

PRIDE AFTER PARTY
06th August 2023
EVENT MANAGEMENT &
SAFETY PLAN



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EVENT MANAGEMENT & SAFETY PLAN



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Client: Cork Pride

Keywords: Health and Safety, legislation, emergency procedures, traffic management plan

Abstract: This document sets out the policy in relation to overall safety and health performance in relation to the Pride After Party Event 2023 and provides a framework for managing safety and health within the proposed locations.

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1. INTRODUCTION AND GERNERAL ARRANGEMENTS

EVENT MANAGEMENT PLAN

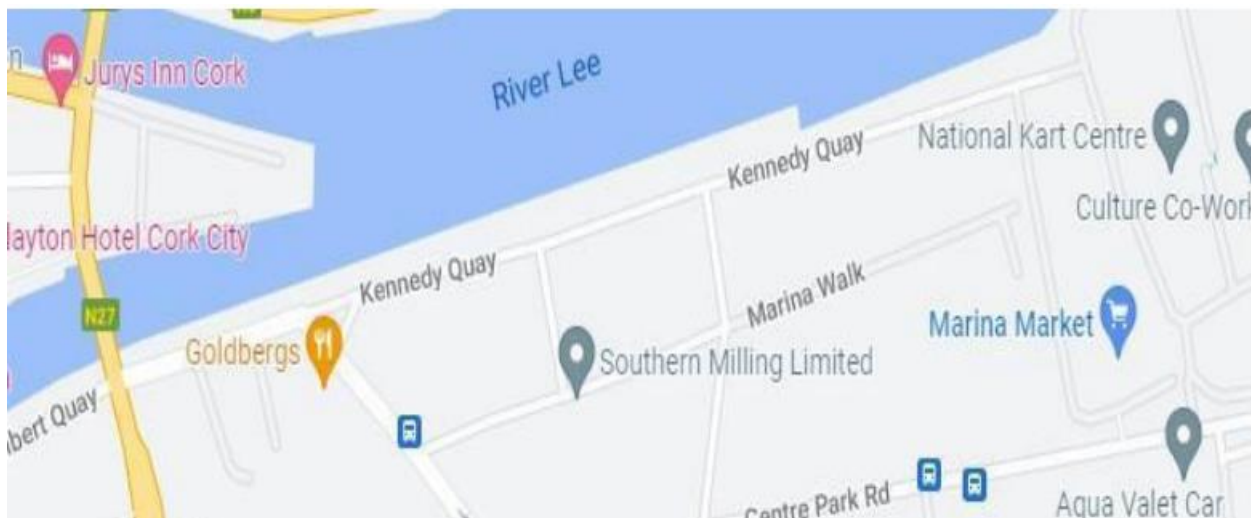
The Cork LGBT & Pride Festival are proposing to hold a Cork LGBT Pride Aftershow Party on the 06th of Aug 2023.

This document sets out the Event Management Plan to include the:

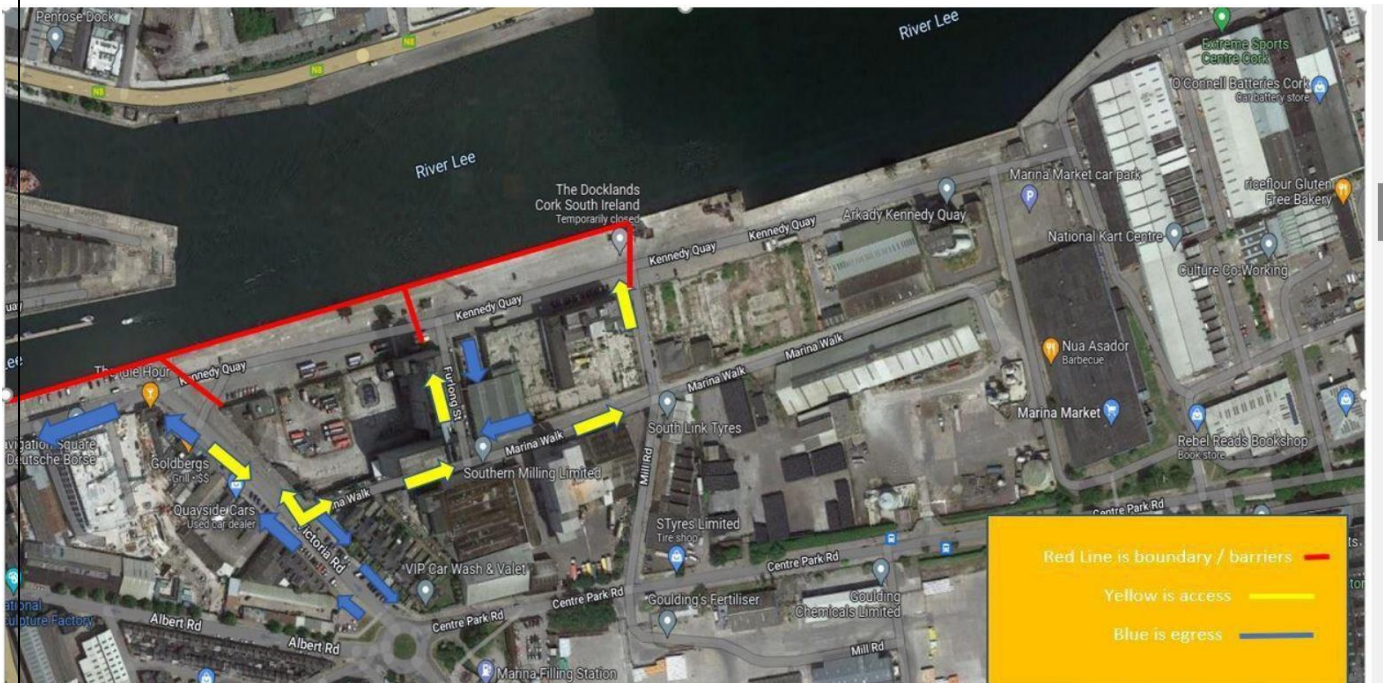
- Event Management Systems & Responsibilities
- Safety Strategy Statement
- Risk Assessments
- Pedestrian Management Plan,
- Emergency Plan,
- Event Medical Plan,
- Medical Arrangements & Facilities
- Environmental Protection Plan

This plan will describe the various arrangement for the Cork LGBT Pride After Show Party to ensure it's safe and successful execution. It has been prepared in accordance with the relevant Codes of Practice and includes arrangements for health and safety management, risk assessments & emergency planning. It outlines the roles and responsibilities of the organisers and their commitment to providing an event where the health, safety, and welfare of the public and the staff are paramount.

2. PEDESTERIAN MANAGEMENT PLAN OVERVIEW



PRIDE AFTER PARTY
Event Management Plan



Access to Cork LGBT Pride After Show Party will be via Victoria Road, turn down onto Marina Walk where the pedestrians will be routed into Kennedy Quay via Furlong St with the overflow being directed to the Mill Road. Mill Rd will remain open for access to the Marina Market. All access and egress routes will be manned, barriered and clearly signposted to ensure no unwanted access. No traffic will be allowed along Marina Walk for the duration of the After-show Party.

The Quay side on Kennedy Quay will be fully barriered off from the public, Barriers erected at the entrance to Kennedy Quay will be used for the setup and removal of heavy equipment, marquees and stands. In the event of crowding there will be an allocated holding area with Kennedy Quay to control the exit of people once the Cork LGBT Pride After Show Party is finished. Egress from the After show Party will be via Furlong St back onto the Marina Walk, at Victoria Rd the people will be directed left to the pedestrian crossing at the Centre Park Rd roundabout, where they will cross and continue on the western side of Victoria Rd.

3. EVENT DETAILS

3.1 Event Description

The festival is a non-for-profit celebration of social diversity and inclusiveness and is designed to create a positive and enjoyable experience for the participants and the general public that are invited to take part in all the events of the festival, this event will be held on the 06th August 2023 within Kennedy Quay. Patrons will arrive by foot at the pre-marked out pedestrian route which will be fully sign posted and controlled at all times prior to and after the Cork LGBT Pride After show event.

There will be a stage with various artists performing on it, these will be various acts (Pop, DJ and Drag Queens).

Food and drink will be served throughout the duration of the Aftershow event party, all safety, hygiene and clean up controls (Temporary bins / cleaners will be in-place to ensure no rubbish is left).

No Alcohol will be served.
Toilet blocks will be supplied to cater for the proposed crowd.

3.2 Event Timings

3.3 Build / Break, the event build will start at 8am on the 06th of August and will be derigged immediately after the site is cleared of all patrons.

3.4 Show Day

Doors will open at 2.30pm
Entertainment will start at : 3pm
Entertainment will finish at : 8PM
Site clear of patrons by : 8.30pm

3.5 Promotion Details

Name: Cork LGBT Pride
Email: geri@corkpride.com
Address: Civic Trust House,
50 Pope's Quay, Cork

Festival Contact

Event controller: Clive Davis 086-2398577
Deputy Event Controller:
Denise Boyle 087-1238928

Event Manager: Geri Murphy 085-1185084

Safety: OHC ltd: Paddy Ahern 087-9107899
Deputy Safety Officer: JP Canning 085-8206234

Security: Jess- AOS Security 086 6001054

First Aid St John Ambulance:
Michael O'Reilly 087-2769878

Water Safety: Mallow Search and Rescue:
Mike Boyle 087-1233527

The Cork LGBT & Pride has been running for many years now and is an established part of Cork City's calendar. Many people on the committee have been working on the events for over 10 years.

3.6 Audience Profile

The audience will encompass people of all ages & from all strands of the community who wish to celebrate Pride with the LGBT community.

3.7 Attendance, Capacity and Ticketing

The attendance will be controlled by the numbers allocated by Cork City Council, this will be managed by a ticketing system which we can ensure the safety of all patrons. This year's site is 150m long x 35m wide giving a capacity of 10,500, there will be a safety barrier at the front of the stage as this year it is a standing event.

3.8 Site Drawings

The following site drawings will be attached with the application.

Cork LGBT & Pride 2022		
Drawing Number	Drawing Name	Scale
Site Layout	Site Layout	1: 1000
Site Layout Detail	Site Layout Detail	1: 1000
Pedestrian Management Plan	Proposed Layout	1: 1000

4.0 Meetings

There will be a number of meetings with the Local Authority & Selected prescribed bodies to facilitate the event planning progress.

4.1 Consultation Meetings

A consultation meeting will be held following the submission of the draft Event Management Plan. The following organisation will be invited to be present at the meeting.

- Local Authority
- An Garda Siochanna
- HSE REMO
- Port of Cork
- Event Controller
- Members of the Managing committee
- Safety Officer

4.2. Pre-Event Planning Meeting

A Pre-event planning meeting will be held in the week before the event. The following organisation will be invited to be present at the meeting.

- Local Authority
- An Garda Siochanna
- HSE REMO
- Port of Cork
- Event Controller
- Members of the Managing committee
- Safety Officer

4.2. Post-Event Planning Meeting

There will be post-event Debrief held within 2 weeks of the event or at a later time as agreed at the Pre-Planning meeting held the week of the event.

5.0 Event Management, Safety and Operational Staff

Roles and Responsibilities

There will be post-event Debrief held within 2 weeks of the event or at a later time as agreed at the Pre-Planning meeting held the week of the event.

Title	Name	Organisation	Contact Details
Event Controller	Clive Davis	Cork LGBT & Pride Festival	086-2398577
Deputy Event Controller	Denise Boyle	Cork LGBT & Pride Festival	087-1238928
Safety Consultant	James O'Herlihy	OHC Consulting Ltd	087-2037105
Head Of Security	Jess	AOS Security	086-6001054
Events Manager	Geri Murphy	Cork LGBT & Pride Festival	085-1185084
Medical Coordinator	Michael O'Sullivan	St. John's Ambulance	087 2769878
Safety Officer	Paddy Ahern	OHC Consulting Ltd	087-9107899
Deputy Safety Officer	JP Canning	OHC Consulting Ltd	085-8206234

5.1 Event Management, Safety and Operational Staff

- The organising Committee Shall:
- Be responsible for the overall planning of the festival.
- Comply with the Local Authority Requirements
- Comply with the requirements of the Gardai.
- Provide all necessary facilities and resources as required by the Events Controller
- Provide all necessary facilities and resources as required by the Events Safety Officer

5.2 Events Controller

An Events controller, Clive Davis, has been appointed by the Organising Committee for the event. They will have sufficient competence, status and authority to take full responsibility on the day of the event for all matters relating to the event including safety at the site.

The responsibilities of the Event Controller include:

Take overall control & responsibility for the management of the event.

- Call and Chair pre-event planning meetings
- Ensure the implementation of the Event Management Plan
- Ensure the provision of adequate stewards & security and first aid & medical staff for the event.
- Control the event from at least one hour before the festival starts and or until at least 30 minutes after it has finished.
- Conduct a post event meeting on the event.

5.3 Deputy Events Controller

The Organising Committee shall appoint a Deputy Controller of equal status and competence to the Event Controller

6.0 Safety Officer

A safety has been appointed by the Organising Committee for the event. The Event Safety Officer has sufficient status, competence and authority to take responsibility for the safety at the venue & has the ability to authorise & supervise safety measures. He/she shall report directly to the Organising Committee & Event Controller.

5.4 Deputy Safety Officer

The Organising Committee shall appoint a Deputy Safety Officer of equal status and competence to the Safety Officer.

The responsibilities of the Safety Officer are to:

- Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with the specifications & agreements as far as they are matters of safety.
- Be present at all major planning meeting
- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters
- Attend the event itself to evaluate the efficiency of structural & safety arrangements
- Monitor first aid action to alleviate any perceived risks.
- Recommend emergency procedures to be initiated.

6.1 Head of Security

The responsibilities of the Head of Security are:

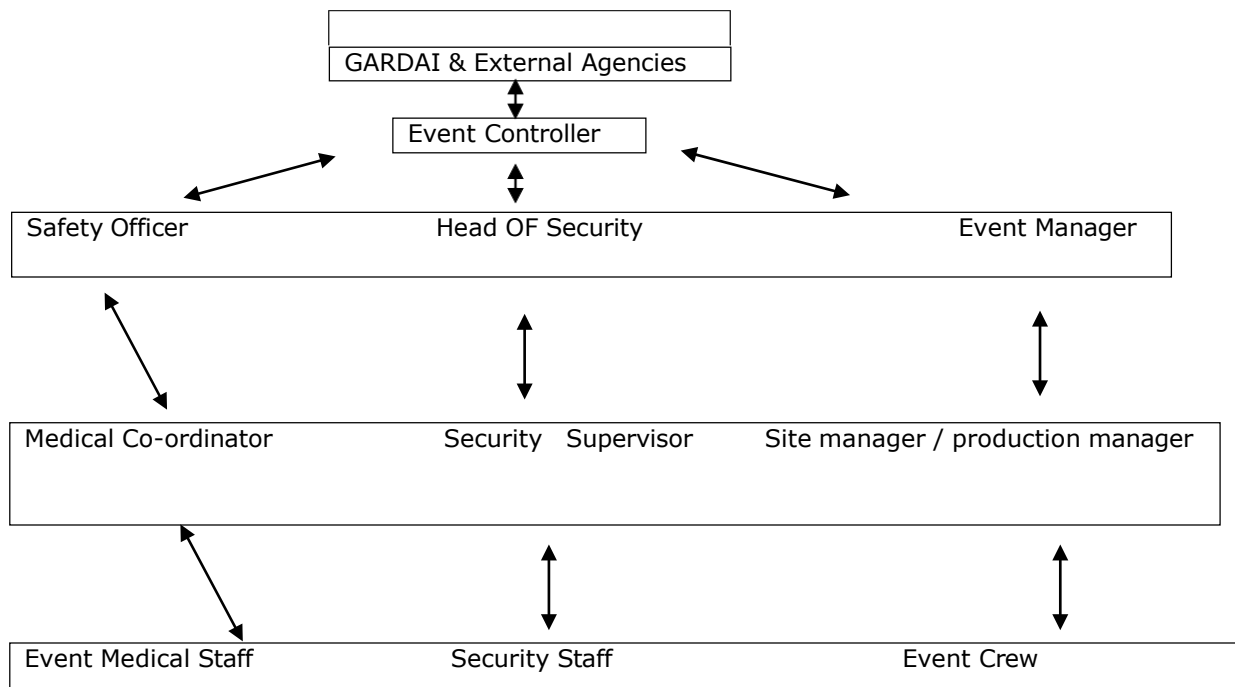
- To be responsible for the operational management of stewarding and security arrangements for the event, reporting to the Event Controller
- To ensure adequate stewards & security are in attendance at each day of the event as agreed with the Event Controller & the Superintendent, and Garda Siochana
- Provide clearly defined roles & responsibilities & operational briefings for all supervisors and staff.

6.2 Medical Co-Ordinator

The responsibilities of the Event Medical Co-Ordinator are:

- Attend the relevant medical planning meetings.
- Co-Ordinate the medical facilities & provision
- Liaise with all medical agencies.
- Act Ambulance Incident Officer until an officer from the HSE National Ambulance Service arrives onsite
- Be present at the event for an hour before the gates open until the medical services are stood down by the event controller

7.0 Operational Organisational Chart



8.0 Objectives of the Safety Statement

In preparing a Safety Statement for the Cork LGBT Pride Aftershow Party are as follows:

- To ensure both Shows are free from risks to the safety, health and welfare of exhibitors, competitors, and members of the public, in so far as is reasonably practicable.
- To provide workplaces that are free from risks to the safety, health and welfare of persons at work, in so far as is reasonably practicable.
- To prevent improper conduct likely to put an employee's safety and health at risk.
- To provide a safe place of work which is adequately designed and maintained.
- To provide safe means of access to and egress.
- To provide safe plant, equipment, and machinery.
- To provide safe systems of work, e.g. operating procedures.
- To prevent risk to health from any article or substance.
- To provide appropriate induction to the site and information, instruction, training and supervision.
- To provide suitable protective clothing and equipment where hazards cannot be eliminated.
- To prepare emergency plans and procedures.
- To define roles and responsibilities in emergency situations.
- To provide and maintain welfare facilities.
- To endeavour to ensure that no occupational ill-health arises from the site.
- To ensure no environmental damage occurs as a result of occurrences on the event
- To provide operating conditions so that the lowest reasonably practicable noise levels are maintained.
- To ensure that odour and dust nuisances do not occur as far as reasonably practicable.
- To make arrangements for ensuring that all patrons comply with the event rules.
- Development of procedures and method statements, for compliance with safety, health and welfare requirements, arising from hazards and risks.

9.0 Missing Children

The location of the Joint Control Centre, First Aid/ Medical Centre and Missing Children are indicated on the drawings and their location signposted on site. This will be adjacent to the Childrens' area.

"Lost Children" will be handed back to their parents in consultation, with An Garda Síochána.

The site induction briefing for all Pride Stewards will stress the need to keep an eye out for unsupervised children and to ensure their safety. Where such children or parents of lost children are present in the Missing Children area an announcement will be made over the public address system. Only a member of An Garda Síochána will be allowed reunite missing children with their families.

10.0 Cork Pride LGBT Responsibility

The responsibilities of the Cork LGBT Pride After Show Party as the employer are as follows:

- Ensure the safety, health, and welfare at work of his or her employees / volunteers.
- Manage and conduct work activities in such a way as to ensure the safety, health, and welfare at work of all employees / volunteers and the Public.
- Manage and conduct work activities in such a way as to prevent any improper conduct or behaviour likely to endanger employees / volunteers.
- Ensure a safe place of work.
- Ensure a safe means of access and egress.
- Ensure safe plant, equipment, and machinery.
- Provide systems of work that are planned, organised, performed, maintained, and revised as appropriate so as to be safe and risk free.
- Provide and maintain welfare facilities.
- Ensure appropriate information, instruction training, and supervision has been provided.
- Determine & implement the measures necessary for protection of employees / volunteers, as identified through risk assessments:
 - Identify all hazards in the workplace.
 - Keep a written assessment of the risks associated with each hazard.
 - Review the risk assessment as necessary.
 - Implement any control measures identified.
- **Prepare a written safety statement, to specify:**
 - Hazards identified and risks assessed.
 - Protective and preventive measures taken, and the resources provided.
 - Emergency plans and procedures
 - Duties of the employees / volunteers
 - Names, job titles and positions of anyone assigned with safety responsibilities.
- Provide suitable protective clothing and equipment where hazards cannot be eliminated.
- Prepare and revise emergency plans and procedures.
- Report accidents and dangerous occurrences to the HSA
- Obtain services of a competent person to ensure the safety, health, and welfare of employees / volunteers.
- Co-operate with other employers (where employers share a workplace)
- Ensure health surveillance appropriate to risks is available.
- Facilitate role of Safety Representative
- Consult with employees / volunteers re health and safety issues.
- No penalise employees / volunteers for any complaint regarding health and safety

11.0 Officers of the Cork LGBT Pride After Show Party Responsibility

The responsibilities of the Officers of the Cork LGBT Pride After Show Party are as follows:

- Ultimate responsibility for safety, health and welfare at work.
- Ensure that adequate resources are made available to adhere to the safety, health and welfare at work legislation and regulations.
- Ensure that the practical requirements of the current legislation are carried out.
- Ensure the safety statement is reviewed annually and any necessary changes made considering current practices and legislation.
- Develop, implement, and up-date health & safety policies and procedures in conformance with current legislation and industry "best practices".
- Monitoring implementation of health and safety procedures.
- To represent Cork LGBT Pride After Show Party on health and safety matters.
- Monitor all aspects of safety, health and welfare in the Society.
- Ensure relevant personnel are made aware of the requirements of the Safety Statement and provide training and instruction on these to all staff and Society members.
- Investigate accidents and any health and safety issues reported.

12.0 Employee / Volunteer Responsibility

The duties of employees / volunteers are clearly defined in the Safety, Health and Welfare at Work Act 2005.

An employee, while at work must:

- Comply with all relevant statutory provisions.
- Take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.
- Ensure they are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others.
- Co-operate with his or her employer so far as is necessary to enable compliance with the relevant statutory provisions.
- Not engage in any improper conduct or dangerous behaviour.
- Attend training and undergo such assessment as may be necessary.
- Make correct use of any article or substance provided for use or for the protection of the employee, including protective clothing and equipment.
- Report to his or her employer as soon as practicable:
 - any work being carried out which might endanger themselves or others,
 - any defects in the place of work, the system of work, any article or substance which might endanger themselves or others,
 - any contravention of the relevant statutory provisions of which he/she is aware.
- Notify the employer if they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work. The duty is on the employee to protect themselves and others.

An employee may not:

- Misrepresent himself or herself to an employer with regard to their level of training.
- Interfere, misuse or damage anything provided for the safety, health and welfare or employees / volunteers.
- Place at risk the safety, health and welfare of persons in connection with work activities.

13.0 Contractor/Self-Employed Responsibility

The responsibilities of Contractors/Self Employed are as follows:

- Provide a current Safety Statement.
- Advise the Cork LGBT Pride After Show Party if they have any prosecutions from HSA or litigations pending.
- Prepare a site-specific risk assessment and method statement for the work to be carried out on behalf of the Cork LGBT Pride After Show Party.
- Co-operate with employees / volunteers and management of the Cork LGBT Pride After Show Party with respect to health and safety requirements for the Aftershow Party.
- Competence to carry out the required scope of work and have the necessary means, awareness, training and experience for this purpose.
- Undertake the responsibilities of employers as outlined above in respect of their own employees / volunteers.
- Report any incident, accident, defect etc to the relevant project manager and follow the instruction given.
- Provide evidence that they have adequate Employers and Public Liability insurance.
- Advise of any decision to further subcontract any aspect of their work and satisfy the Cork LGBT Pride After Show Party that safety is adequately covered.
- Be responsible for the supply and maintenance of all protective equipment to their employees / volunteers
- Ensure that all necessary protective clothing and equipment is used or worn by their employees / volunteers.

The Contractors/Self-Employed shall discuss with the Cork LGBT Pride After Show Party, the procedures they propose to follow in executing the work. The Contractors/Self -Employed shall prepare a site-specific risk assessment and method statement to outline the procedures to be followed and control measures required for the works. These documents are to be submitted to the Cork LGBT Pride After Show Party. one week prior to executing the work to facilitate review by the Cork LGBT Pride After Show Party.

The Contractors /Self Employed are restricted to the specific work location of the work site and shall assume full responsibility for the safeguarding of all tools and other equipment used in connection with the work. The Cork LGBT Pride After Show Party. assumes no responsibility for the replacement of such tools or equipment, which are lost, damaged or stolen.

The Contractors/Self Employed shall ensure that the work areas are kept clean free from debris. All loose materials which may cause an obstruction, danger to persons using the area, or fire hazard, must be removed from the job site daily.

Any failure to comply with the above, may, at the sole discretion of the Cork LGBT Pride After Show Party., result in the work in progress being stopped until such time that approved Safety Codes of Practice and Conditions are complied with or the cancellation of the Contract Agreement without cost liability, howsoever arising, being levied against the Cork LGBT Pride After Show Party.

The Contractors/Self Employed or their employees / volunteers shall take all reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.

14.0 Contractor obligations

All contractors are required by law to fulfil their obligations under the Safety, Health and Welfare at Work Act 2005

15.0 Risk assessment and hazard identification

Definition of a **Hazard** - Any source of potential damage, harm or adverse health effect.

Definition of a **Risk** - The chance or probability that a person will be harmed or experience an adverse health effect if exposed to the hazard - may also apply to situations with property or equipment loss.

An assessment of risks involves the following steps:

1. **Identify the Hazards:** the conditions, materials and equipment that have the potential to cause harm.
2. **Assess the Risks:** Measure the level of risk associated with each hazard; consider groups of people potential injuries or harm. Acknowledge the severity of injuries or harm done and the likelihood of occurrence.
3. **Control the risks:** ensure that the control measures in place reduce the risk of injury so far as is reasonably practicable.

The hierarchy of control measures are:

- Eliminate the risk.
- Replace with a less hazardous alternative.
- Isolation task to prevent unwanted exposure.
- Engineering controls
- Training in safe work practices
- Personal protective equipment

PPE is final resort and is used in combination with other control measures.

A risk assessment for all activities associated with the Cork LGBT Pride After Show Party has been carried out and is included in Appendix B.

Emergency situations, mitigation and control measures and associated emergency procedure have been discussed in Section 3 "Emergency Plan" above.

Section 6.13 below 'Cork LGBT Pride After Show Party - Work Safety' outlines how other control measures, for non-emergency situations, identified in this risk assessment have been implemented and incorporated into Show procedures.

All Contractors must submit a Safety Statement to the Cork LGBT Pride After Show Party, Such Third Parties when carrying out work on behalf of the Cork LGBT Pride After Show Party, must produce a site specific risk assessment & method statement to be reviewed and approved by the Cork LGBT Pride After Show Party, one week prior to commencement of the work on the event.

16.0 Training

Cork LGBT Pride After Show Party, is committed to providing clearly defined safety procedures and instructions to the staff at the Aftershow Party.

All personnel entering the event to undertake work, either employed or as a volunteer must undergo the Pride Event Induction.

Site safety procedures, as outlined in this document, are to be followed by all personnel on site at all times.

Workers engaged in any of the tasks specified in Schedule 4 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 are to be in possession of an appropriate valid construction skills registration card referred.

17.0 Personal Protective Equipment

Personal protective equipment (PPE) is defined as all equipment (including clothing affording protection against the weather) which protects a worker against one or more risks to his/her health, safety or welfare.

It is policy of the Cork LGBT Pride After Show Party to provide adequate PPE to all staff.

- Stewards on traffic duty will be issued with yellow reflective jackets.
- Safety Stewards will wear red safety jackets.

18.0 Marquees

There will be marquees erected for the After Show Party. The maximum number permitted in a marquee at any one point in time will be as follows:

There will be a separation distance of 6m between marquees if required.

All Trade Stands will include fire resistant materials to be used for all tents, covers and fabrics used.

Emergency egress from the marquees will be via permanent openings (not doors) which will be clearly marked. In the event of an emergency evacuation stewards will direct members of the public towards these openings.

"Fire Safety Requirements for Domes, Marquees and similar structures" are included in Appendix D and will be issued to the exhibitors in advance of the events to ensure marquees and exhibitions contained their in erected on the site are in compliance with these requirements.

19.0 Risk of Fire

Naked flames are prohibited in all covered areas.

Exhibitors using gas bottles will be required to keep them adjacent to their unit and under their control at all times. The gas bottles will be placed out of general circulation areas and will not be allowed in proximity to generators. All gas installations must comply with either IS 813 or IS 820 as appropriate and be signed off by a competent person prior to use. The Chief Safety Officer will monitor all gas installation on the site and will collate and retain the associated documentation including sign off sheets.

20.0 Adverse Weather

In the event of extreme weather, the event will be cancelled, and the event signage and local radio used to advertise the fact.

Contingency plans to cater for adverse weather include provision of shelter at the following locations:

- Competition Marquees - Spectator and official viewing areas
- Catering Marquee - Seated eating areas
- First aid and medical centre.

Pedestrian thoroughfares and competition areas will be uncovered.

In the event of inclement weather attendance figures will be lower than anticipated.

21.0 Cork LGBT Pride After Show Party - work safety

All Cork LGBT Pride After Show Party, personnel, employees, and volunteers must be inducted and next of kin details obtained. The risk assessment for activities associated with the Cork LGBT Pride After Show Party is contained in Appendix B details potential hazards and associated risks, the groups of people most exposed and associated controls. Procedures are in place to eliminate, or control identified hazards according to the general principals of prevention.

21.1 Bullying and Harassment

It is the policy of the Cork LGBT Pride After Show Party to maintain an atmosphere of mutual respect. The Cork LGBT Pride After Show Party does not tolerate or condone bullying or harassment.

21.2 Fire/Explosion

In the event of a fire or explosion the alarm should be raised. On hearing the fire alarm all employees / volunteers, and members of the public must immediately leave the area in an orderly fashion and assemble at a safe distance from the fire, this operation will be managed by the event Safety Officers and stewards who will instruct the public where to assemble. A safety officer will call the fire brigade.

Action in the case of fire is made known to **ALL** employees / volunteers prior to the commencement of the event and designated assemble points identified. For small manageable fires, fire extinguishers can be used. These include carbon dioxide and foam extinguishers. Each are clearly marked specifying the type of fire on which they can be used.

To use the extinguishers:

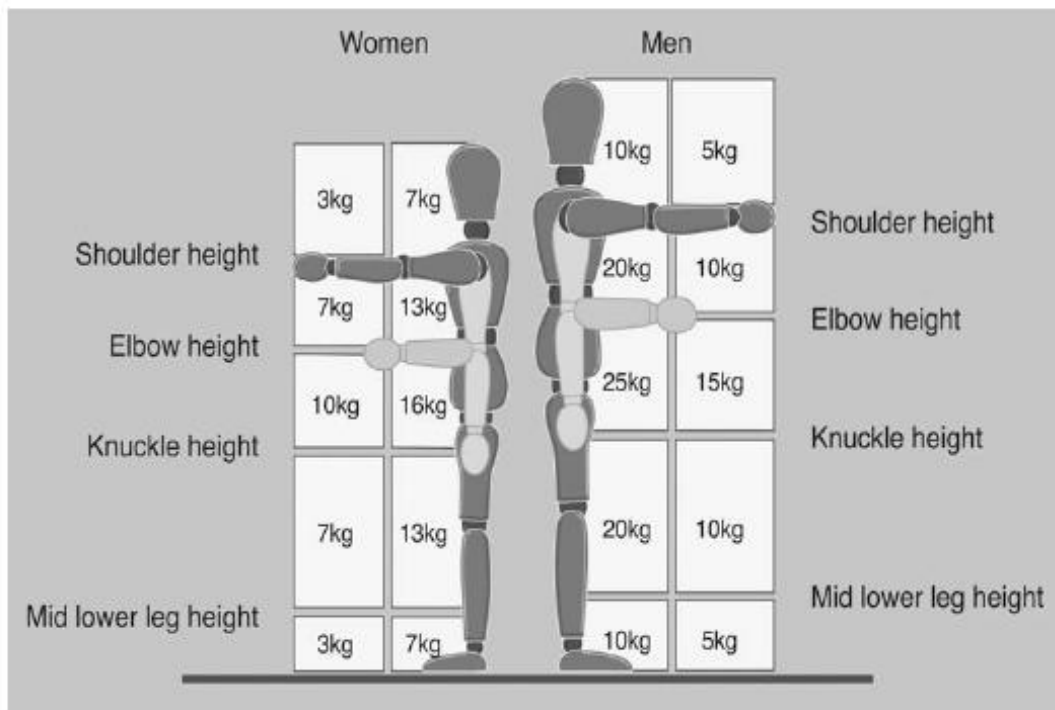
- Hold upright under the handle for support.
- Pull the ring pin out.
- Aim at the base of the fire.
- Squeeze lever
- Sweep from side to side if necessary.

21.3 Intoxicating Drink and Drugs

No intoxicating drink or drugs may be consumed by employees / volunteers. Disciplinary action will be taken against any employee found doing so or being unfit for work through drink or drugs whilst on duty at any event. All such staff will be immediately suspended and not allowed to continue their work that day.

21.4 Manual Handling

Activities that involve lifting, carrying, pulling, holding, or restraining something can cause manual handling injuries. They are usually strains and sprains to muscles and joints. Repetitive and forceful movements can also result in manual handling injuries. The following guidelines apply to all manual handling:



Used by Kind Permission of the Health and Safety Executive

A specific risk assessment must be carried out for any tasks that involve extensive/repetitive manual handling activities.

Think before lifting/handling



Keep the load close to the waist



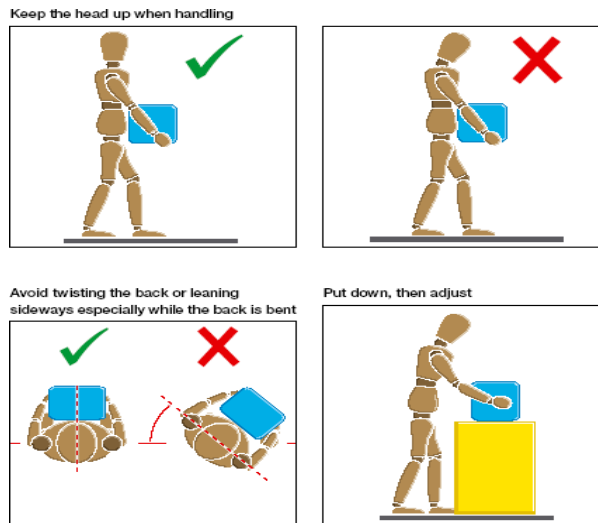
Adopt a stable position with feet apart and one leg slightly forward to maintain balance



Start in a good posture



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22.0 Security

The provision of security at the shows during the day will be the responsibility of the Cork LGBT Pride After Show Party stewards on duty. There will be an external specialised security firm on site during the Aftershow party between 7.00am & 09.00pm. Contact numbers for key staff will be posted.

23.0 Sensitive Risks Groups

Cognisance is taken of the group of personnel falling under the sensitive risk grouping listed in Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations 2007. Where relevant adequate training, instruction and equipment/PPE is provided to these employees / volunteers to ensure work is carried out having regard to their health, safety and welfare.

Special provisions are made for employees / volunteers and members of the public with disabilities with respect to work conditions and provision of access and facilities respectively.

24.0 Slips, Trips and Falls

Slips are caused by the presence of substances such as water, grease, soaps, packaging, leaves, litter deposited on the ground/floor. Slip hazards can be found on both wet and dry surfaces.

Trips can be caused by such features as electric cables across walkways, curled-up or worn carpets, uneven floor surfaces and steps, or discarded work items. Cables from generators must not be allowed to trail across walkways.

Falls may be caused by slips or trips or when adjacent surfaces are at different levels leading to persons losing their balance because they had not anticipated the change in level. Slips or trips on stairs are particularly dangerous. Falls can be fatal. Slip, trip and fall accidents account for about 15% of all accidents reported to the HSA and are the second highest cause of accidents after manual handling.

How people act and behave in their environments can affect slips and trips.

- A positive attitude toward health and safety is vital, a 'see it, sort it!' mentality can reduce the risk of slip and trips accidents e.g. deal with a spillage, instead of waiting for someone else to deal with it.
- What footwear is worn can also make a difference e.g. wearing high heels will make you more vulnerable to a slip.
- Things that prevent you from seeing or thinking about where you are going, can also increase the risk of an accident e.g. rushing about, carrying large objects, Becoming distracted whilst walking e.g. using a mobile phone.
- Dry your feet before entering marquees etc.

25.0 Stress

Stress in the workplace is caused by the following:

- Poorly organised work
- Faulty work organisation
- Changes at work
- Poor working relationships
- Poor communication at work
- Lack of personal control over the work
- Ill-defined work roles
- Machine paced work
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- Threat of violence

Particular situations may also give rise to ill health such as anxiety about exposure to a dangerous substance or infectious hazard or witnessing an injury to another employee or in the absence of appropriate debriefing/counselling after a traumatic event.

If you believe you are working under undue stress, you should report the problem to the Health and Safety Representative or to your supervisor who will in turn bring the problem to the attention of the management.

Safety Officers briefing will include the noting that Stress in Staff be monitored.

26.0 Sub-Contractor/Sub Consultant

In the event that work is being carried out on behalf of the Cork LGBT Pride After Show Party by a contractor they must fulfil their obligations under the safety, health and welfare at work legislative framework and demonstrate this compliance to Cork LGBT Pride After Show Party by submission of the appropriate documentation. This documentation should include the company's safety statement and a site- specific risk assessment and method statement for each activity being carried out. This documentation should be reviewed by Cork LGBT Pride After Show Party; however, this review does not relieve the contractor of their obligations under the safety, health and welfare at work legislation.

Appropriate insurances cover by contractors, sub-contractors and vendors working on the event, before, during and post show, should have adequate insurance cover and must submit copies of said insurance cover to the Cork LGBT Pride After Show Party.

27.0 Waste Management including Food Waste.

All food waste generated the event will be source segregated. This includes food waste that is generated during food preparation / serving by the producer supplying the food and the food waste that is generated by the consumer of the food at the Aftershow Party.

The food waste will be collected by an authorised collector and transferred to an authorised treatment process. The waste collector will have a Waste Collection Permit to collect food waste, issued by Cork City Council.

Cork LGBT Pride After Show Party shall be responsible for:

- Ensuring compliance with the Regulations
- Ensuring that any producer supplying food is compliant with the appropriate provisions of the Regulations.
- Preparation and submission to the relevant local authority of a Food Waste Management Plan.
- Preparation and submission to the relevant local authority of a Food Waste Management Implementation Report.

Food Waste Segregation will be achieved by:

- Provision of separate food waste bin(s) for use by the producers supplying food.
- Provision of separate food waste bin(s) for the use by visitors/consumers of the food
- Producers supplying food will be informed of their obligations and the waste management arrangements at the Show in relation to food waste.
- Bins will be colour coded and labeled to inform visitors where the food waste should be deposited.

All producers/trade stand holders will be asked to limit the use of disposable items and packaging where possible to limit waste.

Appropriate skips will be provided for the disposal of waste with separate skips being provided for food waste. Each exhibitor is responsible for depositing their waste in the bins provided on a regular basis.

There will be a road-brush in attendance at the events to minimise the effect on the main roadway

28.0 Welfare

There will be several caterers in attendance at the Cork LGBT Pride After Show Party. These catering facilities will be available to the Stewards and employees / volunteers as well as the public. Water will be provided onsite, and each caterer is responsible for bringing potable water supplies to the Aftershow Party.

All soft drinks dispensed at the events will be provided in plastic glasses. Beverages will not be made available in glass containers.

29.0 Accident/incident/near miss investigation – Internal Reporting

Definition of Accident and/or Incident - Any unplanned or undesired event which:

- Results in harm to one or more individuals or the environment.
- Causes property damage and/or;
- Has the potential for significant human, environmental or financial loss?

Definition of near-miss – An unplanned incident which does not cause injury or damage but has the potential to do so.

Definition of dangerous occurrence - is an unplanned and undesired occurrence which has the potential to cause injury, and which may or may not cause damage to people, the environment, property, or equipment.

There are legal requirements associated with reporting accidents and dangerous occurrences. It is the Cork LGBT Pride After Show Party procedure to report all accidents/ incidents, near-misses, and dangerous occurrences. A full investigation report shall be completed by Cork LGBT Pride After Show Party and reviewed by the Chairman. Reporting and investigation of these issues will minimise possibility of repeat occurrences.

30.0 Accident/incident/near miss investigation – External Reporting

Under the Accidents and dangerous occurrences are required to be reported to the Authority in line with the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016). Descriptions of reportable accidents and dangerous occurrences are summarised below. Descriptions of reportable accidents and dangerous occurrences are summarised below.

The regulations require that special forms should be completed and returned to the Health and Safety Authority (HSA):

- IR1 - Form of Accident
- IR3 - Form of Notice of Dangerous Occurrence.

31.0 Accidents

The following accidents must be reported by the Employer to the Health & Safety Authority using an IR1 – Form of Accident:

- An accident-causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days (including weekends) but not including the date of the accident.
- An accident to any person not at work caused by a work – related activity which causes loss of life or requires medical treatment.

32.0 Dangerous Occurrences

The following dangerous occurrences/ incidents must be reported by the Employer to the Health & Safety Authority using an IR3 – Form of Notice of dangerous Occurrence:

- The collapse, overturning, or failure of any load-bearing part of:
 - any lift, hoist, crane, derrick or mobile powered access platform:
 - any excavator; or
 - any pile-driving frame or rig having an overall height, when operating, of more than seven meters.
- The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
- An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
- The sudden uncontrolled release of one tonne or more of highly flammable liquid liquefied flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
- The collapse or partial collapse of any scaffold more than five meters high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five meters.
- Any unintended collapse or partial collapse of:
 - any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material: or
 - any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
- The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
- Any unintentional ignition or explosion of explosives.
- The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
- Either of the following incidents in relation to a pipe-line:
 - (a) the bursting, explosion or collapse of a pile-line or any part thereof:
 - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipeline.

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- 12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
 - Overturns or
 - suffers damage to the package or tank in which the dangerous substance is being conveyed.
- (2) Any incident involving a vehicle carrying a dangerous substance by road, where there is:
 - an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
 - a fire which involves the dangerous substance or dangerous preparation being conveyed.
- 13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested.
- 14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
 - Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
 - The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

33.0 Erecting or Removing Roadside Signage

- Persons involved in the erecting or taking away of Roadside Signage must adhere the Rules of the Road.
- Care is to be taken when parking the delivery Vehicle so it is well in off the road with the Hazard
- Lights switched on, the vehicle well in front of the area to have the signs erected
- High ViZ Jackets are to be worn at all times
- Signs to be fixed in a manner that it remain in position in any weather.
- Signs to be placed so they do not obscure any other signage or obstruct a driver's vision.
- Constant vigilance is to be taken of traffic at all times
- The removal of the Signage is to be done in a similar manner

34.0 The objectives of site Environmental Monitoring Programme

This Environmental Monitoring Programme for the Cork LGBT Pride After Show Party has been prepared with the following objectives:

- Implementing the monitoring measures necessary to protect the environment from the effects of the events.
- Containing and controlling the effect of the events on the environment and the Kennedy Quay Site;
- Ensuring restoration of the environment following the events.

35.0 Environmental Mitigation Measures

The main risk to the environment posed by the proposed events is risk of contaminating the adjacent river due to run off from the Cork LGBT Pride After Show Party event.

All trade exhibitors will be made aware of the importance of limiting their impact on the environment and requested to report all accidents and incidents including environmental issues.

Waste collection bins will be distributed throughout the event and will be emptied regularly to prevent overflowing, becoming malodorous or attracting flies &/or animals.

The temporary welfare facilities provided for exhibitors, members of the public and Cork LGBT Pride After Show Party personnel will be removed off site at the end of the event and all waste treated. All such facilities will be inspected regularly to ensure spillages and leakages are prevented.

All generators will be bunded and inspected regularly to ensure pollution from this source is avoided.

Noise Control

An independent sound monitoring specialist will be appointed by the promoter. Prior to the event the following details will be submitted to the Environmental Section for approval:

- Site layout map indicating the noise level monitoring positions
- Contact details for the person carrying out the monitoring

Sound emission levels are to be controlled so that over the duration of the event the sound level conditions within the venue will as far as practicable be in accordance with the Code of Practice for Pop Concerts.

Appendix A

FIRE SAFETY REQUIREMENTS FOR DOMES MARQUEES AND SIMILAR STRUCTURES

Fire Safety Requirements for Domes, Marquees, and similar structures

Note: Where the word “Marquee” is written here, it shall be taken to include Marquees, Domes and similar structures.

- Plans drawn to a suitable scale (1:500) showing the proposed site where the Marquee is to be located and showing the position of the structure (including all entrances and exits) and any adjacent buildings shall be submitted to Cork City Fire Service at least two weeks before the marquee is to be used. Details of the materials to be used in the structure shall be submitted with the plans.
- A certificate shall be available in respect of each Marquee to show that the material used complies with BS 7837 “Specification for flammability performance for textiles used in the construction of marquees and similar textile structures.” Alternatively, fabrics tested to BS 5438 Tests 2A and 2B, with a 10 second flame application time in each case continue to be acceptable. (The method of test described in BS 7157 is also acceptable). This certificate shall bear a code mark to compare with a similar mark on the canvas of the marquee covered by the particular certificate.
- The spacing between the marquee and any other structure shall be not less than 6m.
- Where the Marquee is being erected within an enclosed space, adequate exits shall be provided to facilitate escape from the enclosed space.
- Where the Marquee is being erected within close proximity to a river or lake or other such potential hazard that may present a safety risk, suitable guarding and adequate stewarding arrangements shall be provided to mitigate the risk to members of the public attending an event in the marquee.
- The structure shall be erected by a competent person and shall not readily collapse when exposed to fire. All supporting poles, frames, guys, stakes, anchors, fastenings etc. shall be regularly tested by the supplier and maintained in a safe condition. Stakes and ropes associated with the marquee shall be fenced off or clearly marked to prevent persons from walking into or tripping over them.
- Under no circumstances shall any equipment ancillary to the Marquee or any car parking used in connection with the Marquee be sited so as to obstruct access to fire hydrants or egress from the Marquee.

Fire Safety Requirements for Domes, Marquees, and similar structures

- All flammable material and in particular long grass shall be removed from the vicinity of the Marquee.
- Seats in Marquees shall either be fixed securely in position or rigidly linked together in rows. Rows shall have not less than 4 seats and not greater than 12 seats. Seats on a sloping floor shall be fixed in position. Where seating for more than 100 people is provided, or where seating arrangements involving tables and chairs are proposed, detailed plans of the seating layout shall be submitted to the Fire Authority for approval prior to erection.
- The exits from the Marquee shall each have a minimum clear width of 1.5m. They shall consist of conventional outward opening doors and shall be distributed evenly around the perimeter. As an alternative, while the Marquee is in use, flaps of Marquee fabric which are securely fixed in the open position and of the appropriate width may be used as exits. The minimum number of exits to be provided shall be based on the area of the marquee as set out in the table below:

CITY FIRE SERVICE

Fire Safety Requirements for Domes, Marquees, and similar structures

<i>Area of Structure</i>			<i>Minimum no. of exits</i>		
<i>Up</i>	<i>To</i>	<i>150 sq.m</i>	<i>2 no</i>	<i>(x 1.5m)</i>	<i>Exits</i>
<i>150</i>	<i>To</i>	<i>300 sq.m</i>	<i>3 no</i>	<i>(x 1.5m)</i>	<i>Exits</i>
<i>300</i>	<i>To</i>	<i>450 sq.m</i>	<i>4 no</i>	<i>(x 1.5m)</i>	<i>Exits</i>
<i>450</i>	<i>To</i>	<i>600 sq.m</i>	<i>5 no</i>	<i>(x 1.5m)</i>	<i>Exits</i>
<i>Greater than 600 sq.m</i>			<i>1 Extra exit for each 150 sq.m</i>		

- Each door across an escape route shall be readily openable from the inside without the use of a key while the marquee is in use.
- All exit doors shall be kept free from fastenings other than automatic panic bolts.
- Panic bolts shall comply with IS EN 1125 and shall be permanently marked "PUSH BAR TO OPEN" in 25mm plain letters in a conspicuous position.
- Flush bolts, barrel bolts or similar fastenings shall not be permitted on any leaf of a door across an escape route.
- Final exit doors, which are not in normal use, shall be provided with an external sign complying with BS 5499 reading "FIRE ESCAPE – KEEP CLEAR".
- No exit shall open directly onto a step and any difference in level between the floor and ground level shall be made good by a ramp at a slope of not more than 1 in 12 if shorter than 9m otherwise not steeper than 1 in 20.
- All electrical installations shall comply with the latest edition of the National Rules for Electrical Installations (ET 101) published by the Electro-Technical Council of Ireland. All installations shall be checked by a competent person to confirm that they provide the same level of safety as that provided in these rules. Certificates shall be retained on the premises confirming the adequacy of all electrical installations for inspection by the Fire Authority at all material times.

Fire Safety Requirements for Domes, Marquees, and similar structures

- No naked flames and no heating or gas-powered cooking appliance shall be permitted in a marquee or within 6m of it while the public are present. Cooking appliances shall be used only in a fire-resistant area well clear of the marquee.
- No dangerous or flammable or toxic gasses or other allied product such as aerosols, explosives, or pyrotechnics shall be stored or used within a marquee. Liquefied Petroleum Gas (LPG) installations on site shall be in accordance with the relevant standards. Full details of the LPG installation shall be provided to Cork City Fire Service.
- Adequate normal lighting shall be provided within the marquee and outside each final exit door, and on all external escape routes. The lighting shall be kept alight during the whole time it might be necessary for escape purposes.
- If the marquee is to be occupied during the hours of darkness an emergency lighting system shall be provided in the marquee. The emergency lighting system shall cover all areas in use by the public. It shall also cover the escape routes and the area outside all final exits from the marquee. The emergency lighting system shall operate automatically on failure of the normal power supply. It shall have an endurance of at least three hours and shall provide sufficient illumination to allow the occupants to safely escape from the marquee. It shall be designed, installed, commissioned, and serviced in accordance with I.S. 3217: 2008 and a completion certificate in the form set out in that Standard shall be retained and kept available for inspection.
- Exits and escape routes shall be clearly indicated by signs in accordance with BS 5499: Part 5: 2002 having the appropriate running man graphic symbol which shall, where necessary, incorporate a supplementary arrow to indicate the direction of the exit. All exit and escape route signs shall be illuminated by lamps contained within the sign so that they are legible at all material times. In the event of failure of the normal lighting, such signs shall be illuminated by the emergency lighting supply. The signs shall be illuminated by the emergency lighting supply. The signs shall be placed over each exit at a height of between 2.0m and 2.5m above the floor level.
- An adequate number of fire extinguishers, suitable to the risk and manufactured to IS EN 3 shall be provided throughout the premises. The selection, installation and maintenance of extinguishers shall be in accordance with I.S. 291: 2002.
- Furnishings and fittings in the marquee shall comply with the "Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly" issued by the Department of the Environment (www.environ.ie). Persons in control of the marquee should ensure that they are supplied with test certificates for furnishings and fittings specified in accordance with the Code.
- 23) The premises shall be managed in accordance with the "Code of Practice for the Management of Fire Safety in Places in Assembly" as issued by the Department of the Environment (www.environ.ie). A copy of the Code of Practice shall be retained at the premises and shall be kept available
 - the Management of Fire Safety in Places in Assembly" as issued by the
 - Department of the Environment (www.environ.ie). A copy of the Code of
 - Practice shall be retained at the premises and shall be kept available

Appendix B

REQUIREMENTS FOR GAS CYLINDERS

REQUIREMENTS FOR GAS CYLINDER INSTALLATIONS

All gas installations must comply with either IS 813 or IS 820 as appropriate and be signed off by a competent person prior to use.

Apart from Propane cylinders supplying PORTABLE equipment in non-domestic premises, Propane cylinders should be located outdoors in an above-ground, well-ventilated area where any gas leakage can safely disperse, never indoors or below ground level or in sunken depressions.

Cylinders should not be located where they may be subject to temperatures in excess of 40°C. They must not obstruct passageways or exits, and the area around them must be kept clear (particularly of flammables, e.g. rubbish).

The cylinders must be kept the following distances from the hazards listed:

Minimum separation in metres	Feature or Hazard
1.0	Windows; doors; air vents; balanced-flue outlets; trapped drains
1.5	Parked motor vehicle; fixed sources of ignition; unprotected electrical equipment; flammable or combustible material
3.0	Unstrapped drain or unsealed gully; bund wall for oil tanks; openings to cellars or basements; corrosive, toxic or oxidizing materials
6.0	Mechanical air intakes

Note: Openings into chimneys or air intakes shall be at least 1.0 m above the top of any cylinder. Other openings shall be at least 0.3 m above the top of any cylinder.

Propane Cylinders must be located on a firm and level surface and precautions taken to prevent them falling over. A cage may be required to prevent deliberate or inadvertent interference (e.g. where there is uncontrolled access to the cylinders). A cage or guard may be necessary if the cylinders would otherwise be exposed to vehicular impact. Cages must be non-combustible with high- and low-level ventilation. The cylinders should be oriented so that the pressure relief valve of one cylinder does not point at another cylinder. Dust caps should be fitted to all unconnected cylinders, whether empty or full, Butane or Propane. Cylinders should always be used and stored in an upright position.

For Propane cylinders, Automatic Changeover Regulators (which switch to reserve cylinder(s) when the main cylinder(s) run out) are recommended in all cases: they ensure continuity of supply and avoid the need to have unconnected spare cylinders. It is also recommended that, where there are more than two cylinders connected to a manifold, "Super Safe" pigtails (hoses) are fitted (these have an excess-flow valve at one end and a backcheck valve at the other end). Do NOT make up your own pigtails, obtain them from a reputable supplier.

Where two or more cylinders are connected to a manifold, a main isolation valve should be fitted to the outlet of the manifold

Work Area	Hazard	Risk	Level of Risk	Control Measures
Event	Overhead 20kVA lines	Electrocution	M	Marquees area to be kept away from the area traversed by the power lines. In accordance with ESB guidelines a min of 10 m clearance is required. http://www.esb.ie/esbnetworks/safety_environment/overhead_lines.jsp
Event	Crowd control	Injury to public	L	Numbers to be controlled and a check of numbers at the Aftershow Party maintained. Numerous Stewards on duty for Show Safety Officers on duty at a time to be divided up between areas Enough toilets to be provided on site - will be maintained on ongoing basis
Work Area	Hazard	Risk	Level of Risk	Control Measures
Event	Poor housekeeping/general untidiness	Slips, trips, falls & cuts, bruises	L	All spills in marquees to be cleaned up immediately and warning sign to be put in place. Walkways and circulation areas to be kept litter free
Marquees	Fire	Asphyxiation, death	M	Fire extinguishers located throughout the event Both entrance & exit to each marquee to be used to facilitate escape in event of emergency Personnel Trained in Correct use of Extinguishers.
Event	Vehicles and site plant	Collision between or with vehicles. Injury or possible death, damage to vehicles	L-M	High visibility jackets/vests provided to staff. Exercise care around moving vehicles and listen for reversing beepers.
Event	Human factor hazards e.g. young or old staff/stewards, disabled persons, inexperienced or new employees / volunteers i.e. a person must be physically and mentally able to do the task	Risk of injury to self or others,	L	Stewards in attendance for the total Aftershow Party Staff/stewards are selected on basis of competency to carry out task in a safe manner.
Event	Thermal hazards - catering equipment	Burns	L	Staff to take due care around heat sources especially in catering facilities

Appendix D

EMERGENCY PROCEDURES / SITE EMERGENCY PLAN

10.1 PURPOSE

The purpose of the Site Emergency Plan is to outline the procedures to be adopted in the event of an emergency declaration within the confines of the Kennedy Quay event site.

10.2 DEFINITIONS AS PER CODE OF PRACTICE

Definition of Serious Emergency

A serious emergency is defined as any event causing or threatening to cause death or injury to patrons at a concert site resulting from serious crowd disorder, major fire, collapse of a section of a stand or terrace, toxic chemical spillage on roads or railway lines adjacent to the venue, explosion, bomb threat or other unforeseen event necessitating partial or total evacuation of the venue.

Definitions of Key Personnel

Event Controller

This is the person who has overall responsibility for management of an event. S/he is assisted within the site by the Gardai, Stewards and all other personnel, whether paid or voluntary, but retains control unless a serious emergency occurs, at which stage s/he hands over to the Emergency Controller.

Emergency Controller

The Emergency Controller is the Senior Garda Officer present who will take over control of the entire operation until or unless other emergency services, i.e., Health Boards and Fire Authorities are present, in which case each service will exercise control over its own operations

Responsibility

Emergency matters outside the site are the responsibility of the statutory authorities. Within the site the Event Controller has the responsibility to ensure that stewards:-

- i) Are aware of the Site Emergency Plan;*
- ii) Act under the Chief Steward as a team to evacuate the crowd away from the area of disaster;*
- iii) Are aware of the exact location of all exits and fire hydrants; and*
- iv) Staff all exit gates*

10.3 ACTIVATION OF SITE EMERGENCY PLAN

- i) During all normal operations, control of the event rests with the EVENT CONTROLLER. If an emergency arises, he/she, in consultation with the Senior Garda Officer present, will consider if the risk to life or breach of the peace to be so great that it is imperative to implement the Site Emergency Plan.*
- ii) Once a serious emergency is identified and the Site Emergency Plan is activated, the Event Controller shall transfer responsibility for control to an Emergency Controller. The transfer of responsibility shall be accompanied by a formal statement e.g. "You are now in control of operations" and the time of transfer shall be logged by both the person relinquishing control and the person assuming control in the Emergency Controller handover form in Appendix F. Thereafter the Event Controller shall act to assist him in the*

provision of all resources that are available to him.

10.4 EMERGENCY CONTROLLER

- i) The Emergency Controller shall take control over the entire operation until or unless the circumstances of the emergency dictate otherwise
- ii) The Emergency Controller shall immediately confirm the nature and location of the serious emergency. When these facts are known to him he shall immediately inform the Garda Communications Centre that a Serious Emergency exists (or is imminent) in the venue and the Site Emergency Plan has been activated.

iii) Facilities

The Emergency Controller shall then ensure that all facilities required for the emergency are made available. The event controller or his deputy shall ensure that all facilities and staff are made available especially all existing communications, office space and open areas for temporary first aid and/or mortuary facilities

10.5 EMERGENCY ACCESS/EGRESS PLANS FOR THE EVENT

The designated access routes for fire brigade vehicles are via Victoria Rd or Mill Rd as indicated on the proposed Site Plan.

10.6 EMERGENCY EVACUATION

Emergency evacuation from the event site will be undertaken in a number of phases. In the first instance a localized evacuation of an area in the site may be directed by the Event Controller in advance of a serious emergency being declared.

If the Emergency Controller considers that a full (or at least substantial) evacuation is required, he should inform the Event Controller. This decision can only be taken in the presence of an agreed Serious Emergency and the consequent transfer of control from the Event Controller to an Emergency Controller.

/11 ACTIVATION OF THE MAJOR EMERGENCY PLAN

11.1 DEFINITION OF A MAJOR EMERGENCY

A Major Emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, co-ordinated response.

The declaration of a Major Emergency if deemed necessary is to be undertaken in accordance with the protocols in the Framework for Major Emergency Management.

In the event of a major incident/emergency the major emergency plan for the appropriate Principle Response Agency will be implemented in which case the Controller of Operations for each of the emergency services (Garda Síochána, Local Authority (Fire Brigade) and Health Service Executive (Ambulance Service) will appoint a convenor (Senior Garda Officer) to co-ordinate the activities of each of the emergency services in conjunction with each Controller of Operations in accordance with "Framework for Major Emergency Management" 2006.

Refer also to the specific provisions in the aforementioned document relating to major emergency procedures at large crowd events.

11.2 FUNCTIONS OF THE PRINCIPLE RESPONSE AGENCIES

When the Major Emergency Plan is activated, each emergency service that is required shall respond in accordance with their Procedures. Rescue and pre-hospital emergency care will most frequently be the primary function required of the emergency services.

- a) Responsibility for the rescue of survivors lies primarily with the Fire Service.
- b) The pre-hospital care and transportation of casualties to hospital is the responsibility of the Ambulance Service.
- c) The Gardaí will ease these operations by co-ordinating for the emergency services, local authorities and other agency issues such as traffic management, etc.

However, in the event of any situation which is, or which is suspected to be, the result of a criminal incident, all activities within cordons are under the direct control of the Gardaí.

Functions of the Gardaí as defined in the Framework for Major Emergency Management

An Garda Síochána should undertake the following functions in the response to a major emergency:

- a) declaration of a Major Emergency and notifying the other two relevant principal response agencies;
- b) activation of predetermined procedures/arrangements in accordance with its Major Emergency Mobilisation Procedure;
- c) requesting assistance from the Defence Forces in line with agreed protocols, MOUs, SLAs and current practices;
- d) acting as lead agency where this is determined in accordance with Appendix F7 and undertaking the specified co-ordination function;

- e) maintaining law and order;
- f) implementing agreed site plan/management arrangements, as appropriate;
- g) traffic management;
- h) crowd control;
- i) implementing agreed aspects of evacuation procedures;
- j) informing the public, as necessary and on the advice of the competent authorities, of actual or potential dangers arising from the emergency;
- k) co-ordinating/conducting searches for missing persons;
- l) assisting and directing survivors/uninjured persons away from the site (and any danger area) to places of safety;
- m) collecting information on casualties and survivors;
- n) arrangements in respect of the dead, in association with the Coroner;
- o) recovery of bodies;
- p) provision of casualty bureaux/casualty information service;
- q) preservation of the site;
- r) collection of evidence and forensic work;
- s) assisting the Coroner in the case of fatal casualties, inquiries or criminal proceedings;
- t) engaging any specialist contractors required to assist with emergency operations;
- u) exercising control of any voluntary or other service which it mobilises to the site;
- v) monitoring and/or reporting on the impact in its functional area of any
- w) emergency/crisis which falls within the ambit of a "National Emergency", and undertaking any countermeasures in its functional area which are required/recommended by an appropriate national body;
- x) any other function, related to its normal functions, which is necessary for the management of the emergency/crisis;
- y) any function which the On-Site Co-ordinating Group requests it to perform; and,
- z) maintaining essential Garda services during the Major Emergency.

Functions of Local Authority as defined in the Framework for Major Emergency Management

The Local Authority should undertake the following functions arising from the Framework in the response to a major emergency: -

- a) declaration of a Major Emergency and notifying the other two relevant principal response agencies;
- b) mobilisation of predetermined resources and activating predetermined procedures in accordance with its Major Emergency Mobilisation Procedure;

- c) acting as lead agency, where this is determined in accordance with Appendix F7 and undertaking the specified co-ordination function;
- d) protection and rescue of persons and property;

- e) controlling and/or extinguishing of fires;
- f) dealing with hazardous material incidents including:
 - identification, containment, neutralisation and clearance of chemical spills and emissions;
 - decontamination (other than clinical decontamination) on-site of persons affected (under medical supervision where necessary);
- g) advising on protection of persons threatened, by sheltering or evacuation;
- h) arranging/overseeing clean-up of affected areas;
- i) limiting damage to infrastructure and property;
- j) provision of access/transport to/from the site of the emergency;
- k) provision of additional lighting required, beyond what the principal emergency services normally carry;
- l) assisting An Garda Síochána to recover bodies, when requested;
- m) support for An Garda Síochána forensic work;
- n) support for the Coroner's role, including provision of temporary mortuary facilities;
- p) accommodation and welfare of evacuees and persons displaced by the emergency;
- q) provision of food, rest and sanitary facilities as appropriate for personnel involved in the response to the emergency;
- r) engaging any specialist contractors required to assist with emergency operations;
- s) exercising control of any voluntary or other service which it mobilises to the site;
- t) liaison with utilities regarding restoration/maintenance/or enhancing services provided to the site or to persons affected;
- u) site clearance, demolition, clear-up operations, removal and disposal of debris;
- v) monitoring and/or reporting on the impact in its functional area of any emergency/crisis which falls within the ambit of a "National Emergency", and coordinating/undertaking any countermeasures in its functional area which are required/ recommended by an appropriate national body;
- w) any other function, related to its normal functions, which is necessary for the management of the emergency/crisis;
- x) any function which the On-Site Co-ordinating Group requests it to perform; and,
- y) maintaining essential Local Authority services (e.g. roads availability, fire and emergency operations cover, public water supply, waste water treatment, waste disposal) during the major emergency.

Functions of the Health Service Executive (H.S.E.) as defined in the Framework for Major Emergency Management

The Health Service Executive should undertake the following functions in the response to a major emergency: -

- a) declaration of a Major Emergency and notifying the other two relevant principal response agencies;
- b) activation of predetermined procedures/arrangements in accordance with its Major Emergency Mobilisation Procedure;
- c) acting as lead agency, where this is determined in accordance with Appendix F7 and undertaking the specified co-ordination function;
- d) provision of medical advice and assistance;
- e) provision of medical aid to casualties at the site;
- f) triage of casualties, and assigning them to hospitals for evacuation;
- g) casualty evacuation and ambulance transport;
- h) provision of hospital treatment;
- i) provision of psycho-social support to persons affected by the emergency;
- j) certification of the dead;
- k) support for An Garda Síochána's forensic work;
- l) support for the Coroner's role;
- m) provision of community welfare services;
- n) clinical decontamination and decontamination of contaminated persons on arrival at hospital;
- o) advising and assisting An Garda Síochána and Local Authorities on public health issues arising;
- p) exercising control of any voluntary or other service which it mobilises to the site;
- q) monitoring and/or reporting on the impact in its functional area of any emergency/crisis which falls within the ambit of a "National Emergency", and coordinating/undertaking any countermeasures in its functional area which are required/recommended by an appropriate national body;
- r) any other function, related to its normal functions, which is necessary for the management of the emergency/crisis;
- s) any function which the On-Site Co-ordinating Group requests it to perform; and,
- t) maintaining essential health services during the Major Emergency.

12.1 EVENT ALERT STATE

To assist the Event Controller to monitor the site, it is intended to operate a simple three-tier system. When raising the Alert State Event Control will use the relevant internal code word to notify all radio holders.

GREEN indicates

AMBER indicates

There is a free flow of public both inside and outside the venue. No problems reported.

Unusually heavy pressure on entry points with no free flow or

There is localised overcrowding or congestion

There is a bomb threat, threat of fire or threat of crowd disorder

Or any other event or threat where it is felt necessary to raise the alert state that may lead to an emergency or possible evacuation

RED indicates

The Event Controller in consultation with the senior Garda and Safety Officer deems the situation warrants a red grading.

Examples: a suspected explosive device or confirmed serious fire, serious crowd disorder or structural collapse.

The evacuation of the site would depend upon the area and the information available. This may be a part or all of the site as necessary.

Operational Method Condition Amber

In the event that Condition Amber is declared, the Event Controller or Deputy Event Controller will activate the following plan.

1. Event Controller will confirm with Gardaí that they are aware of the situation.
2. Event Control will advise the Safety officer, Event Manager and Heads of Department.
3. The relevant Area Security Manager and Deputy Event Controller will immediately go to the location as directed by Event Control and coordinate the incident. Resources will be deployed as requested.
4. The Security Manager; Event Controller; Safety Officer and Heads of respective agencies will go directly to the Event Control Office and coordinate the operation.
5. All radio holders on the Event Control/Emergency Channel are to maintain radio silence as appropriate and await instruction from Control unless an Emergency message needs to be passed.
6. All parties will be advised of the exact area of the threat by reference to a common grid map.
7. All Exit & Entry points are to prepare for evacuation of the site by arranging for all obstacles to be removed. Dependent on the circumstances, at this stage the public will not be informed of any preparations, any delay in admission will be explained as production problems.

8. Any cars parked in any area on site, or cars parked on Site should be prevented from exiting onto public roads.
9. The R.V. Points for Emergency Vehicles are to be manned and secured. Where the incident is contained, "Condition Green" will be declared and all parties will be advised using the "Stand-Down" code. Where the situation could become serious, a "Stand-By" for condition Red will be issued.

Operational Method Condition Red

Where the incident is considered as so serious as to force the cancellation of all or part of the event, the Event Controller will make this decision with the Senior Garda onsite and Safety Officer and the Senior Garda Officer will as Emergency Controller assume command of all resources on site and direct Event Control as appropriate. Heads of Department will be informed and will direct all event staff to assist the Emergency Services as requested whilst the situation exists. The Security Manager will ensure the following:

1. All Exit and Entry gates to be cleared of any obstructions. [Barriers, queues, refuse etc.].
2. Designated R.V. Points to be secured for Emergency Services and Emergency routes to be cleared.
3. Cordon to be established around the effective area, cordon boundaries will be decided by Event Control.
4. Decisions made on available exit routes. Pedestrians to be directed away from the threat and the Incident area to be secured.
5. Designated stewards to be positioned in evacuation control areas to inform and manage audience.
6. Car parks to be secured to prevent exit onto the public roads.
7. Helicopter landing areas (if applicable) to be secured.
8. Designated person to halt the show.
9. All staff to maintain radio silence as appropriate until further notice.

DUE TO THE TYPE OF INCIDENT, THERE MAY BE A NEED TO DYNAMICALLY AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE DONE UNDER GUIDANCE OR LEADERSHIP OF THE EMERGENCY CONTROLLER.

Emergency Announcements

In order for all event staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the alert state is raised. In the event of a situation or incident that could lead to a major incident or evacuation, the following message will be broadcast over the Stages PA and radio channels.

“STAFF ANNOUNCEMENT CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast, following confirmation from the Event Control or if the situation is such that life will be at risk awaiting the formulation of the Event Control.

“STAFF ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL”

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

Emergency Evacuation Announcement

If a full evacuation is to be carried out the following announcement will be made over the all stage PA systems:

“LADIES AND GENTLEMEN,

IT IS NECESSARY TO EVACUATE THIS ARENA – PLEASE LEAVE CALMLY AND QUICKLY BY THE NEAREST EMERGENCY EXIT AND FOLLOW THE INSTRUCTIONS OF THE STEWARDS.”

If the evacuation is to be contained to a specific area of the site. A local evacuation of the site will take place, under the control of the head of security.

Stand Down

IF THE SITUATION IS CONTAINED THE FOLLOWING MESSAGE WILL BE BROADCAST.

“STAFF ANNOUNCEMENT THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL”

All personnel may then stand down unless otherwise instructed.

12.2 FIRE

- Immediate Notification of Discovery of Fire
- Immediate Response to Incident
 - Action in the event of confirmed fire
 - Evacuation and cordoning of immediate area
 - Whether and how to evacuate all or part of the venue
 - Deployment of additional stewards in affected areas
 - Identification of location, description and severity of incident
 - Measures to prevent fire spreading
 - Safety of personnel

12.3 BOMB THREAT / SUSPECT PACKAGE

- Immediate Notification of Receipt of Bomb Threat or Discovery of Suspect Package
- Immediate Response to Incident
 - Search Procedures
 - Whether and how to evacuate all or part of the venue
 - Evacuation and cordoning of immediate area
 - Deployment of additional stewards in affected areas
 - Instructions not to examine suspect package but to clear area

- Possible restrictions on use of radios near suspect package. Use of other means of communication.
- Notification to Gardaí in accordance with agreed procedures
- Liaison with Gardaí

12.4 DAMAGE TO STRUCTURES

- Immediate Notification of Structural Damage or Defect
- Immediate Response to Incident
 - Evacuation and cordoning of immediate area
 - Whether and how to evacuate all or part of the venue
 - Deployment of additional stewards in affected areas
 - Immediate inspection of damage or defect
 - Liaison with Authorities
 - Arrangements for ensuring no use of area closed due to damage or defect, until repaired to satisfaction of Structural Engineers

12.5 GAS LEAK / CHEMICAL INCIDENT

- Immediate Notification of Discovery of Gas Leak/Chemical Incident
- Immediate Response to Incident
 - Evacuation and cordoning of immediate area
 - Whether and how to evacuate all or part of the venue
 - Deployment of additional stewards in affected areas
 - Identification of location, description and severity of incident
 - Turning off gas/chemical supply
 - Action to extinguish any naked flames
 - Safety of personnel
 - Notification to emergency gas service/fire service and supply of information.
 - Action when gas service/fire service declares area safe

12.6 CROWD SURGE / CRUSHING

- Immediate Notification of Actual or Likely Incident
- Immediate Response to Incident
 - Deployment of stewards to monitor crowd densities
 - If overcrowding - use of stewards and PA messages to redistribute crowd
 - If signs of crowd distress, crush or if surge likely to lead to injury - deployment of personnel to area concerned
 - Notification to emergency services
 - Deployment of first aid/medical staff
 - If problems not quickly resolved - whether to halt event and declare emergency

12.7 DISORDER INSIDE THE VENUE

- Immediate Notification of Location, Nature and Scale of Disorder
- Immediate Response to Incident
 - Whether and if so, scale of intervention
 - Nature of intervention
 - Who is to undertake intervention
 - Location to which offender(s) should be taken
 - Deployment of personnel to prevent further disorder
 - Liaison with Gardaí
 - Whether to halt the event and declare emergency
 - Whether Gardaí take overall command in part/whole of ground
 - Return of overall command to Ground Management
 - Recording of details for evidence purposes

12.8 EVACUATION

- Immediate Notification of need for partial or total Evacuation of the venue
- Immediate Response to Incident
 - Spectators with special needs e.g. disabled
 - Performers
 - Dispersal of spectators outside ground
 - Contingency arrangements in event of unforeseen car parking or other obstructions on the designated evacuation routes outside the venue
 - Training of stewards and management personnel
 - Pre-prepared written instructions to personnel
 - Awareness of specific responsibilities
 - Functions of ground Control Room
 - Liaison with Gardaí and other emergency services
 - Whether Gardaí (Emergency Controller) assume overall command
 - Use of recognised code words to signify evacuation of the venue
 - Warnings/instructions to spectators
 - Procedure when normal situation restored

12.9 RADIO COMMUNICATIONS SYSTEM FAILURE

- Immediate Notification of Partial or Full Failure of Radio System
- Immediate Response to Incident
 - Contacting maintenance engineer
 - Alternative means of communication
 - Use of stewards to relay messages
 - Use of any back up radio channels

- Use of any telephone system
- Use of Gardaí to relay messages

12.10 EXTREME WEATHER CONDITIONS

- Immediate review of weather conditions (extreme rainfall, lightning or high winds)
- Immediate response to incident
 - Action in event of high winds vis a vis stage and other temporary structures as per defined procedures
 - Action in event of extreme rainfall to prevent crowd flows (from open air areas) overcrowding of covered areas
 - Action in event of lightning storm vis a vis safety of persons on the stage
 - Whether to suspend the concert and evacuate all or parts of the venue

12.11 POWER FAILURE

- Immediate notification of nature and location of power failure
- Immediate response to incident
 - Event Electrical Team to immediately respond
 - Confirm that stand-by generators are operating
 - Confirm that emergency lighting is operational in the affected area
 - If power not restored whether after consultation by the Event Controller with the electrical contractor and Senior Gardaí Officer, to terminate the event and evacuate the event.