



LEADER An CHABHÁIN-MHUINEACHÁIN CAVAN-MONAGHAN LEADER



Breifne Comhtháite Teo., agus Forbairt Chomhtháite Mhuineacháin Teo., ag obair le céile ar son forbairt uaithe Breffni Integrated Ltd., and Monaghan Integrated Development Ltd., working together for rural development

Cavan Monaghan LEADER Gathering Development Programme

Workshop 4 Event Safety Management



Comhshaol, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government



The Event Safety Management Plan

The Event Safety Management Plan has been prepared for the purpose of assisting with the safe and efficient management of the **Festival and Event**. The plan assists the promoters in their duty of care for the safety of attendees and volunteers/ staff who will be working at the event. Some elements of the Safety Event Plan are included in the Event Manual.

Event Safety Management Plan Template

For

A Small/ Medium Scale Event

To be held at

Location: **Insert**

Date: **Insert**

Contents

- 1 Introduction
- 2 Event Details
- 3 Event Management Structure & Responsibility
- 4 Event Safety Management
- 5 Environmental Issues
- 6 Temporary Structure/Installations
- 7 Spectators with Disabilities
- 8 Emergency Arrangements

Appendices

- A – Accident Report Form
- B – Contact Names and Numbers
- C – Site Plan and Traffic Management Plan
- D – Emergency Procedures
- E – Stewards List

1 Introduction

Introduction - 1 Paragraph Description of the Event

This Event Safety Management Plan has been prepared for the purpose of assisting with the safe and efficient management of **NAME THE EVENT**, to be held in **(NUMBER)** venues, **PLEASE NAME VENUES** Town/Village on the **'Insert Date'** for activity at each venue

The organisers for this event will accept and show a duty of care for the safety of the event. In particular they will take all necessary precautions to ensure the safety of attendees and volunteers/ staff who will be working at the event.

The event will be organised to ensure compliance with the requirements of:

- The Safety, Health & Welfare at Work Act, 2005* and applicable regulations made there under.

- The Fire Services Act, 1981* and 2003

- The Fire Safety in Places of Assembly (Ease of Escape) Regulations 1995*

- Licensing of Indoor Events Act, 2003*

- Intoxicating liquor/ licensing of premises*

'All above as applicable'

2 Event Details

2.1 Event Overview & Location

NAME OF ORGANISATION is facilitating **NAME OF THE EVENT** comprising of:

- DETAILS OF EACH ACTIVITY associated with the event and dates associated**

The event will comprise of an audience of:

- 'Insert Numbers'** of people attending each activity (anticipated)

2.2 Event Schedule & Timings

Date:	'Insert Date'	Activity 1
Start Time:	'Insert Time'	
Finish Time:	'Insert Time'	

Date:	'Insert Date'	Activity 2
Start Time:	'Insert Time'	
Finish Time:	'Insert Time'	

Date:	'Insert Date'	Activity 3
Start Time:	'Insert Time'	
Finish Time:	'Insert Time'	

Date:	'Insert Date'	Activity 4
Start Time:	'Insert Time'	
Finish Time:	'Insert Time'	

PLEASE ADD MORE TABLES AS REQUIRED

Duration = Total Hours **'Insert Hours'** approx

2.3 Attendance Profile

FOR EACH ACTIVITY AT THE EVENT

FOR EXAMPLE –

- Audience for ACTIVITY 1: The audience at ACTIVITY 1 is families of all ages; the majority of the audiences at this event are people from the locality.
- The age range of the audience is between 25 and 60 plus with the majority aged 45-60 and over 60. The majority of participants are local but a significant number come from other parts of Ireland, Northern Ireland and the UK.

3 Event Management Structure & Responsibilities

3.1 Key Personnel

Title	Name
Opening Ceremony and Venue Management - Facilitators/ Organisers	
Event Coordinator	
Conference Director	
Chief Steward	
Event Safety Advisor	

*Refer to Appendix B for contact details

3.2 Responsibilities

Responsibilities for the facilitators and organisers are to ensure the following

3.2.1 The Facilitators/ Organisers

The Facilitators will ensure that all the necessary support and resources are provided to the Event Co-ordinator/ Controller.

3.2.2 Event Co-ordinator/ Controller

The Event Co-ordinator/ Controller will have the overall responsibility over the **Insert Number of Days** day for all matters relating to the management of the events. **Insert Name** will participate in consultations with Authorities, will appoint a Chief Steward, and will ensure there are a sufficient number of stewards present to manage the events. **Insert Name** will also ensure that adequate briefing and familiarisation training is provided in advance.

The Event Co-ordinator/ Controller will ensure that adequate measures are in place for the safety of persons attending the event. **Insert Name** is assisted by the Garda, Stewards and all other personnel. The Event Co-ordinator/ Controller is advised by the Event Safety Advisor, but retains control unless a serious emergency occurs, or is imminent, in which case **Insert Name** hands over control to the Senior Garda Officer, Senior Fire Officer, or Senior Ambulance Officer (as appropriate), who thereafter will take over and act in accordance with the Major Emergency Plan.

3.2.3 Event Safety Advisor/ Officer

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

3.2.4 Chief Steward

The Chief Steward will monitor the entrances to the venue throughout the event and with the Event Co-ordinator/ Controller manages emerging situations, including the redeployment of stewards to key areas if necessary. **Insert Name** will also monitor the performance of stewards and advise accordingly.

- All signage is erected in a safe manner
- Parking is coordinated and assisted by stewards
- Clearway for emergency services is adhered
- Children are supervised at all times
- Food is prepared by an certified caters who comply with safety standards
- All furniture is lifted and set up in a safe way
- All equipment is set up professionally
- Know the emergency procedures
- The stewards are requested to cover at the following locations: **INSERT LOCATIONS**
- Keep a clear way for emergency services
- **Additional Structures NAME All e.g. Marquee** - is erected in a safe place with emergency access

The Stewards will be briefed on:

- The expected attendance and any special stewarding requirements arising
- All arrangements for the safe management of the event
- Emergency procedures and any special contingency plans
- The deployment of stewards and advice of any specific roles.

The key Stewards will brief their stewards under their command on duties, and will issue a sheet of instructions to them (See 2.2.6).

Steward Identification

Stewards will be identifiable by:

- 'Hi – Viz vest'**
- Name Badge**

4 Event Safety Management

4.1 Event Planning & Review

A series of Event Planning Meetings will be held in prior to the Event. Commencing 2 – 3 months prior to the event as follows:

- Preliminary Planning Meeting**
 - 3 months in advance of the event
- Event Planning Meeting**
 - 1 week in advance of the event
 - The draft 'Event Safety Management Plan' will be discussed

Furthermore, a

- De-briefing Event Meeting**
 - will be held not later than 2 weeks after the event.

4.2 Crowd Management

Insert details of Marquee's and other temporary structures and how their construction will be managed.

E. G. Site Engineers or Stewards will be on duty to ensure all safety measures are adhered to.

4.3 Traffic Management

Insert Details of any one way systems; shuttle buses; parking etc. **Where each will operate to and from** 'insert Time and Date for each'. Also insert here any special requirements e.g. attendees will be requested to avail of the shuttle service; limitations on parking etc.

Traffic will be managed by stewards on duty in close collaboration with the Garda.

Please refer to Appendix C for a copy of the Traffic Management Plan for the event.

Please outline any ACCESS Restrictions

Access to these areas is strictly restricted to:

- Garda
- Event Co-ordinator/ Controller
- Designated stewards

4.4 Child Safety

The **Event Safety Advisor** is responsible for the Child Protection Policy.

The **Event Safety Advisor** to include here full details of your lost child procedure including responsible personnel.

If a child goes missing during a [insert name of activity] session, [insert name of organization] the procedure will be followed (see **Section 11& 12 – Event Manual**)

The child protection policy should be signed and dated by the **Event Safety Advisor** and a copy kept on file.

5 Temporary Structures/Installations

5.1 Temporary Structures/ Installations

The following installations and temporary structures will be erected at **LOCATION** to facilitate the **EVENT ACTIVITY**:

For Example

Marquee

Details of the design and structural calculations for temporary structures will be submitted to the Structural Engineer in advance of the event. The structures will be erected on the day by '**INSERT NAME**' (generally the company who the organization has rented the temporary structure from). Temporary structures erected will be inspected and certified by the Structural Engineer on the day before/ of the event.

INSERT NAME & QUALIFICATIONS OF STRUCTURAL ENGINEER

Dismantling and removal of temporary structures will be carried out under the supervision of persons experienced in such work '**INSERT NAME**' (generally the company who the organization has rented the temporary structure from). Works will not be carried out while members of the public are in the vicinity.

6 Spectators with Disabilities

6.1 Access

All reasonable care will be taken that disabled persons and wheelchair users can access the event locations safely and without encountering obstacles or hazards, while accessing areas of the site.

6.2 Parking

Disabled parking will be available at all event locations **PLEASE PROVIDE DETAILS**

6.3 Sanitary Facilities

Disabled toilets are available at **locations** **PLEASE PROVIDE DETAILS**

6.4 Assistance

Stewards and the Garda will assist disabled persons for normal; VIP and press access if required, and also in case of emergency procedures.

7 Emergency Arrangements

7.1 Fire Safety Management Plan

7.1.1 Fire Safety Register

7.1.2 Fire Equipment

Storage areas will be cleared of combustible materials prior to the event and monitored during the event.

Fire fighting equipment will be provided in the locations listed below.

- **LIST LOCATIONS WHERE EACH ACTIVITY IS TAKING PLACE**

7.2 Ambulance Services

7.2.1 Examples include:

Cavan General Hospital

Monaghan General Hospital

7.3 First Aid

7.3.1 Location of first aid base is at **LOCATION**.

7.3.2 First aid provision will be discussed with local medical providers and staff details provided.

- GP's at Health Centre, **LOCATION**
- **Details of Nearest Hospital**
- St John Ambulance Brigade of Ireland

APPENDIX A

ACCIDENT REPORT FORM			
Details of person injured:			
Surname	Forenames	Age	DOB
Date of Accident	Time	Was Accident Reported in Accident Record Book?	
How did Accident Occur?			
Nature of Injuries			
Was First Aid given?	By Whom?		
Was Injured Person sent to Doctor, Medical Centre or Hospital? (Give Details)			
If so, accompanied by whom?			
Name(s) of Witness(es) of the Accident			
Any Previous Accident which may have been due to same cause			
Was Accident caused or contributed to by any defect in working conditions or premises or the conditions of the furniture, equipment or tools used?			
Signature of person reporting the accident			
Date			

APPENDIX B

Contact Names & Numbers

NAME	TITLE	MOBILE TEL NUMBER
TBI	Event Organiser	
TBI	Event Co-Coordinator	
TBI	Event Safety Adviser	
TBI	Conference Director	
TBI	Chief Steward	
TBI	Medical Provider	

NAME	EVENT ROLE	RADIO CALL SIGN
TBI	Event Organiser	
TBI	Event Co-Coordinator	
TBI	Event Safety Adviser	
TBI	Conference Director	
TBI	Chief Steward	
TBI	Medical Provider	

APPENDIX C

Site Plan

*(Should show location of event, vehicle parking,
Road access, assembly points, first aid, emergency exits etc)*

Traffic Management Plan

*(to show vehicle access points, allocation of disabled parking spaces,
Contractor Delivery access & times pick up and drop off points)*

APPENDIX D

These Emergency procedures are **ONLY** to be viewed by The Event Management Participants

Coded Message for an Emergency – Base Controller will be aware of this code and will advise the Chief Stewards so that ALL Stewards will be informed on the day.

Action in the Event of Fire

RAISING THE ALARM

If YOU DISCOVER A FIRE

- Inform the Garda in the vicinity or the event Co-ordinator/ Controller via radio contact
 - Who will contact the Fire Service?
 - Raise the alarm and evacuate the premises
- Only Fight a fire if trained in the use of Fire Extinguishers
- Assist in the evacuation of the area to a safe assembly point
- Evacuate the area

Code Word: ***'Insert'***

Action in the Event of Medical Emergency to Member of the Public

All stewards are to be vigilant to the crowd status. The person who comes upon or is made aware of a medical emergency are to IMMEDIATELY notify the Garda in the vicinity and the event co-ordinator/ Controller via radio contact.

The event co-ordinator/ Controller will notify the emergency services IMMEDIATELY.

Alerting an Emergency to the Emergency Services

Prompt	Information to be supplied
E	Exact Location
T	Type if Incident
H	Hazards on site
A	Access/ Egress
N	Numbers Involved
E	Emergency Service Required

Reporting of Accidents/ Unsafe Incidents

The Event Co-ordinator/ Controller will be responsible for documenting (using Form in Appendix A) and taking photographs as required.

Emergency Routes – Emergency Services

The entire route will be kept clear for emergency service vehicles. Emergency Service access will be maintained at all times for both the resident population and the event – Stewarts Responsibility.

APPENDIX E

Stewards List

Steward	Location	Day	Time	Radio Call	Duty
					EXAMPLES
Steward 1			'Insert'	TBI	Assist with safe parking of Officials & Guest speakers
Steward 2			'Insert'	TBI	Cover one way traffic system
Steward 3			'Insert'	TBI	
Chief Steward			'Insert'	TBI	Monitor entrances to venue

Festival & Event Risk Assessment

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your event, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

Event/Festival Name :

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</i>	<i>Better housekeeping is needed in bar area, eg on spills</i>	<i>All staff, supervisor to Monitor</i>	<i>01/10/2012</i>	<i>01/10/2012</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident at the event, or if there are any significant changes to the hazards at your event, such as new equipment or work activities.