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Event Fire Safety Management

Guidance for Event Organisers

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Comhairle Cathrach Chorcaí
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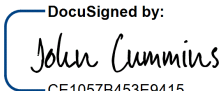

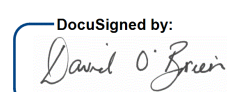


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1. Introduction

Managing fire safety at organised outdoor events can be challenging, particularly for larger and more complex events and for those where temporary structures such as marquees are present. This document aims to provide clear and concise guidance for event organisers in Cork City on how to manage fire safety at events as well as, importantly, how to plan for it in advance.

An *Event Management Plan* should be produced where significant numbers of people are likely to be present at outdoor or indoor events, and for some events is statutorily required as part of a licensing application made under the *Planning and Development Regulations*. The fire safety related items listed in Appendix A of this document are a mandatory requirement for licensed events, and Cork City Fire & Building Control Department (CCFBCD) advises that it be followed as part of planning for large events in Cork City irrespective of whether an Event Management Plan is a statutory requirement or not.

2. Relevant Legislation

Legislation relevant to this guide is:

- S.I. 30/1981 – *Fire Services Acts (1981 and 2003)*
- S.I. 249/1985 – *Fire Safety in Places of Assembly (Ease of Escape) Regulations (1985)*
- S.I. 600/2000 – *Planning and Development Regulations (2000 as amended)*
- S.I. 154/2001 – *Planning and Development (Licensing of Outdoor Events) Regulations (2001)*
- S.I. 449/2003 – *Planning & Development Act (Certification of Fairground Equipment) Regulations (2003)*
- S.I. 299/2007 – *Safety, Health and Welfare at Work (General Application) Regulations (2007)*

3. Purpose & Scope

This document has been prepared to offer fire safety management guidance to event organisers, event controllers, event safety officers and other relevant stakeholders who run events in Cork City Council's area. The guidance provided is designed to support fire safety management both before and during events.

Events in Ireland are divided into six categories for the purposes of managing risk (note these categories are a reference only – very small events may be high risk while larger events may be comparatively low risk):

- **Category A:** Small one off events held indoors with less than 100 people present (such as a community training event). Generally classified as low risk.
- **Category B:** One off events with between 100 and 1,000 people present held indoors or outdoors (e.g. Christmas market, arts and crafts fair). Generally classified as low risk.
- **Category C:** One off events similar to Category B but with between 1,000 and 5,000 people present. Generally classified as medium risk.
- **Category D:** Large public indoor or outdoor events with between 5,000 and 20,000 people present (e.g. street concerts). Generally classified as high risk.
- **Category E:** As per Category D but with an added element of risk such as the presence of fireworks, a waterside location or the presence of funfairs. Generally classified as high to very high risk.
- **Category F:** Very large public indoor or outdoor events such as a very large concert, with more than 20,000 people attending. Generally classified as very high risk.

It is important to note that the advice in this guide relates to fire safety only; guidance with respect to other important aspects of event safety such as crowd management, structural safety, water safety and general health and safety are not addressed. It's also important to note that the document provides useful fire safety management guidance for all outdoor events irrespective of whether they are licensed events or not.

4. Roles & Responsibilities

The event organiser is ultimately responsible for the planning and management of fire safety at all organised events, and for larger events it may be appropriate to employ a professional event organiser with experience and expertise in managing fire safety at events. For very large events such as Category E or F events, or events with a very large indoor component (either in a temporary structure or in a non-purpose built building) a competent engineer with expertise in fire safety design and management is likely to be required. In general terms the event organiser should satisfy him or herself that he or she possesses or has access to the necessary level of competence.

Note that CCFBCD may carry out fire safety inspection(s) prior to and/or during events. Such an inspection may focus on all relevant areas, or may constitute an audit of one or more areas or aspects of fire safety on the site.

5. Event Fire Safety Planning

The following documentation should be produced for all events:

1. An **Event Management Plan**, which should include details of:
 - The event, activities proposed, proposed occupancy, etc
 - Temporary and non-purpose built permanent structures to be used
 - Event fire safety management arrangements
 - Electrical and gas fire safety arrangements
 - Pyrotechnics and fire performance act fire safety arrangements
2. A **Site Emergency Plan** (which should include emergency evacuation arrangements)
3. A **site layout plan** drawing
4. Plan view **drawings** of all public use temporary structures with proposed occupancies of more than 200 persons
5. Plan view **drawings** of all non-purpose built permanent buildings with proposed occupancies of more than 50 persons

Organisers for category D, E and F events licensed under the *Planning & Development Regulations (2000 as amended)* must produce an *Event Management Plan*. **CCFBCD requires that event management plans comply with Appendix A of this document for**

- **Licensed Category D, E and F events**
- All events licensed in the District Court for which CCFBCD is a notified party (these are generally events where alcohol is served).

CCFBCD also advises compliance with Appendix A for large events exempt from the requirements of the Planning and Development Regulations (such as sporting events), as well as for Category C events.

The public safety related items described in *Appendix B* below fall outside the remit of CCFBCD but are nonetheless critically important to the wellbeing of event attendees, staff and performers. Event organisers are strongly advised to comprehensively address these items in the *Event Management Plan* and during the event; organisers should satisfy themselves that competent persons are involved in each of these areas where required.

6. Notifying Cork City Fire & Building Control Department

For licensed events, or where Cork Fire & Building Control Dept (CCFBCD) is notified of or requests information in respect of other large or high risk events, note the following notification requirements:

- For Category D, E or F events CCFBCD is notified of event license applications made under the Planning and Development Regulations at least 13 weeks in advance (notifications are made through the *Development Management* section of Cork City Council). The final version of the *Event Management Plan* must be submitted not later than 4 weeks before the event; note that changes to the fire safety elements of the fire safety elements of the Event Management Plan are not permitted after this date without the express agreement of CCFBCD.
- For events of any category where an event related license application is made to the District Court (e.g. a music and signing license application) CCFBCD must be notified at least 4 weeks in advance of the court licensing date.
- For Category C events with large public use marquees, large public use non purpose built permanent buildings, special fire risks and/or large numbers of vulnerable people present CCFBCD strongly advises that it should be notified during the event planning stage and certainly not less than 4 weeks in advance of the event. Notification should be made directly to CCFBCD in writing or by email to fireofficer@corkcity.ie.
- For notified events of any category risk assessments relating to pyrotechnic displays and fire performance acts must be submitted to CCFBCD at least 4 weeks in advance of the event in writing or by email to fireofficer@corkcity.ie. See sections 7 and 8 of Appendix A for details.
- For notified events of any category the following should be available to inspect on site not later than 4pm on the day before the event:
 - Temporary structures (such as marquees). See section 3 of Appendix A below.
 - Electrical installation, generator, gas installation, hydrant testing and emergency lighting certificates (where applicable). See sections 2, 3, 5 and 6 of Appendix A.
 - Pyrotechnic and fire performance act rehearsal demonstrations should be carried out by 4pm on the day before the event. Note that timings for such demonstrations should be made available to CCFBCD well in advance. See sections 7 and 8 of Appendix A.

7. Codes of Practice, Guides and Standards

- BS 7837 – *Specification for Flammability Performance for textiles Used in the Construction of Marquees and Similar Textile structures* (1996)
- BS 9999 – *Fire Safety in the Design, Management and Use of Buildings* (2017)
- Department of Education - *Code of Practice for Safety at Outdoor Pop Concerts and other Outdoor Musical Events* (1996)
- Department of Education - *Code of Practice for Safety at Sports Grounds* (1996)
- Department of Housing - *Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly* (1989)
- Department of Housing – *Code of Practice for Management of Fire Safety in Places of Assembly* (1992)
- Department of Housing - *Code of Practice for Safety at Indoor Concerts* (1998)
- Department of Housing – *Technical Guidance Document B Fire Safety* (2006, rev 2020)
- Department of Justice – *Guidance Document for Organised Pyrotechnic Displays* (2006; rev 2020)
- ET 210 – *Code of Practice for the Installation of Low Voltage Generators* (2013)
- Health and Safety Authority – *Guide to the Safety, Health and Welfare at Work (General Application) Regulations (2007): Chapter 1 of Part 7 Safety Signs at Work*
- IS 10101 – *National Rules for Electrical Installations* (2020)
- IS 291 – *Selection, Commissioning, Installation, Inspection and Maintenance of Portable Fire Extinguishers* (2015, amd 2022)
- IS 3217 – *Emergency Lighting* (2023)
- IS 3218 – *Fire Detection and Alarm systems for Buildings* (2013, amd 2019)
- IS 820 – *Non Domestic Gas Installations* (2019)
- IS EN 13200 – *Spectator Facilities*
 - a. *Part 1: General Characteristics for Spectator Viewing Area* (2019)
 - b. *Part 3: Separating Elements* (2018)
 - c. *Part 7: Entry and Exit Routes and Facilities* (2014)
 - d. *Part 8: Safety Management* (2017)
- IS EN ISO 710 – *Graphical Symbols – Safety Colours and Safety Signs* (2020)
- LGA UK – *National Guidance Document on the Provision of Water for Firefighting* (1998; rev 2007)
- MUTAMARQ – *Safe Use and Operation of Temporary Demountable Fabris Structures* (2013)

- NFPA 160 – *Standard for the Use of Flame Effects Before an Audience* (2021)

Appendix A: Event Fire Safety Management Checklist

The following items should be included in the Event Management Plan; events should then be run in accordance with this plan.

	Item	Check	Guidance
1	A site layout plan drawing <i>This should be clear and must show the following items at a scale of 1:500 (this may be hand drawn for smaller events)</i>		
1.1	Entry and emergency exit points and emergency escape routes		IS EN 13200 Part 8 - <i>Spectator Facilities: Safety Management</i> (2017)
1.2	Major dedicated circulation routes		
1.3	Site boundaries, including barrier and fencing locations		
1.4	The locations of main event activities and attractions		
1.5	The locations of all temporary structures (marquees, etc) ¹		
1.6	The locations of stalls/ catering concessions ²		
1.7	Vehicle access routes, carparking arrangements and emergency vehicle access routes		
1.8	Hydrant and other firefighting water locations		
1.9	Waste storage location(s) ²		
1.10	The locations of all generators and lighting towers ³		
1.11	The locations of any external enclosed areas ⁴		
2	Permanent structures not normally used for events (indoor events)¹ <i>Provide details of the following (an example of this type of event is the holding of a concert in an industrial unit)</i>		
2.1	Building(s) structure type, size, proposed use and normal use ¹		

	Item	Check	Guidance
2.2	Where occupancy > 50 persons a plan view drawing of the buildings (normally 1:100 scale) showing layouts, seating, exits etc (see 1.1 – 1.11 above)		Dept of Housing - <i>Code of Practice for the Management of Fire Safety in Places of Assembly</i> (1992)
2.3	The proposed occupancy figures for each section of the building ⁵		
2.4	An emergency evacuation plan including exit capacity analysis ^{6, 7}		
2.5	Details of emergency exits ⁷		
2.6	Emergency lighting details ⁸		
2.7	Electrical installation details ⁹		
2.8	Fire detection and alarm system arrangements ¹⁰		
2.9	Details of furniture/ seating proposed ^{11, 12}		
2.10	Proposed heating arrangements ¹³		
2.11	Staffing/ security arrangements for each building (including overall numbers of staff)		
3	Temporary structures^{6, 14} <i>Provide details of the following (examples of temporary structures include marquees and stages)</i>		
3.1	The type of structure, its size, proposed use and proposed occupancy ^{1,5}		Dept Housing - <i>Code of Practice for the Management of Fire Safety in Places of Assembly</i> (1992) <i>MUTAMARQ Guide</i> (2013)
3.2	Where proposed occupancy > 200 persons provide a plan view of the temporary structure showing the layout, emergency exits, etc		
3.3	Emergency exits ⁷		
3.4	Emergency lighting (if required) ⁸		
3.5	Electrical installation ⁹		
3.6	Proposed linings and fabrics used in temporary structures such as public use marquees, stages, etc ¹⁵		

	Item	Check	Guidance
3.7	Furniture/ seating arrangements proposed ^{11, 12}		
3.8	Proposed heating arrangements ¹³		
3.9	Facilities for disabled person emergency escape ⁷		
3.10	Smoking and cooking ¹⁶		
3.11	Staffing/ security arrangements for each temporary structure (including overall numbers of staff)		
4	Event fire safety management arrangements <i>Include the following</i>		
4.1	A written <i>site emergency plan</i> for all events ²⁶		IS EN 13200 Part 8 - <i>Spectator Facilities: Safety Management</i> (2017) <i>Code of Practice for Safety at Outdoor Pop Concerts and other Outdoor Musical Events</i> (1996)
4.2	A list of competent persons involved along with details of their fire safety management training (e.g. Event Controller, Event Safety Officer, Head of Security, fire safety consultant, crowd management consultant, chartered structural engineer, registered electrician, etc)		
4.3	Details of fire safety engineering consultant appointed (if applicable) ⁶		
4.4	Plans for during-event record keeping ¹⁷		
4.5	Details of fire extinguishers required ²⁷		
4.6	Fire safety signage details proposed ⁷		
4.7	Staff fire safety training		
4.8	Fire safety guidance for stall/ catering concession vendors ¹⁸		
4.9	Combustible vegetation, open flames and other sources of ignition (risk assessment) ¹⁹		
4.10	Arrangements for storage of explosive materials or flammable gasses ²⁰		

	Item	Check	Guidance
4.11	Detailed arrangements for managing barriers and other obstacles on escape routes ^{4,6}		
5	Electrical installations <i>Include the following</i>		
5.1	Details of any electrical installations proposed		IS 10101: 2020 (Part 711) ET 210 : 2013
5.2	Confirmation that electrical installations will comply with IS 10101 (note certification to be on site before event begins) ^{2,9}		
5.3	Confirmation that electrical generators, including gas generators, will comply with ET 210 ^{2,21}		
5.4	Details of public lighting ³		
5.5	Details of any public address systems needed for evacuation purposes		
6	Gas installations <i>Include the following</i>		
6.1	Details of any gas installations proposed		IS 820: 2019 (Annex O)
6.2	Confirmation that gas installations will comply with IS 820 (note certification to be on site before event begins) ^{2,22}		
7	Pyrotechnics <i>Include the following</i>		
7.1	Details of any proposed pyrotechnic displays and pyrotechnic display risk assessment ²³		DOJ - <i>Guidance Document for Organised Pyrotechnic Displays</i> (2006; rev 2020)
7.2	The name of the <i>professional operator</i> managing the display along with details of experience and training		

	Item	Check	Guidance
7.3	The proposed time of the pyrotechnic demonstration (which should take place the day before the event)		
7.4	Proposed pyrotechnic storage arrangements on site		
8	Fire performance acts <i>Include the following</i>		
8.1	Details of any proposed fire performance acts and fire performance act risk assessment ²⁴		NFPA 160 – <i>Standard for the Use of Flame Effects Before an Audience</i> (2021)
8.2	The name of the competent performer managing the display along with details of experience and training		
8.3	The proposed time of the pyrotechnic demonstration (which should take place the day before the event)		
8.4	SDS sheets for fuels used		
9	Hydrants and firefighting water supplies²⁵ <i>Include details of the following</i>		
9.1	Hydrant testing		National Guidance Document on the Provision of Water for Firefighting
9.2	Firefighting water supplies		

Appendix A Notes:

1. An *Event Management Plan* should include details of the proposed event, the projected attendance and the proposed occupancies of each temporary structure and segregated area of the event site (if applicable). It should also detail the potential presence of large numbers of disabled persons, older persons, children or other vulnerable groups.
2. The spacing between temporary structures should be as follows:
 - 6 metres: Between public use marquees and any other structure or other fire risks such as waste, gas storage areas and generators
 - 6 metres: Between stalls/ catering concessions where gas is in use
 - 3 metres: Between stalls/ catering concessions where gas is not in use
3. A lighting plan should be included in the *Event Management Plan*, with the locations of all lighting towers and generators shown on the site plan. The *Event Organiser* should ensure that adequate lighting is provided in all outdoor public use areas as well as dedicated emergency escape routes.
4. External enclosed areas may present a risk in that large numbers of people may be confined in an area close to a fire, may not be able to escape away from it sufficiently quickly, or may be trapped in a dead end area affected by fire or smoke. In this regard:
 - The capacity of the external enclosed area should be calculated in accordance with Appendix A of the *Department of Housing - Code of Practice for Management of Fire Safety in Places of Assembly (1992)*. The default *occupant load factor* should be 1 person for every 0.5m². The area should then be managed such that this occupancy is not exceeded during the event.
 - All persons in enclosed areas should be able to escape in 2 separate directions where its occupancy is greater than 20 persons.
 - Exit widths from the enclosed area should comply with point no. 7 below.
 - Emergency lighting provided in accordance with *IS 3217 (2013)* should be provided where nighttime use or limited visibility is likely.
 - Barriers and other access control facilities should not inhibit emergency egress from external enclosed areas. Where they do details must be provided itemising the swift barrier removal arrangements in the event of an emergency evacuation.
5. The occupant capacity of indoor areas should be calculated in accordance with Appendix A of the *Department of Housing - Code of Practice for Management of Fire Safety in Places of Assembly (1992)*. The default *occupant load factor* should be 1 person for every 0.5m² (early engagement with the Fire Prevention Section of CCFBCD is strongly advised for events with significant indoor areas in permanent buildings).
6. Where an indoor event is proposed in a non-purpose built permanent building early engagement with Cork City Fire & Building Control Dept is strongly advised. For category C, D, E or F events a competent fire safety engineer should be engaged to assist with the Event Management Plan. Barriers and other access control facilities should not inhibit

emergency egress from external enclosed areas. Where they do details must be provided itemising the swift barrier removal arrangements in the event of an emergency evacuation.

Where an event or part of an event is proposed to take place in a temporary structure with a proposed occupancy of more than 2,000 persons a competent fire safety engineer should also be engaged.

7. Emergency exits doors from temporary or non-purpose built permanent structures should comply with the following:
 - Exits from public use structures should comply with the following:
 - <50 persons: At least 2 exits of at least 1 metre exit width each
 - 50-200 persons: At least 2 exits of at least 1.5 metre exit width each
 - 200-500 persons: At least 3 exits of at least 1.5 metre exit width each
 - >500 persons: Comply with the requirements of Section 1.2 of *Technical Guidance Document B: Volume 1 (2006, rev 2020)*
 - Doors must open in the direction of escape.
 - Exits should not open directly onto a step and any difference in level between the floor and ground level should be made good by a ramp at a slope of not more than 1 in 12 if shorter than 9m and otherwise not steeper than 1 in 20.
 - Exits and escape routes should have even nonslip surfaces and should be free from trip hazards.
 - Exit routes, both inside and outside of temporary and permanent structures should not inhibit disabled egress. In this regard routes should be free from steps where persons with limited mobility are present and free from obstacles and barriers that may affect people with sight impairment.
 - If present marquee flaps should be secured in the open position such that the full height and width of the opening is available at all times.
 - Doors on escape routes should only be fitted with automatic panic bolts complying with the requirements of *IS EN 1125 - Building Hardware (2008)*.
 - Doors should have an external sign indicating that the door should not be blocked with suitable text such as 'Fire Exit – Keep Clear'.
 - Emergency exit signage, illuminated by emergency lighting in the event of an emergency, should be provided at exit doors in accordance with the *HSA Guidance on Safety Signs at Work and IS EN ISO 7010*, with exit signs lit and readily identifiable at each exit (and in the direction of escape where the exit is not readily apparent).
 - The travel distance to a single exit (where a single exit is permitted) should be not less than 18 metres. Where the distance from any point to the exit is greater than 18 metres an additional exit remote from the first exit should be provided.
 - All exits should be distributed evenly throughout the structure.
8. Where there is a possibility of nighttime operations, or where a layout results in an indoor or outdoor environment with poor visibility, an emergency lighting system designed, installed and commissioned in accordance with *IS 3217 (2023)* should be provided for internal and, where necessary, external escape routes. The system should be installed and certified by a SafeElectric registered electrician. IS 3217 installation certificates should be

- held on site by the event organiser and must be available for inspection before the event begins.
9. Electrical installations should be installed and tested in accordance with *IS 10101 (2020)* by a SafeElectric registered electrician before the event is opened to the public. IS 10101 installation certificates should be held on site by the event organiser and must be available for inspection before the event begins.
 10. Where a fire detection and alarm system is required it should be installed/ serviced by a competent service provider in accordance with *IS 3218 (2013)*. IS 3218 installation certificates should be held on site by the event organiser and must be available for inspection before the event begins.
 11. Furnishings and fittings should comply with the requirements of the *Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly (1989)*.
 12. Seating in rows should either be fixed securely in position or rigidly linked together having not less than 4 seats and not more than 12 seats. Seats on a sloping floor should be fixed in position. For Category C, D, E and F events layouts with seating in rows should comply with the requirements of Annex D of *BS 9999 (2017)*.
 13. Portable gas heaters, if used, should be fixed to the ground or weighted (e.g. by sandbags) to prevent overturning. They should not be moved whilst ignited nor should they be used within a marquee whilst it is occupied by members of the public.
 14. Temporary structures should be erected by competent persons and should not readily collapse when exposed to fire. All supporting poles, frames, guys, stakes, anchors, fastenings etc. should be regularly tested and be maintained in a safe condition. Stakes and ropes associated with the marquees should be fenced off or clearly marked to prevent persons from walking into or tripping over them.
 15. All material used in public use temporary structures such as marquees should comply with the requirements *BS 7837 (1996)* in that the material should not support flame spread and should not smoulder. Material certificates should be held on site by the event organiser and must be available for inspection before the event begins.
 16. Smoking and barbequing should not take place within public use temporary structures such as marquees, and open flame cooking and deep frying should only occur where safe to do so. Each marquee/temporary structure should be supplied with the appropriate number and type of fire extinguishers to match the fire hazard and load contained therein.
 17. Pre use checks should be carried out on escape routes, emergency exits, emergency lighting (if applicable), fire extinguishers and any fire detection and alarm system (if applicable). Such checks should be carried out before each use (daily in the case of multi day events) and records of these checks should be retained.

18. All catering concession stalls are required to have the following:
 - 2 separate full height exits (remote from each other) from a unit where either deep frying, open flame cooking or barbequing is taking place
 - Solid shields composed of non-combustible material fixed and surrounding any deep frying, open flame cooking or barbequing such that any combustible material is at least 1,000mm from a potential ignition source
 - 2 no. appropriate fully serviced fire extinguishers (normally dry powder or foam types)
 - Fire blankets appropriate to the size of the cooking apparatus used
19. A wildfire risk assessment shall be carried out and included in the event safety plan/ event risk assessment. Control measures should ensure, as much as practically possible, that vegetation such as long grass, gorse, heather, etc does not pose a significant fire risk to the degree that it could lead to fire spread to structures on the site or impede escape routes. If necessary vegetation should be cut and removed from site before the event.
20. Explosive material, fuels, pyrotechnics or flammable gasses should have appropriate storage locations away from public use marquees or other vulnerable areas.
21. Any generators used should have an annual service by a competent person in compliance with *ET 210 (2013)*. ET 210 service certificates should be held on site by the event organiser and must be available for inspection before the event begins.
22. Any LPG or related installations used should have had an annual service and should be installed by an RGII registered gas installer in accordance with *IS 820 (2019)*. IS 820 certificates should be held on site by the event organiser and must be available for inspection before the event begins.
23. All pyrotechnic displays should comply in full with the *Department of Justice Guidance Document for Organised Pyrotechnic Displays (2006; rev 2020)*. Note that for events notified to CCFBCD details of the display along with a *pyrotechnic display risk assessment* produced by the *professional operator* should be submitted in writing or emailed to fireofficer@corkcity.ie not less than 28 days before the start of the event. The pyrotechnic display risk assessment must be held on site by the event organiser and must be available for inspection before the event begins.
24. All fire performance acts should comply in full with *NFPA 160 - Standard for the Use of Flame Effects Before an Audience (2021)*. Note that for licensed events details of the display along with a *fire performance act risk assessment* produced by the competent person should be submitted in writing or emailed to fireofficer@corkcity.ie not less than 28 days before the start of the event. The fire performance act risk assessment must be held on site by the event organiser and must be available for inspection before the event begins.

25. Hydrant testing or static firewater storage may be required for large scale events. Early engagement with CCFBCD is advised.
26. A *site emergency plan* complying with Appendix A of the *Code of Practice for Safety at Outdoor Pop Concerts and Other Outdoor Musical Events* (or an appropriate equivalent guide) should be produced for all events.
27. At least two appropriate fire extinguishers should be provided in temporary and non-purpose built permanent structures – note that more may be required in accordance with section 5.3 of IS 291 (2013). Extinguishers should also be provided for concessions (see pt 18 above), waste storage areas and for generators (carbon monoxide type).

Appendix B: Event General Safety

CCFBCD advises that the following non-fire related safety items should be included in an *Event Management Plan*:

	Item	Check	Guidance
10	Health & Safety		
10.1	Risk management and recording		Health and Safety Authority (www.hsa.ie)
11	Crowd Management¹		
11.1	Calculation of <i>safe holding capacity</i> , and holding area and circulation design		IS EN 13200 Part 7 <i>Spectator Facilities – Entry and Exit Facilities and Routes</i> (2014)
11.2	Calculation of <i>safe entry capacity</i> and safe entry design		
11.3	Calculation of <i>safe egress capacity</i> , and safe egress route and exit design		IS EN 13200 Part 3 <i>Spectator Facilities – Separating Elements</i> (2018)
11.4	Barrier design		
11.5	Localised overcrowding, crush and pinch point mitigations		
11.6	Crowd control, stewarding and security plan		
11.7	Crowd management signage		
12	Temporary structure structural design		
12.1	Structures to have structural design cert		
13	Fairgrounds		
13.1	Valid safety certificate for all funfair equipment		<i>Certification of Fairground Equipment Regulations</i> (2003)

Appendix B Note:

1. Assessment of *ingress, egress, holding capacity*, barrier design and other elements of crowd management do not fall under the remit of the Cork City Fire & Building Control Dept. Crowd risks such as overcrowding, crushing, swaying and surging can be extremely serious; CCFBCD advises that the requirements of *IS EN 13200 Part 7* are complied with in full and that specialist crowd management consultant be engaged for Category E or F events.