

# APPENDICES

## 1A: Licences and permissions

Licence or Permission	Issuing authority	Criteria	Requirements
Outdoor event	Local authority	<ul style="list-style-type: none"> <li>The event must be outdoors, either in its entirety or for the most part</li> <li>Takes place in a structure having no roof, or a retractable roof, in a tent or other similar temporary structure</li> <li>The event must be comprised of music, dancing, displays of public entertainment and other similar activities</li> <li>Has an anticipated audience of 5000 persons or more</li> </ul>	<ul style="list-style-type: none"> <li>Newspaper advertisement</li> <li>Not less than 16 weeks notice to local authority</li> <li>Submit draft event management plan</li> <li>Consultation process with statutory authorities</li> <li>Payment of application fee and standard charges for local authority services</li> <li>Proof of: insurance, newspaper advertisement and venue owners consent</li> <li>Certification and specification of temporary structures</li> </ul>
Indoor event	Local authority	<ul style="list-style-type: none"> <li>The event consists of a performance, which takes place wholly, or mainly in a building</li> <li>Comprises music, singing, dancing or displays of entertainment</li> <li>Not restricted to public entertainment</li> <li>Outdoor event licence regulations are not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Application is made to the fire authorities or person designated by the fire authorities</li> <li>Draft event management plan submission</li> <li>Consultation process</li> <li>Proof of insurance</li> <li>Application fee</li> </ul>
Intention to sell alcohol	Department of Justice, Equality and Law Reform local authority	<ul style="list-style-type: none"> <li>Temporary facilities for the sale of alcohol: Occasional liquor licence</li> <li>The consumption of alcohol in a public place: Intoxicating liquor bye-laws</li> </ul>	<ul style="list-style-type: none"> <li>Application to the revenue commissioners for licence</li> <li>Application prior 6 weeks to local authority to relax provisions of bye-laws</li> </ul>
Fireworks display	Department of Justice, Equality and Law Reform	<ul style="list-style-type: none"> <li>Importation of fireworks</li> <li>Storage of fireworks</li> </ul>	<ul style="list-style-type: none"> <li>Fire authorities input requested before permission granted</li> <li>Consultation process with fire authorities</li> </ul>

Licence or Permission	Issuing authority	Criteria	Requirements
Event trading	Local authority	<ul style="list-style-type: none"> <li>Casual trading at an event or events specified in the licence or at or in the immediate vicinity of the place where and on the days on which the event takes place</li> </ul>	<ul style="list-style-type: none"> <li>Submit application for licence approval</li> <li>Scale of charges per trader, per day</li> </ul>
Temporary road closure	Local authority	<ul style="list-style-type: none"> <li>The closure of the public highway to vehicular traffic for a specified period</li> <li>Check with local Gardaí/PSNI if a road closure order is necessary prior to application</li> </ul>	<ul style="list-style-type: none"> <li>Provide insurance indemnity</li> <li>Public advertisement</li> <li>Standard fee, plus other charges to be determined in relation to road usage</li> </ul>
Preparation and/or sale of food products	Health board HSE	<ul style="list-style-type: none"> <li>Required where meat or meat products (other than fish or fish products) are sold or where food is prepared, cooked or heated for sale directly to the public, including: soft ice cream stalls, hot dog/baked potato stalls, burger/fried fish/chip stalls, Chinese and other ethnic food stalls</li> </ul>	<ul style="list-style-type: none"> <li>Stall owner must submit a completed application form for the licensing of the food stall to the Health Board two months prior to the commencement of the business</li> </ul>
Use of public space for event	Local authority	<ul style="list-style-type: none"> <li>Event activities to take place either whole or in part on public property</li> <li>Includes roadways/ footpaths, parks, public squares</li> </ul>	<ul style="list-style-type: none"> <li>Submission of event details</li> <li>Consultation process</li> <li>Supply insurance indemnities</li> <li>Certification and specification of temporary structures</li> </ul>
Event advertising	Local authority	<ul style="list-style-type: none"> <li>The placing of advertising banners/ signage/flags in a public place and/or on a public building</li> <li>The distribution in a public place of advertising literature</li> </ul>	<ul style="list-style-type: none"> <li>Application to the local authority for written approval (Section 18 of Waste Act)</li> <li>Supply specifications of flags or banners</li> <li>Plan for the prevention of litter</li> </ul>

# 1B: Hazards associated with temporary structures

## Structures

<b>Rubbish</b>	Accumulation of rubbish and debris under a structure is unsightly, unhealthy and can constitute a fire hazard. Surplus structural members can give an impression that they have fallen off, or have been removed by others. The ground under such structures (particularly temporary seating) should be left clear of debris. Do not allow vendors or others to store material beneath structures without specific agreement.
<b>Slips</b>	Frequently plywood ramps are used to access temporary or permanent structures, and a change of level may be involved. It is common to use mineralised roofing felt or similar to reduce the likelihood of slipping. This can become worn, frayed or torn and should be checked daily.
<b>Trips</b>	A temporary ramp, walkway or similar structure often does not merge smoothly with a permanent footpath. Look out for trip hazards such as plywood warping or delaminating. Metal treads can become bent or distorted, and should not be used if observed to be in poor condition.
<b>Unnecessary fixtures</b>	After a structure has been erected and inspected, it is not unusual for others to affix items to it. Typically signage, advertising banners, flags, bunting, and canopies are used. No substantive item should be fixed to a structure without agreement of the inspecting engineer.
<b>Ponding</b>	Surface water should not be allowed to accumulate at the base of temporary structures in areas where the ground could soften. Soft ground could allow settlement of the structure, or worse.
<b>Uneven ground</b>	Structures built on uneven, sloping or undulating ground usually need adjustment to make up level. This should be done using steel adjustable feet and thick plywood is sometimes used. Be alert to haphazard, wobbly packing under structures - it can dislodge. If in doubt, ask for an engineer's inspection.

## Barriers

<b>Sharp edges</b>	Many steel structures, especially new barriers can have sharp edges, usually left from the galvanising process. These can be hazardous, and in the case of barriers, are often at face level for small children.
<b>Finger traps</b>	Gaps in lines of barriers, particularly on undulating ground, can constitute a finger trap. If a hazard exists, the area of concern can be taped or wrapped to eliminate it.
<b>Openings and gaps</b>	Beware of openings or gaps in barriers that a child could fall through.
<b>Bars</b>	Horizontal bars of barriers offer footholds for persons. Plywood lining to the sides (inside face) of walkways or ramps can eliminate gaps and footholds.
<b>Fixing items</b>	Only acceptable items are small signs, any other items affixed to barriers can cause them to blow over in high winds.

# 1C: Event management plan template

## Section 1: Event details

- Overview of the event
- Event location
- Weather forecast
- Event schedule and timing
- Crowd details/attendance profile
- Admission arrangements
- Number of stewards:
  - Internal
  - External
- Temporary structures
- Bar facilities - opening and closing times
- Media
- Hospitality

## Section 2: Event safety

- Safety policy statement
- Roles and responsibilities
  - Gardaí/PSNI
  - Ambulance service
  - Fire service
  - Voluntary organizations
  - Stewards
  - Public address announcer
- Vehicular access and exit
- On site traffic management

## Section 3: Emergency action

- Technical support
- First aid

## Section 4: Event control

- Event control
  - Event controller
  - Safety officer
  - Chief stewards
- Control room location

## Section 5: Event countdown

- Schedule of event

## Section 6: Plan appendices

### Traffic management plan

(in consultation with An Garda Síochána/PSNI)

### Medical plan

(in consultation with relevant Health Authority)

### Event communications

(radio allocations and channels to be used by event staff in schematic format)

### Schedules

(erection and tear down of temporary structures, staging etc.)

### Emergency procedures

(the publication of these procedures should be restricted to event staff and the statutory agencies)

- Stopping the event
- Action in the event of a bomb scare
- Action in the event of fire
- Action in the event of any other emergency incident
- Evacuation of the venue

### Contact details

Should include telephone numbers of key personnel and external agencies, such as the emergency services contacts and key suppliers

### Site layout maps

Dependent on the size and complexity of the event, the site layout map can range from a line drawing of the layout of the event to scaled drawings, which deal with each particular element of the event layout in detail. Included should be:

- emergency response vehicle access routes
- location of rendezvous points and assembly areas
- ambulance parking, medical facilities
- emergency scenarios
- location of all temporary structures
- pedestrian circulation routes
- emergency evacuation routes
- parking facilities
- drinking water points, sanitary facilities and trading locations

# 2: Food safety

## Food protection

The food stall must be designed and constructed in such a manner so as to prevent the contamination of food. The following measures must therefore be taken:

- Food must be protected from contamination by street dirt, traffic fumes, flies, animals and the general public
- All food stalls must be cleaned and maintained to a very high standard. They must be properly pest-proofed  
All panels must be tight fitting, leaving no access for rodents or insects
- Food on display must be adequately protected by the provision of sneeze screens

## Food storage

All food shall be prepared in the food stall unit or in designated premises specially registered for that purpose.

In order to prevent the transfer of food poisoning bacteria from raw foods (especially meat and poultry) to cooked or prepared foods, it is very important that they are stored separately.

Do not overload refrigerators or freezers as this prevents cool air circulating. They must be defrosted and cleaned regularly. Where separate storage is not available for raw and cooked foods, the following system must be adopted;

**Top shelves:** Cooked Meats Prepared Products

**Middle shelves:** Dairy Produce

**Bottom Shelf:** Raw meats and fish

## Temperature control

The whole area of temperature control is extremely important in preventing the proliferation of food poisoning bacteria.

## Refrigeration and storage

Refrigeration is important since it slows down the multiplication of food poisoning bacteria. Meat and meat products, milk and milk products and all other food and food materials susceptible to rapid temperature of 3I C or less except when heated or cooked for sale as hot food.

## Hot holding and food storage

Hot food must be kept at a temperature of at least 63°C and hot cabinets and bain-maires must be provided for this purpose. Freezer and Food Storage A deep freezer unit must be provided if products normally cooked from frozen are to be stored in the food stall. The temperature of a deep freezer unit must be kept at a temperature of -18°C or colder.

## Temperature measurement and monitoring

A suitable thermometer must be kept in the food stall and regular temperature checks must be carried out on a daily basis to ensure that correct temperatures are maintained. Precautions should be taken against transferring micro-organisms from raw to cooked foods when taking temperature readings - the probes should be wiped and disinfected using disposable sterile wipes before and after each use.

# 3: Fire safety checklist

## Capacities/Egress/Ingress

- Safe holding capacity calculations
- Details of access and egress for the disabled
- Details of the following measures to facilitate safe egress:
  - emergency lighting
  - exit signage
  - fire detection and alarm system
  - communication/P.A. system, etc.

## Casual trading

- Details of:
  - cooking equipment
  - gas supply installation
  - fire fighting equipment

## Tents and marquees

- Holding capacity
- Exit widths
- Details of:
  - cooking equipment
  - gas supply installation
  - fire fighting equipment
  - emergency lighting
- Certification of lining material, etc.

## Fire works and pyrotechnics

- Site map showing fallout area, spectator area, firing zone, etc.
- Material safety data sheets
- Site-specific risk assessment

## Management issues

- Details of steward training
- Designation of fire patrols
- Litter control/refuse disposal

## Emergency plan includes

- Definition of key personnel and roles
- Method of activation of plan
- Contact list
- Evacuation procedures
- Telephone numbers of all key personnel

## Drawings include

- Means of escape and exit routes
  - To include the staging area, gates and other obstructions
- Access and egress routes for patrons
  - To include occupant capacities, exit widths

- Designated emergency access and egress Routes for appliances, including hydrant locations

- At least two emergency scenarios showing the location of the incident

- Emergency service access and audience egress

- The location of any casual trading units, tents, marquees, etc.

## Details/Certification for:

- L.P.G. Installation
- Electrical Installation e.g. back up generator
- Emergency lighting system/exit signage
- Linings, scenery and properties used on stage or in marquees
- Scenery and properties used on stage, marquees etc.
- First-aid fire fighting equipment
- Fire detection and alarm system, etc.

# 4: Sources of information

**Code of practice for outdoor pop concerts and other musical events:**

Department of Education. 1996: available from Government Publications Office

**Code of practice for safety at sports grounds:**

Department of Education. 1996: available from Government Publications Office  
Event Registration Form

**The event safety guide (Purple guide) a guide to health, safety and welfare at music and similar events:**

Health and Safety Executive UK second edition. 2001: available from UK Health and Safety Executive HSE

**Guide to safety at sports grounds (Green guide): Department of culture media and sport:**

available from UK Stationery Office

**Guide to fire precautions in existing places of entertainment and like premises:**

UK Home Office: available from UK Stationery Office

**A guide to risk assessments requirements - Health and safety executive:**

available from UK Stationery Office

**Temporary demountable structures:**

available from The Institution of Structural Engineers  
British Standard BS 7671: 1992

**Requirements for electrical installations:**

available from British Standards Institute