## Contents

Purpose	4
Scope	5
Advance planning	6
Pre-event planning	8
Managing the risk	9
Risk assessment	9
Contractors and suppliers	11
Providing a safe venue	12
Venue design	12
Providing space for people	13
Ingress and egress	14
Signs, way-marking and circulation	15
Event control facilities	15
Structural safety	16
Temporary covered accommodation	17
Barriers/fences	17
Lighting	17
Electrical systems	17
Fire prevention equipment	18
Environmental issues	19
Noise	19
Catering/food safety	19
Occasional food premises and permits	20
Sanitary facilities	20
Drinking water	21
Litter and waste	22
Managing vehicular traffic	22
Managing people	23
Event staff	24
Management structure	25
Event controller	25
Safety officer	26
Chief steward	26
Medical manager	27
Additional event staff	27
Communications	28
Public information	28
Methods of communication	28
Managing communications	29
Public announcements	29
Training	29

Preparing for the unexpected Minor incident/issue Major incident Alerting the statutory services	30 30 30 31
<b>Documentation</b> The written plan	<b>32</b> 33
External stakeholders An Garda Síochána/PSNI Local authority Fire authorities Planning Building control Environmental health Health authority - HSE Post event	34 34 34 35 35 35 36 36
Appendices Appendix 1: A: Licences and permissions B: Hazards associated with temporary structures C: Event Management plan template Appendix 2: Food safety Appendix 3: Fire safety checklist Appendix 4: Sources of information	37 37 39 40 41 42 43
Figures Figure 1: Event phases Figure 2: Steps of a risk assessment Figure 3: Event management structure Figure 4: Event management planning cycle	8 9 25 33
Tables Table 1: Feasibility issues Table 2: Risk categories Table 3: Hazard assessment Table 4: Communication failures Table 5: Effective communications	6 10 10 29 29