



EVENTS MANAGEMENT GUIDE



COMHAIRLE CONTAE
CHEATHARLACH
CARLOW COUNTY COUNCIL



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1. Events Management – Introduction

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

The arrangement of events in Carlow County Council, public spaces or premises will be subject to this procedure. These events may include events organised by external parties or by employees of Carlow County Council. All organisers have under common law a duty of care towards persons involved in the event – including the audience, performers, suppliers and event staff. This guidance provides advice to both internal and external event organisers on the steps to be taken and outlines the measures they can implement to provide for an event which is safe and enjoyable to all involved. Private events on private premises are not required to adhere to the guidance however it is offered to organisers of such events as an example of best practice.

Where the event is also a workplace for employees of Carlow County Council, the council recognises its duties under the Safety, Health and Welfare at Work Act. This procedure will also ensure the discharge of these duties.

Extracts of this guidance form an Events Guidance Booklet for external bodies who wish to run Events. This will be available on the Carlow County Council Website, along with an application form for external organisers wanting to run an event on Carlow County Council Premises.

2. Categories of Events

For the purposes of managing risk, public events being planned may be divided into the following six categories. The table below contains notice periods required for specific types of events within Carlow County Council.

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 BBQ, 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 are 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, return of a successful sports team, welcoming a foreign dignitary, or awarding the Freedom of the Town. 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 The Regatta boat race, road rallies, bungee jumping, firework displays, and funfairs. 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,

| 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 |

PLEASE NOTE: The classification of risk involved with different events (low, medium, high and very high) given in the above 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 Carlow County Council.



3. Pre-planning for Running Events

The notice periods for events shown above are a minimum requirement for notification to Carlow County Council. When planning an event, you should start the process as soon as possible and hold pre-planning meetings with relevant parties. The Events Officer should be consulted as early as possible in the process. Specific information will be required for any event and an event organiser should start considering and gathering this information as early as possible in the 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?
- 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?
- Will the venue already have all the required facilities and equipment or will they have to be brought in?
- Will temporary structures or adaptations to existing structures be required?
- How will people leave? What planning issues are involved?
- What contingency planning arrangements are already in place? Are they appropriate or adequate for a particular event?
- Fire detection, alarm system, emergency lighting and fire extinguishers where applicable.

If the event is to be held in County Offices there is a specific application process to the Senior Executive Officer (SEO), Corporate (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**, dismantling structures, waste removal, remedial works, debrief 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 local authority building or facility that will be used
- Expected number of attendees.
- Approximate age group of attendees.
- Time of day/day of week/week of year.
- Name of event controller
- Name of safety officer
- Name of chief steward
- Timescales
- Need to appoint professional organisers/advice
- Numbers of staff/stewards required
- Road & traffic requirements
- Car parking
- Utility Requirements
- Temporary structure requirements
- Requirements for fencing or barriers
- Event public liability insurance
- Noise and light disruption
- 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
- Will alcohol be available?
- Fire safety requirements
- Is an outdoor event licence required under planning legislation?
- Licensing requirements
- Use of fireworks/pyrotechnics
- Weather

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) have developed an Event Manager's Resource Pack "4 steps for a cleaner, greener event".

1. Green Plan (charter for greening the event)
2. Get the message out that the event is going green.
3. Attention to detail – follow the green checklist to ensure maximum greening of event.
4. Involve the exhibitors.

This would involve the promotion of sustainable initiatives 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 Carlow County Council Facilities

4.1. External Application to Run an Event in Carlow County Council Premises or Public Space

If you wish to run an event on Carlow County Council premises or in a public space, you should first consult with the Events Officer for Carlow County Council 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. **Carlow County Council reserves the right to refuse events where minimum notice periods for application are not observed and will only consider granting permissions for such events in exceptional circumstances.**

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

An application form and guidance are available on our website at www.carlow.ie The application form requires information about your event, including those listed at Section 3.3. above. 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 3. Once the application is made, the following will be notified of the proposed event:

- Relevant sections of Carlow County Council
- Fire Services
- An Garda Síochána

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

4.2. Internal Application to Run an Event

Employees of Carlow County Council applying to hold events should follow the process Flowchart attached at Appendix 1. The same considerations should be given to event management, but there is no requirement for an external application form to be completed. The Events Officer for Carlow County Council must be consulted as soon as possible prior to the event.

4.3. Events within County Offices

Events are held in County Offices at the sole discretion of Carlow County Council, dependent on the resources available and the other demands of the facility. A host organiser within Carlow County Council will be nominated to work with an external promoter wishing to hold an event in County Offices, the host will act as a liaison point for the internal application to the SEO. An internal application to hold an event in County Offices will only be processed once the SEO has given initial permission and an internal host is established.

4.4. Events with over 5,000 in attendance

Events with over 5,000 in attendance require a specific event licence from the Carlow County Council Planning Department - The Planning and Development Act 2000: Part XVI (licensing of outdoor events regulation) is specific to outdoor displays of public entertainment comprising of an audience of 5000 or more*. This will involve the preparation of an event specific medical plan which is subject to approval by the HSE (please refer to Medical Aspects of Planning an Event at Section 7.7 and Appendix 3)

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

4.5. Indoor Events (Including those with Temporary Structures)

There are currently no regulations requiring a County Council to license or approve an event of <5000-person capacity. However, 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 singing 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 2007.
- Fire Services Acts 1981 and 2003 (see www.environ.ie)
 - » Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
 - » Code of Practice for the Management of Fire Safety in Places of Assembly

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

- Code of Practice for Safety at Indoor Concerts 1998 (see www.environ.ie)”

4.6. Organising Funfairs (including bouncing castles/slides)

Applicants may propose hosting a funfair or use their own fairground equipment on Carlow County Council property. For such events compliance with the Planning and Development Act 2024, The Planning & Development (Funfairs & Fairground Equipment) Regulations 2025 (S.I. No 457 of 2025) is essential.

Under Section 489 of the Planning and Development Act 2024 the organiser of a funfair must give two weeks' notice to the Local Authority/Planning Authority and such notice shall be accompanied by valid certificates of safety.

Section 490 provides that a Local Authority may serve notice on any person it believes to be holding or organising a funfair that is not in compliance with Section 487 (fairground equipment certificate of safety) or 489 (notice to organise a funfair). The notice may require the cessation of activity or any preparations being made in relation to the funfair. Any person who disobeys a notice or impedes a Local Authority in the performance of its functions under this section, commits an offence.

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

PLEASE NOTE: For events with an attendance of more than 5,000 people, the event organiser will also need to apply to the County Council for an event licence.

See Appendix 1 Flow chart for organising external events for more details on event licensing procedure.



5. Running an Event on Private Premises.

For external organisers running events on private premises, there is no application process to Carlow County Council; however they will still need to comply with the Licensing and Insurance requirements outlined at Section 7.5 and 7.6 of this document. Carlow County Council recommends that you follow the guidance provided, which constitutes best practice for running events. You should also contact the Events Officer in Carlow County Council and An Garda Siochána if you require any assistance in managing traffic routes to your event, including provision of signage etc.



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 form, including details of public safety; employee safety; health and welfare; environmental safety; fire safety; food safety (where food is stored, prepared, served, sold or consumed); safeguarding children and vulnerable persons and first aid.

The 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 Risk
- Assess the Risk
- Manage the Risk
- Monitor and Review the Risk

6.1. Identify the Risk

Identifying the risks is the first key step to a successful risk management process and, ultimately, to a successful event. Typically, the risks 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, sea). • 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"> (including 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. • Accessibility for participants. • Violence and aggression. • Substance abuse. • Chemical risks such as: <ul style="list-style-type: none"> ○ Chemicals in paints. ○ Science experiments. ○ Solvents | <ul style="list-style-type: none"> • Hepatitis. • Tuberculosis. • Salmonella and other food-borne organisms wherever food is stored, prepared, served, sold or consumed. | A Council's reputation and an organising committee's reputation can be impacted positively or negatively depending on how an event is managed. |

Category B-C risks

The key risks for these categories will include those identified for all categories as well as:

- 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 aviation 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 airplane 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 3.2. All risks (once identified) should be assigned to an owner by the event organiser. The owner will have responsibility for ensuring the risk is managed and monitored over time. A risk owner should have sufficient authority 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 adopted by Carlow County Council shall 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 in relation to the work activity, the location and the equipment associated with the activity. |

| | |
|------------------------------------|--|
| Risk Rating before control: | A calculation of the level of risk before controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered. |
| Control measures: | Measures to be put in place to manage and reduce the risk. Control measures to be put in place are to be cognisant of the General Principles of Prevention in Schedule 3 of the Safety, Health and Welfare at Work Act 2005. |
| Responsible person: | Person responsible for the implementation of the control measure. |
| Risk rating after control: | A calculation of the level of risk after controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered. |
| Assessment date: | Date prepared. |
| Review 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.

| Likelihood | Severity | | | | | | Numerical Value (Severity x Likelihood) | Descriptive Risk Rating | Interpretation and/or action |
|------------|----------|---|----|----|----|----|--|-------------------------|--|
| | 5 | 5 | 10 | 15 | 20 | 25 | | | |
| | 4 | 4 | 8 | 12 | 16 | 20 | | | Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium or low rating |
| | 3 | 3 | 6 | 9 | 12 | 15 | | | |
| | 2 | 2 | 4 | 6 | 8 | 10 | | | |
| | 1 | 1 | 2 | 3 | 4 | 5 | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | |

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:

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

| | |
|---------------------|---|
| 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 either to reduce exposure of the local authority or event organiser or because another organisation is more capable of managing it. <i>It is important to note that some risks are not fully transferable, e.g. reputational risks.</i> |
| 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 realised. |

These controls may include:

- A safety management plan, supported by appropriate policy and procedure (please refer to Appendix 2 for details of the required contents)
- Seeking guidance from experts.
- Ensuring compliance with relevant legislation.
- Obtaining a technical plan or map of the location where the event will be held. The plan or map should identify utilities and other key information relevant to the event such as fire routes, emergency service routes, fire hydrants, etc.
- Communicating with key stakeholders such as An Garda Síochána, Fire Services Authority, Health Service Executive and contractors, among 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 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 5.

While the Event Management Plan is to be submitted to Carlow County Council as part of the application process, Carlow County Council accepts no liability for third parties for the contents and/or implementation of the Event Management Plan.

7.1. Key Appointments

Different events have different personnel, organisers, committees of 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 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.

Competent persons must be identified to perform the following roles:

- Organiser
- Event Controller
- Safety Officer
- Event Medical Coordinator
- Medical Officer (doctor) for larger events
- Chief Steward

7.2. Role of Stewards

A steward is an individual providing services at an event which are not licensable by the Private Security Authority. Such services 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 unauthorised entry.
- Removal of persons from venue.
- Protection of property.
- Protection of persons (but not including guarding or protective services provided in relation to a specific individual or specific individuals).
- Searching for and controlling of prohibited goods, items or other objects.

7.3. 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:

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

7.4. Traffic/Transport Provision

For all outdoor events/road events which could have a significant impact to the existing road network and indeed other road users. This is of particular importance for a prescribed class of race, time trial or speed trial on a public road involving persons, vehicles, or animals. The Local Authority is the Roads Authority under the Roads Act 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 rail, 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 Carlow County Council e.g. (walks, running races, cycling races etc.) dependent of the nature and traffic disruptions predicated, the Council may also request the event organiser to:

- Apply to the Local Authority for a road closure.
- Prepare a traffic management plan to 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.)

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 your Local Authority under Section 75 of the Roads Act, 1993 a minimum of five weeks in advance.

Before the Road Closure is approved, the applicant must first contact the Roads section of your Local Authority to arrange a meeting with the relevant Area Traffic 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 roadway, 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 your Local Authority:

1. A Traffic Management Plan prepared by a chartered engineer 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 statement of indemnity which indemnifies & names the local authority 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)
- Carlow County Council Roads Department: roadsoffice@carlowcoco.ie

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 with 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 Carlow County Council Premises | Carlow County Council | Complete the application form in line with timescale requirements. Fees may apply. |
| Event in County Offices | Carlow County Council | Liaise with internal host for event who will complete internal application process. Fees may apply. |
| Indoor Event <5000 in attendance | Carlow County Council (where event is to be held on council premises) | Complete the application form in line with timescale requirements. Fees may apply. |
| Outdoor Event > 5000 in attendance | Carlow County Council | Planning Licence required. Fees apply |
| | HSE | The Event Medical Plan must be agreed at least 2 weeks before the event. |
| Intention to sell alcohol | Department of Justice, Equality & Law Reform | Occasional Liquor Licence required from Revenue Commissioners. Fees apply |
| | Carlow County Council | Application 6 weeks prior to event for relaxation of bye-laws |
| Fireworks Display | Department of Justice, Equality and Law Reform | Permission for importation and storage of fireworks includes a consultation with the Fire Authorities |
| Event Trading | Carlow County Council | Casual Trading Licence Required. Fees Apply |

| | | |
|------------------------------|-----------------------|---|
| Temporary Road Closure | Carlow County Council | Application to Carlow County Council at least 5 weeks in advance of the event. Fees apply |
| | Gardaí | Check with local Gardaí if a Road Closure order is required prior to application |
| Preparation of food products | HSE | Stall owner must submit a completed application form for licensing of food stall 2 months prior to the commencement of the business |
| Event Advertising | Carlow 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 Carlow County Council is protected under its existing public liability policy, subject to normal policy terms, conditions, exceptions and endorsement. The Events Officer will inform the Risk and Insurance Section of all events held on Carlow County Council premises.

External organisers and third parties will be required to produce evidence of insurances with provision of indemnity to Carlow County Council. It is the responsibility of the event organiser to provide evidence of insurance for each individual participant in the event.

If employees of Carlow County Council require professional insurance advice from IPB insurance, evidence of third-party insurances should be submitted immediately and not later than 7 working days in advance of an event. IPB may be contacted at 01 639 5500 or at underwriting@ipb.ie

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

| Category of event | Number of attendees | Level of assessed risk | Insurance requirements | Comment |
|-------------------|---------------------|------------------------|--------------------------|---|
| A | <100 | Low | Public liability - €2.6m | If the applicant has no Public Liability Insurance the local authority can still give approval if the level of risk assessed is low |
| B | >100 <1000 | Low | Public liability - €2.6m | If the applicant has no Public Liability Insurance the local authority can still give approval if the level of risk assessed is low |
| C | >1,000 <5,000 | Medium | Public Liability -€6.Sm | It is advisable that the local authority seeks evidence of Public liability Insurance and considers if a professional public event organiser should be involved |
| D | >5.000 <20.000 | High | Public Liability -€6.Sm | A professional public event organiser should be involved with evidence of involving others such as <ul style="list-style-type: none"> • An Garda Siochána • Health Service Executive • Fire Services |
| E | >5 000 <20.000 | High - Very High | Public Liability -€13m | A professional public event organiser should be involved with evidence of involving others such as <ul style="list-style-type: none"> • An Garda Siochána • Health Service Executive • Fire Services |
| F | >20.000 | Very high | Public Liability -€20m | A professional public event organiser should be involved with evidence of involving others such as <ul style="list-style-type: none"> • An Garda Siochána • Health Service Executive • Fire Services |

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

Three aims should underpin an event medical plan for an event:-

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

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

The HSE have an input through the planning process if the Event is above 5000. However, they request information in relation to events under 5000, so they can offer advice to the Event Organisers as most events would have medical risks associated with them. All events will require some form of Medical Plan commensurate with risk and numbers attending. The Events Officer will normally liaise with the HSE as part of the consultation process where events are to be held on the premises of Carlow County Council. However, contact details are provided below for events which may be run independently of the County Council.

HSE contact: Emergency Management Officer

HSE South,

Room 24, Ground Floor,

St Canice's Hospital Complex,

Dublin Road,

Kilkenny

Phone: 056 7784402

Email: southeast.emergencymanagement@hse.ie

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

7.8. Standards for Stages and Temporary Structures

Existing legislation² 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 County Council. 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.

All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises or site for an event and must comply with Carlow County Council's Fire & Rescue Service's Fire Safety Requirements for Marquees, Domes and similar structures. Any flexible membrane covering a structure should comply with the recommendations given in Appendix A of BS 7157⁸ to ascertain

the acceptability of the material used in tents; existing tents which comply with BS 3120⁹ may be acceptable to the County Council in the short term.

7.9. 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.

7.10. Food

When providing food or allowing food suppliers to trade there are licences and permissions required. The Environmental Health Officer can advise on all food safety elements: however, the event organisers are ultimately responsible for having the necessary documentation from the supplier's pre-event. In addition to the food safe 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 on the day of the event.

For further information or clarification regarding food please email CarlowKilkennyPEHO@hse.ie

7.11. Waste Safety Management

The organisers of an event should submit a Waste Management Plan where waste (including food waste) is to be generated. The plan would lay out use of approved waste collectors and ensure correct waste segregation is in place. Collectors of such waste must be permitted as appropriate in accordance with the Waste Management (Collection Permit) (Amendment) Regulations 2015. The Waste Management Plan should also include proposals for the management of litter at the event and on the approach, where parking may be provided. Some guidance on the contents of a Waste Management Plan can be seen in the "Event Manager's Resource Pack, 4 steps for a cleaner, greener event", which is available on the www.greenvourfestival.ie website.

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

Applicable legislation

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

Hazard - Waste

Accumulation of waste and debris under 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 conjunction with the waste management services of the local authority.

Provisions for the collection and disposal of waste from an event site, including the provision of licensed suppliers skips.

The location of a skip(s) may require approval. A permit from the local authority is required for the collection of waste and in some circumstances a licence to dispose of the waste may be required.

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 ‘Green Your Festival’ for further information (www.greenyourfestival.ie).

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

- Promote Paperless: Registration and communication should be on-line – move away from paper
- Supply plenty of segregated waste bins across the entire site (General Waste, Mixed Dry Recyclable and Food/compostable waste)
- Ensure signage is clear – use pictures and symbols rather than words
- Goody bags should not contain any flyers, single use disposable plastics.
- Avoid unnecessary packaging
- Avoid single use plastics Water
- Introduce refill stations
- Consider alternatives to single use water bottles (provide reusable bottles at the start line/water stations/finish line). Green transport

During the event:

At all phases of the event, the venue should be kept clean and tidy and will aid in the prevention of trips and falls. Litter and waste generated at events includes such items as food and drink containers, plastic sheeting and paper, leftover food and liquid waste.

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, Uisce Éireann have been liaised 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 | | |

7.12 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. Event organisers have a responsibility to ensure that there are adequate means of escape for all persons in attendance. Particular attention should be paid to materials used in the decoration of the venue and the construction and use of temporary structures to ensure they are compliant with fire safety standards.

The Fire Officer will be concerned with several areas including the safe holding capacity of a venue, ease of escape analysis, maintaining safe exit routes in the event of an emergency evacuation, access routes for emergency vehicles (such as fire tenders) fire precautions at catering units on site, refuse collection, the identification of fire risk and the installation and storage of LP?G cylinders, to name but a few.

Proposed use of fireworks/pyrotechnics will be of particular concern to the Fire Officer and he/she will liaise with the organisers to ensure that all safety precautions with regard to the display are implemented. You must comply with the guidance on Organised Pyrotechnic Displays 2006 (Revised April 2011) from the Department of Justice and Equality and the fireworks must be licenced for import and only a professional fireworks operator may use them.

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

The Fire 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 to construct & use a temporary structure are in compliance with applicable fire safety standards e.g.

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 Plan (& 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 (with gridlines), 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 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 &, 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 must be calculated¹.

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 calculated capacity of the event is not exceeded.

¹as per IS EN 13200-1:2019

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.

General and Combustible Waste:

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

This will be the responsibility of the professional cleaning company on site and will be monitored by the Event Organisers (Event Manager, Event Safety Officer).

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

Gas Installations:

Use of gas at event locations shall comply with the requirements of the "Guide to Gas Usage at Events" guidelines defined by Dublin City Fire Brigade and Fingal County Council.

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 a market installation, gas usage in built up urban areas)
- Fire fighting resources that may be needed
- Electrical Safety
- Gas powered generators
- Gas utilised for special effects or at temporary accommodation

A checklist for the safe use of gas at the event is available here. It is advised that any event coordinator overseeing an event where gas may be used is aware of and abides by this guidance.

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



8. Accessibility for Events

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

Disability car parking must be provided within close proximity of the event to ensure ease of access for all, any 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. Reserve seating/front row should also be provided for as this will allow for increased viewing area.





9. 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, triathlons, diving and / or cliff diving events among others.

Applicable Legislation:

- 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
- Among others

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 Siochana 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, tide & currents, water depth, surface state (wave type, swell size) etc.).
- Physical & Biological Factors (water quality, debris and objects, marine life (e.g., jellyfish / weever fish), 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.).
- Watercraft (event craft, spectator craft, rescue craft etc.).
- Guidance from Water Safety Ireland and / or your events governing body e.g., Surf Ireland
- 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 | <ul style="list-style-type: none"> ▪ Pre-event review of risks carried out ▪ Additional control measures required | | <ul style="list-style-type: none"> ▪ Post event review of risks carried out | |
| Weather Assessment | <ul style="list-style-type: none"> ▪ Pre-event weather check carried out ▪ Weather event cancellation plan | | | |
| Rescue Craft | <ul style="list-style-type: none"> ▪ Motor rescue boats ▪ Qualified coxswains ▪ Prop guards in place ▪ Kayaks ▪ Communications test | | | |
| Lifeguards in place | <ul style="list-style-type: none"> ▪ Qualifications in place ▪ Static ▪ On water craft ▪ Communications test | | | |
| First Aid in place to include | <ul style="list-style-type: none"> ▪ CPR / Defibrillation ▪ Drowning ▪ Secondary Drowning ▪ Hypothermia ▪ Stings / Bites ▪ Spinal injury on water ▪ Communications test | | | |
| On shore spotters | <ul style="list-style-type: none"> ▪ All locations covered ▪ Upstream Spotters ▪ Downstream Spotters ▪ Communications test | | | |
| Child Safeguarding | <ul style="list-style-type: none"> ▪ In place for all relevant personnel | | | |
| Garda Vetting | <ul style="list-style-type: none"> ▪ In place for all relevant personnel | | | |
| Traffic Management | <ul style="list-style-type: none"> ▪ Traffic Management Plan in place ▪ Road Closures | | | |
| Missing Persons | <ul style="list-style-type: none"> ▪ Missing persons / swimmer drill in place ▪ Missing persons area identified and communicated | | | |
| Communications | <ul style="list-style-type: none"> ▪ Communications Plan in place ▪ Emergency codes communicated | | | |
| Liaise with Fire & Rescue Service | | | | |

10. 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 Carlow County Council for investigation so that corrective action can be taken to prevent recurrence. There is an online reporting system for reporting incidents at events internal to Carlow County Council on the Intranet under Health & Safety.

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

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

The Health and Safety Authority must be notified of specific accidents. The criteria for notifiable accidents are set down in the Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences, details of which are attached at Appendix 5.



11. 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

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, 2017.

BYE-LAWS

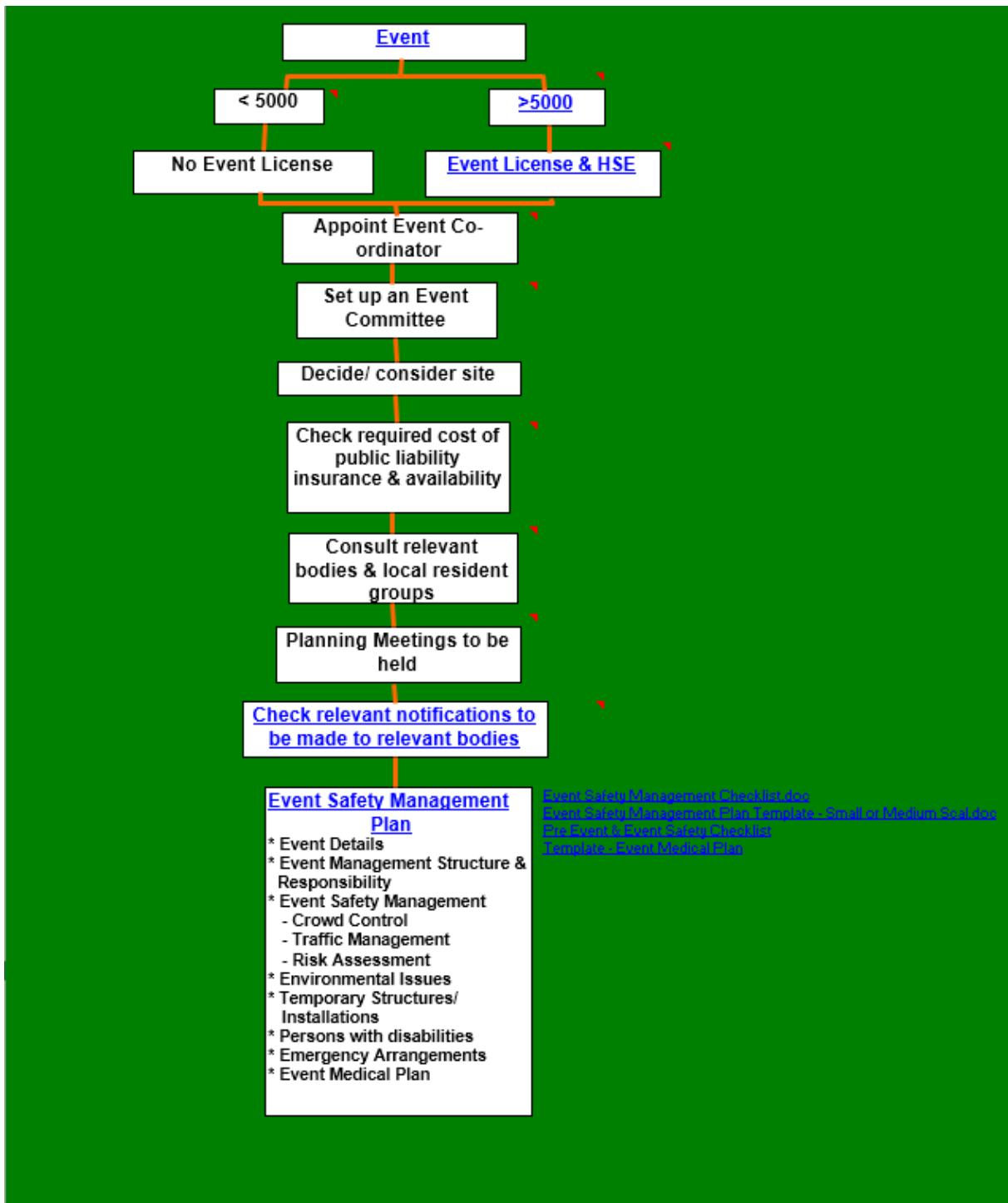
- Bye-Laws of Carlow County Council 1994 Local Government Act.

ADVISORY AND INFORMATION MATERIAL

- The Advisory Handbook for Event Organisers issued by Dublin City Council.
- The Event Safety Guide issued by the United Kingdom Health & Safety Executive.
- Fire Safety Risk Assessment for Open Air Events & Venues issued by the United Kingdom Department for Communities & Local Government.
- 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.



Appendix 1



Appendix 2

| CHECK LIST FOR EVENT MANAGEMENT PLAN | | |
|---|--|--|
| Please ensure that the following documentation / information, if required for your event is included in your Event Management Plan | | |
| Detailed Risk assessment | | |
| Public liability insurance (must include a specific indemnity for Carlow County Council. Please refer to Section 7.6 above) | | |

A detailed Event Management Plan to include the following contents:

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

Event Description / Introduction & Scope of Event:

- Introduction
- Event Schedule & timings
- Scope of Event Management Plan
- Organisers Details

Event Management Structure and Responsibilities

- Safety Policy Statement
- Operational Personnel
- Identification
- Event Planning & Management Role
- Safety Management and Event Operational Personnel
- Event Planning Meetings
- Post Event Debriefing Meeting
- Event Management Structure

Event Safety Strategy

- Objectives and Risk Assessment
- Assessment of significant Risk for event
- Risk Assessment
- Site Layout & Occupant Capacity
- Definition of Viewing areas
- Access control into viewing areas
- Viewing Capacity
- Crowd Control Measures
- Category of Event
- Central Control Area
- Water Safety Plan (if applicable)
- Train Time (if applicable)

Site Structures, Layout and Facilities

- Temporary Structures
- Spectators with Disabilities
- Parking
- Viewing Area
- Fire Extinguishers
- Crowd Control Barriers

Stewards and Event Site Control

- Assessment
- Site Steward
- Chief Steward
- Briefing of Stewards

Communications

- Central Control
- Event Communications
- Alerting Procedures

Emergency Plans and Procedures

- Medical Plan
- Ambulance Locations & Crews + Medical Personnel
- Emergency Procedures and Information for Stewards
- Definitions:
- Emergency Plan Purpose
- Defining a major Emergency
- Delivering a co-ordinated response
- Introduction
- Declaring the Major Emergency
- Activation of Emergency Plan
- Emergency Controller
- Facilities
- Evacuation
- Location of Emergency
- Emergency Access Route
- Emergency Exits & Exit Capacity
- Circulation and Evacuation Routes
- Obstruction on Emergency Exit Routes
- Medical and Ambulance Cover
- Venue Fire Fighting Equipment

Environmental Management Issues

- Sanitary Issues
- Acoustic Levels
- Litter and Rubbish Clean up
- Water Provision
- Lost Children

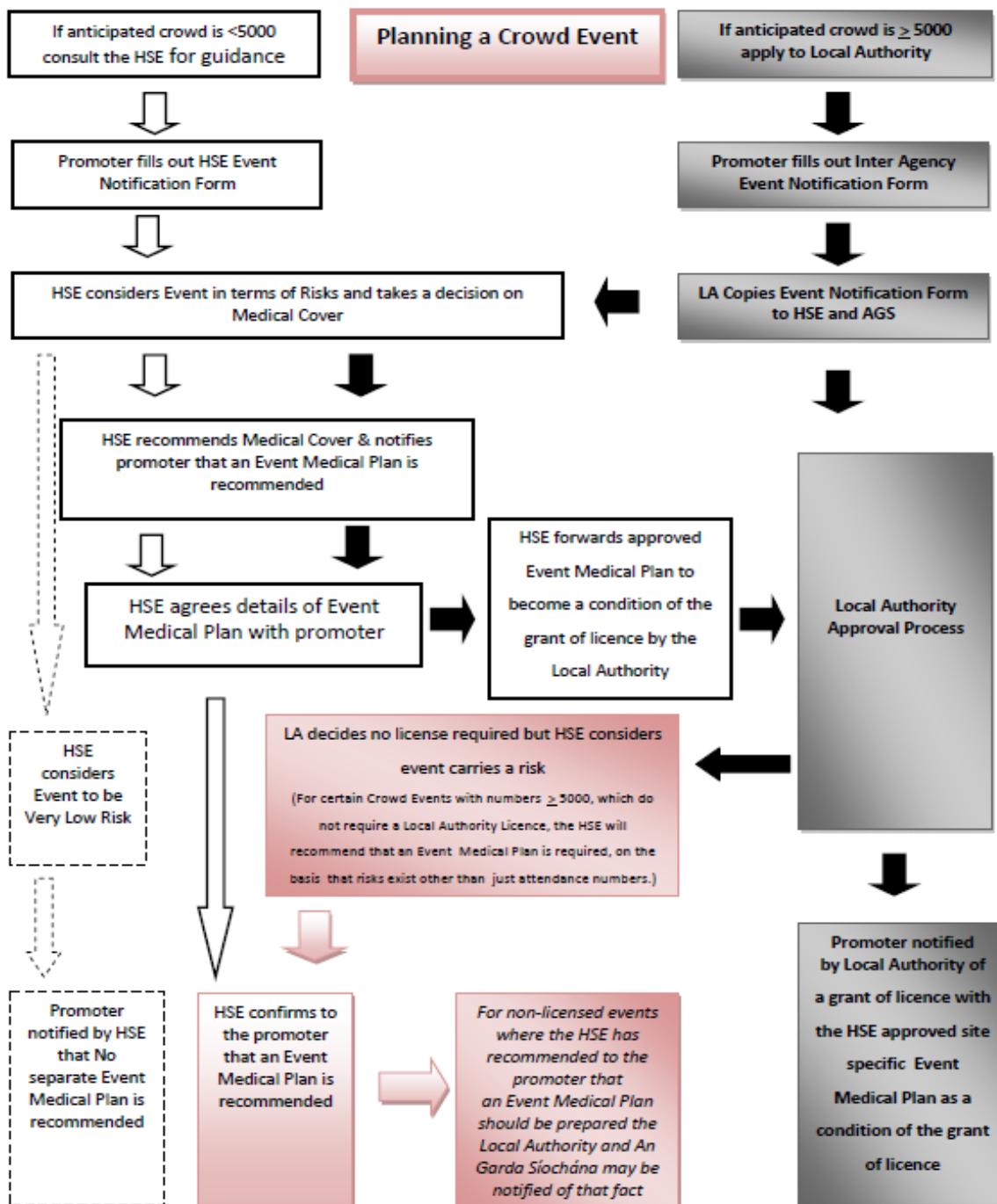
Miscellaneous Arrangements Appendix

- A. Traffic Management Plan
- B. Key Contact List
- C. Accident Report Form
- D. Certificates for Temporary Structures etc
- E. Maps and Drawings (stage / event area layout, barriers etc)
- F. Risk Assessment
- G. Notes

Appendix 3

6. Pictogram of the Application Process – Medical Aspects

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



Appendix 4



Requirements to Report Accidents to the Health and Safety Authority

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

General injuries involving employees and self-employed 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 5

SAFETY INSPECTION CHECKLIST

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

- Pre-event inspection
- During event inspection
- 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 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 engineer's reports 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 & emergency procedures? | | | |
| Are all necessary personnel familiar with the event management & reporting structure? | | | |
| 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 PERSONNEL | Yes | No | N/A |
|---|-----|----|-----|
| Are all event personnel including volunteers, security/stewards, Statutory agencies personnel and event management in situ? | | | |
| Are all control room personnel and radio operators in place and all radio checks carried out with relevant personnel? | | | |
| Are all event personnel fully briefed on all arrangements & emergency procedures? | | | |
| Are all necessary personnel familiar with the event management and reporting structure? | | | |
| EVENT FIRE SAFETY CHECKS Are all the following checked and certified? (where applicable) | Yes | No | N/A |
| Fire Extinguishers and Fire Points (including at all electrical points)? | | | |
| Exits (Normal and Emergency) – open, adequate widths and visible signage? | | | |
| All routes clear and unobstructed? | | | |
| Fire Certs (Marquees Certs (Marquees)? | | | |
| Furnishing and Fittings Certs? | | | |
| Electrical Certs for all installations and Generators (ETCI) by competent person | | | |
| All generators diesel and barriered off? | | | |
| Are all cable runs adequately secured and any trip hazards addressed? | | | |
| Installation Cert for all gas installations (IS820) by competent person only? | | | |
| Are all gas fire units at least 6m apart? Are all gas fire units at least 6m apart? | | | |
| Numbers of gas cylinders adequate, caged and secure with safety signage? | | | |
| Access to authorised areas adequately barriered off? | | | |
| Has each vendor receipt of Fire Safety Guidelines? | | | |
| Does each unit have applicable individual firefighting and first aid equipment? | | | |
| Are all surplus gas cylinders and fuel(s) removed from site? | | | |
| Can emergency services access all applicable areas easily? | | | |

| EVENT PERSONNEL | | | |
|-----------------|------|--------------------|------------------------------|
| Defect | Area | Action and By Whom | Completed and signed off by? |
| | | | |
| | | | |
| | | | |
| Defect | Area | Action and By Whom | Completed and signed off by? |
| | | | |
| | | | |
| | | | |
| | | | |

| 2. DURING EVENT | COMPLETED BY: | | |
|---|---------------|----|-----|
| ATTRACTI0NS / 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 & emergency procedures? | | | |
| Are all necessary personnel familiar with the event management and the reporting structure? | | | |
| 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 centre in place and public address system working? | | | |
| Are adequate waste bins in place? | | | |
| EVENT PROVISIONS | Yes | No | N/A |
| These checks should be regularly carried out throughout the event and crowd movement must be continuously monitored. | | | |
| Have all defects / issues established pre-event been addressed and checked? | | | |
| Are all personnel in place and aware of their respective responsibilities? | | | |
| Are all emergency service provisions in place? | | | |
| Do all exits and routes remain open, clear and unobstructed? | | | |
| Are all underfoot conditions satisfactory? | | | |
| Are weather conditions 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. | | | |

| 3. POST EVENT | | Yes | No | N/A |
|--|--|-----|----|-----|
| EXHIBITORS/ATTRACTI0NS | | | | |
| 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.? | | | | |



Notes



