



Small Event Safety Management Considerations

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Event Safety Management Plan

- **The Event Safety Management Plan must be in a written format and should include:**
- Project Description (Description of event and activities, expected numbers, demographic of attendees, location, etc.)
- Scope of works to be carried out (selecting the correct venue, infrastructure, etc.)



Selecting a Venue



Some key considerations:

- How will people get there?
- Is the event accessible to all?
- What arrangements are needed for managing people outside the venue?
- What arrangements will be necessary for managing people inside the venue?
- How will they view the activities? Sitting? Standing?
- What are the safe capacities? occupancy Levels? For the venue as a whole? For different sections?
- Is the venue already authorised to run a particular kind of event?
- Does the venue have prior experience of a particular kind of event?
- Will the venue already have all the required facilities and equipment or will they have to be brought in?
- Will temporary structures or adaptations to existing structures be required?
- How will people leave?
- What contingency emergency planning arrangements are already in place? Are they appropriate or adequate for a particular event?
- Ground conditions in case of adverse weather conditions.

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Key Legislation, Regulations & COP's

- Safety Health and Welfare at Work Act 2005 (see www.hsa.ie)
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Fire Services Acts 1981 and 2003 (see www.environ.ie)
- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- Code of Practice for the Management of Fire Safety in Places of Assembly

In addition there is code of practice covering safety at concerts.

- Code of Practice for Fire Safety at Indoor Concerts 1998 (see www.environ.ie)” **Council**
- Code of Practice for Safety at Outdoor Pop Concerts and other musical events



Competent persons must be appointed:



Event Organiser

- The Event Organiser will ensure that all the necessary support and resources are provided to the Event Controller.

Event Controller

- The event controller is the person with the overall responsibility for all matters relating to the operational management of the event.

Event Safety Officer

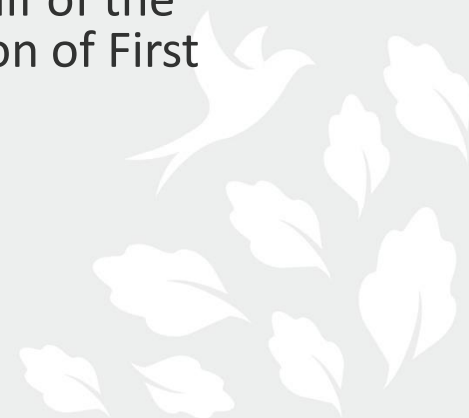
- Prepare an Event Safety Management Plan, Risk Assess and manage safety,

Event Medical Coordinator

- An Event Medical Coordinator is a person acting on behalf of the organiser with the task of overall control and coordination of First Aid/Medical Provision including all health issues.

Chief Steward

Stewards





Event Phases

When putting an event safety management plan in place the 3 key phases of an event must be considered:

1. Designing and setting up,
2. Operations during the event,
3. Clearing the venue.

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Event Safety Management Plan

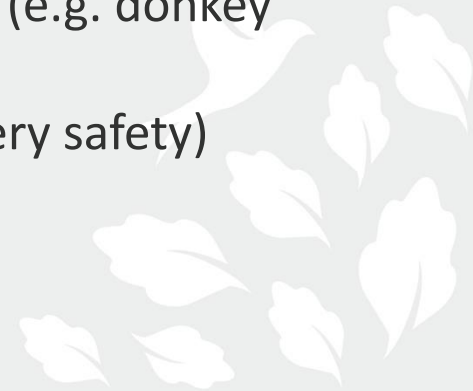
- A Safety Officer with the overall responsibility for managing health and safety must be appointed. There must also be an adequate number of **safety stewards** in place to **adequately manage, control and supervise the event**. All safety stewards must be provided with high visibility vests and receive adequate training.
- **A detailed written Risk Assessment of the event must be carried out. This should include:**
 - The site & environmental conditions including:
 - Nature of Ground ,
 - Ground Water, Water Courses & Contamination,
 - Existing Structures,
 - Services (including ESB Networks & Gas),





Event Safety Management Plan

- Traffic management plan (including traffic flow, parking facilities),
- Access & egress to the site.
- On site transport (safe transport system and transport access),
- Crowd control & communication systems (stewarding, fencing, barriers, restricting numbers),
- Construction activities (PSDP & PSCS),
- Electrical safety,
- Lighting,
- Time of Event (Day or Night)
- Activities & Method Statements & Safe Systems of Work (e.g. donkey ride, bouncy castles, sport or novelty events),
- Working displays & demonstrations (livestock & machinery safety)
- Blimps & drones,





Event Safety Management Plan

- Alcohol,
- Pyrotechnics,
- Fire safety (fire prevention & fire fighting),
- Environment safety (including noise)
- Waste management,
- Security,
- First aid,
- Emergency plans (including access & evacuation, etc.)
- Facilities provided for people with disabilities,
- Safety of the vulnerable,

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Event Safety Management Plan

- Health & Welfare Issues (Including Sanitary Provision, Maintenance Staff, Drinking Water, Acoustic Levels, Catering, Lost Children & Lost Property)
- Weather,
- Event take down & clean up plan.

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Insurance



- EL & PL for Event Organisers
- Exhibitors, Stand holders, Demonstrators and Vendors must have their own EL, PL & Product Liability Insurance,
- All Vehicle must have at least Third Part RTA insurance.

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Legislation and Other Guidance

For more information on any aspect of this procedure and associated guidance, event organisers may refer to the following documents, which are relevant to event management:

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- **ACTS**
- • Fire Services Act, 1981 and 2003
- • The Safety Health and Welfare at Work Act 2005
- • Planning and Development Act 2000 - 2015
- • Licensing Acts 1833 - 1995
- • The Roads Act 1993 – 2007 (Temporary Closing of Roads)
- • The Road Traffic Act 1961 – 2007 (Section 67) (67(1)) (67 (2) (a – b)
- • Criminal Justice (Public Order) Act 1994
- • Health Act 1947
- • Litter Pollution Act 1997
- • Public Health Acts Amendment Act 1890 (Section 37) Temporary Structures
- • Private Security Services Act 2004

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Legislation and Other Guidance

- **REGULATIONS**
- • Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- • Food Hygiene Regulations 1950 - 1989
- • Part XVI & Planning & Development Regulations 2001 – 2008 (Licensing of Outdoor Events)
- • Safety, Health and Welfare at Work (Construction) Regulations 2013
- • Waste Management (Food Waste) Regulations, 2009
- • Waste Management (Collection Permit) (Amendment) Regulations 2015.
- • Plastic Bag (Amendment) (no. 2) Regulations 2007 amending S.I. 605 of 2001.





Legislation and Other Guidance

- **CODES OF PRACTICE**

- • Code of Practice for Safety at Outdoor Pop Concerts and other musical events 1996
- • Code of Practice for Fire Safety at Indoor Concerts 1998
- • Code of Practice for Safety at Sports Grounds – issued by the Department of Education
- • Code of Practice for the Management of Fire Safety in Places of Assembly
- • Code of Practice for Fire Safety of Furnishing and Fittings in places of Assembly
- • Code of Practice for Safety at Sports Grounds Department of Education January 1996 (Section 14 Temporary Stands and other Temporary Structures)
- • HSE Requirements and Guidance for Outdoor Crowd Events.

- **STANDARDS**

- • Fire protection and alarm systems for buildings. System Design, Installation, Commissioning and maintenance I.S. 3218:2013
- • Emergency Lighting I.S. 3217:2013

- **GUIDANCE**

- • Funfair Guidance Document - Department of Environment: 2002
- • Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995

- **LOCAL COUNTY COUNCIL BYE-LAWS**

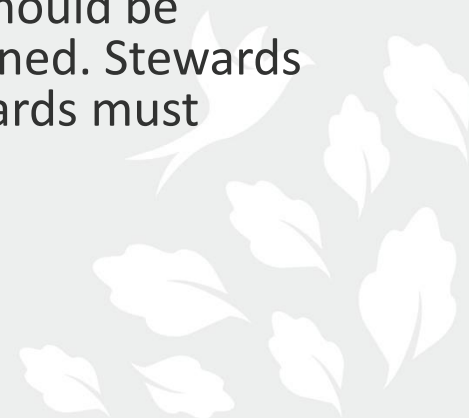


Event Safety Management Plan



- All hazards and associated risks must be identified and appropriate control measures must be put in place.
- The Appropriate Authorities must be notified of the event and approval granted as required (e.g. notify the County Council and An Garda Síochána and the Health Service Executive Emergency Office). An event licence may be required.
- Members of the public should be reminded of safety issues via the PA system & stewards.
- An adequate number of competent and trained stewards should be appointed, and their roles and duties should be clearly defined. Stewards should be easily identifiable (e.g. traffic management stewards must wear high visibility vests)
- Appropriate and adequate safety signage must be used.

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Conclusion



- Ensure that an effective safety management plan is implemented and managed.
- Ensure that appropriate insurance cover is in place.

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