



FINGAL COUNTY COUNCIL SAFETY ADVISORY GROUP

Public Event

Form SAG003 – Event Management Plan

PLEASE NOTE THAT THIS FORM IS NOT AN EVENT MANAGEMENT PLAN

A separate document should be compiled by a competent person, with all the event details as gathered below, and following communications with the necessary stakeholders and statutory agencies (as applicable).

The headings below are suggested as content for an Event Management Plan, the level of detail required is determined according to the actual event and the risk associated. This form can be used to compile the details to be used in the Event Management Plan.



EVENT DETAILS

Name	Full business name	
Location		
Event overview <i>Include any and all entertainment elements</i>		
Reason for the event		
Dates and Times: <i>(include dates and times to prepare and dismantle)</i>	Build Start	Event Finish
	Event Start	Break Finish
Participant details		
Attendee details	Target audience	
Commercial element	Detail any sponsor activity and any TV coverage	

SAFETY POLICY

Safety planning and management

Details of the intended safety planning and management for the event. Who will implement the plan and the roles of the organisers, the Local Authority, the Gardaí, the HSE and the Emergency Services etc.?

Safety Policy statement

Overview of intended safety arrangements

Pre-event meetings <i>Inc. Statutory Agencies Meeting (AGS, DFB or HSE)</i>	Dates	Attendees
Post event meeting	Date	Attendees

EVENT MANAGEMENT

NB: Roles below are the key event management team, please refer to the FCC Event Safety Management Guide for details of roles and responsibilities for each role.

Event Controller:	Name
	Phone
Safety Officer:	Name
	Phone
Chief Steward / Marshall	Name
	Phone
Medical Controller	Name
	Phone
	Company name

CROWD MANAGEMENT

Venue / site capacity	Detail how capacity has been calculated showing consideration for all structures in place
Expected attendance	
Crowd concerns	Detail source of concerns
VIP arrangements	
Access arrangements	
Queuing arrangements / system	
Access management	Personnel, signage, tickets, scanners etc.
Capacity management	Tickets, clicker, automatic, manual count etc?
Access to specific areas	
Location of directional signage	
Barriers	
Fencing	

Front of stage	
Public address system	
Monitoring the crowd	
Vehicular access to site	
Meeting point(s)	
Egress routes	
Emergency routes	

SECURITY PLAN

Number of Gardaí	Detail of numbers of Gardaí – Non-public, public order etc. and the specific role of Gardaí
Number of stewards?	
Number of security?	
Is the security company licensed and insured?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please check www.psa.gov.ie for requirements regarding stewarding and security.
Stewarding / security arrangements	EG: Details of personnel / professional company being used for steward / security duties. Ratio of stewards: security, profile of personnel.
Duties of stewards / security	
Location of stewards / security	EG: Areas and allocation
Training of stewards / security	
Steward / security pre-event briefing	
Steward / security uniforms / attire	
Alert Codes	

MEDICAL PLAN

Provider	
Medical Controller	
Personnel	Numbers of personnel and level of training
First Aid posts / areas	
Emergency vehicles and parking arrangements	
Communications	
Emergency routes	
Medical waste	

TRAFFIC / TRANSPORT MANAGEMENT PLAN

Pre-event	Detail the plans to manage traffic in conjunction with Statutory Agencies where applicable, and all prior notice to applicable residents and businesses in the area (1 month in advance in writing) and official road closure applications (6 weeks in advance)
During the event	Detail the arrangements to manage the traffic during the event, including any and all road closures, interaction with pedestrians, access arrangements for emergency services, wheel chair users and local residents or businesses and alternative parking.
Post-event	Detail the arrangements to reopen any roads and return back to normal operation. Allow adequate time to allow for example the crowd to disperse, all structural elements to be dismantled safely and articles to be removed such barriers etc.

EMERGENCY PLAN

Detail the specific plan to occur in the incidence of an emergency

Definition of emergency	
Purpose of emergency plan	
Activation and stages <i>(inc. details for secondary plan - Plan B)</i>	Detail step by step plans
Specific roles and responsibilities	
Emergency zones and routes	
Means of escape	
Assembly Area	

EMERGENCY PROCEDURES

Detail below the specific procedures in place and responsibilities for the following incidents. NB - these are some suggested emergencies however the list is non-exhaustive and other potential applicable emergencies should be identified in the risk assessment.

Fire	
Adverse weather	
Bomb Threat	
Crowd Disturbance	
Evacuation Procedure	

TEMPORARY DEMOUNTABLE STRUCTURES

Structures and/or installations <i>Detail all/ any temporary demountable structures inc. the person responsible for the build and break</i>	Stage
	Marquees
	Seating structure
	Platforms (Wheelchair / TV)
	Barriers / fencing
	Bars
	Concession units
	Funfairs
	Other
Certification	Details what certification is being provided and by who (company/full name)
Power Source	All generators must be diesel, sited adequately, earthed and supplied with certification.
Lighting	All lighting towers must be supplied with adequate certification and sited correctly
Lighting levels	Should be sufficient for the nature of the event and for the full duration of the event including emergencies.
Ground protection	

FIRE SAFETY

Fire equipment	Details all fire fighting equipment and supplier
Signage and lighting	Details of emergency signage and lighting
Fire warden	Detail of who is responsible to react to a fire
Concession units	Each unit should have individual fire fighting equipment
Litter and waste disposal	Waste should not be allowed to build up
Stage	Ensure all furniture, fittings and dressing is sufficiently fire resistant
Gas installations	Refer to FCC Guidance on the use of Gas
Special Effects	Items such as fire-works, pyrotechnics, flames etc. require a separate method statement to be submitted and approved by the local Fire Authority

EVENT CONTROL UNIT AND COMMUNICATIONS

Event Control Unit	Location where event is centrally managed
PA system	Include announcement arrangements
Telephone and/or CCTV	
Radio Communications	

ATTENDEES WITH DISABILITIES

Access	
Parking	
Viewing area	
Assistance	
Specific sanitary facilities	

WELFARE

Sanitary provisions	Detail sanitary arrangements including number and drop off / collection arrangements.
Drinking water	
Noise levels	Detail any/all aspects of the event that will create noise and include any monitoring provisions.
Lost person	
Lost property	

ENVIRONMENTAL

Protected or sensitive structures	Detail any and all protected structures and measures to protect same
Protected flora and fauna	Detail any and all protected flora/fauna and measures to protect same
Ground protection	
Litter and waste clean up	Details of clean up during and post event including food waste
Water monitoring	
Concession units	Details of removal of all concession waste include oil and waste water.

TESTING AND INSPECTIONS

Pre-event	Details of what tests and inspections will be carried out and by whom
During the event	Details of what tests and inspections will be carried out and by whom
Post event	Details of what tests and inspections will be carried out and by whom

CANCELLATION POLICY

Pre-Event	Procedure to be taken if event is cancelled before it starts, how this is communicated and individual responsibilities.
During the Event	Procedure to be taken if event is cancelled after it has started, how this is communicated and individual responsibilities.

APPENDIX

This list is non exhaustive and specific event details should be identified and included.

Maps/ drawings <ul style="list-style-type: none"> • Site layout • Event layout • Emergency routes 	
Risk assessments	NB - This must be carried out by a competent person and MUST clearly show applicable foreseeable hazards, level of risk (Low, medium or high) and necessary controls.
Build and break schedule	
Full contact names and phone no's	
Briefing sheet	
List of signs and locations	
List of barriers and locations	
Accident / incident Report Form	

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Disclaimer

Fingal County Council (FCC) will at all times endeavour to provide the best advice available. This advice will be given in good faith and will be based on the most up to date legislation, industry standards and guidelines etc. FCC acknowledges however, that in the event of legislative changes or changes in the industry guidelines and standards, that they will be allowed a period of reasonable time to interpret such changes and provide advice accordingly. FCC shall not have any liability in respect of advices given which are subsequently incorrect as a result of a change in legislation or guidelines. Every effort has been made to ensure accuracy in this document, however FCC shall not be held responsible for damage and/or loss caused by errors, omissions, misprints, or misinterpretations of the contents hereof and disclaim any and all liability to any person(s) relating to anything done or omitted, by any person relying on the contents of this document. It is the responsibility of the Event Organisers to implement any advice given and to manage the event sufficiently and safely. FCC strongly recommends that competent persons are consulted and involved in the Event Management Team and in particular for Event Safety.

Signing below is an indication of an understanding of this.

Name:	
Signature:	
Date:	