

OPW Guidelines for Event Safety Management Plan

**St Stephens Green Park
Iveagh Gardens
Irish National War Memorial Gardens**

October 2014

The **Event Safety Management Plan** 3 sets of all documents/drawings should be submitted with an application and include the following:-

- **Names and responsibilities of the event controller, event safety officer and their deputies**
- **Draft site emergency plan**
- **Draft traffic management plan**
- **Draft safety strategy statement**
- **Draft environmental monitoring programme**
- **Risk Assessment of Site / Course**
- **De rigging and removal schedule of whole set up**
- **Provision for making good of any damage to the Park (including flora and fauna)**

A detailed breakdown of the plan should take into consideration the following factors depending on the event site the proposal relates to and expected numbers.

1.0 General

- 1.1 Description of the event
- 1.2 Qualifications/competencies of event Promoters
- 1.3 Current tax clearance certificate
- 1.4 Verification where charitable status is claimed. Also in this context a certified financial statement by an accredited Auditor will be required of distribution of all revenue generated by an event.

2.0 Safety Policy

- 2.1 Safety Policy Statement
- 2.2 Safety Planning & Management
- 2.3 Pre event meetings
- 2.4 Post event meeting

3.0 Key Personnel

- 3.1 Garda Siochana
- 3.2 Local Authority personnel
- 3.3 Eastern Health Board/Ambulance Service
- 3.4 Civil Defence
- 3.5 Supervisory Stewards
- 3.6 Event planning & Management Personnel
- 3.7 O.P.W.

4.0 Responsibilities of Key Personnel

- 4.1 Event Controller
- 4.2 Deputy Event Controller
- 4.3 Emergency Controller
- 4.4 Event Safety Officer
- 4.5 Deputy Event Safety Officer
- 4.6 Venue Management Team
- 4.7 Production Manager

4.8 Chief Steward

5.0 Stewarding Plan

- 5.1 Duties of Stewards
- 5.2 Steward Identification & Deployment
- 5.3 Steward Pre-Event Briefing
- 5.4 Training /Briefing of Stewards
- 5.5 Site-Zones/ Allocation of Stewards

6.0 Traffic Management Plan

- 6.1 Pre event set up – road/gate closures, route for event traffic, diversions, signage
- 6.2 Event – ditto
- 6.3 Post event – ditto
- 6.4 Briefings for residents and institutions in the Park – minimum of 1 month’s notice in writing
- 6.5 Access arrangements for residents and institutions in the Park
- 6.6 Parking arrangements for crew
- 6.7 Emergency service access/egress routes
- 6.8 VIP and other accredited parking
- 6.9 Roads to be coned off

7.0 Crowd Control

- 7.1 Access to Park
- 7.2 Access to various locations within the Park
- 7.3 Vehicular Access to Site
- 7.4 Ticket Checks
- 7.5 Public Address System
- 7.6 Barriers / Cones etc
- 7.7 Front of Stage Enclosure
- 7.8 Monitoring the Crowd
- 7.9 Meeting Point
- 7.10 Egress routes

8.0 Spectators with Disabilities

- 8.1 Access to Venue
- 8.2 Parking
- 8.3 Viewing area
- 8.4 Assistance
- 8.5 Dedicated Sanitary Facilities

9.0 Emergency Plan

- 9.1 Definitions
- 9.2 Purpose of Emergency Plan
- 9.3 Activation of Emergency Plan
- 9.4 Emergency Controller
- 9.5 Park Emergency Zones
- 9.6 Emergency Access & Egress

10.0 Emergency procedures

- 10.1 Fire
- 10.2 Bomb Threat
- 10.3 Crowd Disturbance
- 10.4 Evacuation Procedure

11.0 Medical Provision

- 11.1 Operational Plan
- 11.2 Eastern Region Ambulance Service
- 11.3 St. Johns Ambulance
- 11.4 Civil Defence
- 11.5 Medical Centre
- 11.6 Site Medical Officer
- 11.7 Doctor Service
- 11.8 First Aid Points
- 11.9 Ambulance Parking Locations
- 11.10 Identification of Medical Staff
- 11.11 Toilet Facilities for Medical Staff

12.0 Health & Welfare Issues

- 12.1 Sanitary Provision
- 12.2 Maintenance Staff
- 12.3 Drinking Water
- 12.4 Acoustic Levels
- 12.5 Catering
- 12.6 Lost Children
- 12.7 Lost Property

13.0 Fire Safety Precautions

- 13.1 Fire Equipment
- 13.2 Catering Units
- 13.3 Special Effects
- 13.4 Litter & Waste Disposal
- 13.5 Stage
- 13.6 Grass Cutting

14.0 Environmental Monitoring

- 14.1 List of protected structures and measures to protect same
- 14.2 Protection measures and monitoring of same for Flora & Fauna
- 14.3 Grass/ground protection
- 14.4 Litter clean up
- 14.5 Water monitoring

15.0 Control Room & Communication Facilities

- 15.1 Central Control Room
- 15.2 Public Address/ Sound System
- 15.3 Telephone
- 15.4 Radio Communications

16.0 Temporary Structures

16.1 Structure / Installations

17.0 Lighting & Auxiliary Power

17.1 Lighting levels

17.2 Certification

18.0 Testing & Inspection

18.1 Before, During & After the Event

19.0 Wet Weather Contingency Plan

20.0 Notification of Park Institutions/Residents and also resident groups on the perimeter of the Park

Appendices

- A Maps/ Drawings
 - Site Location Map
 - Event Location Layout
- B Event Emergency Plan
- C Traffic Management Plan
- D Production Lead up & dismantle
- E Contact Names & Phone Numbers
- F Steward Sheet
- G List of Signs & Locations
- H List of Barriers & Locations
- I Risk Assessment