- Domestic BBQ's or disposable BBQ's are not permitted.
- Food must be protected from contamination by street dirt, traffic fumes, flies, animals and the general public.
- In order to prevent the transfer of food poisoning bacteria from raw foods (especially meat and poultry) to cooked or prepared foods, it is very important that they are stored separately.
- High risk foods (raw/cooked meats, cheeses etc.) shall be refrigerated and stored at 5°C or below until required.
- All frozen foods must be thoroughly defrosted before use.
- It is important to keep foods outside the danger zone of 5°C – 63°C as bacteria can grow and proliferate at these temperatures
- Keep hot food above 63°C (eg. in a bain marie). This is outside the danger zone (5°C - 63°C). Lukewarm food is dangerous as it is a perfect environment for bacteria to thrive. If cooked food is not stored above 63°C, it should be used up within two hours of cooking.
- You should use a calibrated probe thermometer to check and monitor the temperature of food intermittently. Records of temperature checks shall be retained on the day of events.
- BBQ's to comply with "Guide to Gas usage at Events"

## Appendix X - Sources of information

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

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

The Event Safety Guide (Purple Guide) a guide to health, safety and welfare at music and similar events: Health and Safety Executive UK second edition 2015 & Managing Crowds Safely: A guide for organisers at events and venues available from UK Health and Safety Executive HSE

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

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

Guidelines on Risk Assessments and Safety Statements: available on [www.hsa.ie](http://www.hsa.ie)  
Temporary Demountable Structures: available from The Institution of Structural Engineers

British Standard BS 7671: 1992 Requirements for Electrical Installations: available from British Standards Institute

Health Service Executive Requirements and Guidance for Outdoor Crowd Events April 2015.

Fire risk assessment:- Open air event and venues. HMSO, There are a suite of risk assessment guides all available at [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

Use of Drones: <https://www/iaa.ie/general-aviation/drones>

Fire Services Act 1981 and 2003

Planning and Development Act, 2000, Part XVI.

Planning and Development Regulations 2001 to 2015.

S.I. No. 264 Planning and Development (Amendment) Regulations 2015.





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