



Events Management Guidance Document

November 2023



Comhairle Contae Mhuineacháin
Monaghan County Council

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1. EVENTS MANAGEMENT – INTRODUCTION

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

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

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

Private events on private premises are not required to adhere to Monaghan County Council Event Planning Flowchart at Appendix 1, but the Guidance Document is offered to the organisers of such events as an example of good practice and to achieve compliance with various statutory provisions. Where the event is also a workplace for employees of Monaghan County Council, the council recognises its duties under the Safety, Health and Welfare at Work Act to ensure the effective discharge of these duties.

2. CATEGORIES OF EVENTS

For the purposes of managing risk, public events being planned may be divided into the following six categories:

Category A:

A one-off event such as a poetry reading, training for a community group over a number of weeks, storytelling, an information evening, meeting of a gardening club or book club, or a residents association meeting. These events may involve up to 100 people and are hosted indoors, e.g., library meeting room; they may be classified as low-risk events.

Category B:

A one-off event such as a summer event, Christmas market, arts and crafts fair, a summer fete, or a family fun day. This type of event will usually involve in excess of 100 people and fewer than 1,000 people. The event may be held indoors or outdoors and may be classified as a low-risk event.

Category C:

Events in this category are similar to B above. However, they will involve more than 1,000 and fewer than 5,000 people and therefore classified as medium-risk events.

For events in categories D-F consideration should be given to hiring a professional event organiser.

Category D:

Hosting of a large public indoor or outdoor event such as Fleadh Ceol na hEireann or a country music festival, return of a successful sports team, or welcoming a foreign dignitary. This type of event will usually involve more than 5,000 people and fewer than 20,000 people and may be classified as high risk.

Category E:

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

Category F:

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

The following table contains notice periods required for specific types of events within County Monaghan. It is acknowledged that some events may fall between two categories and Event Organisers should address such matters in their event management plan.

Category	Number of attendees	Level of assessed risk	Minimum Notice period required for application
A	<100	Low	4 weeks
B	>100 <1,000	Low	8 weeks
C	>1,000 <5,000	Medium	8 weeks
D	>5,000 <20,000	High	20 weeks
E	>5,000 <20,000	High – Very High	20 weeks
F	>20,000	Very High	20 weeks

Table 1

PLEASE NOTE:

The classification of risk involved with different events (low, medium, high and very high) given in the six categories should not be literally interpreted and is only intended to act as a guide. A full risk assessment should be undertaken for every proposed event to identify the actual level of risk involved. Events involving road closures or **significant traffic disruption will need to be considered against the risk categories and MUST also be notified to** the Council.

3. PRE-PLANNING FOR RUNNING EVENTS

The notice periods for events shown above are a minimum requirement for notification to Monaghan County Council. When planning an event, you should start the process as soon as possible and hold pre-planning meetings with relevant parties. Monaghan County Council should be consulted as early as possible in the process (info@monaghancoco.ie). **Specific information will be required for any event and an event organiser should start considering and gathering this information as early as possible in the planning process.**

3.1 Selecting a Venue

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

- How will people get there? What planning issues are involved?
- Is the event accessible to all?
- Will the Event cause a disturbance to vehicular Traffic?
- How pedestrians and vehicles are separated for an event?
- How to minimise the impact of the Event to routine vehicular traffic?
- 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? Occupancy Levels? For the venue as a whole? For different sections?
- Is the venue already authorised to run a particular kind of event?
- Does the venue have prior experience of a particular kind of event?
- Was it originally designed for a particular kind of event.
- Has it a relevant Fire Safety Certificate?
- 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? If so, has relevant planning permission/fire safety certificate/disability access certificate, etc. been obtained?
- How will people leave? What planning issues are involved?
- What contingency emergency planning arrangements are already in place? Are they appropriate or adequate for a particular event?

If the event is to be held in a County Council building, please see Section 4.2.

3.2 Phases of an Event

Three phases of an Event need to be considered when assessing risks and determining requirements for an Event:

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

3.3 Considerations

You should consider the following matters when planning an Event:

- Nature and type of event.
- Whether the event is indoor or outdoor.
- The council building or facility that will be used.
- Expected number of attendees.
- **Approximate age group and profile of attendees.**
- Accessibility for persons with a disability - are additional aids required to ensure accessibility for all?
- Time of day/day of week/week of year.
- Name of event controller.
- Name of event safety **officer**.
- Name of chief steward.
- Timescales.
- Need to appoint professional organisers/advice.
- Numbers of staff/stewards required.
- **Road and traffic** requirements (measures to reduce the impact to other road users).
- Utility requirements.
- Temporary structure requirements.
- Requirements for fencing or barriers.
- Welfare facilities.
- Noise and light disruption.
- Emergency planning.
- Event liability insurance.
- Details of food outlets.
- Activities (including high risk permissions).
- First aid arrangements.
- Safeguarding children and vulnerable adults.
- Statutory requirements that must be complied with.
- Licence requirements.
- Other events being held in the locality on the same day and/or at the same time.
- Funding requirements.
- Communications and media.
- Weather contingency.
- Proximity to water, schools etc.
- Fire safety requirements (e.g. marquee guidance).
- Is it intended to sell / serve alcohol?
- Is an outdoor event license required under planning legislation?
- Use of fireworks / pyrotechnics.

3.4 Planning a Sustainable Event

When organising an Event, consideration should be given to protecting the environment before, during and after the Event. A comprehensive approach is required at the beginning of the process to consider what impact the Event will have on the local environment and resources, and to reduce any potential negative consequences.

The Local Authority Prevention Network (LAPN) has developed **event resources including a 'Green Your Festival Plan' which sets out the following steps:**

1. Commit to going green.
2. See where you are at.
3. Start a plan now for next festival.
4. Get the word out.
5. Implement actions.
6. Review how it went.
7. Repeat for next year.

Such initiatives involve the promotion of sustainable measures with the event organiser and could include for example:

- Using recycled materials.
- Encourage all food and drinks companies at the event to use packaging that can be recycled.
- Encourage the use of compostable catering products.
- Provide sufficient segregated waste collection.
- Banning reusable plastics.
- Providing water refill stations.
- Encourage sustainable methods of transport.
- Location proximity to public transport.

See the **LAPN 'Green Your Festival'** for further information (www.greenyourfestival.ie)

4. APPLYING FOR ACCESS TO LOCAL AUTHORITY FACILITIES

4.1 External Application to Run an Event in a Council Premises or Public Space

If you wish to run an event in a Monaghan County Council premises or in a public space which includes the road network, **you should first consult with** Monaghan County Council (info@monaghancoco.ie) ahead of the notice periods **specified** in Section 2 of this document. Notice periods are the minimum required to make safe arrangements for event management. Monaghan County Council reserves the right to refuse events where minimum notice periods for application are not observed and will only consider granting of permissions for such events in exceptional circumstances. Permissions will be issued in writing.

Events requiring application will include those involving a road closure or significant traffic disruption.

A flowchart outlining the application process is attached at Appendix 1 of this document and details of information required in an Events Management Plan is attached at Appendix 2. Once the application is made, the following will be notified of the proposed event:

- Relevant sections of Monaghan County Council.
- Fire Services.
- An Garda Síochána.

Depending on the nature of the Event a pre-meeting request may be required to discuss the Event in further detail, where all concerns/issues can be raised after the initial application.

4.2 Events within County Council Buildings

The holding of Events in Monaghan County Council Buildings is at the sole discretion of the Council and dependent on the resources available and the other demands of the facility. A host organiser within Monaghan County Council will be nominated to work with external promoters wishing to hold an Event in County Council Buildings. The host will act as a liaison point. An application to hold an Event in County Council Buildings will only be processed once it has been given initial permissions in writing.

4.3 Events with over 5,000 in attendance

Events with over 5,000 in attendance require a specific event licence from the Monaghan County Council Planning Department*.

* Please note that licensing may not be required, for example, for events in specific sporting venues in a purpose-designed and approved sports stadium.

4.4 Indoor Events (Including those with Temporary Structures)

There are certain Codes of Practice and provisions in legislation on Court licensing requiring an application to be made to the Courts for a license for certain activities that may be present at indoor events (e.g., liquor license, dance **license, music and signing license**). **The Fire Authority (along with other 'notice parties') is to be notified** of this application to the Court (see www.courts.ie for further information). **When a notification of a licensing application has been received, the Fire Authority may carry out an inspection, request information, and, if satisfied, provide a letter of no objection with certain conditions attached to the Court. The 'letter** of no objection

or **objection** from the Fire Authority is considered by the Court during their review of the application and the **Court's subsequent decision to grant/deny the licensing** application.

In any case, all organisers **of indoor events are required to cater for the health and safety, including fire safety**, of persons on the premises under the following Primary Legislation and the regulations and guidance made under same:

- Safety Health and Welfare at Work Act 2005 (see www.hsa.ie)
 - Safety, Health and Welfare at Work (General Application) Regulations
- Fire Services Acts 1981 and 2003
 - Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
 - Code of Practice for the Management of Fire Safety in Places of Assembly
- In addition, there is code of practice covering Safety at Indoor Concerts.
 - Code of Practice for Safety at Indoor Concerts 1998.

4.5 Organising Funfairs

Applicants may propose to host a funfair or use their own fairground equipment on Council property. For such events compliance with the Planning and Development Act, 2000 (**Certification** of Fairground Equipment) Regulations, 2003 (as amended) **should be demonstrated by the organisers by providing safety certificates** to the Planning Department of the Council for the equipment being used.

Whilst a period of 2 weeks' notice is stipulated under Section 239(7)(a) of the Act and is recommended as good practice, this period is reduced under the Regulations. Under Article 9 of the regulations, a person who intends to hold or organise a funfair shall give two working **days' notice** in writing to the Council if they wish to hold a funfair or use fairground equipment in the county. Monaghan County Council has powers under the Act to serve a notice requiring that the funfair be terminated if either a **valid certificate or notice period are not** met.

PLEASE NOTE: For events with an attendance of more than 5,000 people, the event organiser will also need to apply to the local authority for an event licence. See Appendix 1 Flow chart for organising external events and for more details on event licensing procedure.

5. RUNNING AN EVENT ON PRIVATE PREMISES

For organisers running events on private premises, there is no application process to Monaghan County Council; however, you will still need to comply with Statutory Requirements, the Licensing and Insurance requirements outlined at Section 7.5 and 7.6 of this document.

Monaghan County Council recommends that you follow the guidance provided, which constitutes best practice for running events. You should also contact Monaghan County Council (info@monaghancoco.ie) if you require **advice in managing traffic routes to your event, including signage** requirements etc.

Please note although the Event is taking place on private property, the event could have an impact on the existing road network and contact should be made with the Gardaí about the proposed Event.

Please refer to Section 7 in relation to the provision of advertising for your event in a public place, which may require consent from Monaghan County Council.

PLEASE NOTE: For events with an attendance of more than 5,000 people, the event organiser will also need to apply to the local authority for an event licence. See Appendix 1 Flow chart for organising external events and for more details on event licensing procedure.

6. THE PROCESS OF MANAGING RISK

The principles of managing risk should be applied to the planning and decision-making process for all events. To manage the risks, it is necessary to establish the context. The context should be provided in the application and/or preliminary Event Management Plan, including details of public / crowd safety; employee safety; health and welfare; environmental safety; **fire safety**; food safety (where food is stored, prepared, served, sold or **consumed**); **safeguarding children and vulnerable persons and first aid**.

The risk management process is broken down into four key steps which should be put together to form a continuous cycle of risk management:

- Identify the hazard
- Assess the risk
- Manage the risk
- Monitor and review the risk

6.1 Identify the Hazard

Identifying the hazards is the **first** key step to a successful risk management process and, ultimately, to a successful event. Typically, the hazards associated with a particular activity can be most comprehensively **identified by those responsible for that** activity. The key risks for all events should be documented.

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

Category A-F risks			
For all events the types of risks could include:			
Physical Risks	Human risks	Biological risks	Reputational risks
<ul style="list-style-type: none"> • Building risks giving rise to slips, trips and falls • Fire risk arising from BBQs or the use of fireworks • Explosive risks arising from the use of gas cylinders, chemical agents, fireworks etc. • Water risk (swimming/paddling pool, river, lake) • Exposure to chemicals/hazardous substance e.g., fuels, cleaning agents etc. • Theft and property damage. • Obstructions such as parking on emergency access routes. • Public access routes where motor vehicles are driven and parked. • Aviation risks arising from air displays. 	<ul style="list-style-type: none"> • Public safety and child/vulnerable persons protection risks • Babies and toddlers • Children and vulnerable persons • Adults and elderly • Cognitive ability risk such as the ability to respond to fire alarm activation • Anti-social behaviour, violence and aggression 	<ul style="list-style-type: none"> • Hepatitis • Tuberculosis • Salmonella and other food-borne organisms wherever food is stored, prepared, served, sold or consumed. • Disease (i.e. Covid). 	<ul style="list-style-type: none"> • Reputation can be impacted positively or negatively depending on how an event is managed
Category B-C risks			
<p>The key risks for these categories will include those identified for all categories as well as:</p> <ul style="list-style-type: none"> • Crowd control depending on whether the event is indoor or outdoor, numbers attending and size of venue. • Environmental pollution risks such as noise from loud music or aeroplane displays. • Equipment risks. • Falling from height such as from a podium/stage. • Security. 			
Category D-F risks			

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

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

The risk identification process must be applied to all the phases of an Event as identified at Section 3.

All risks (once identified) should be assigned to an owner by the Event Organiser. The owner will have responsibility for ensuring the risk is managed and monitored over time. A risk owner should have sufficient authority and resources to ensure that the risk is effectively managed; the risk owner may not necessarily be the person who actually takes the action to address the risk.

6.2 Assess the Risk

Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires risk assessment for all workplace hazards. This applies to events but the responsibility to carry out risk assessments falls on the Promoter / Organiser in place of the Employer. Risk Assessments are based on an **identification** of the hazards associated with each work activity **identified**, an assessment of the risk rating and the control measures necessary for the elimination or reduction of the risk rating to an acceptable level.

Risk Assessment Sheet:

The Risk Assessment Sheet should typically have the following sections:

Work activity/ location/equipment:	A brief description of the work activity being carried out, the location of the work activity and the equipment or substances being used.
Hazard:	A description of the hazards associated with the activity, the location of the activity and the equipment or substances used as part of the work activity.
People affected:	A list of the people who may be affected by the hazard in relation to the work activity, the location and the equipment associated with the activity.
Risk Rating before control:	A calculation of the level of risk before controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered.
Control measures:	Measures to be put in place to manage and reduce the risk. Control measures are to take account 13of the General Principles of Prevention in Schedule 3 of the Safety, Health and Welfare at Work Act 2005.
Responsible person:	Person responsible for the implementation of the control measure.
Risk rating after control:	A calculation of the level of risk after controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered.
Assessment date:	Date prepared.
Review period:	12 months from date of assessment or less if deemed appropriate.
Assessment by:	Name of person who prepared the risk assessment sheet.

Numeric Rating	Likelihood	Severity
1	Very Unlikely	Very minor injuries
2	Unlikely	First aid minor injury/illness
3	Likely	"3 Day" injury/illness
4	Very Likely	Major injury/illness
5	Almost Certain	Permanently disabling injury /illness or fatality

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

Risk Matrix:

	5	4	3	2	1
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

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

6.3 Managing Risk

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

There are four main ways to manage risk:

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

At this stage, in order to effectively manage the risks, management controls should be put in place. Again, this should consider all three phases of an event as identified at Section 3.

These controls may include:

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

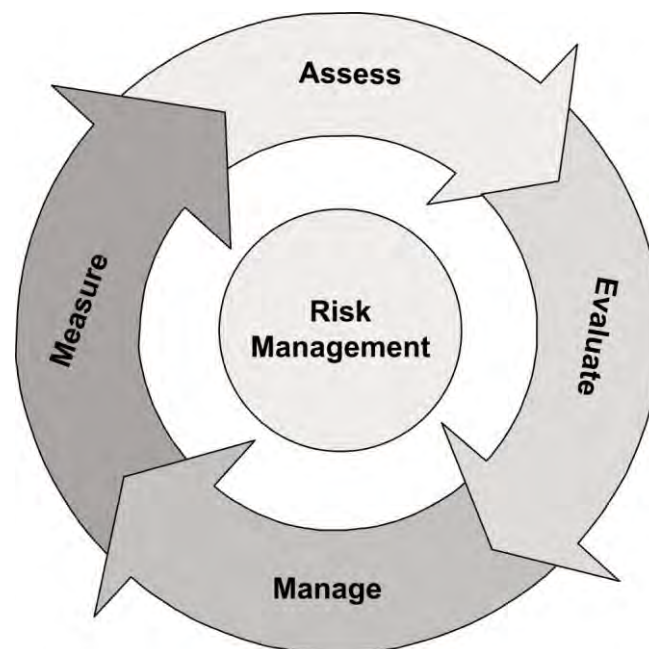
6.4 Monitor and Review Risks

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

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

Following the Event, a de-briefing should take place between all key stakeholders to identify:

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



7. DOCUMENTATION AND REQUIREMENTS FOR RUNNING AN EVENT

A guide to the requirements for an Event Management Plan is attached at Appendix 2.

Complying with this guide will require that named persons are appointed to key positions for the Event, along with ensuring documents, licences and insurance cover are in place. An Event inspection checklist is provided at Appendix 6.

7.1 Key Appointments

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

Regarding the actual operational element of the Event there are key roles which must be carefully selected and appointed. It is imperative that the persons appointed to these roles are competent for these roles specifically and if/where necessary external advice should be sought. It is also essential that these persons are adequately insured for the role which they carry out. Competency is defined as having the appropriate training, experience, and knowledge appropriate to the nature of the work to be undertaken.

Competent persons must be identified to perform the following roles, as may be required based on the nature of the Event:

The Promoter

The Promotor shall:

- Comply with venue conditions.
- Comply with Local Authority requirements.
- Comply with requirements of the Gardaí.
- Provide all necessary facilities and resources as required by the Event Controller.
- Provide all necessary facilities and resources as required by the Event Safety Officer.
- Provide all necessary facilities and resources as required by the Production Manager.

Event Controller

The responsibilities of the Event Controller include:

- Take overall control & responsibility for the management of the Event.
- Call & chair pre-event planning meetings.
- Ensure the implementation of the Event Management Plan.
- Ensure the provision of adequate stewards & security and first aid & medical staff for the Event.
- Control the Event from the Event Control room in advance of commencement of Event and until the Event ceases.
- Conduct a post Event meeting.

Event Safety Officer

The responsibilities of the Event Safety Officer/Deputy Event Safety Officer include:

- Ensure that the safety details & conditions agreed for the holding of the Event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety.
- Be present at all major planning meetings.

- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters.
- Attend the Event itself to evaluate the efficiency of structural & safety arrangements.
- Pay particular attention to the crowd densities in primary viewing areas.
- Monitor first aid & rescue tactics for distressed patrons.
- Take any necessary action to alleviate any perceived risks.
- Recommend emergency procedures to be initiated.

Head of Security

The responsibilities of the Head of Security are:

- To be responsible for the operational management of the stewarding and security arrangements for the Event, reporting to the Event Controller.
- To ensure adequate stewards / security are in attendance at each day of the Event as agreed with the Event Controller & the Superintendent, An Garda Siochana.
- Provide clearly Defined Roles & Responsibilities & Operational Briefings for all supervisors and staff.

Medical Co-ordinator

The responsibilities of the Event Medical Co-ordinator are to:

- Attend the relevant medical planning meetings.
- Co-ordinate the medical facilities & provision.
- Liaise with all medical agencies.
- Act as Ambulance Control Officer until an officer from the HSE ambulance Service arrives on site.
- Be present at the Event prior to Event commencing until medical services are stood down by Event Control.

Chief Steward / Marshall

All Events require personnel to ensure the arrangements are implemented correctly. These are generally stewards / security / marshals and/or volunteers, and the person with overall responsibility for this group is generally the Chief Steward / Marshall. This person co-ordinates all the personnel and ensures adequate supervision and support is in place to allow the personnel to carry out their roles adequately. Similar to above it is important that this person has the suitable competency and manner to carry out this role effectively.

The main duties of the Chief Steward / Marshall include:

- Maintaining a secure and safe environment within the perimeters of the Event.
- Being knowledgeable of safety procedures and Codes of Practice, ensuring that any breach of these regulations is brought to a safe conclusion.
- Ensuring that all stewards are in position for the opening of the Event.
- Monitoring all incidents and responding accordingly if and when required.
- In the event of an emergency, ensuring stewarding personnel are aware how to carry out roles identified within the Emergency Procedures.
- In the event of a serious accident/incident involving members of the public, inform the Event Controller and take action to resolve the problem.
- Undertaking any other relevant duties as applicable to their role within the Event.

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

Stewards

The main duties of stewards shall include:

- Checking tickets.
- Directing persons to seats, facilities or other areas of a venue during the normal course of an Event
- Providing safety advice and assistance.
- Ensuring all entrances, exits, passageways, stairway and other concourses are kept clear for health and safety purposes.
- Checking and reporting of any matter posing a risk to the health and safety of persons.
- Observation and reporting of crowd dynamics.
- **Traffic management (Please be aware that a steward has no authority to stop traffic and can only advise that an Event is taking place).**

An Event Steward may not undertake any task of a security nature. These must be undertaken by a licensed provider under the Private Security Services Act 2004.

Such tasks include but are not limited to:

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

Only members of An Garda Síochána or persons trained under Chapter 8 of the Roads Traffic Act are authorized to direct or stop traffic.

Event Personnel

An essential key element of any Event is the personnel involved and the success of an Event can be dependent on these personnel. There is a difference between the event personnel and volunteers, and it is important that all involved are aware of their roles and responsibilities, and limitations. Event organisers must ensure that all event personnel including stewards and security are fully briefed on the details of the Event and the emergency procedures and are adequately supported and supervised during the Event. For certain roles including stewards and security it is imperative that they are sufficiently trained and/or licensed (where applicable).

Volunteers

Volunteers are a welcome addition to an Event and can provide an excellent customer service resource. It is essential to acknowledge however the limitations of volunteers and they must not be used in roles that require trained and/or licensed personnel such as stewarding and/or security. All volunteers must be briefed on the Event arrangements and procedures, especially emergency procedures, and Event organisers have a duty of care to all volunteers the same as paid contractors.

Contractors and Suppliers

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

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

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

7.2 Documents Required

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

- Risk Assessments.
- **Traffic** Management Plan.
- Key Contact List.
- Accident Report Form.
- **Certificates for** Temporary Structures etc.
- Maps and Drawings (stage / event area layout, barriers etc.).

7.3 Traffic/Transport Provision

Outdoor events/road events could have a significant impact to the existing road network and other road users. This is of particular importance for a prescribed type of activities such as cycling race, or rally on a public road involving persons, vehicles, or animals. Monaghan County Council is the Roads Authority under the Roads Act 1993 (as amended) and may require a Traffic Management Plan to be in place. This Plan will help to maintain a safe environment for all those attending the Event while also maintaining the safe environment to other road users who may not be attending the Event. This plan should be agreed by both the local authority and An Garda Síochána prior to the Event taking place. The plan should be prepared by a competent person and should include a route risk assessment.

Consideration should be given to the following:

- Predicated numbers.
- Modes of transport that the general public use to access the event e.g., Car, bus, cycling, walking, etc.
- Car parking facilities (must include disabled parking).
- Drop off and pick up points.
- Routes to and from the Event.
- Diversion Routes.
- Emergency Access Routes.
- Crowd flow and movement.
- Signage to alert members of the public.
- Stewarding/Security Plan.
- Road closure requirements.
- Traffic Management Plans.

For Events that take place on the road network of Monaghan County Council e.g. (walks, running races, cycling races etc.) dependent of the nature and traffic disruptions predicated, Monaghan County Council may also request the event organiser to:

- Apply for a road closure.
- Prepare a traffic management plan in accordance with chapter 8 of the Traffic Signs Manual. (Please note a detailed traffic management plan must be prepared by a professional traffic management

company. Any traffic management that is implemented on the day must comply with chapter 8 of the Traffic Signs Manual.)

7.4 Protection of Children and Vulnerable Persons

The safeguarding of children and vulnerable persons at Events is of paramount importance. In order to create a culture of safety which promotes the welfare and protection of children, organisations working with children and young people are required to comply with child protection legislation and guidance. This includes carrying out a risk assessment and producing a Child Safeguarding Statement that outlines the policies and procedures that are in place to manage any risks that may have been identified.

Provision for children at an Event should be considered even when the Event is not specifically aimed at them, as they may accompany family members. The requirements for safeguarding children and vulnerable persons for such events should be documented by the Event Organiser and relevant persons should be updated and informed of the contents of the Child Safeguarding Statement with particular emphasis on reporting of concerns and details of designated child protection liaison officers.

Event organisers must have a system in place for dealing with lost children. For example,

- 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.
- 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.

7.5 Licences and Permissions

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

Licence or Permission	Authority	Requirement
Outdoor Event <5000 in attendance on Council Premises	Monaghan County Council	Complete the application form in line with timescale requirements. Fees may apply.
Event in Council premises	Monaghan County Council	Liaise with internal host for event who will complete application process. Fees may apply.
Indoor Event <5000 in attendance	Monaghan County Council (where event is)	Complete the application form in line with timescale requirements. Fees may apply.
Outdoor Event > 5000 in attendance	Monaghan County Council	Planning Licence required. Fees apply.
	Health Service Executive	The Event Medical Plan must be agreed at least 2 weeks before the event.
Intention to sell alcohol	Department of Justice	Occasional Liquor Licence required. Fees may apply.
	Monaghan County Council	Application at least 6 weeks prior to event for relaxation of byelaws.
Fireworks Display	Department of Justice	Permission for importation and storage of fireworks includes a consultation with the Fire Authorities.
Event Trading	Monaghan County Council	Casual Trading Licence Required. Fees Apply
Temporary Road Closure	Monaghan County Council	Application to Council at least 8 weeks in advance of the event. Fees apply.
	An Garda Síochána	Check with local Gardai if a Road Closure order is required prior to application.
Preparation or sale of food products	Health Service Executive	Stall owner must submit a completed application form for licensing of food stall 2 months prior to the commencement of the business.
Event Advertising	Monaghan County Council	Application for written permission is required for placing of advertising in a public place for the distribution in a public place of advertising literature. Fees may apply.

7.6 Insurance Requirements

The legal liability of Monaghan County Council is protected under its existing public liability policy, where Monaghan County Council is the organiser and is responsible for all decisions in relation to the event, subject to normal policy terms, conditions, exceptions and endorsement.

Where Monaghan County Council is not organising/nor responsible for the event, then external organisers/third parties must produce evidence of insurances to the Local Authority prior to receiving approval for the event. In consideration of the Council permitting access/usage of property/lands owned by or under the responsibility of the Council, the event organiser is obliged to produce on insurance broker headed paper the following:

- Name of the Insurer(s)
- Policy Number
- Cover Period (for the period and duration of access/usage)
- Name of Policyholder (is the name of the event organiser the same as the name of the Policyholder?)
- The Insured Business Description: – (are all the activities that the event organiser will be undertaking included within the Business Description?)
- Public/Products/Pollution Liability Indemnity Limit: (not **less than €6.5m**) Public & Products **Liability insurance with indemnity limit(s) of not less than €6.5million respectively covering any liability, loss, claim or proceedings.**
- **Employers Liability Indemnity Limit: (not less than €13m)** Employers Liability insurance if they have employees, **with indemnity limit(s) of not less than €13million respectively covering any liability, loss, claim or proceedings.**
- Evidence of a specific Indemnity to the Local Authority Furthermore, such insurance(s) shall contain a notation of an indemnity to the Council in respect of any legal liability, loss, claim or proceedings whatsoever arising out of or in connection with the death and/or bodily injury to any persons whomsoever and/or loss or damage to any property whatsoever which arises directly or indirectly out of the granting of the event organizer access/usage of property/lands owned by or under the responsibility of the Council.

External organisers and third parties will be required to produce evidence of insurances with provision of an indemnity to Monaghan County Council. It is the responsibility of the event organiser to provide evidence of insurance for each individual participant in the event. Dependent on the nature of the Event taking place, all activities should be named on the insurance policy. If the Event has independent sub-contractors/vendors, Monaghan County Council will also require their insurance with a specific indemnity to Monaghan County Council.

If no insurance cover is provided for the Event, Monaghan County Council will write to the organiser to inform them that the Event is taking place without the permission of the Council and the Gardai will also be informed as such. In the event of an accident or injury, the organiser under statutory provisions, will be liable in respect of claims or personal injury as a result of the Event taking place.

Requirements for levels of insurance cover advised by IPB are below. It is acknowledged that some events may fall between two categories and Event Organisers should seek clarification from the Council of the insurance requirements for those events.

Number of Attendees	Level of Assessed Risk	Insurance Requirements*	Comment
<50	Low	Public Liability €6.5m	Local authority to seek evidence of insurance. <i>(If the applicant has no insurance, the local authority can still give approval, at their discretion, if the level of risk is assessed as 'Low' and MCC are in attendance at the event and involved in the decision making.)</i>
>50 <5,000	Medium	Public Liability €6.5m	Local authority to seek evidence of insurance. It is advisable that the local authority considers if a professional public event organiser should be involved.
>5,000 <20,000	High	Public Liability €6.5m	Local authority to seek evidence of insurance. A professional public event organiser should be involved with evidence of involving others such as: <ul style="list-style-type: none"> • An Garda Síochána • Health Service Executive • Fire Services
>5,000 <20,000	High – Very High	Public Liability €13m	Local authority to seek evidence of insurance. A professional public event organiser should be involved with evidence of involving others such as: <ul style="list-style-type: none"> • An Garda Síochána • Health Service Executive • Fire Services
>20,000	Very High	Public Liability €20m	Local authority to seek evidence of insurance. A professional public event organiser should be involved with evidence of involving others such as: <ul style="list-style-type: none"> • An Garda Síochána • Health Service Executive • Fire Services

*Note: Insurance requirements are subject to change.

PLEASE NOTE:

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

7.7 Medical Aspects of Planning an Event

The Medical Coordinator is the person assigned to organise and manage all the medical arrangements for the event including personnel, resources, equipment and vehicles.

The Medical Coordinator works closely with the Event Controller and Event Safety Officer and is responsible for all pre-event communications with the HSE and National Emergency Operations Centre (NEOC) where applicable. All medical plans and arrangements are established in advance depending on the event and the crowd profile, and the Medical Coordinator compiles a comprehensive Medical Plan that forms part of the Event Management Plan. The Medical Coordinator must be competent and insured for this role specifically and must ensure that all medical staff provided, whether voluntary or private are suitably medically qualified for their role.

7.8 Standards for Stages and Temporary Structures

Existing legislation **specifies** that temporary stands and other temporary structures, including stages, erected for the purpose of providing sitting or standing accommodation for spectators shall be safely constructed or secured to the satisfaction of the Local Authority. Event Promoters and Management should undertake that the design and erection of these structures on site will be carried out under the supervision of a suitably experienced competent person / or qualified engineer who should certify, prior to the event that the works have been carried out in accordance with the relevant standards and be designed and constructed to be robust, fit for purpose and be designed to withstand inclement weather conditions by designing / specifying appropriate ballast / counterweights, ties etc, to secure it.

There is a danger of a tragedy occurring where these facilities are used by large gatherings of the public, if these structures are erected without such supervision. A minimum of one **months' notice** to the Local Authority is strongly advised **to ensure that adequate criteria are adhered to in their erection and that proper fire and structural standards are applied.**

All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises or site for an event, and be to the satisfaction of the Fire Authority. Any flexible membrane covering a structure should comply with the recommendations given in Appendix A of BS 7157 to ascertain the acceptability of the material used in tents; existing tents which comply with BS 3120 may be acceptable to the Local Authority in the short term.

7.9 Open Water Events

The guidelines for Open Water Events are attached in Appendix 7.

7.10 Guidelines for Holding Events on Beaches

Not applicable in County Monaghan.

7.11 Accessibility for Events

The Event Organiser should ensure the proposed Event/Venue/location is wheelchair accessible and in close proximity to public transport. The Event Organiser should ensure people of all abilities can access the site and have adequate time to comfortably enter/leave the venue without disturbance.

Disability car parking must be provided within close proximity of the event to ensure ease of access for all, any event signage erected must be in large print and staff/steward training should be provided to allow for increased ease of access to the event area. Reserved seating/front row should also be provided for as this will allow for increased viewing area.

7.12 Working with Other Stakeholders

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

These may include, but are not limited to;

- Local Authority – in some cases the local authority must grant a license for the event. It is imperative to communicate with the local authority at the earliest opportunity to ensure all correct procedures are adhered to and that adequate support can be obtained.
- Neighbouring premises to the event – whether private / residential or public / commercial.
- An Garda Síochána – the level of involvement required by the Gardaí will be determined by the nature of the individual event. Some events will require their assistance and agreement. For example, if it is a large event, is happening on or near a public road, if the event will attract large crowds or affect the normal traffic flow, the Gardaí will need to be involved at an early planning stage.
- Health Service Executive – HSE will need to be consulted if the event is likely to impact any public health areas such as food, water, sanitary, waste management, noise and/or smoking.
- Local Fire Department – an official Fire Officer can attend any event in a professional capacity at any time and has the authority to close the event if he / she feels it is unsafe.
- Medical / first aid suppliers – any event involving members of the public should have first aiders present as necessary, and depending on the event and persons expected, both numbers and profile, may require further support.

7.13 Sanitary provisions

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

7.14 Water

Depending on the nature of the event and crowd profile it may be advisable to supply water to participants and/or the crowd. For example, if the event is in a warm environment or involves the participants / crowds becoming dehydrated then providing water must be considered.

7.15 Food

When providing food or allowing food suppliers to trade there are licenses and permissions required. Environmental Health Officers can advise on all food safety elements; however, the event organisers are ultimately responsible for having the necessary documentation from the suppliers pre-event. In addition to the food safety elements there are also safety considerations regarding the type of food, the cooking methods and the layout of the units. There are strict guidelines regarding the use of gas and adequate space for and between units. All these installations must be checked and certified by a competent person such as a gas installation engineer / plumber.

7.16 Construction & Temporary Structures

Existing legislation specifies that temporary stands and other temporary structures, including stages, erected for the purpose of providing sitting or standing accommodation for spectators shall be safely constructed or secured to the appropriate standard and be independently certified by a competent person (e.g. structural engineer).

Applicable Legislation:

- Safety, Health and Welfare at Work (Construction) Regulations (as amended).
- Safety, Health and Welfare at Work (General Application) Regulations (as amended).
- 2000 Planning & Development Act and associated secondary legislation (as amended).
- (Part XVI of the Planning & Development Act 2000 and the regulations of 2001 (as amended by 2015) applies to events which take place: wholly/mainly in the open air; in a structure with no roof or partial/temporary/retractable roof; or a tent; which are comprised of music/dancing/displays of public entertainment or activity of like kind; with an audience in excess of 5,000 in any one event. A few examples would be Stadium Concerts, St **Patrick's Festival, Pride, New Year's Eve, that are primarily sporting in nature** i.e., GAA matches are not licensed, nor are indoor events).
- Fire Service Act 1981 and 2002.
- 1993 Roads Act (as amended).

Introduction:

Where events include the assembly, use and deconstruction of temporary structures, the event organiser(s) must be mindful of the requirements of the Construction Regulations (2013).

Key items to address:

- Application of the Construction Regulations
 - Be clear as to who is performing what role and make / record such appointments in writing.
 - Be mindful of statutory notification of works to the Health and Safety Authority.
- What is the structure, what is its purpose, who will use it and how?
- **Include a clear specification of the structure's required use.**
- Will the location of the structure impede the normal and safe flow of traffic?
- Engage and work with competent designers / contractors to design, supply, build / assemble, manage and deconstruct the structure(s).
- Engage with the Planning Department, Fire & Building Control as early as possible if you are unclear as to whether or not the requirements of Planning legislation apply to your event,
- Provide the designers / contractors with relevant site-specific information. Issues to consider
 - Allow them plan their own safe operation (construction hazards)
 - Identify presence of site services (overhead services / underground services) which may impact structure location / assembly methodology)
 - Design the temporary structure to meet requirements (self-load of structure / imposed load associated with the event (use, environment (wind load) (if advertising / information boards are included, such requirements must form part of the design considerations etc.)
 - Understand the environment and conditions associated with the assembly / deconstruction of the temporary structure.
- Novel structures may require additional testing / certification.
- Plan and work with contractors to understand and develop safe systems of working.
- In cases where more than one contractor may be on site, plan to organise conflict between the work zones / operations / contractors.

- Ensure there is sufficient time allowed for safe assembly / deconstruction of the temporary structure
- A program of work can be useful to communicate assembly / deconstruction stages to others involved in the management of the planned event.
- Once the temporary structure is assembled – check to ensure that it has been constructed in line with the specification and design.
- Comply with Construction Products Regulations.
- When the temporary structure is in use
 - Have arrangements in place to inspect it for deterioration (and contingency plans to arrange for remedial work as required).
 - Undertake a design check where the intended use of the temporary structure changes.
 - Have arrangements in place to ensure that any measures required to keep the temporary structure safe are in place e.g. in adverse weather conditions, know what to do with the structure to protect its stability and / or when to evacuate.

Avoid:

- Assembling a temporary structure
 - On unstable ground
 - Whose design is incomplete
- Use of flammable fabrics.
- Placing advertising on a temporary structure if a competent person has not approved it as being safe (wind load and potential collapse of structure when in use at event)

Further information:

Further information on the above is available at

- Health and Safety Authority: <https://www.hsa.ie/eng/> (0818 289 389)
- Planning Authority (your Local Authority Planning Department)

Construction Safety – Checklist (where applicable)				
Control Measure		✓	Pre & Post Event Check	✓
Construction Regulations	Have statutory notifications been submitted? (AF 1 / 2)			
	Have duty holders been appointed in writing			
	Has safety plan been made available to contractors on site			
Novel (temporary) structures	Have novel structures been tested and certified safe for use			
Records	<ul style="list-style-type: none"> ▪ Statutory Notifications (AF1 / AF2) 			
	<ul style="list-style-type: none"> ▪ Appointment of Statutory duty holders 			
	<ul style="list-style-type: none"> ▪ Safety File for site incorporating <ul style="list-style-type: none"> ○ As build drawings / specifications ○ Certification of temporary / novel structures ○ Certification of materials utilised (flammability) 			
	<ul style="list-style-type: none"> ▪ PSCS Safety Plan incorporating <ul style="list-style-type: none"> ○ Safety Statement / risk assessment of all contractors ○ Safe Pass / CSCS training records 			

7.17 Traffic / Transport Provisions – Traffic Management Plan

Introduction

It will be the responsibility of the Event Organiser to ensure that where an Event has the potential to disrupt the normal and safe flow of traffic on a public road or where a road closure has been granted, that a Temporary Traffic Management Plan (TTMP), which complies with Chapter 8 of the Traffic Signs Manual (2021), is developed and implemented.

This TTMP (including any diversions which may apply) shall be brought to the attention of the Roads Authority and An Garda Síochána prior to the event and additionally, shall be monitored by a competent person for the duration of the event.

Applicable Legislation:

- 2013 Safety, Health and Welfare at Work (Construction) Regulations (as amended).
- 2007 Safety, Health and Welfare at Work (General Application) Regulations (as amended).
- 1993 Roads Act.
- Traffic Signs Manual (2021).

Traffic Management Plan

The purpose of the Traffic Management plan is to

- Ensure pedestrians and vehicles are separated at all times
- Minimise the impact of the event on routine traffic movement
- Ensure emergency vehicles can access the event venue at all times
- Accommodate construction vehicles during build up and take down
- Accommodate Public and Private Transport during the event

At a minimum, the Traffic Management Plan should set out information under the following headings:

Situational Analysis	The location of the event venue and the names of the public roads which are intended to serve it. Overview of existing public transport options available to access the event. Any data relating to traffic management from previous events staged on the event venue.
Modal Split	The anticipated modes of transport that attendees will use.
Off Site Plan	The plan should include the location and type of temporary road signs. Details of emergency vehicle routes, road closures, disabled access and residential access arrangements etc.
On Site Plan	The management plan for on-site vehicle routes and parking including disabled access, bicycles, coaches etc. for the event. Details of on-site emergency vehicle routes should be included
Public Transport	Details of bus routes and stops, and car parks for the event. Details of special shuttle buses to and from the event.

Signage Schedule	A full schedule and the locations and type of electronic and static road signs in use for the event road signs
Media Communications	Details of the communication plan to inform attendees of traffic management arrangements for the event.
Drawings	Layout showing access routes in the immediate area of the event site for emergency traffic, public and private transport. Closed roads and their respective diversion routes should be shown on individual layouts.

An Garda Síochána

An Garda Síochána (AGS) is responsible for traffic management on public roads outside the event site. The Event Promotor or representative should consult AGS as early as possible when planning the event and selecting a site. It is important to ensure at an early stage that public roads which may be used to access the proposed event site are capable of accommodating the anticipated volume of traffic.

Road Closure

If the event requires a Temporary Road Closure(s), an application must be brought to Monaghan County Council under Section 75 of the Roads Act, 1993 a minimum of six weeks in advance. Before the Road Closure is approved, the applicant must first contact the Roads section of Monaghan County Council to arrange a meeting with the relevant Engineer. The purpose of the meeting is for the applicant to outline their reasons for a road closure. If agreement is reached on the need to temporarily close a road, the date for the closure, the duration of the closure, the proposed diversion route(s) and any special requirements will be discussed and agreed.

Following the meeting an application form for the Temporary Road Closure must be completed.

The following should accompany your application for a Temporary Road Closure when submitting the application for a road closure to Monaghan County Council:

1. A Traffic Management Plan prepared by a competent designer with experience in preparing and putting traffic management plans in place which details:
 - a. The proposed route that diverted traffic will use.
 - b. How pedestrians will be provided for.
 - c. How local access will be provided.
 - d. Signs to be used and their location.
2. **Public Liability Insurance for a minimum of €6.5 million together with** a statement of indemnity which indemnifies & names Monaghan County Council against third-party claims.
3. An Advertising / Administration fee per road closure application.

Further information

Further information on the above is available at

- Health and Safety Authority: <https://www.hsa.ie/eng/> (0818 289 389)
- www.monaghan.ie

Traffic Management – Checklist				
Control Measure		✓	Pre & Post Event Check	✓
		✓		✓
Is the event (or access to the event) likely to cause obstruction to the normal and safe flow of traffic? If yes		✓		✓
Traffic Management	Traffic Management plan defined by competent individuals			
	Has the Traffic Management Plan been agreed with the Local Authority			
	Where necessary – have road closure permits been applied for / granted?			
	Has the traffic management plan been communicated to An Garda Síochána			
	Will a competent person be in place to oversee the implementation and management of the traffic arrangements for the duration of the event?			

7.18 Electrical Safety

Most events will require the use of electricity, either from a mains supply or from temporary sources such as generators.

Electrical installations for one-off events, particularly outdoor events, may be complicated with associated risks often greater owing to the temporary nature of the electrical distribution system at the event location. In all circumstances, inappropriate equipment and connections or inadequately protected circuits may cause electric shock and/or overloading or result in a fire severely impacting the safe management of the event.

What must an event organiser do?

Electrical safety is a key component to managing a safe event and event organisers, contractors and others using electrical equipment must do all that is reasonably practicable to ensure that electrical installations and equipment at an event are properly selected, installed and maintained so as not to cause fire, injury or death.

If such systems are not installed and managed correctly, serious injury to event staff (employees) and/or members of the public can occur.

Event organisers should ensure that:

- Electrical Safety associated with the event is considered and planned for.
- All electrical equipment associated with the event is suitable for both the purpose and the environment it is intended to be used for e.g. only electrical equipment designed for outside use should be provided at outdoor events.
- All electrical equipment is installed and maintained by competent electricians.
- All electrical installations must be inspected by a Registered Electrician or Chartered Electrical Engineer.
- All generators, including those, which have been brought to the venue by other persons such as caterers, are checked by a Registered Electrician or Chartered Electrical Engineer.
- Ensure such generators are adequately protected and secured with appropriate barriers.

Only diesel generators should be used at events.

Further information is available by contacting Monaghan County Council Fire and Building Control section.

In planning your event, please consider the following

On the site

- Engage competent electricians to specify, design, install (& maintain) & inspect electrical installation prior to / during the event.
- Layout (performance areas, traders, stalls, access routes, public areas, restricted / event staff only spaces / cable runs (overhead / underground / cable rating / protection etc.).
- Power requirements & access to any mains (utility) power supply.
- Location of any existing overhead power lines or underground cables at the event site.
- Environmental conditions (time of the year, prevailing weather, ground conditions for electrical equipment etc.).
- Emergency power requirements (backup systems to provide power to escape routes, emergency lighting and illuminated signage).
- Routing of temporary overhead and / or underground cables.

- Power supplies for heating, air conditioning, catering, first aid / emergency points, incident control room, cctv etc.
- The location of main isolators controlling the electrical supplies to
 - Stage lighting
 - Sound installations
 - Special effects
 - Emergency lighting
 - Lifting equipment charging points (scissor lift, mewp, forklifts etc. as applicable)
- Use of generators / location of generators and earthing requirements for generators.
- Planning fault management response arrangements during the event.

At / during the event

- The timetable of power requirements.
- Use of generators / location of generators and earthing requirements for generators.
- Earthing requirements in general.
- Routing of temporary overhead and / or underground cables.
- Electrical requirements for emergency lighting and exit signs.
- Control and restriction of access to electrical installations by non-event staff.
- Battery charging (radio equipment).
- Fault Management – if RCD trip, it is an indication that there is a fault – do not ignore it / do not re-organise the circuit – have competent persons in place to take the equipment out of service until the fault is addressed.

Cabling

Select and rate electrical cables to

- Comply with electrical safety standards.
- Withstand adverse weather conditions.
- Withstand unusual environmental conditions.

Inspect cabling during installation and never use damaged cables.

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.

Cables should be routed

- To avoid crossing populated spaces / vehicle access routes.
- To avoid creating trip / fall hazards for event staff / event attendees.
- Along existing or temporary fence lines.

Where this is not possible, cables should be covered with suitable matting / cable shields (cable ramps) or where there is a risk of vehicular damage be provided with additional sheathing or routed and supported overhead.

In circumstance where event cabling is run overhead (cable bridge / catenary)

- Run the cables at such a height to facilitate vehicular traffic at the event.
- Be mindful of existing overhead cabling and liaise with ESB.
- Place advisory / warning notices (facing both directions) warning of location of overhead cables.
- Use fences to segregate roadways from overhead cables running parallel to the roadway.

In circumstances where event cabling is run underground, use cable ducting or suitably sized pipework.

Note: cable joints should not be left underground.

Generators & Temporary installations

Generators

Only diesel generators will be used where required. Generators installed will be positioned a minimum of 3m from buildings (and / or temporary structures), bunded and earthed by the equipment providers.

Diesel generators installed at each event location shall, prior to the commencement of the event be inspected and certified by a competent, registered electrician.

Servicing records shall be on file at Event Control for each diesel generator utilised in support of the event.

A manual test of the emergency stop shall be completed on each generator by or in the presence of the Event Safety Officer prior to event commencing and a record kept of same.

A list of generators and lighting towers in use at the event (and their locations) will be included in Event Management Plan and associated drawings & site plans¹.

Lighting

A lighting survey may need to be completed for the site to identify areas where temporary lighting is required.

Where required a lighting plan should be included in the Event Management Plan. The lighting plan shall include temporary structures, lighting towers and temporary task lighting fittings associated with such structures.

All marquees and stages will have the regulatory Exit Signage fitted clearly visible above all Exits. Signage per ISO EN 7010 2020.

A list of generators and lighting towers in use at the event (and their locations) will be included in the Event Management Plan and associated drawings & site plans.

Locate main electrical installations and / or generator enclosures where they are accessible to event support staff but segregated from the public areas of the event.

If the temporary installations are outdoors (exposed to prevailing weather conditions), ensure that the power distribution elements are properly protected, sheltered and IP rated.

Further information

- ESB Emergency Phone number 1800 372 999
- National Rules for Electrical Installation IS10101:2020

¹ A drawing(s) to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan. The Site Plan should be marked by clear Gridlines referenced by letter and number, Emergency Access Routes, the location of Event Control, Stages and other venues, Bars, Vendors, Hydrants, First Aid positions etc. Contact details for the Event Controller and Event Safety Office should be clearly shown

- Generators ET 210:2003

Electrical Safety – Checklist				
Control Measure		✓	Pre & Post Event Check	✓
Planning for Electrical Safety	All electrical equipment to associated with the event is suitable for both the purpose and the environment where it is intended to be utilised			
	All electrical equipment is installed and maintained by competent electricians			
	All electrical installations have been inspected by a Registered Electrician or Chartered Electrical Engineer			
Generators Concession Safety	Ensure such generators are properly earthed and located away from public areas or surrounded with appropriate barriers.			
	All generators, including those, which have been brought to the venue by other persons such as caterers, are checked by a Registered Electrician or Chartered Electrical Engineer.			
Cable Management	<ul style="list-style-type: none"> ▪ Cables installed on site comply with applicable electrical standards 			
	<ul style="list-style-type: none"> ▪ Cable routing ▪ crossing populated spaces / vehicle access routes ▪ To avoid creating trip / fall hazards for event staff / event attendees ▪ Are suitably shielded and protected where they do cross public access spaces / vehicle access routes 			
Overhead cables	<ul style="list-style-type: none"> ▪ Cables are installed to run at such a height to facilitate vehicular traffic at the event 			
	<ul style="list-style-type: none"> ▪ Overhead cables are not run within the exclusion zone of any ESB overhead resources 			
	<ul style="list-style-type: none"> ▪ Signage warns of the placement of overhead cabling 			
	<ul style="list-style-type: none"> ▪ Fences are used to segregate roadway from overhead cables where possible 			
Records	<ul style="list-style-type: none"> ▪ Records 			
	<ul style="list-style-type: none"> ▪ Electrical installation records to IS 10101 			
	<ul style="list-style-type: none"> ▪ Emergency Lighting Records to IS 3217/Fire detection and alarm system to IS 3218 as appropriate 			

7.19 Waste Safety Management

Applicable legislation

- Waste Management Acts, 1996 and 2001 as amended.
- Litter Pollution Act 1997, as amended.

Hazard - Waste

Accumulation of waste and debris under/around a structure is unsightly, unhealthy and can constitute a fire hazard. 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.

Pre-event planning stage:

Rubbish and waste removal

A litter management plan for the event should be formulated in consultation with Monaghan County Council. Provisions for the collection and disposal of waste from an event site, including the provision of licensed supplier skips.

The location of a skip(s) may require approval and/or permit. Waste must be collected by an authorised waste collector and disposed to an authorised facility.

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.

Waste water

Should there be a requirement to connect to the mains water, 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.

Waste and Sustainability

Consideration to be given to "greening" the event- this includes use of reusable coffee cups, reusable water bottles, water conservation, sustainable transport to and from the event. See the LAPN for further information (www.greenyourfestival.ie)

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.
- Introduce refill stations.

- Consider alternatives to single use water bottles (e.g. provide reusable bottles at the start line/water stations/finish line).
- Green transport.

During the event:

At all phases of the event, the venue should be kept clean and tidy and this 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, left over food and liquid wastes.

Event medical facilities can generate hazardous waste, which must be disposed of in accordance with biohazard disposal regulations.

Post event:

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.

Waste Safety – Checklist			
Control Measure	✓	Pre & Post Event Check	✓
Litter Management Plan	Litter Management Plan has been defined and included in the overall Event Management Plan for the event		
	Waste bins are located on site (register of locations is available)		
	Arrangements defined for the continued removal of waste during the event		
Medical Waste	Medical waste (first aid / paramedic tents) – arrangements in place to segregate and safely dispose of Medical Waste		
Skips	Where skips are utilised on site		
	Waste permits have been obtained from the Local Authority		
	Reputable and licenced firm engaged to provide / remove skips		
Waste Water	Where waste water connection is applied, Local Authority have been liaise with and authorised such connections to existing resources		
Clean up	Arrangements in place to remove event waste		
	Event location inspected post event to ensure space is returned to control of the Local Authority clean and free of event associated waste		
Records	Records		
	Licence arrangements for waste disposal company		
	Waste Water connection records		

7.20 Events on or near Water

Introduction

Water-based events have become an increasingly used avenue for charitable fundraising and raising awareness for good causes. Such events provide benefits for participants, organisers and the wider community by offering a route into a new sport for beginners.

Such events may typically include activities such as open water swimming, surfing, rowing, canoeing, paddle boarding, triathlon, diving and / or cliff diving events among others.

Applicable Legislation (Among others):

- 2005 Safety, Health and Welfare at Work Act (No.10 of 2005).
- 2007 Safety, Health and Welfare at Work (General Application) Regulations (as amended).
- 2013 Safety, Health and Welfare at Work (Construction) Regulations (as amended).
- 2008 Bathing Water Quality Regulations.

Items for Consideration

Key items to address when planning such events include (but may not be limited) to

- Advance Planning.
- Event roles (Organiser, Event Safety, Water Safety, Employees & Volunteers).
- Event type and distance.
- Coordination with stakeholders (Local Authority, Irish Coast Guard, An Garda Síochána etc.).
- Licensing requirements.
- Compliance with water safety principles.
- On shore factors (participant welfare, crowds (location, access and stewarding), Emergency services access / egress).
- Water factors (access / egress temperature, currents, water depth, surface state (wave type, swell size) etc.).
- Physical & Biological Factors (water quality, debris and objects, marine life (e.g. fixed and natural obstructions, course layout etc.).
- Environmental conditions (Prevailing / changing weather conditions – wind squalls, visibility, thunderstorms and lightning, air temperature and humidity).
- Human factors (activity / sport, number of participants, competence and confidence of participants e.g. novices in / on the water, medical conditions etc.).
- Water craft (event craft, spectator craft, rescue craft etc.).
- Guidance from Water Safety Ireland and / or your events governing body.
- Emergency and Rescue arrangements (Shore and Water based Safety Teams and associated equipment).

Further information

Further information can be obtained from

- Water Safety Ireland <https://watersafety.ie/>

Event On or Near Water Safety Check List				
Control Measure		▪	Pre & Post Event Check	▪
Specified Water Safety Risk Assessment	▪ Pre-event review of risks carried out		▪ Post event review of risks carried out	
	▪ Additional control measures required		▪	
Weather Assessment	▪ Pre-event weather check carried out		▪	
	▪ Weather event cancellation plan		▪	
Rescue Craft	▪ Motor rescue boats		▪	
	▪ Qualified coxswains		▪	
	▪ Prop guards in place		▪	
	▪ Kayaks		▪	
	▪ Communications test		▪	
Lifeguards in place	▪ Qualifications in place		▪	
	▪ Static		▪	
	▪ On water craft		▪	
	▪ Communications test		▪	
First Aid in place to include	▪ CPR / Defibrillation		▪	
	▪ Drowning		▪	
	▪ Secondary Drowning		▪	
	▪ Hypothermia		▪	
	▪ Stings / Bites		▪	
	▪ Spinal injury on water		▪	
	▪ Communications test		▪	
Liaison with Irish Coast Guard	▪ Pre event check-in		▪ Post event check-in	
	▪ Number and type of persons/craft entering the water etc.		▪ All persons / craft accounted for	
	▪ Communications test		▪	
On shore spotters	▪ All locations covered		▪	
	▪ Upstream Spotters		▪	
	▪ Downstream Spotters		▪	
	▪ Communications test		▪	
Child Safeguarding	▪ In place for all relevant personnel		▪	
Garda Vetting	▪ In place for all relevant personnel		▪	
Traffic Management	▪ Traffic Management Plan in place		▪	
	▪ Road Closures		▪	
Missing Persons	▪ Missing persons / swimmer drill in place		▪	
	▪ Missing persons area identified and communicated		▪	
Communications	▪ Communications Plan in place		▪	
	▪ Emergency codes communicated		▪	
Liaise with Fire & Rescue Service				

7.21 Fire Safety

The Fire Services Act 1981 and 2003 (as amended) cover all aspects of fire safety and is applicable to both outdoor and enclosed venues.

Additionally, Event Organisers must be aware of and abide by the requirements of applicable codes of practice such as

- Code of Practice for the Management of Fire Safety in Places of Assembly.
- IS EN 13200.

Event organisers have a responsibility to ensure that

- All reasonable fire safety precautions are taken to manage fire safety at an event
- There are adequate means of escape for all persons in attendance.
- Materials used in the construction & use of temporary structures are in compliance with applicable fire safety standards.

Venue

Event Organisers shall ensure that, where applicable, the event venue provides a copy of their internal testing/servicing records for their fire detection and alarm system (IS 3218) and emergency lighting system (IS 3217).

Planning for Fire Services

Local Authority Fire Officers shall receive a copy of the Event Management Plan, and any associated revisions, in advance of commencement of the event.

Fire Officers shall be invited on site to complete a site survey and walk-through of the planned event space prior to the event to familiarise themselves with where all event elements have been located as well as the best access routes for them to use, should it be necessary.

Detailed drawings, will be provided and include:

- Site Layout (detailing all content locations), attendee emergency exit routes, vehicle emergency access routes, hydrant locations on site, occupant capacities, medical area, and all event content.
 - Contact number for Event Controller and Event Safety Officer.
- Final versions of these will be included in Event Management Plan.

Capacity / Egress / Ingress

As part of planning for any event, event organisers must consider if the proposed event space:

- Has adequate entry points and routes to facilitate a safe and timely arrival.
- Allows safe circulation of the crowd / attendees.
- Has adequate egress routes to allow a safe departure and, in an emergency, the safe evacuation from the venue.

In considering / calculating the event space capacity, please consider the following

- Entrance capacity.
- Audience area(s) capacity.
- Normal exit capacity.
- Emergency exit capacity.
- Means of escape. Include measures to limit the number of attendees to the occupant capacity figure.
- Detail evacuation procedures in an emergency.

EN 13200 will be used as appropriate to determine the safe holding capacities for the venue.

Should assistance be required to calculate the event venue capacity, please liaise with your local fire authority who can offer advice.

As part of some of your control measures, event organisers may utilise barriers to separate moving traffic from pedestrian locations – such measures will create additional enclosed areas that will need to be considered if used as planned entry or evacuation routes.

Arrangements must be defined and implemented to ensure that the calculated capacity of the event is not exceeded.

To ensure the safe departure of attendees from the event space during an emergency, the Event Safety Officer must ensure all Emergency Lighting, Exit Signage and Communication methods are in place and free from obstruction prior to the event commencing and that sufficient management of these routes are in place during the event should evacuation be required.

Infrastructure and Installations:

Materials and Fire Safety

Prior to use, Event Organisers shall ensure that all materials, structural linings, bespoke installations and any material deemed relevant by the Fire Office are certified within the last five (5) years.

Certificates associated with any such materials shall be available at event control for inspection.

Note: Brexit Considerations - Any product already on the market in the jurisdiction of the Republic of Ireland prior to 31 December 2020 and which was certified to United Kingdom (UK) standards is still acceptable in Ireland provided that the associated certificate is dated within the last 5 years. Products put on the market after that date will require certification to an EU notified body.

Hydrants

Event Organisers shall ensure that the venue provides certification of servicing of hydrants within the last 12 months and to confirm that

- all isolating valves for systems are kept locked in an open position;
- there is sufficient water pressure at such hydrants.

Hydrant Locations shall be marked and not obstructed by any event apparatus so as to be easily accessible if / when required.

Hydrants shall be certified and comply with the requirements to IS 391 and the following records available. A hydrant register summarising hydrant inspections, maintenance and rectification of any defects associated with hydrants at the event venue, detailing;

- date and time of inspection or test,
- person carrying out the test,
- installation being inspected or tested,
- result of the inspection or test, and
- any rectifications carried out or needed.

Equipment / Standards:

Fire Safety Equipment

Event Organisers should consult with a professional fire safety company to organise the provision and siting of adequate fire equipment at each event venue (if required).

Such resources as per I.S. 291:2015+A1:2022 will be placed at appropriate locations e.g., adjacent to each generator, electrical installations/tech production, within tents/marquees etc.

The event management plan for the event must include a register of fire extinguisher locations and types installed as necessary.

A manual test of the emergency stop shall be completed on each generator by or in the presence of the Event Safety Officer prior to event commencing and a record kept of same.

A list of generators and lighting towers in use at the event (and their locations) will be included in Event Management Plan and associated drawings & site plans.

Lighting

A lighting survey will be completed for the site to identify areas where temporary lighting may be required.

A lighting plan may be necessary for the Event Management Plan. The lighting plan shall include temporary structures, lighting towers and temporary task lighting fittings associated with such structures.

All marquees and stages will have the regulatory Exit Signage fitted clearly visible above all Exits. Signage per ISO EN 7010 2020.

A list of generators and lighting towers in use at the event (and their locations) should be included in the Event Management Plan and associated drawings & site plans as necessary.

Concessions and Event Vendors

The supplier / vendors in control of each concession unit will be responsible for their own fire safety, as follows and shall:

- In the absence of communal Fire Points; conduct a risk assessment to establish the firefighting equipment required, this will consist typically of:
 - Non-Cooking Units=
 - 1 x 6L Foam extinguisher
 - 1 x 2kg CO2 fire extinguisher
 - Hot Food Units=
 - 1 x 6L Foam extinguisher
 - 1 x 2kg CO2 fire extinguisher
 - 1x 1m² light duty fire blanket
 - Deep Fat Frying Units=
 - 1 x 6L Foam extinguisher
 - 1 x 2kg CO2 extinguisher
 - 1 x 6L Wet Chemical extinguisher
 - 1x 1.8m² light duty fire blanket/ Heavy duty fire blanket.

- All portable fire extinguishers brought to site by vendors, shall be in accordance with the recommendations of IS 291 and should be manufactured to the appropriate standard (IS EN3-7). Fire Blankets shall comply to IS EN 1869 and BS 7944:1999 (heavy) as appropriate.
- All personnel associated with the concession area must be trained to use firefighting equipment [Certification of this should be available on request], emergency procedures and evacuation procedures on site.
- Units must remove their rubbish on a regular basis to eliminate potential fire hazards. They shall not store rubbish outside designated areas.
- Concession unit staff must follow any instruction given by the Event Controller or Event Safety Officer
- All escape routes are to be kept unobstructed
- All concessionary units to be provided with a conspicuously located emergency knock-off switch, for shutting off the gas / electricity in the event of an emergency. All staff to be aware of its location.
- Smoking in or around the catering unit is prohibited
- All concession units must familiarise themselves with the Emergency Access / Egress routes
- All personnel associated with concession units shall, in the event of a fire:
 - raise the alarm and ask the public to stand away
 - If it is safe to do so, fight the fire using the nearest suitable equipment
 - If danger threatens, evacuate the area

General and Combustible Waste

Combustible waste and general waste produced as part of the event will be removed as and when required to prevent any build up.

This will be the responsibility of the Event Organisers (Event Manager, Event Safety Officer).

Event Staff and / or Event Security shall report any build-up of combustible waste to the Event Control.

Fire Performance Acts

Fire Breathers and performers can provide a spectacular addition to any event. Where such acts are incorporated into any event NEPA 160² involving 'Group I' devices before an audience must be complied with. 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.

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 and shall not attempt any performance under the influence of any judgement or reaction impairing substance.

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.

Performers shall also liaise with the Event Safety Officer and/or Event Controller. Details of training, experience and previous performances shall be available on request.

² Standard for the Use of Flame Effects Before an Audience

Each performance & lit practice session shall have at least one spotter ready to meet fire emergency needs with additional spotters and security as required to assist / prevent accidents and / or meet safety requirements based on risk assessment.

Fuel associated with Fire Performance Acts

The principles of fuel safety are to ensure that an uncontrolled burn does not occur, and that the audience and passive safety devices are not affected.

Performers shall be familiar with & provide to Event Control a copy of the Safety Data Sheet (SDS) for all fuels used as part of the Fire Performance Act. These SDS sheets shall be available at event control on request.

- Storage and transport
 - 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).
 - 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). Ensure all fuel containers are accurately and clearly labelled.
 - If petrol is used the container **shall be clearly marked 'PETROL' and 'HIGHLY FLAMMABLE'**
 - The amount of fuel taken to a performance must be restricted to the amount required for that performance alone and shall not exceed 5 litres (but the least necessary for the performance).
 - The fuel used shall not be left unattended or unguarded at any time.
- Backstage fuel
 - All primary fuelling shall take place in a backstage fuelling area. The refuelling area shall avoid any gulleys or drains.
 - Backstage fuel stations shall be manned by the troupe leader, guard or spotter.
 - Always seal fuel containers and dip buckets when not in use.
 - 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.
 - If a hard wall between fuel and fire isn't available, place a spotter between, and ensure that fuel containers are sealed before any ignition.
- Open Onstage Fuel
 - If an onstage fuel reserve is needed, all effort shall be made to restrict quantity and capability of accidental spills.
 - Highly stable metal containers with self-closing lids are to be used.
 - Unneeded fuel (i.e., after use) shall be removed immediately.

Performance of Act

Care shall be taken to ensure 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.

- Separation
 - An adequate separation of 5m from the performer to the audience shall be maintained to prevent accidental contact (this safety zone may be increased depending on the performance risk assessment (spinning tools, more than one performer etc.) or to allow spotters / security to intercept audience members attempting to enter the performance area.

- A maximum of 2 fire performers are allowed within any one safety zone with boundaries expanded by 1.5 metres in all directions where this is the case.
- 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 commensurate 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.
- An assessment of weather, particularly wind speed and direction in, proximal and potentially affecting the performance space shall also be undertaken.
- Performance area
 - 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.
 - The area of performance or activity shall be inspected for any signs of combustion or ignition before the performance.
 - 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.
 - Careful note of active fire safety systems shall be made to determine proximity to performance, possible triggers and other specifics.
 - During outdoor performance, avoid spinning under or near dry foliage.
 - 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.
- Flame toxicity
 - Petrol fuels burnt on open wicks always produce toxic fumes, smoke, or other health hazards that are augmented in an enclosed space.
 - Petrol fuel burning shall be very limited indoors, even in well-ventilated venues. When possible, use high-proof alcohols in place of petrol fuels.
 - For outdoor spinning, semi-enclosed areas with low wind can be as hazardous as indoor locations.
 - Whenever petrol fuels are used, the most purified fuel is preferred.

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.

Special Effects / Pyrotechnics

Where special effects / pyrotechnics utilised are utilised at any event, event organisers shall discuss the arrangements associated with such effects with their local authority fire officer. The Local Authority Fire Officer will require to following:

- All pyrotechnicians and operatives involved in a display 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 should 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.
- A practice demonstration (demo) event at a time that is convenient to all parties should be arranged to allow time to discuss and change any aspect of the planned performance
- The demonstration 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.
- The practice demonstration should occur no later than 16:00 hrs on the day before the event. No members of the public may be on site prior to or during the demo.
- Where the arrangements for the performance are at odds to documents or risk assessments received e.g., large gas cylinders as opposed to gas canister then the Fire Authority may prohibit this effect / portion of show from proceeding.
- Any company consistently not providing or changing a show 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.
- All parties are reminded of the responsibilities and penalties under the fire services act and our powers in particular the pyrotechnics responsibilities addressed 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:

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.

Event Organisers 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 but may not be limited to fire safety notice, closure orders, prosecutions or ex-parte applications for mandatory or prohibitory orders to the High Court.

Gas Installations:

Use of gas at event locations shall comply with I.S. 820:2019 Non Domestic Gas Installation.

Gas Usage at Events

Sectoral guidance summarising recommended actions to safely use gas at events is available here.

This guidance addresses the following

- Safe Rigs and Appliance information
- The set-up, testing and maintenance requirements (including venting, use of gas at market installations, gas usage in built up urban areas)
- Firefighting resources that may be needed
- Electrical Safety
- Gas powered generators
- Gas utilised for special effects or at temporary accommodation

It is advised that any event coordinator overseeing an event where gas may be used is aware of and abides by the checklist below.

Event Organisers should liaise with their Local Fire Authority with respect to any arrangements required specific to that area.

Records

The following records must be available at event control:

- LPG Installation (where appropriate) to IS 820.
- Electrical installation records to IS 10101.
- Emergency Lighting Records to IS 3217/Fire detection and alarm system to IS 3218 as appropriate
- PAT Certs.
- Lining Materials (staging/marquees/furniture etc.) within the last 5 years to a recognised standard.
- Bespoke Installation materials within the last 5 years to a recognised standard.
- Fire Fighting Equipment to IS 291.

Fire / Gas Checklist			
Control Measure	✓	Pre & Post Event Check	✓
	▪ Have LA Fire Officers received a copy of the Event Plan	▪	

Fire / Gas Checklist				
Control Measure		✓	Pre & Post Event Check	✓
Planning for Fire Services (when applicable)	▪ Have LA Fire Officers attended site and undertaken an event survey		▪	
	▪ Are emergency access / egress routes defined and communicated to Fire Services		▪	
Venue Capacity	▪ Capacity calculated		▪	
	▪ Emergency egress routes signed		▪	
	▪ Emergency egress routes free of obstruction		▪	
	▪ Resources defined and available to assist emergency evacuation during event		▪	
Venue Infrastructure: Materials & Fire Safety	▪ Materials, structural linings etc certified within the previous 5 years		▪	
	▪ Certificates available at event control for review		▪	
Venue Infrastructure: Hydrants	▪ Hydrant locations marked & accessible		▪	
	▪ Hydrant service records available		▪	
	▪ Event organisers confirm hydrant pressure		▪	
Equipment: Fire Safety Equipment	▪ Fire Safety Resources installed on site		▪	
	▪ Fire Safety resources available adjacent to / near service locations e.g., diesel generators		▪	
	▪ Fire Safety resources serviced within last 11mts (records available)		▪	
	▪ Fire Safety resources certified by suppliers		▪	
	▪ Fire Register complete and available at event control		▪	
	▪ Details provided to Fire Officer prior to commencement of event	▪	▪	▪
Equipment: Generators	▪ Diesel generators used on site (bunded & earthed)		▪	

Fire / Gas Checklist				
Control Measure	✓	Pre & Post Event Check	✓	
	<ul style="list-style-type: none"> ▪ Generators located at least 3m from buildings / temporary structures 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Service records available at event control 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Inspected and certified as safe to use by registered electrician 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Emergency stops tested by / in presence of event safety officer (records available at event control) 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Associated electrical installations comply with IS10101 		<ul style="list-style-type: none"> ▪ 	
Equipment: Lighting	<ul style="list-style-type: none"> ▪ Lighting survey / plan completed and available at event control 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Lighting arrangement at all structures included 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Lit Emergency exit signage in place (ISO EN 7010 2020) 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Electrical installations comply with IS10101 		<ul style="list-style-type: none"> ▪ 	
Concessions / Vendors	<ul style="list-style-type: none"> ▪ Concession vendors have provided ▪ - fire fighting equipment in line with applicable standards ▪ Confirmed that all personnel are aware of emergency arrangements on site 		<ul style="list-style-type: none"> ▪ 	
General & Combustible Waste	<ul style="list-style-type: none"> ▪ Arrangements in place to prevent any build-up of general / combustible waste within the event venue 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Arrangements in place to facilitate event staff report any build-up of general or combustible waste within the event venue 		<ul style="list-style-type: none"> ▪ 	
Performance Acts: Fire Performers	<ul style="list-style-type: none"> ▪ Performers competent & over the age of 18 		<ul style="list-style-type: none"> ▪ 	
	<ul style="list-style-type: none"> ▪ Performance risk assessment completed 		<ul style="list-style-type: none"> ▪ 	

Fire / Gas Checklist				
Control Measure	✓	Pre & Post Event Check	✓	
	<ul style="list-style-type: none"> Performance area cleared of flammable materials 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Safety zones for performance defined (at least 5m) 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Spotters / event security assigned to performance safety zones 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Fuel storage arrangements in place 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Backstage refuelling area free of gulley's / drains 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> On stage fuel (if needed) – stored in self closing metal containers and quantity limited 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> On stage fuel – arrangements in place to immediately remove on conclusion of performance 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Clean up – arrangements in place to clean up performance area and remove hot equipment 		<ul style="list-style-type: none"> 	
Performance Acts: Pyrotechnics / Special Effects (where applicable)	<ul style="list-style-type: none"> Pyrotechnics shows to be undertaken in line with Guidance Document for Organised Pyrotechnic displays 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Risk Assessment in place 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Pyrotechnic display plans provided to Fire Authority 2 weeks in advance of performance 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Practice demonstration scheduled with LA Fire Officers 		<ul style="list-style-type: none"> 	
Gas Installations	<ul style="list-style-type: none"> Where gas is utilised, arrangements in place to comply with I.S. 820 		<ul style="list-style-type: none"> 	
Records	<ul style="list-style-type: none"> The following records are available 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> LPG Installation (where appropriate) to IS 820 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Electrical installation records to IS 10101 		<ul style="list-style-type: none"> 	
	<ul style="list-style-type: none"> Emergency Lighting Records to IS 3217/Fire detection and 		<ul style="list-style-type: none"> 	

Fire / Gas Checklist				
Control Measure		✓	Pre & Post Event Check	✓
	alarm system to IS 3218 as appropriate			
	▪ PAT Certs		▪	
	▪ Lining Materials (staging/marquees/furniture etc.) within the last 5 years to a recognised standard.		▪	
	▪ Bespoke Installation materials within the last 5 years to a recognised standard ▪ Fire Fighting Equipment to IS 291		▪	

8. REPORTING INCIDENTS

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

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

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

The Health and Safety Authority must be notified of specific incident. The criteria for notifiable incident are set down in the Safety Health and Welfare at Work (General Application) Regulations 2016 Part 14 **Notification** of Accidents and Dangerous Occurrences, details of which are attached at Appendix 5.

9. LEGISLATION AND OTHER GUIDANCE

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

ACTS:

- Fire Services Acts, 1981 and 2003
- The Safety Health and Welfare at Work Act 2005
- Planning and Development Act 2000 (As Amended)
- Licensing Acts 1833 - 1995
- The Roads Act 1993 – S.75 (Temporary Closing of Roads)
- The Road **Traffic** Act 1961 – 2007 (Section 67) (67(1)) (67 (2) (a – b)
- Criminal Justice (Public Order) Act 1994
- Health Act 1947
- Litter Pollution Act 1997 (As Amended)
- Public Health Acts Amendment Act 1890 (Section 37) Temporary Structures
- Private Security Services Act 2004
- Planning and Development Act 2000 – 2019 (as amended)

REGULATIONS:

- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- Food Hygiene Regulations 1950 - 1989
- Planning and Development Regulations 2001 – 2019 Part 16 (Licensing of Outdoor Events
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Roads Regulations, 1994 – Part VIII Temporary Closing of Roads
- Safety Health and Welfare at Work (General Application) Regulations 2007 Part X **Notification** of Accidents and Dangerous Occurrences

CODES OF PRACTICE:

- Code of Practice for Safety at Outdoor Pop Concerts and other musical events
- Code of Practice for Safety at Indoor Concerts
- Code of Practice for Safety at Sports Grounds – issued by the Department of Education
- Code of Practice for the Management of Fire Safety in Places of Assembly
- Code of Practice for Fire Safety of Furnishing and Fittings in places of Assembly
- Code of Practice for Safety at Sports Grounds Department of Education January 1996 (Section 14 Temporary Stands and other Temporary Structures)
- HSE Requirements and Guidance for Outdoor Crowd Events.

STANDARDS:

- Fire protection and alarm systems for buildings. System Design Installation. Commissioning and maintenance I.S. 3218:2013
- Emergency Lighting I.S. 3217:2013 +A1.
- Marquee Structure BS EN 13782:2015.
- Floor Covering BS 5278:1998.
- Upholstered Seating BS 5852:2016.
- Internal Seating Layout Annex D of BS 9999:2017
- Electric Installation IS 10101
- Generators ET 210:2013

- Gas Installations IS 820:2010
- Fire Extinguishers IS 291:2015

GUIDANCE:

- Funfair Guidance Document - Department of Environment: 2002
- Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995
- Piers and Harbours Marine Events Guidelines 2014

BYE-LAWS:

- Check with Monaghan County Council.

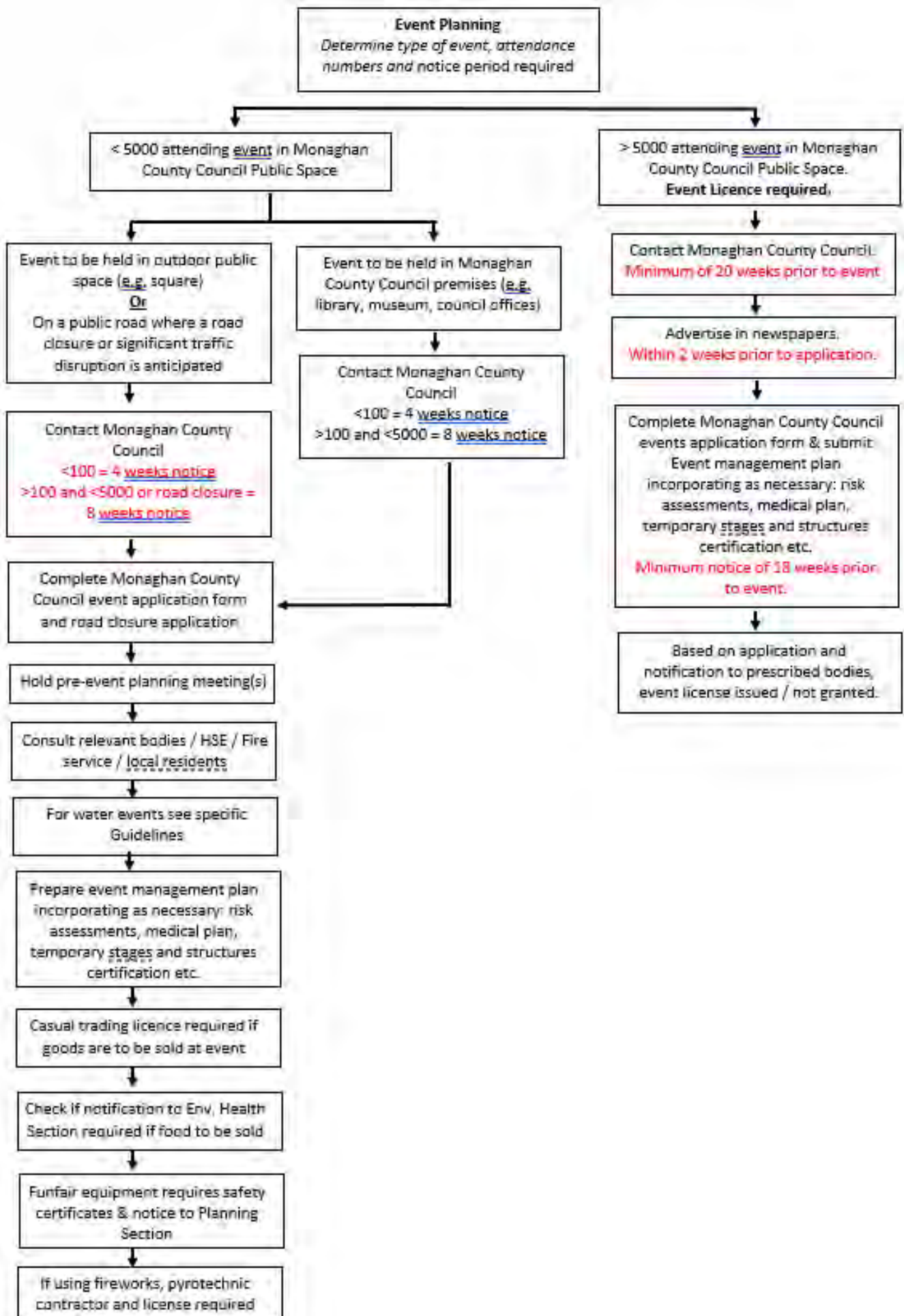
ADVISORY AND INFORMATION MATERIAL:

- The Event Safety Guide issued by the United Kingdom Health & Safety Executive
- Fire Safety Risk Assessment for Open Air Events & Venues issued by the United Kingdom Department for Communities & Local Government
- Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995
- BS 6399: Loading for buildings: Part 1: 1984: Code of Practice for dead and imposed loads, Part 2: 1995: Code of Practice for wind loads, Part 3: 1988: Code of Practice for imposed roof loads, British Standards Institution, London
- BS 5973: 1993, Access and working scaffolds and special scaffold structures in steel, British Standards Institution, London.
- Dickie, J.F., & Tomlinson, G.R.: "Demountable Grandstands", Structural Engineer Review



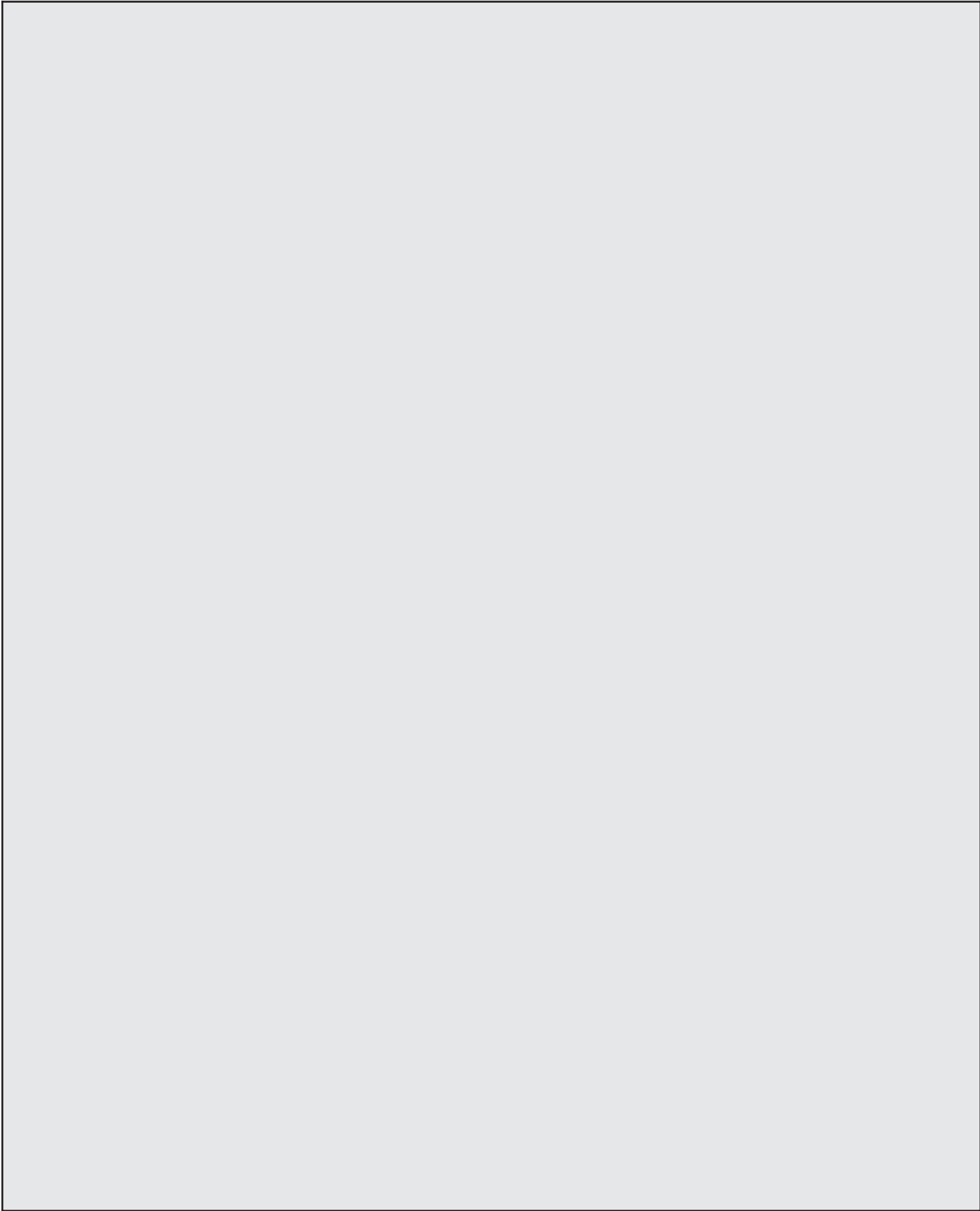
APPENDICES

APPENDIX 1 - SAMPLE EVENTS MANAGEMENT FLOWCHART



APPENDIX 2 - CHECKLIST FOR EVENTS MANAGEMENT PLAN

Please ensure that the following documentation / information, if required for your event is included in your Event Management Plan.		
Detailed Risk Assessment(s)		
Public liability insurance (Must include a specific indemnity for Monaghan County Council. Please refer to Section 7.6)		
<p>A detailed <u>Event Management Plan</u> to include the following contents: Cover, Foreword, Circulation list to key services, Review / Revision / Updates, Contents Event Description / Introduction & Scope of Event</p> <ul style="list-style-type: none"> • Introduction • Event Schedule & timings • Scope of Event Management Plan • Organisers Details <p>Event Management Structure and Responsibilities</p> <ul style="list-style-type: none"> • Safety Policy Statement • Operational Personnel • Identification • Event Planning & Management Role • Safety Management and Event Operational personnel • Event Planning Meetings • Post Event Debriefing Meeting (if applicable) • Event Management Structure • Insurance <p>Event Safety Strategy</p> <ul style="list-style-type: none"> • Objectives and Risk Assessment • Assessment of significant Risk for event • Risk Assessment • Site Layout & Occupant Capacity • Definition of Viewing areas • Access control into viewing areas • Viewing Capacity • Crowd Control Measures • Category of Event • Central Control Area • Water Safety Plan (if applicable) <p>Site Structures, Layout and Facilities</p> <ul style="list-style-type: none"> • Temporary Structures • Spectators with Disabilities • Parking • Viewing Area • Fire Extinguishers • Crowd Control Barriers <p>Stewards and Event Site Control</p> <p>Assessment</p>		



APPENDIX 3 - SAMPLE EVENT APPLICATION FORM FOR PUBLIC EVENT

SAMPLE

Event Application Form – Public Event

The local authority requests that this form be completed with the basic details of the event. This allows the council and emergency services (fire, ambulance and Gardai) to provide advice on safety, street closures and any applicable licences required.

Please send this completed form together with all supporting documentation to Monaghan County Council.

EVENT ORGANISER	
Name / Company	
Contact Details	Address
	Phone
	Email
Name	
Signature	
Position	Date

EVENT MANAGEMENT

Please note that these roles have specific functions and responsibilities, and as such the persons must be competent for the role. Please provide details describing previous experience and qualifications of roles below including events and dates. This can be provided on separate sheets and attached to this form if necessary.

Persons(s) in overall control (named individual)	Name
	Phone
	Email
	Experience / Qualifications
Event Controller	Name
	Phone
	Email
	Experience / Qualifications
Event Safety Officer	Name
	Phone
	Email
	Experience / Qualifications
Event Chief Steward / Marshall	Name
	Phone
	Email
	Experience / Qualifications

EVENT DETAILS		
<i>Please note that if the proposed event is a non-sporting event with an expected attendance of 5000+ a formal Planning application must be made to Monaghan County Council, allowing appropriate time (approx. 16 weeks) for the application process.</i>		
Name		
Location	Location Plan Attached;	Yes / No
	Site Plan Attached;	Yes / No
Dates and Times <i>Include dates and times to prepare and dismantle venue/ location</i>	Build Start	Event Finish
	Event Start	
Nature of Event <i>Brief description of proposed event</i>		
Target audience		
Is this a free event	Yes / No	
Is this a ticketed event	Yes / No	
Is the event open to the public or invited guests only?		
Estimated number of persons attending	At any one time	
	Over the whole event	
	General Public	
	Personnel	
	Participants	
Estimated holding capacity		

EVENT DOCUMENTATION / ADMINISTRATION		
	Yes	No
Does the event organiser own the site/venue or have a tenancy agreement?		
If no, does the event organiser have a written agreement?		
Has the site/venue been used before for similar events?		
Have residents or local businesses been contacted in writing?		
Have there been any objections?		
Has a specific Event Safety Management Plan been produced for the proposed event?		
Is the author deemed competent in relation to experience, qualification and knowledge for this type of event?		
Is the author of the event plan the designated Event Safety Officer?		
Has indemnity insurance been provided for the event plan?		
Who is the designated person to supervise the build and break of the event?		
Is the person deemed competent in relation to experience, qualification and knowledge for this type of role?		
Have all relevant statutory approvals, licenses, etc. been granted?		
Has there been consultation with statutory agencies?		
If yes which statutory agency was consulted?		
Have terms and conditions been established with suppliers and participants?		

EVENT ACTIVITIES		
<i>Please tick below the appropriate boxed to show the activities that are intended for the event.</i>		
Stewarding / Security	<input type="checkbox"/>	Exhibitors
Market stalls	<input type="checkbox"/>	Alcohol
Food / drink concessions	<input type="checkbox"/>	Toilets
Power Supply	<input type="checkbox"/>	Marquees
Water (limited supply at some sites)	<input type="checkbox"/>	Lost children point
Temporary Structure / Staging	<input type="checkbox"/>	On Site Communications (radios, loudhailers etc)
Barrier/fencing	<input type="checkbox"/>	Live entertainment
P.A. System	<input type="checkbox"/>	Carnival / fairground equipment

Motor vehicles		Inflatables (e.g. bouncy castle)	
Volunteers		Other	
Other (please specify)			

RISK ASSESSMENT				
<i>Describe the key hazards identified, the level of risk (low, medium or high) and the control measures proposed.</i>				
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
		Medium		
		Low		

EVENT TRAFFIC MANAGEMENT

If a formal road closure is required, the local authority must be contacted and allow an appropriate time period (approx. 5 weeks) for application process. The Council must be satisfied with the traffic and pedestrian management arrangements before a closure will be granted. If YES is answered to any of question below then a detailed plan is required.

	Yes	No
Are any roads and/or footpaths, that are normally open to the public affected or used as part of the event?		
Do you need any road closures and traffic diversions?		
What is the expected duration of the road closure?		
What signage will be in place to advice vehicles of the road closure?		
Is any parking provided for staff and / or participants?		

EVENT INSURANCE

	Yes	No
Has public liability insurance been arranged?		
Insurance Company		
Value of cover		

APPENDIX 4 - SAMPLE EVENT MANAGEMENT PLAN – PUBLIC EVENT

PLEASE NOTE THAT THIS FORM IS NOT AN EVENT MANAGEMENT PLAN

A separate document should be compiled by a competent person, with all the event details as gathered below, and following communications with the necessary stakeholders and statutory agencies (as applicable).

The headings below are suggested as content for an Event Management Plan, the level of detail required is determined according to the actual event and the risk associated.

This form can be used to compile the details to be used in the Event Management Plan.

Monaghan County Council shall not be held responsible for damage and/or loss caused by errors, omissions, misprints, or misinterpretations of the contents hereof and disclaim any and all liability to any person(s) relating to anything done or omitted, by any person relying on the contents of this document.

It is the responsibility of the Event Organisers to implement any advice given and to manage the event sufficiently and safely. Monaghan County Council strongly recommends that competent persons are consulted and involved in the Event Management Team and in particular for Event Safety.

EVENT DETAILS

Name	Full business name	
Location		
Event overview <i>Include any and all entertainment elements</i>		
Reason for the event		
Dates and Times: <i>(include dates and times to prepare and dismantle)</i>	Build Start	Event Finish
	Event Start	Break Finish
Participant details		
Attendee details	Target audience	
Commercial element	Detail any sponsor activity and any TV coverage	

SAFETY POLICY

Safety planning and management

Details of the intended safety planning and management for the event. Who will implement the plan and the roles of the organisers, the Local Authority, the Gardaí, the HSE and the Emergency Services etc.?

Safety Policy statement

Overview of intended safety arrangements

Pre-event meetings <i>Inc. Statutory Agencies Meeting (AGS, DFB or HSE)</i>	Dates	Attendees
Post event meeting	Date	Attendees

EVENT MANAGEMENT

NB: Roles below are the key event management team, please refer to the FCC Event Safety Management Guide for details of roles and responsibilities for each role.

Event Controller:	Name
	Phone
Safety Officer:	Name
	Phone
Chief Steward / Marshall	Name
	Phone
Medical Controller	Name
	Phone
	Company name

CROWD MANAGEMENT

Venue / site capacity	Detail how capacity has been calculated showing consideration for all structures in place
Expected attendance	
Crowd concerns	Detail source of concerns
VIP arrangements	
Access arrangements	
Queuing arrangements / system	
Access management	Personnel, signage, tickets, scanners etc.
Capacity management	Tickets, clicker, automatic, manual count etc?
Access to specific areas	
Location of directional signage	
Barriers	
Fencing	

Front of stage	
Public address system	
Monitoring the crowd	
Vehicular access to site	
Meeting point(s)	
Egress routes	
Emergency routes	

SECURITY PLAN

Number of Gardaí	Detail of numbers of Gardaí – Non-public, public order etc. and the specific role of Gardaí
Number of stewards?	
Number of security?	
Is the security company licensed and insured?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please check www.psa.gov.ie for requirements regarding stewarding and security.
Stewarding / security arrangements	EG: Details of personnel / professional company being used for steward / security duties. Ratio of stewards: security, profile of personnel.
Duties of stewards / security	
Location of stewards / security	EG: Areas and allocation
Training of stewards / security	
Steward / security pre-event briefing	
Steward / security uniforms / attire	
Alert Codes	

MEDICAL PLAN

Provider	
Medical Controller	
Personnel	Numbers of personnel and level of training
First Aid posts / areas	
Emergency vehicles and parking arrangements	
Communications	
Emergency routes	
Medical waste	

TRAFFIC / TRANSPORT MANAGEMENT PLAN

Pre-event	Detail the plans to manage traffic in conjunction with Statutory Agencies where applicable, and all prior notice to applicable residents and businesses in the area (1 month in advance in writing) and official road closure applications (6 weeks in advance)
During the event	Detail the arrangements to manage the traffic during the event, including any and all road closures, interaction with pedestrians, access arrangements for emergency services, wheel chair users and local residents or businesses and alternative parking.
Post-event	Detail the arrangements to reopen any roads and return back to normal operation. Allow adequate time to allow for example the crowd to disperse, all structural elements to be dismantled safely and articles to be removed such barriers etc.

EMERGENCY PLAN

Detail the specific plan to occur in the incidence of an emergency

Definition of emergency	
Purpose of emergency plan	
Activation and stages <i>(inc. details for secondary plan – Plan B)</i>	Detail step by step plans
Specific roles and responsibilities	
Emergency zones and routes	
Means of escape	
Assembly Area	

EMERGENCY PROCEDURES

Detail below the specific procedures in place and responsibilities for the following incidents. NB – these are some suggested emergencies however the list is non-exhaustive and other potential applicable emergencies should be identified in the risk assessment.

Fire	
Adverse weather	
Bomb Threat	
Crowd Disturbance	
Evacuation Procedure	

TEMPORARY DEMOUNTABLE STRUCTURES

Structures and/or installations <i>Detail all/ any temporary demountable structures inc. the person responsible for the build and break</i>	Stage
	Marquees
	Seating structure
	Platforms (Wheelchair / TV)
	Barriers / fencing
	Bars
	Concession units
	Funfairs
	Other
Certification	Details what certification is being provided and by who (company/full name)
Power Source	All generators must be diesel, sited adequately, earthed and supplied with certification.
Lighting	All lighting towers must be supplied with adequate certification and sited correctly
Lighting levels	Should be sufficient for the nature of the event and for the full duration of the event including emergencies.
Ground protection	

FIRE SAFETY

Fire equipment	Details all fire fighting equipment and supplier
Signage and lighting	Details of emergency signage and lighting
Fire warden	Detail of who is responsible to react to a fire
Concession units	Each unit should have individual fire fighting equipment
Litter and waste disposal	Waste should not be allowed to build up
Stage	Ensure all furniture, fittings and dressing is sufficiently fire resistant
Gas installations	Refer to FCC Guidance on the use of Gas
Special Effects	Items such as fire-works, pyrotechnics, flames etc. require a separate method statement to be submitted and approved by the local Fire Authority

EVENT CONTROL UNIT AND COMMUNICATIONS

Event Control Unit	Location where event is centrally managed
PA system	Include announcement arrangements
Telephone and/or CCTV	
Radio Communications	

ATTENDEES WITH DISABILITIES

Access	
Parking	
Viewing area	
Assistance	
Specific sanitary facilities	

WELFARE

Sanitary provisions	Detail sanitary arrangements including number and drop off / collection arrangements.
Drinking water	
Noise levels	Detail any/all aspects of the event that will create noise and include any monitoring provisions.
Lost person	
Lost property	

ENVIRONMENTAL

Protected or sensitive structures	Detail any and all protected structures and measures to protect same.
Protected flora and fauna	Detail any and all protected flora/fauna and measures to protect same.
Ground protection	
Litter and waste clean up	Details of clean up during and post event including food waste.
Water monitoring	
Concession units	Details of removal of all concession waste include oil and waste water.

TESTING AND INSPECTIONS

Pre-event	Details of what tests and inspections will be carried out and by whom
During the event	Details of what tests and inspections will be carried out and by whom
Post event	Details of what tests and inspections will be carried out and by whom

CANCELLATION POLICY

Pre-Event	Procedure to be taken if event is cancelled before it starts, how this is communicated and individual responsibilities.
During the Event	Procedure to be taken if event is cancelled after it has started, how this is communicated and individual responsibilities.

APPENDIX

This list is non exhaustive and specific event details should be identified and included.

Maps/ drawings <ul style="list-style-type: none"> • Site layout • Event layout • Emergency routes 	
Risk assessments	NB – This must be carried out by a competent person and MUST clearly show applicable foreseeable hazards, level of risk (Low, medium or high) and necessary controls.
Build and break schedule	
Full contact names and phone no's	
Briefing sheet	
List of signs and locations	
List of barriers and locations	
Accident / incident Report Form	

APPENDIX 5 - REQUIREMENTS TO REPORT ACCIDENTS TO THE HEALTH & SAFETY AUTHORITY

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

- **Road traffic/ vehicle accidents involving employees and self-employed**
Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

- **General injuries involving members of the public**
Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner are reportable. Accidents related to medical treatment or a pre-existing medical condition are not reportable.

- **Road traffic/vehicle accidents involving members of the public**
Road traffic accidents are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.

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



APPENDIX 6 - EVENT SAFETY INSPECTION CHECKLIST

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

1. Pre-event inspection
2. During event inspection
3. Post event inspections

EVENT:	
LOCATION:	
DATE:	

1. PRE-EVENT	COMPLETED BY:			
SITE ACCESS / EGRESS		Yes	No	N/A
Are staff / Stewards / Volunteers in place?				
Are Security precautions in place?				
Are any all barriers in place?				
Are entrance / exit and routes clear?				
Can emergency vehicles gain access?				
Have adequate signs been provided?				
Are pedestrians segregated from vehicles?				
SITE CONDITIONS		Yes	No	N/A
Are general underfoot conditions adequate and free from slips & fall hazards?				
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?				
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?				
Has vegetation been cut back, debris removed, and the area made safe?				
Have current weather conditions created new hazards to be addressed?				
ATTRACTIONS / ACTIVITIES / STRUCTURES		Yes	No	N/A
Have all activities/attractions supplied evidence of Insurance and Health & Safety documentation requirements including Structural Design Cert where applicable?				
Are all activities/attractions sited correctly and checked?				
Have all structures been completed?				
Have all structures been inspected and approved by a competent person where required?				
Have Construction Certs and engineers report been completed?				
Have temporary dressing been fitted correctly and checked?				
Are all potentially hazardous activities segregated and/or fenced as required?				
Have any unanticipated hazards been introduced?				
Are all control room personnel and radio operators in place and all radio checks carried out with relevant personnel?				
Are all event personnel fully briefed on all arrangements, in particular emergency				
Are all necessary personnel familiar with the event management and the reporting				
Have temporary dressing been fitted correctly and checked?				
Are all potentially hazardous activities segregated and/or fenced as required?				
Have any unanticipated hazards been introduced?				

EVENT SAFETY INSPECTION CHECKLIST CONTINUED

EVENT SAFETY INSPECTION CHECKLIST CONTINUED

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

EVENT SAFETY INSPECTION CHECKLIST CONTINUED

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

APPENDIX 7 - WATER, PIERS AND HARBOURS EVENT GUIDELINES

REQUIREMENTS FOR EVENTS ON THE WATER

1. The permission of the Council is required for all public events planned within the functional areas of towns and villages. Information on these requirements can be obtained by contacting the relevant authority.

The event organisers must apply in writing to Monaghan County Council. A submission shall be made to Monaghan County Council outlining:

- a. Date and times of the event;
- b. Nature and scope of event;
- c. Number of persons expected to attend;
- d. The number of participants, the number of vessels and the number of safety/rescue vessels.
- e. A minimum of **6 weeks' notice** must be given to the relevant person prior to the proposed date of the event;
- f. All information requested must be submitted in a timely manner and the details of the event must be **finalised** and agreed 2 weeks prior to the proposed date of the event.

The organiser is advised that they should have in place adequate public liability/marine insurance(s) providing cover for the event.

The organiser must submit a Safety Plan for the event outlining, the safety management and emergency procedures during the event and the name of a nominated experienced Event Safety **Officer**, whose sole responsibility it is to ensure safety on site. The Event Safety **Officer** shall have due regard to the current weather/wind/tide conditions on site. He/she is responsible for alterations of the course and/or cancellations of the event on the day, should weather conditions be such as to require same.

Due regard should be paid to weather warnings, including small craft warnings on the day of the event.

A detailed layout of the course where the event will take place must be submitted. If it is intended to construct a platform/navigation aid, or other similar structure, details of the dimensions, materials etc. must be included.

The organiser must confirm that the Gardai/Civil Defence/Irish Water Safety and any other appropriate emergency services have been notified of the details of the event.

Details of the stewarding of the site/area must be submitted in advance of the event.

Swimming events – when organising swim events due consideration should be given to the following:

- **An overall safety officer must be appointed by the organisers. This person must have sole responsibility for the safety and management of the swim. His /her decision must be final in all issues relating to the event. If he /she feels it is necessary to appoint assistants, it is at the safety officers discretion.**
- An emergency plan must be formulated and put in place on the day in conjunction with the organisers and safety **officer**.

- The course must be explained clearly to the entrants and must be clearly marked. The marker buoys should be big enough to be seen clearly by the swimmers from the water.
- **A fixed stationary observation boat should be stationed at the outermost point of the swim.**
- A sweeper boat will be used to stay behind the back swimmers to pick up stragglers
- **Rescue craft must follow the field on each side. These craft should be used** with a ratio of one to twenty swimmers.
- All rescue craft should carry one lifeguard with rescue tube. Also, each craft should carry ring buoys and reaching poles.
- All rescue craft should be in communication with each other via walkie talkie or vhf and safety **officer.**
- Rescues canoes should be used for close up rescue work during the event. All canoeists should be experienced and capable of doing eskimo roll with their craft.
- A ratio of one rescue canoe to ten swimmers should be used. It would be important to have enough canoeists at rear of swim to cover stragglers.
- It should be arranged to count swimmers into and out of water and during stages of the swim.
- In big events (100 plus) it may be necessary to stagger swimmers start and this would depend on **swimmer experience and decision of safety officer.**
- The use of wetsuits is advisable for buoyancy and heat retention.

APPENDIX 8 - HYDRANT REQUIREMENTS AND CERTS

Fire hydrants

Fire Hydrants shall be in accordance with BS 750:2012 and shall deliver a minimum rate of flow as per **Monaghan Fire & Civil Protection 'Guidance document for fire-fighting water supplies'**.

Arrangements should be made by the owners or the occupiers to ensure that, at least twice a year, maintenance is carried out on all private fire hydrants by a competent person.

Periodical inspections of the vicinity of all hydrants should be made to ensure that there are no obstructions impeding accessibility and that hydrant indicator plates are in position.

Periodical inspections should be made to ensure that all isolating valves for systems are kept locked in an open position. Flow and pressure should also be checked to ensure that supplies have not deteriorated.

Flow and pressure testing of at least two hydrant outlets shall be completed. The hydrants chosen should be the most remote hydraulically and the most favourable hydraulically from the water source, and they should be tested at each visit to meet the requirements of 6.4.2.

Flow tests

Each pump shall be capable of providing a flow of water of at least 1 500 l/min in the fire main, i.e., sufficient to serve lines of hose from two separate landing valves simultaneously.

A minimum running pressure of 8 bar shall be maintained at each landing valve.

For private external fire mains, the flow of 1 500 l/min with a flowing pressure of not less than 2 bar should be available at the most hydraulically remote hydrant.

Pressure-reducing valves should be provided to regulate the flow and pressure to 750 l/min at 8 bar per outlet. Arrangements for the disposal of water during flow tests, commissioning and maintenance should be made via a permanent return facility to the tank or to drain. These arrangements should be on all floors.

A test facility, including permanently installed devices for measuring pressure and flow, should be provided at the pump delivery branch downstream of each outlet check valve to permit a running pressure test of each pump at full load condition.

Records to be made available: -

Inspection/test records

There shall be a signed and dated log of periodic inspections, maintenance and rectification of any defects, which should record:

- a) date and time of inspection or test,
- b) person carrying out the test,
- c) installation being inspected or tested,
- d) result of the inspection or test, and
- e) any rectifications carried out or needed.

Form of cert to be available/provided.

Annex D

Example of fire mains system – Certificate of inspection/testing

Certificate Number:

Name of company/person responsible:

Address of above:

Name of protected premises or owner:

Address of protected premises:

Protected Area:

Reference Drawings:

System Category (tick as appropriate)

Dry fire main

Wet fire main

Fire hydrant ring main

The inspection/testing covered by this Certificate is as set out below (tick appropriate box).

Periodic service inspection and test

Annual service inspection and test

Bi-annual service inspection and test

Notes:

I/We hereby certify that the fire mains system at the above premises has been inspected/tested by me/us in accordance with the system design specification and drawings.

I/We confirm my/our competence to undertake this work and that the inspection/testing was carried out in compliance with the requirements of I.S. 391:2020.

Signature of competent person responsible for commissioning of the system:

Name: (Print):

Position:

Signed:

Date:

Telephone number:

The Hydrant Pit:

1.	Is the surrounding surface paving sound?	
2.	Is the cover free from vegetation and/or debris?	
3.	Is the cover and frame sound?	
4.	Is the cover painted Canary Yellow (BS 381C No: 309 Canary Yellow)?	
5.	Does the cover need repainted?	
6.	Is the underside of cover marked with direction of opening?	
7.	Is the pit structurally sound?	
8.	Is the pit dry?	
9.	Is the pit free draining?	
10.	Is the pit in waterlogged ground?	

The Hydrant:

11.	Is the hydrant screw down, sluice valve or pillar type	
12.	Is the valve packing sound?	
13.	Is the outlet fitted with a cap	
14.	Is the cap secured to hydrant	
15.	Does the outlet have a round thread?	
16.	Does the Standpipe screw correctly onto outlet threads?	

17.	Is the outlet 300mm or less from the top of the pit?	
18.	If not, what is the distance to the outlet?	
19.	Is a frost valve fitted?	
20.	Does it appear to be in working order?	
21.	Is a false spindle fitted?	
	Is it properly secured?	
	Is there a securing bolt?	
	Is the bolt well oiled?	
22.	Pressure Test Reading	
23.	Flow Test Reading	

Notes