

# External stakeholders

Event organisers should initiate a series of pre-planning, pre-event and post event meetings between the relevant external agencies and the event organiser's key personnel from the event management team. External stakeholders include contractors, suppliers and the representatives of the statutory agencies. Each of the following statutory agencies have a public safety remit with regard to events and will have a particular interest in the provisions of certain sections of the plan. A well-structured event management plan will enable them to address those issues, which are most relevant to their needs. During consultation with these agencies, updates and any relevant changes to the plan can be discussed and implemented before the final document is produced.

## **An Garda Síochána/PSNI**

The Gardaí/PSNI will be concerned primarily with crowd management issues, public order both on site and in the vicinity of the venue, off site traffic management, safety arrangements, the control room and communication facilities, emergency action procedures and the names and contact numbers of the key event personnel with whom they will be liaising on the day.

For larger events An Garda Síochána/PSNI will develop a traffic management plan to lessen the impact of the event on routine traffic arrangements. They will liaise with the local authority traffic department and the transport companies in the formulation of this section of the event plan.

The Gardaí/PSNI may decide in the interests of public safety or at the request of the event organiser to deploy Gardaí/PSNI to the event venue, should this be necessary a charge for this service will be levied at the expense of the event organiser.

## **Local authority**

There are number of departments and sections within the local authority who have a public safety remit and are part of the consultative process for events.

The main ones are:

- Traffic
- Building Control
- Waste Management
- Environmental Health

## **Fire authorities**

The Fire Officer will be concerned with several areas including the safe holding capacity of a venue, ease of escape analysis, maintaining safe exit routes in the event of an emergency evacuation, access routes for emergency vehicles (such as fire tenders) fire precautions at catering units on site, refuse collection, the identification of fire risk and the installation and storage of LPG cylinders, to name but a few. Proposed use of fireworks/pyrotechnics will be of particular concern to the fire officer and he/she will liaise with the organisers to ensure that all safety precautions with regard to the storage of fireworks and the display are implemented. The Fire Officer will expect the event organiser to supply detailed particulars of the safety precautions in place, and will make regular checks on the day of the event to ensure that precautions as set out in the event management plan are being adhered to. The Fire Safety Checklist in Appendix 3 sets out the level of detail the Fire Officer expects to find in the event plan.

## Planning

The Planning Department of the Local Authority will consider the local environmental impact of the proposed event and will be looking to ensure the organiser has given due regard to the proposed times of the event, whether other events are taking place in the vicinity of the proposed event on the same day, the protection of local amenities, traffic management etc. The Planning Department are currently the department responsible for the granting of a licence for an outdoor event with entertainment content. On receipt of the draft event management plan as part of the licence application they will distribute the plan to other sections of the Council, Gardaí and the Health Authorities for their observations and/or recommendations. When a licence application is put on file for public inspection, it will again be this department who will process enquiries and receive observations and submissions on the proposed event from members of the public. Following preliminary and pre-event consultation meetings with the event organisers to clarify/change any aspect of the proposed plan, this department will make the decision on the granting of the licence and/or the imposition of conditions recommended by the statutory agencies.

## Building control

It is the responsibility of the organiser to employ a structural engineer to provide certification that any temporary structures erected on site for the event such as the stage structure, seating, marquees etc. are in compliance with building regulations. In addition to the information supplied in the event management plan, the building control section of the local authority will require copies of certificates, structural specifications, method statements, site layout drawings and details of the location of such structures to enable their own engineer to carry out checks to ensure such structures are sound.

## Environmental health

This section of the local authority will be concerned with two primary event issues, the acoustics levels to be adhered to, and the welfare of patrons with regard to the adequate provision of sanitary accommodation and the supply of drinking water at the event.

The Local Authority will either monitor the acoustic levels at the event themselves or require the organiser to enroll the services of a specialised acoustic consultant. The consultant will be positioned at the sound desk (if it is a large scale event) and will be in contact and available to the Environmental Health Officer at the event.

The event management plan should contain details of the number and final location of sanitary accommodation provision, in addition the following information must be provided to the EHO:

- The design and specification of the WC units
- The design and specification of the urinal units
- The design and specification of the holding tanks
- A plan showing the ground and invert levels of any holding tanks in relation to urinal units
- The details of the number of sanitary units used in a day and the procedures for pumping out the temporary toilets
- Confirmation of the method of final disposal of any collected effluent

Where a temporary drinking water supply is proposed a microbiological and chlorine water analysis sample must be taken a minimum of fourteen days before the date of the event. The results of this analysis must be submitted to the Environmental Health section a minimum of seven days prior to the event. The information in relation to drinking water supply required by this section includes:

- The source of the water supply to be used
- The design and specification of any tankers to be used
- The location of the tankers on site



## Health authority - HSE

The Health Authorities through the Emergency Planning Office will be concerned with the overall medical cover and first aid provision as well as ensuring that medical plans are in place. They will give advice on the level of medical provision required, taking into consideration the proposed number and age profile of spectators and the type of entertainment provided. For large scale events or events with a high risk of injury they will be concerned that the event does not impact on routine medical provision to the resident population. In addition the emergency planning office and ambulance service will be concerned with the emergency plans and procedures in place for the event.

Where the event organisers have identified medical and/or first aid services for their event they must ensure that these service providers whether voluntary or commercial carry adequate insurance in relation to the services they are providing.

In relation to food hygiene and catering facilities contact should be made at the planning stage with the Environmental Health Officers Service of the Health Board in which the event is to be held to ensure proper requirements are met. Should a food stall licence be required a completed application form must be sent to the relevant Health Board two months prior to the commencement of the food business.

## Post event

The post event phase from a safety point of view is as important as the pre-event and set up phase. There is a tendency to ignore this aspect of the event by the event organisers. This phase of the event needs to be planned in advance, particularly with regard to the logistical requirements for site clean up.

The timely management of the removal of infrastructure and the health and safety issues involved can pose difficulties unless managed by the event team. It is also important that all documentation such as incident and accident reports are collated and retained by the organisers. These documents are the primary source of information in the event of a claim against the organiser's insurance policy.

De-briefing/post event meetings involving all stakeholders should be held by the event organisers as soon as possible after the event in order to permit a thorough assessment of the planning, organisation and operation of the event by all interested parties. In addition to any outstanding issues, which may need to be resolved, this practice is particularly essential as a source of information for similar type events, which may be proposed in the future.