

# **EVENT SAFETY MANAGEMENT PLAN**

**For**

**A Small/ Medium Scale Event**

**To be held at**

**Location:**

**Date:**

Sample

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## INTRODUCTION

This Event Safety Management Plan has been prepared for the purpose of assisting with the safe and efficient management of ***'The Event'***, to be held in ***'the location'*** on the ***'date'***.

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.

It is noted that in planning this event, full cognisance has been taken of the recommendations of the following Codes of Practice, where these are considered relevant and practicable for this event:

- Code of Practice for Safety at Outdoor Pop Concerts and Other Outdoor Musical Events
- Code of Practice for Safety at Sports Grounds – issued by the Department of Education
- Code of Practice for Management of Fire Safety in Places of Assembly – issued by the Department of the Environment
- Code of Practice for Fire Safety of Furnishings or Fittings in Places of Assembly – issued by the Department of the Environment

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.
- Planning & Development Act 2000 - 2007: Part XVI & Planning & Development Regulations 2001 – 2008 (Licensing of Outdoor Events)*
- 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'***

<b>1.0 Event Details</b>
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**1.1 Event Overview & Location**

*'The Organisation'* is facilitating *"The Event"* comprising of:

- Outline of Schedule of event*

The event will comprise of an audience of:

- Outline of approximate numbers expected to attend*

**1.2 Event Schedule & Timings**

<i>Date:</i>		
<i>Start Time:</i>		
<i>Finish Time:</i>		

**Duration = Total Hours approximately**

**1.3 Attendance Profile**

## 2.0 Event Management Structure & Responsibilities

### 2.1 Key Personnel

Title	Name
Facilitators/ Organisers	
Event Co-ordinator/ Controller	
Event Safety Advisor	
Deputy Event Safety Advisor	
Chief Steward	
Production Manager	
Senior Garda Officer	
Senior Fire Officer	
HSE Ambulance Officer	
Order of Malta Ambulance Officer	
Civil Defence Officer	
Structural Engineer	
Radio Communications	
<b><i>'Insert others as appropriate'</i></b>	

\*Refer to Appendix B for contact details

### 2.2 Responsibilities

#### ***2.2.1 The Facilitators/ Organisers***

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

#### ***2.2.2 Event Co-ordinator/ Controller***

The Event Co-ordinator/ Controller will have the overall responsibility on the day for all matters relating to the management of the events. He 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. He 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. He is assisted by the Gardai, 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 he 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.

#### ***2.2.3 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.

#### **2.2.4 Deputy Event Safety Advisor/ Officer**

The Deputy Safety Advisor/ Officer for the event will support the Event Safety Advisor/ Officer and prepare the risk assessments (Refer to Appendix E) for the event.

#### **2.2.5 Chief Steward**

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

#### **2.2.6 Stewards**

All stewards for the event will have had experience stewarding similar events. The primary duty of all stewards is to ensure that the public are safely accommodated during the event at all sites. The main duties include:

- Be aware of the site layout and facilities
- Control and direct spectators to designated routes/ locations
- Assist in the diversion of spectators to other routes/ part of the site, including cordoning off areas if required
- Know the emergency procedures
- Prevent overcrowding by ensuring that too many people do not move too quickly through any routes at the same time
- Monitor the crowd throughout the event for signs of distress and take action in accordance with written instructions.
- Prevent, in so far as possible, the climbing or movement of barriers and standing/ sitting on high walls. (Where by virtue of the scale of the incident, stewards are unable to prevent such activity; they should immediately report the matter to the Chief Steward, or the nearest Garda).
- Ensure combustible refuse does not accumulate
- Patrol the venue to deal with emergencies such as raising alarms and extinguishing fires
- Be aware of the location of firefighting and medical services in the area
- Recognise potential hazards and suspect packages and report findings immediately to the Chief Steward or to the nearest Garda.
- Comply promptly with any instruction given in an emergency by a Garda, the Event Co-ordinator/ Controller or the Chief Steward.
- Identify and investigate any incident or occurrence among spectators and report findings to the Chief Steward.
- Assist in the prevention of invasion/ overcrowding in an area
- Report to the Chief Steward any damage or defect likely to cause injury or danger to persons in attendance
- Undertake duties relating to emergency and evacuation procedures

The stewards are requested to cover at the following locations:

- *'List as appropriate'*

### Stewards Pre-Event Briefing Meeting

A briefing meeting/ pre – event meeting of Stewards will be held prior to the event.

The stewards will be briefed on '*day*', '*date*' and '*time*' in '*location*' by '*whom*'.

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*'

(Refer to Appendix G)

## 3.0 Event Safety Management

### 3.1 Event Planning & Review

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

- Preliminary Planning Meeting***
  - 3 months in advance of the event
- Event Planning Meeting***
  - 2 months in advance of the event
  - The draft 'Event Safety Management Plan' will be discussed
  - The following authorities will be in attendance:
    - Gardai
    - Ambulance service
    - Fire Service
    - Local Authority
    - *'Insert as necessary'*
- Pre – Event Meeting***
  - 1 week before event

Furthermore, a

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

### 3.2 Crowd Management

*'Details to be inserted'*

### 3.3 Traffic Management

*'Details to be inserted'*

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

### 3.4 Control & Communication Facilities

#### 3.4.1 Central Control Area

*'Details to be inserted'*

#### ACCESS

Access to these areas is strictly restricted to:

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

### **3.4.2 Communication Facilities**

The Internal Communication facilities will include:

- 'Details to be inserted'*

The external Communication facilities will include:

- Garda Station
- Gardai on duty for the event
- HSE Ambulance
- Order of Malta
- Civil Defence
- 'Insert others as necessary'*

All communications are to be subsidiary to the main Garda network and as such should be compatible for use without interference with Garda or other networks. Radio communications equipment will be appropriately safeguarded against disturbance by noise at the event and surrounding area i.e. persons with radios will be equipped with ear pieces to avoid blocking out or misinterpretation of messages.

The event co-ordinator/ Controller will be responsible to ensure that the above systems are in place at an appropriate time before the start of the event.

The external communications, especially the designated Garda station, will be a matter for the Gardai since it will involve their units only. The Event Co-ordinator/ Controller will ensure that each person in possession of a piece of communications equipment has received appropriate briefing regarding the use of the equipment.

To this end, it is advisable that the details of operation of the equipment and the procedures for transmitting or receiving both regular and appropriate information will be committed to a Procedures Sheet and issued to each individual together with the actual communications equipment. This sheet should contain:

- (a) Operating instructions for the specific equipment
- (b) Regular and emergency reporting system
- (c) Instructions in event of equipment malfunction

### **3.4.3 Information Point/ Lost Children/ Lost Property**

*'Details to be inserted'*

## 4.0 Environmental Issues

### 4.1 Sanitary Provision

*'Details to be inserted'*

### 4.2 Acoustic Levels

Ear plugs will be available to stewards. Stewards positioned at loud speakers will be issued with hearing protection.

### 4.3 Litter and Rubbish Clean – up

*'Details to be inserted'*

### 4.4 Water Points

*'Details to be inserted'*

## 5.0 Temporary Structures/ Installations

### 5.1 Temporary Structures/ Installations

The following installations and temporary structures will be erected at '*The event location*' to facilitate '*the event*':

- '*List as appropriate*'

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 '*Company*'. Temporary structures erected will be inspected and certified by the Structural Engineer on the day before/ of the event.

*'Temporary structure details as appropriate'*

Dismantling and removal of temporary structures will be carried out under the supervision of persons experienced in such work. Works will not be carried out while members of the public are in the vicinity.

## 6.0 Spectators with Disabilities

### 6.1 Access

All reasonable care will be taken that disabled persons and wheelchair users can access the '*location(s)*' safely and without encountering obstacles or hazards, while accessing areas of the site.

### 6.2 Viewing Area

A dedicated viewing area will be located at the front of the stage within the controlled area for the sole use of disabled persons and the person accompanying them. Gardai and stewards will ensure they can access the area. Only one person allowed to accompany each disabled person (Gardai can use their discretion).

### 6.3 Parking

*'Details to be inserted'*

### 6.4 Sanitary Facilities

*'Details to be inserted'*

### 6.5 Assistance

Stewards and the Gardaí will assist disabled persons both for normal access and egress if required, and also for emergency egress.

## 7.0 Emergency Arrangements

### 7.1 Fire Safety Management Plan

#### 7.1.1 Fire Safety Register

#### 7.1.2 Fire Equipment

Fire fighting equipment will be provided in the locations listed below. Storage areas will be cleared of combustible materials prior to the event and monitored during the event.

- *Locations listed*

### 7.2 Ambulance Services

The HSE in consultation with the Order of Malta will provide and circulate a Medical Operational Plan for the event.

- The Health Service Executive: will provide '*No. of ambulances*' with cardiac equipment, and '*no. of ambulance officers*'. '*Ambulance location*'. The overall responsibility for medical, nursing, and first aid services to participants lies with the HSE.

The role of the Health Service Executive is to:

- Maintain normal emergency medical and ambulance cover for the local resident population;
- Co-ordinate all medical, ambulance and first aid cover provided during the event
- Be prepared to respond to a major accident
- Advise on all health matters and to monitor and implement the relevant statutory regulations
- Provide all health services as outlined in the Major Emergency Plan
- Maintain records of all patients treated and collate these and Voluntary Bodies records after the event
- To advise on the transportation of and the destination of all patients leaving the event by ambulance.

- The '*voluntary first aid society*' will provide '*no. of ambulances*' with cardiac equipment, and '*no. of officials*'. Ambulances will be located at:

- '*List locations*'

The role of the '*voluntary first aid society*' is to:

- Deploy first aid cover to designated areas
- Deploy ambulances to designated areas
- Liaise with HSE Ambulance or communication centre and work under the direction of same.
- Establish radio link with HSE
- Where casualties need hospital treatment seek designated hospital from the HSE Ambulance officer
- Maintain records of all casualties treated and submit same or copy to the HSE Ambulance Officer at the end of the event.

All ambulance staff will be in uniform.

- Civil Defence: will be located:
  - '*List locations*'

### 7.3 First Aid

**APPENDIX A – Incident Report Form**

Sample

**APPENDIX B – Contact Names & Numbers**

Sample

## **APPENDIX C – Traffic Management Plan**

\*(MUST include emergency routes)

**APPENDIX D – Event Area Layout**

**APPENDIX E – Risk Assessments**

**APPENDIX F – Emergency Procedures**

## **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 a Bomb Scare**

*If you receive a bomb threat, notice a suspicious parcel/ package:*

- IMMEDIATELY either notifies the Gardai in the vicinity or the event co-ordinator/ Controller via radio contact.
  - The event co-ordinator/ Controller will notify the Gardai and the emergency services
- All stewards and Gardai will direct the crowd away from the location of the bomb cordoning off and prohibiting access to the location of the alleged bomb site
- The Stage/ Event will be shut down
- The crowd will be notified that due to unforeseen circumstances they MUST evacuate the area IMMEDIATELY by microphone
- Stewards/ Gardai to assist with evacuation.

### **Code Word : ‘Insert’**

*On receipt of the threat:*

It is important that the person who receives the call on receipt of a bomb threat should not panic. Every effort should be made, where possible, to obtain and record the information as outlined below:

1. Note the exact time of the call
1. Note the exact words of the threat such as the location of the bomb and when it is going to explode.
2. Ask:
  - Where is the bomb now?
  - What does it look like?
  - When is it going to explode?
  - Who planted it?
  - Why was it planted?
3. Note whether voice is male or female, the accent of the caller and whether the caller sounds intoxicated
4. Observe any background noises
5. Is the voice familiar
6. Note time caller hung up

## Action in the Event of Fire

### *RAISING THE ALARM*

#### **IF YOU DISCOVER A FIRE**

- Inform the Gardai 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
- 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 Gardai 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**

<b>Prompt</b>	<b>Information to be supplied</b>
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.

**APPENDIX G – Stewards**

Sample