

Wexford County Council

Events Management Guide



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Revision 1

Approval Date: 02/06/2015

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See www.wexford.ie for larger format printable version of **APPENDIX 1**.

This Events Management Guide is for external bodies who wish to run events. It is available on the Wexford County Council website, along with an application form for external organisers wishing to run an event on Wexford County Council premises and public spaces.



1. Events Management - Introduction

Events are an important part of the social and community life in County Wexford. Each year a number of parades, concerts, food fairs, festivals and historic re-enactments take place. These events provide entertainment to our citizens and encourage visitors to our beautiful county and coastline. Wexford County Council encourages and supports these events. The council has produced this management guide in order to facilitate the safe management of events in our premises and public spaces. These include events organised/supported by employees of Wexford County Council or may be events with external organisers and committees. **An event is a non-routine planned public or social occasion.**

Under common law, all organisers have a duty of care towards persons involved in the event - including the audience, performers, suppliers and event employees. This Guidance provides advice to organisers on the steps to be taken and outlines the measures they can implement to provide for an event which is safe and enjoyable for all involved. Advice is provided on how to identify, control and manage risks associated with running events.

Organisers are advised that where their event is to be held on Wexford County Council premises, outdoor spaces or marine locations, where the event involves a road closure or significant traffic disruption is anticipated, there are minimum notice periods for running such events. A summary of requirements is shown in the flowchart at **Appendix 1** of this document.

Private events on private premises are not required to adhere to Wexford County Council Event Planning Flowchart at **Appendix 1** Page 21, but the Guidance Document is offered to the organisers of such events as an example of best practice. Where the event is also a workplace for employees of Wexford County Council, the council recognises its duties under the Safety, Health and Welfare at Work Act and has an internal procedure in place for Events Management in order to ensure the effective discharge of these duties.

Information

For copies of this handbook and information in relation to events contact the Health and Safety Section Wexford County Council, Carricklawn, Wexford or visit **www.wexford.ie**

2. Categories of Events

For the purposes of managing risk, public events being planned may be divided into the following six categories:

The table overleaf contains notice periods required for specific types of events within Wexford County Council.

Category A: A one-off event such as a poetry reading, training for a community group over a number of weeks, storytelling, an information evening, meeting of a gardening club or book club, or a residents association meeting. These events may involve up to 100 people and are hosted indoors, e.g. library meeting room; they may be classified as low-risk events.

Category B: A one-off event such as a summer BBQ, Christmas market, arts and crafts fair, a summer fete, or a family fun day. This type of event will usually involve in excess of 100 people and fewer than 1,000 people. The event may be held indoors or outdoors and may be classified as a low-risk event.

Category C: Events in this category are similar to B above. However, they will involve more than 1,000 and fewer than 5,000 people and therefore are classified as medium-risk events.

For events in categories D-F consideration should be given to hiring a professional event organiser.

Category D: Hosting of a large public indoor or outdoor event such as Fleadh Ceol na hEireann, return of a successful sports team, welcoming a foreign dignitary, or awarding the Freedom of the City. This type of event will usually involve more than 5,000 people and fewer than 20,000 people and may be classified as high risk.

Category E: Hosting of a large public indoor or outdoor event such as Tall Ships race, round the world boat race, road rallies, firework displays, funfairs and aviation displays. This type of event will also usually involve more than 5,000 and fewer than 20,000 people but due to the nature of the activity the risk category may change and be classified as high to very high.

Category F: Hosting of a very large public indoor or outdoor event such as a very large concert, with in excess of 20,000 people attending. This type of event may be classified as very high risk.



Category	Number of attendees	Level of assessed risk	Minimum Notice period required for application
A	<100	Low	4 weeks
B	>100 <1,000	Low	8 weeks
C	>1,000 <5,000	Medium	8 weeks
D	>5,000 <20,000	High	20 weeks
E	>5,000 <20,000	High – Very High	20 weeks
F	>20,000	Very High	20 weeks

PLEASE NOTE: The classification of risk involved with different events (low, medium, high and very high) given in the six categories should not be literally interpreted and is only intended to act as a guide. A full risk assessment should be undertaken for every proposed event to identify the actual level of risk involved. Events involving road closures or significant traffic disruption will need to be considered against the risk categories and **MUST** also be notified to Wexford County Council.

3. Pre-planning for Running Events

The notice periods for events shown above are a minimum requirement for notification to Wexford County Council. When planning an event you should start the process as soon as possible and hold pre-planning meetings with relevant parties. The Events Officer/Municipal District Administrator for Wexford County Council should be consulted as early as possible in the process. Specific information will be required for any event and an event organiser should start considering and gathering this information as early as possible in the planning process.

3.1. Selecting a Venue

A wide range of venues can be used for events; in all cases it is good practice to ask the following questions:-

- How will people get there? What planning issues are involved?
- Is the event accessible to all?
- What arrangements are needed for managing people outside the venue?
- What will be necessary for managing people inside the venue?
- How will they view the activities? Sitting? Standing? Festival Seating, circulating from one activity to another?
- 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?
- Was it originally designed for 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 planning issues are involved?
- What contingency emergency planning arrangements are already in place? Are they appropriate or adequate for a particular event?

If the event is to be held in the County Building there is a specific application process to the County Secretary (please see Section 4.2).



3.2. Phases of an event

Three phases of an event need to be considered when assessing risks and determining requirements for an event:

1. **Designing and Setting up the venue**, selection of competent staff, contractors and sub-contractors, design, construction required for structures, safe delivery and installation of equipment etc.
2. **Operations during the event**, managing crowds, emergency arrangements, transport, welfare, first aid, fire etc.
3. **Clearing the venue**, dismantling structures, waste removal, remedial works, debrief etc.

3.3. Considerations

You should consider the following matters when planning an event:

- Nature and type of event
- Whether the event is indoor or outdoor
- The council building or facility that will be used
- Expected number of attendees
- Approximate age group and profile of attendees
- Accessibility for persons with a disability
- Time of day/day of week/week of year
- Name of event controller
- Name of safety officer
- Name of chief steward
- Timescales
- Need to appoint professional organisers/advice
- Numbers of staff/steward required
- Road and traffic requirements
- Utility Requirements
- Temporary structure requirements
- Requirements for fencing or barriers
- Welfare facilities
- Noise and light disruption
- Emergency planning
- Event liability insurance
- Details of food outlets
- Activities (including high risk permissions)
- First aid arrangements
- Safeguarding children and vulnerable adults
- Statutory requirements that must be complied with
- Licence requirements
- Other events being held in the locality on the same day and/or at the same time
- Funding requirements



4. Applying for Access to Local Authority Facilities

4.1. External Application to Run an Event in Wexford County Council Premises or Public Space

If you wish to run an event in a Wexford County Council premises or in a public space, you should first consult with the Events Officer for Wexford County Council ahead of the notice periods specified in Section 2 of this document. Notice periods are the minimum required to make safe arrangements for event management. Wexford County Council reserves the right to refuse events where minimum notice periods for application are not observed and will only consider granting of permissions for such events in exceptional circumstances. Permissions will be issued in writing.

Events requiring application will include those involving a road closure or significant traffic disruption.

An application form and guidance are available on Wexford County Council's website at **www.wexford.ie**. The application form requires information about your event, including those listed at Section 3.3. A flowchart outlining the application process is attached at **Appendix 1** of this document and details of information required in an Events Management Plan is attached at **Appendix 2**.

4.2. Events within County Hall

Events are held in County Hall at the sole discretion of the County Secretary, dependant on the resources available and the other demands of the facility. A host organiser within Wexford County Council will be nominated to work with external promoter wishing to hold an event in County Hall. The host will act as a liaison point for the internal application to the County Secretary. An internal application to hold an event in County Hall will only be processed once the County Secretary has given initial permissions in writing and an internal host is established. The application form for County Hall events is available on the Wexford County Council intranet.

4.3. Events with over 5,000 in attendance

Events with over 5,000 in attendance require a specific event licence from the Wexford County Council Planning Department*. HSE policy states that a HSE approved and individually referenced and dated event specific medical plan which is subject to approval by the HSE (please refer to Medical Aspects of Planning an Event at Section 7.6 and **Appendix 3**) is a named condition of any licence.

*** Please note that licensing may not be required, for example, events in specific sporting events in a purpose-designed and approved sports stadium.**

4.4. Indoor Events (Including those with Temporary Structures)

There are currently no regulations requiring a Local Authority to license or approve an event of <5000 person capacity. However there are certain Codes of Practice and provisions in legislation on Court licensing requiring an application to be made to the Courts for a license for certain activities that may be present at indoor events (e.g. liquor license, dance license, music and signing license). The Fire Authority (along with other 'notice parties') is to be notified of this application to the Court (see **www.courts.ie** for further information). When a notification of a licensing application has been received, the Fire Authority may carry out an inspection, request information, and, if satisfied, provide a letter of no objection with certain conditions attached to the Court. The 'letter of no objection or objection' from the Fire Authority is considered by the Court during their review of the application and the Court's subsequent decision to grant/deny the licensing application.

In any case all organisers of indoor events are required to cater for the health and safety, including fire safety, of persons on the premises under the following Primary Legislation and the regulations and guidance made under same:

- Safety Health and Welfare at Work Act 2005 (see **www.hsa.ie**)
 - Safety, Health and Welfare at Work (General Application) Regulations 2007
- 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 Indoor Concerts.

- Code of Practice for Safety at Indoor Concerts 1998 (see **www.environ.ie**)



4.5. Organising Funfairs

Applicants may propose to host a funfair or use their own fairground equipment on Wexford County Council property. For such events compliance with the Planning and Development Act, 2000 (Certification of Fairground Equipment) Regulations, 2003 should be demonstrated by the organisers by providing safety certificates to the Planning Department of Wexford County Council for the equipment being used.

Whilst a period of 2 weeks notice is stipulated under Section 7(a) of the Act, this period of time is being reduced under the Regulations. Under Article 9 of the regulations, a person who intends to hold or organise a funfair shall give two working days notice in writing to Wexford County Council if they wish to hold a funfair or use fairground equipment in the county. Wexford County Council has powers under the Act to serve a notice requiring that the funfair be terminated if either a valid certificate or notice period are not met.

PLEASE NOTE: For events with an attendance of more than 5,000 people, the event organiser will also need to apply to the local authority for an event licence. See Appendix 1 Flow chart for organising external events and for more details on event licensing procedure.





5. Running an Event on Private Premises

Organisers running events on private premises, there is no application process to Wexford County Council; however you will still need to comply with the Licensing and Insurance requirements outlined at Section 7.4 and 7.5 of this document. Wexford County Council recommends that you follow the guidance provided, which constitutes best practice for running events. You should also contact the Events Officer in Wexford County Council if you require any assistance in managing traffic routes to your event, including provision of signage etc.

Please refer to Section 7.4 in relation to the provision of advertising for your event in a public place, which requires written approval from Wexford County Council.

6. The Process For Managing Risk

The principles of managing risk should be applied to the planning and decision making process for all events. To manage the risks it is necessary to establish the context. The context should be provided in the application form, including details of public safety; employee safety; health and welfare; environmental safety; fire safety; food safety (where food is stored, prepared, served, sold or consumed); safeguarding children and vulnerable persons and first aid.

The risk management process is broken down into four key steps which should be put together to form a continuous cycle of risk management.

**Identify the Hazard
Assess the Risk
Manage the Risk
Monitor and Review the Risk**

6.1. Identify the Hazard

Identifying the hazards is the first key step to a successful risk management process and, ultimately, to a successful event. Typically, the hazards associated with a particular activity can be most comprehensively identified by those responsible for that activity. The key risks for all events should be documented.

Typical risks for the different categories of events (Refer to Section 2) are given below:

Category A-F risks For all events the types of risks could include:			
Physical Risks	Human risks	Biological risks	Reputational risks
Building risks giving rise to slips, trips and falls. Fire risk arising from BBQs or the use of fireworks. Explosive risks arising from the use of gas cylinders, chemical agents, fireworks, etc. Water risk (swimming/ paddling pool, river, lake, sea).	(including public safety and child / vulnerable persons protection risks) Babies and toddlers. Children and vulnerable persons. Adults and elderly. Cognitive ability risk such as the ability to respond to fire alarm activation.	Hepatitis. Tuberculosis. Salmonella and other food-borne organisms wherever food is stored, prepared, served, sold or consumed.	Reputation can be impacted positively or negatively depending on how an event is managed.



Category A-F risks (continued) For all events the types of risks could include:			
Physical Risks	Human risks	Biological risks	Reputational risks
Theft and property damage. Obstructions such as parking on emergency access routes. Public access routes where motor vehicles are driven and parked. Aviation risks arising from air displays.			
Category B-C risks			
<p>The key risks for these categories will include those identified for all categories as well as:</p> <p>Crowd control depending on whether the event is indoor or outdoor, numbers attending and size of venue.</p> <p>Environmental pollution risks such as noise from loud music or aeroplane displays.</p> <p>Equipment risks.</p> <p>Falling from height such as from a podium/stage.</p> <p>Security.</p>			
Category D-F risks			
<p>For events in these three categories consideration should be given to all the risks previously mentioned and the following:</p> <p>Public safety for large attendances.</p> <p>Fire in an enclosed space such as football stands or enclosed arena.</p> <p>Crush injuries from crowd surges at events such as St Patrick's Day parades and concerts.</p> <p>Falling from a height when taking part in activities such as bungee jumping and parachuting.</p> <p>Aviation disaster where aeroplane and/or helicopter displays are provided.</p> <p>Traffic risks arising from proximity of attendees to live traffic.</p>			

The risk identification process must be applied to all the phases of an event as identified at Section 3.2. All risks (once identified) should be assigned to an owner by the event organiser. The owner will have responsibility for ensuring the risk is managed and monitored over time. A risk owner should have sufficient authority and resources to ensure that the risk is effectively managed; the risk owner may not necessarily be the person who actually takes the action to address the risk.



6.2. Assess the Risk

Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires risk assessment for all workplace hazards. This applies to events but the responsibility to carry out risk assessments falls on the Promoter / Organiser in place of the Employer.

Risk Assessments are based on an identification of the hazards associated with each work activity identified, an assessment of the risk rating and the control measures necessary for the elimination or reduction of the risk rating to an acceptable level.

Risk Assessment Sheet

The Risk Assessment Sheet adopted by Wexford County Council shall typically have the following sections:

Work activity/ location/equipment:	A brief description of the work activity being carried out, the location of the work activity and the equipment or substances being used
Hazard:	A description of the hazards associated with the activity, the location of the activity and the equipment or substances used as part of the work activity
People affected:	A list of the people who may be affected by the hazard in relation to the work activity, the location and the equipment associated with the activity
Risk Rating before control:	A calculation of the level of risk before controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered
Control measures:	Measures to be put in place to manage and reduce the risk. Control measures to be put in place are to be cognisant of the General Principles of Prevention in Schedule 3 of the Safety, Health and Welfare at Work Act 2005
Responsible person:	Person responsible for the implementation of the control measure
Risk rating after control:	A calculation of the level of risk after controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered
Assessment date:	Date prepared
Review period:	12 months from date of assessment or less if deemed appropriate
Assessment by:	Name of person who prepared the risk assessment sheet



Numeric Rating	Likelihood	Severity
1	Very Unlikely	Very minor injuries
2	Unlikely	First aid minor injury/illness
3	Likely	"3 Day" injury/illness
4	Very Likely	Major injury/illness
5	Almost Certain	Permanently disabling injury /illness or fatality

A risk assessment involves assessing the likelihood and severity of the risk in accordance with the table above and then multiplying the results to find out the overall risk rating, using the table and matrix below. According to the level of risk, actions may be required to reduce risk to an acceptable level. These are the control measures required.

Risk Matrix

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY						

Numerical Value (Severity x Likelihood)	Descriptive Risk Rating	Interpretation and/or action
13 - 25	HIGH	Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium or low rating.
6 - 12	MEDIUM	Activity can proceed, but with caution, and ensuring control measures are maintained. Risk Assessment must be regularly rechecked and all reasonable efforts should be made to reduce risk rating to low.
1 - 5	LOW	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.



6.3. Managing Risk

Having identified and assessed the possible risks, the next key step is to manage the risk. In managing the assessed risks the focus will be on ensuring the safety of employees, event attendees and third parties such as service providers, and on preventing damage to the environment and local authority property.

There are four main ways to manage risk:

1. Terminate	Some risks may only be manageable by terminating the underlying activity.
2. Treat	The purpose here is to contain the risk at an appropriate level. The majority of risks will be managed in this way.
3. Transfer	This entails taking measures to transfer a risk, or responsibility for a risk, to a third party. Risks may be transferred because another organisation is more capable of managing it. It is important to note that some risks are not fully transferable, e.g. reputational risks.
4. Tolerate	The impact of the risk may be tolerable and therefore may not require any further action to be taken. Even if it is not tolerable, it may not be possible to take any significant action against certain risks, or the cost of taking such action may be disproportionate to the benefits gained. In these circumstances the option may be to tolerate the existing level of risk. This option must be supplemented by contingency planning to handle the impacts that may arise if the risk is realised.

At this stage, in order to effectively manage the risks, management controls should be put in place. Again, this should consider all three phases of an event as identified at Section 3.2.

These controls may include those in 6.3. Managing Risk

- A safety management plan, supported by appropriate policy and procedure (please refer to **Appendix 2** for details of the required contents)
- Seeking guidance from experts.
- Ensuring compliance with relevant legislation.
- Obtaining a technical plan or map of the location where the event will be held. The plan or map should identify utilities and other key information relevant to the event such as fire routes, emergency service routes, fire hydrants, etc.
- Communicating with key stakeholders such as An Garda Síochána, Fire Authority, Health Service Executive and contractors, among others; this may involve holding a number of meetings.
- Provision of security.



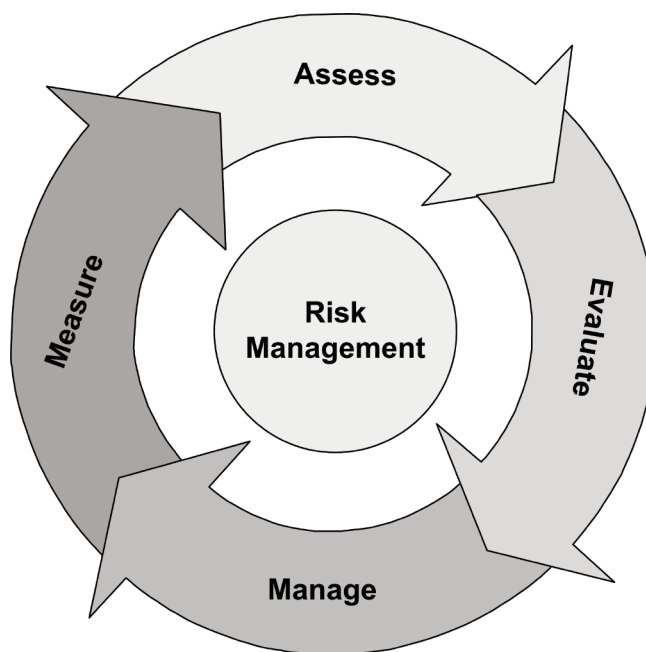
6.4. Monitor and Review Risks

It is important throughout the planning and running of an event that changes to circumstances and hazards are reflected in the risk assessments. They must be updated in line with changing circumstances. The planning and delivery of the event must be continuously monitored to ensure best practice in public safety management and the agreed management controls are being complied with.

When non-compliance is identified it should be dealt with immediately by instructing the party responsible for the non-compliance to undertake corrective action without delay.

Following the event a de-briefing should take place between all key stakeholders to identify:

- What worked well and what did not work well.
- What failures took place, e.g. failures in communication systems, leadership or team-work.
- What incidents took place and the grading of such incidents.
- Adequacy of plans to support the management of all activities.
- Adequacy of training provided to employees and to others.
- Adequacy of templates used for policy, procedure, guidance, training, etc.





7. Documentation and Requirements for Running an Event

A guide to the requirements for an Event Management Plan is attached at **Appendix 2**. Complying with this guide will require that named persons are appointed to key positions for the event, along with ensuring documents, licences and insurance cover are in place. An event inspection checklist is provided at **Appendix 5**.

7.1. Key Appointments

Competent persons must be identified to perform the following roles:

- **Organiser**
- **Event Controller**
- **Safety Officer**
- **Event Medical Coordinator**
- **Medical Officer (doctor) for larger events.**
- **Chief Steward**

7.2. Role of Stewards

A steward is an individual providing services at an event which are not licensable by the Private Security Authority.

Such services include:

- Checking tickets
- Directing persons to seats, facilities or other areas of a venue during the normal course of an event
- Providing safety advice and assistance
- Ensuring all entrances, exits, passageways, stairway and other concourses are kept clear for health and safety purposes
- Checking and reporting of any matter posing a risk to the health and safety of persons
- Observation and reporting of crowd dynamics
- Traffic management

An Event Steward may not undertake any task of a security nature. These must be undertaken by a licensed provider under the Private Security Services Act 2004.

Such tasks include but are not limited to:

- Preventing unauthorised entry
- Removal of persons from venue
- Protection of property
- Protection of persons (but not including guarding or protective services provided in relation to a specific individual or specific individuals)
- Searching for and controlling of prohibited goods, items or other objects

7.3. Documents Required

An Event Management Plan must be prepared and the details of the content of this plan is attached at **Appendix 2**.

It must include the following documents:

- Risk Assessments
- Traffic Management Plan
- Key Contact List
- Accident Report Form
- Certificates for Temporary Structures etc
- Maps and Drawings (stage / event area layout, barriers etc)
- An emergency preparedness plan including the provision of emergency services such as first aid, fire fighting, etc.



7.4. Licences and Permissions

All licences and permissions must be in place before the event. Please note the timescales for such applications as outlined in Section 2. A summary of licence and permission requirements is outlined below:

Licence or Permission	Authority	Requirement
Outdoor Event <5000 in attendance on Wexford County Council Premises	Wexford County Council	Complete the online application form in line with timescale requirements. Fees may apply.
Event in County Hall	Wexford County Council	Liaise with internal host for event who will complete internal application process. Fees may apply.
Indoor Event <5000 in attendance	Wexford County Council (where event is to be held on council premises)	Complete the online application form in line with timescale requirements. Fees may apply.
Outdoor Event > 5000 in attendance	Wexford County Council	Planning Licence required. Fees apply.
	Health Service Executive	The Event Medical Plan must be agreed at least 2 weeks before the event.
Intention to sell alcohol	Department of Justice and Equality	Occasional Liquor Licence required from Revenue Commissioners. Fees apply.
	Wexford County Council	Application 6 weeks prior to event for relaxation of bye-laws
Fireworks Display	Department of Justice and Equality	Permission for importation and storage of fireworks includes a consultation with the Fire Authorities.
Event Trading	Wexford County Council	Casual Trading Licence Required. Fees Apply
Temporary Road Closure	Wexford County Council	Application to Wexford County Council at least 8 weeks in advance of the event. Fees apply.
	An Garda Síochána	Check with local Gardai if a Road Closure order is required prior to application.
Preparation or sale of food products	Health Service Executive	Stall owner must submit a completed application form for licensing of food stall 2 months prior to the commencement of the business.
Event Advertising	Wexford County Council	Application for written permission is required for placing of advertising in a public place for the distribution in a public place of advertising literature. Fees may apply.



7.5. Insurance Requirements

The legal liability of Wexford County Council is protected under its existing public liability policy, subject to normal policy terms, conditions, exceptions and endorsement. The Events Officer will inform the Risk Manager of all events held on Wexford County Council premises.

External organisers and third parties will be required to produce evidence of insurances with provision of an indemnity to Wexford County Council where applicable. It is the responsibility of the event organiser to provide evidence of insurance for each individual participant in the event.

Requirements for levels of insurance cover advised by IPB are summarised below:

Category of Event	Number of Attendees	Level of Assessed Risk	Insurance requirements	Comment
A	<100	Low	Public Liability - €2.6m	If the applicant has no Public Liability Insurance the local authority can still give approval if the level of risk assessed is low.
B	>100 <1000	Low	Public Liability - €2.6m	If the applicant has no Public Liability Insurance the local authority can still give approval if the level of risk assessed is low.
C	>1000 <5000	Medium	Public Liability - €6.5m	It is advisable that the local authority seeks evidence of Public Liability Insurance and considers if a professional public event organiser should be involved.
D	>5000 <20,000	High	Public Liability - €6.5m	A professional public event organiser should be involved with evidence of involving others such as: <ul style="list-style-type: none"> • An Garda Síochána • Health Service Executive • Fire Services
E	>5000 <20,000	High - Very High	Public Liability - €13m	A professional public event organiser should be involved with evidence of involving others such as: <ul style="list-style-type: none"> • An Garda Síochána • Health Service Executive • Fire Services
F	>20,000	Very High	Public Liability - €20m	A professional public event organiser should be involved with evidence of involving others such as: <ul style="list-style-type: none"> • An Garda Síochána • Health Service Executive • Fire Services

PLEASE NOTE:

The requirements for safeguarding children and vulnerable persons for such events should be documented by the event organiser. Professional event organisers will be requested to provide evidence of insurances to include professional indemnity, public liability and employer liability insurance.



7.6. Medical Aspects of Planning an Event

The Health Service Executive has produced a guide to the medical aspects of Requirements and Guidance for Outdoor Crowd Events. Health care arrangements for outdoor crowd events should be specified in the Event Medical Plan section of the event plan by the event organiser.

Three aims should underpin an event medical plan for an event:

- Cater for immediate healthcare needs of participants, performers and patrons
- Reduce the impact of the event on normal HSE services
- Have some basic arrangements in place for a major incident, should one arise

A key requirement of the HSE is that the Event Medical Plan must be agreed a minimum of two weeks prior to the event taking place. Planning and preliminary notifications must take place prior to that, in order to facilitate any arrangements that need to be put in place.

The HSE have an input through the planning process, particularly if the Event is above 5000. However they request information in relation to events under 5000, so they can offer advice to the Event Organisers as most events would have medical risks associated with them. All events will require some form of Medical Plan commensurate with risk and numbers attending.

The Events Officer will normally liaise with the HSE as part of the consultation process where events are to be held on the premises of Wexford County Council. However, contact details are provided below for events which may be run independently of the County Council.

HSE contact: Emergency Management Officer
HSE South,
Room 24, Ground Floor,
St Canice's Hospital Complex,
Dublin Road,
Kilkenny
Phone: 056 7784402

A flowchart, taken from the HSE Guidance document, is attached at **Appendix 3**.

7.7. Standards for Stages and Temporary Structures

Existing legislation specifies that temporary stands and other temporary structures, including stages, erected for the purpose of providing sitting or standing accommodation for spectators shall be safely constructed or secured to the satisfaction of the Local Authority. Event Promoters and Management should undertake that the design and erection of these structures on site will be carried out under the supervision of a suitably experienced competent person who should certify, prior to the event that the works have been carried out in accordance with the relevant standards.

There is a serious danger of a tragedy occurring where these facilities are used by large gathering of the public, if these structures are erected without such supervision. A minimum of one months notice to the Local Authority is essential to ensure that adequate criteria are adhered to in their erection and that proper fire and structural standards are applied.

All marquees, gazebos, tents and temporary structures should be of proven fire performance when being used on the premises or site for an event. Any flexible membrane covering a structure should comply with the recommendations given in Appendix A of BS 7157 to ascertain the acceptability of the material used in tents; existing tents which comply with BS 3120 may be acceptable to the Local Authority in the short term.

7.7. Marine Events

The Piers and Harbours Section of Wexford County Council has produced specific guidance for marine events operated in or around their piers and harbours. These include events on or in the water.



Locations include:

- Courtown
- Cahore
- Wexford Harbour - including tidal reach of River Slaney
- St. Helen's
- Carne
- Kilmore Quay
- Fethard
- Slade
- Duncannon
- Ballyhack
- New Ross Marina

The guidelines are attached in **Appendix 6**.

7.9. Guidelines for Holding Events on Wexford Beaches

Due to the level of risk these events are Category C (reference Section 7.5) and public liability cover with a limit of €6.5million with an indemnity extended to cover Wexford County Council. In the case of a commercial organisation cover limit would be €13 million and indemnity again extended to cover Wexford County Council.

Sufficient stewarding must be in place to assist the participants and to avoid clashes with other beach users. Beach events must generally take place outside of public holidays and bank holiday weekends and the main summer season. Consultations must be held with the local Gardai in relation to the traffic management of the event.

The group must arrange to collect and clean up any litter generated by the event. Horse droppings must also be cleaned up in the case of an equine event. The activities of horses are restricted to the intertidal area along the waterline during the permitted times and should refrain from using sand dunes at all times.

An event management plan must be prepared in line with **Appendix 2** of this document. A list of all equipment brought to the beach, along with all other relevant documents, must be provided to the Environment Section of Wexford County Council ahead of the event.



8. Reporting Incidents

All incidents, including complaints, irrespective of whether they are low level, medium level or high level incidents should be recorded. Where appropriate the incident should be reported to Wexford County Council for investigation so that corrective action can be taken to prevent reoccurrence. There is an online reporting system for reporting of incidents at events internal to Wexford County Council.

A register of reported incidents including complaints associated with the event should be maintained by the event organiser and provided to Wexford County Council to assist in identifying trends so that appropriate management controls can be updated and implemented and learning can be built into future plans for public events.

If an incident occurs which is described as very serious then a request for assistance should be made by the event organiser to the insurer of the event.

The Health and Safety Authority must be notified of specific accidents. The criteria for notifiable accidents are set down in the Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences, details of which are attached at **Appendix 4**.

9. 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:

ACTS

- Fire Services Act, 1981 and 2003
- The Safety Health and Welfare at Work Act 2005
- Planning and Development Act 2000
- 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

REGULATIONS

- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- Food Hygiene Regulations 1950 - 1989
- Planning and Development Act 2000 – 2007:Part XVI & Planning & Development Regulations 2001 – 2008 (Licensing of Outdoor Events
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences

CODES OF PRACTICE

- Code of Practice for Safety at Outdoor Pop Concerts and other musical events
- Code of Practice for Safety at Indoor Concerts
- 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
- Piers and Harbours Marine Events Guidelines 2014

BYE-LAWS

- Bye-Laws of Wexford County Council 1994 Local Government Act
- Wexford County Council Piers and Harbours Bye-Laws 2014

ADVISORY AND INFORMATION MATERIAL

- The Advisory Handbook for Event Organisers issued by Dublin City Council
- The Event Safety Guide issued by the United Kingdom Health & Safety Executive
- Fire Safety Risk Assessment for Open Air Events & Venues issued by the United Kingdom Department for Communities & Local Government
- Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995
- BS 6399: Loading for buildings: Part 1: 1984: Code of Practice for dead and imposed loads, Part 2: 1995: Code of Practice for wind loads, Part 3: 1988: Code of Practice for imposed roof loads, British Standards Institution, London
- BS 5973: 1993, Access and working scaffolds and special scaffold structures in steel, British Standards Institution, London.
- Dickie, J.F., & Tomlinson, G.R.: "Demountable Grandstands", Structural Engineer Review



APPENDICES

APPENDIX 1

Events Planning Flowchart



Please refer to **www.wexford.ie** for a printable A3 version.

APPENDIX 2 - Checklist for Event Management Plan

Please ensure that the following documentation / information, if required for your event is included in your Event Management Plan.

Detailed Risk Assessment		
Public liability insurance (must include a specific indemnity for Wexford County Council. Please refer to Section 7.4 above)		

A detailed Event Management Plan to include the following contents:

Cover, Foreword, Circulation list to key services, Review / Revision / Updates, Contents

Event Description / Introduction & Scope of Event

- Introduction
- Event Schedule & timings
- Scope of Event Management Plan
- Organisers Details

Event Management Structure and Responsibilities

- Safety Policy Statement
- Operational Personnel
- Identification
- Event Planning & Management Role
- Safety Management and Event Operational personnel
- Event Planning Meetings
- Post Event Debriefing Meeting
- Event Management Structure
- Insurance

Event Safety Strategy

- Objectives and Risk Assessment
- Assessment of significant Risk for event
- Risk Assessment
- Site Layout & Occupant Capacity
- Definition of Viewing areas
- Access control into viewing areas
- Viewing Capacity
- Crowd Control Measures
- Category of Event
- Central Control Area
- Water Safety Plan (if applicable)
- Train Time (if applicable)

Site Structures, Layout and Facilities

- Temporary Structures
- Spectators with Disabilities
- Parking
- Viewing Area
- Fire Extinguishers
- Crowd Control Barriers

APPENDIX 2 - Checklist for Event Management Plan continued

Stewards and Event Site Control

- Assessment
- Site Steward
- Chief Steward
- Briefing of Stewards

Communications

- Central Control
- Event Communications
- Alerting Procedures

Emergency Plans and Procedures

- Medical Plan
- Ambulance Locations & Crews + Medical Personnel
- Emergency Procedures and Information for Stewards
- Definitions:
 - Emergency Plan Purpose
 - Defining a major Emergency
- Delivering a co-ordinated response
 - Introduction
 - Declaring the Major Emergency
- Activation of Emergency Plan
- Emergency Controller
- Facilities
- Evacuation
- Location of Emergency
- Emergency Access Route
- Emergency Exits & Exit Capacity
- Circulation and Evacuation Routes
- Obstruction on Emergency Exit Routes
- Medical and Ambulance Cover
- Venue Fire Fighting Equipment

Environmental Management Issues

- Sanitary Issues
- Acoustic Levels
- Litter and Rubbish Clean up
- Water Provision
- Lost Children

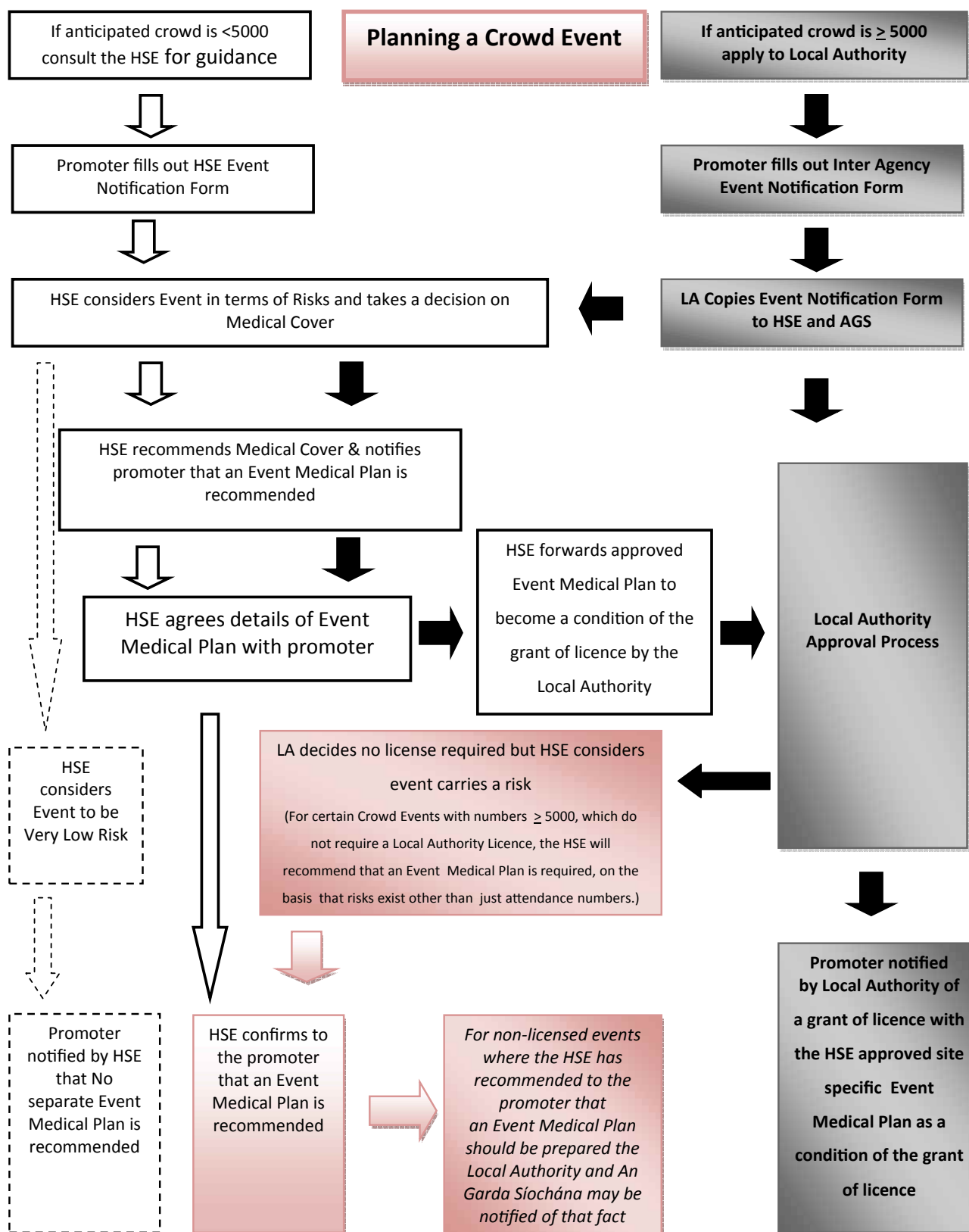
Miscellaneous Arrangements

Appendix

- A. Risk Assessment
- B. Traffic Management Plan
- C. Key Contact List
- D. Accident Report Form
- E. Certificates for Temporary Structures etc
- F. Maps and Drawings (stage / event area layout, barriers etc)
- G. Notes

APPENDIX 3- Pictogram of the Application Process - Medical aspects

The Environmental Health aspects are equally important but are not included here since they are not related to the numbers in attendance or to event risks.



APPENDIX 4 - Requirements to Report Accidents to the Health and Safety Authority.

- **Accidents at a place of work to an employee**

General injuries involving employees and self-employed Accidents, where a person is injured at a place of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, are reportable.

- **Road traffic/ vehicle accidents involving employees and self-employed**

Such accidents are reportable if the person was injured while driving or riding in the vehicle in the course of work, and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.

- **General injuries involving members of the public**

Accidents related to a place of work or a work activity where a person requires treatment from a medical practitioner are reportable. Accidents related to medical treatment or a pre-existing medical condition are not reportable.

- **Road traffic/vehicle accidents involving members of the public**

Road traffic accidents are only notifiable if they relate to vehicle loads or to the construction or maintenance of roads or structures adjacent to roads.

How to Report Accidents to the Health and Safety Authority

- You can report accidents online by clicking on the logo that appears on the homepage and several other pages of the HSA website and registering.
- Employers can report accidents on the official IR1 Form.
- The HSA only accept the pre-printed forms published by the Authority photocopies are not acceptable.
- Copies of the IR1 form are available from the Publications Section of the HSA by phoning **1890 289 389**.



APPENDIX 5 - Event Safety Inspection Checklist

This inspection checklist is provided as guidance only for event organizers. It is in three Sections:-

- 1. Pre-event inspection**
- 2. During event inspection**
- 3. Post event inspections**

EVENT:	
LOCATION:	
DATE:	

1. PRE EVENT	COMPLETED BY:		
SITE ACCESS / EGRESS	Yes	No	N/A
Are staff / Stewards / Volunteers in place?			
Are Security precautions in place?			
Are any all barriers in place?			
Are entrance / exit and routes clear?			
Can emergency vehicles gain access?			
Have adequate signs been provided?			
Are pedestrians segregated from vehicles?			
SITE CONDITIONS	Yes	No	N/A
Are general underfoot conditions adequate and free from slips & fall hazards?			
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?			
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?			
Has vegetation been cut back, debris removed and the area made safe?			
Have current weather conditions created new hazards to be addressed?			
ATTRACTIONS / ACTIVITIES / STRUCTURES	Yes	No	N/A
Have all activities/attractions supplied evidence of Insurance and Health & Safety documentation requirements inc. Structural Design Cert where applicable?			
Are all activities/attractions sited correctly and checked?			
Have all structures been completed?			
Have all structures been inspected and approved by a competent person where required? Have Construction Certs and engineers report been completed?			
Have temporary dressing been fitted correctly and checked?			
Are all potentially hazardous activities segregated and/or fenced as required?			
Have any unanticipated hazards been introduced?			
Are all control room personnel and radio operators in place and all radio checks carried out with relevant personnel?			
Are all event personnel fully briefed on all arrangements, in particular emergency procedures?			
Are all necessary personnel familiar with the event management and the reporting structure?			
Have temporary dressing been fitted correctly and checked?			
Are all potentially hazardous activities segregated and/or fenced as required?			
Have any unanticipated hazards been introduced?			

APPENDIX 5 - Event Safety Inspection Checklist continued

EVENT PERSONNEL	Yes	No	N/A
Are all event personnel including volunteers, security/stewards, Statutory agencies personnel and event management in situ?			
Are all control room personnel and radio operators in place and all radio checks carried out with relevant personnel?			
Are all event personnel fully briefed on all arrangements, in particular emergency procedures?			
Are all necessary personnel familiar with the event management and the reporting structure?			
EVENT FIRE SAFETY CHECKS	Yes	No	N/A
Are all the following checked and certified? (where applicable)			
Fire Extinguishers and Fire Points (inc. at all electrical points)?			
Exits (Normal and Emergency) – open, adequate widths and visible signage?			
All routes clear and unobstructed?			
Fire Certs (Marquees)?			
Certs (Marquees)?			
Furnishing and Fittings Certs?			
Electrical Certs for all installations and Generators (ETCI) by competent person			
All generators diesel and barriered off?			
Are all cable runs adequately secured and any trip hazards addressed?			
Installation Cert for all gas installations (IS820) by competent person only?			
Are all gas fire units at least 6m apart?			
Are all gas fire units at least 6m apart?			
Numbers of gas cylinders adequate, caged and secure with safety signage?			
Access to authorised areas adequately barriered off?			
Has each vendor receipt of Fire Safety Guidelines?			
Does each unit have applicable individual firefighting and first aid equipment?			
Are all surplus gas cylinders and fuel(s) removed from site?			
Can emergency services access all applicable areas easily?			

EVENT PERSONNEL			
Defect	Area	Action and By Whom	Completed and Signed off by?

APPENDIX 5 - Event Safety Inspection Checklist continued

2.DURING EVENT	COMPLETED BY:		
ATTRACTIONS / ACTIVITIES / STRUCTURES	Yes	No	N/A
Are all event personnel including volunteers, security/stewards, Statutory agencies personnel and event management in situ?			
Are all control room personnel and radio operators in place and all radio checks carried out with relevant personnel?			
Are all event personnel fully briefed on all arrangements, in particular emergency procedures?			
Are all necessary personnel familiar with the event management and the reporting structure?			
Have temporary dressing been fitted correctly and checked?			
Are all potentially hazardous activities segregated and/or fenced as required?			
Have any unanticipated hazards been introduced?			
Are all lighting provisions in place and functional?			
Have toilets been provided where required?			
Are first aid facilities in place?			
Is control centre in place and public address system working?			
Are adequate waste bins in place?			
EVENT PROVISIONS	Yes	No	N/A
These checks should be regularly carried out throughout the event and crowd movement must be continuously monitored.			
Have all defects / issues established pre event been addressed and checked?			
Are all personnel in place and aware of their respective responsibilities?			
Are all emergency service provisions in place?			
Do all exits and routes remain open, clear and unobstructed?			
Are all underfoot conditions satisfactory?			
Are weather conditions favourable for the event and continuously monitored?			
Are all temporary structures visibly satisfactory?			
Are all necessary barriers still in place and functional?			
Have all generators visibly been checked?			
Have all bins been emptied and excess waste removed?			
Are all lighting appliances still functional?			
Are all crowd movements sufficient? Any issues must be addressed immediately.			

APPENDIX 5 - Event Safety Inspection Checklist continued

3. POST EVENT			
EXHIBITORS/ATTRACTIONS	Yes	No	N/A
Have all activities ceased and attractions been dismantled and removed?			
Have all exhibitors vacated the venue?			
Have all vehicles left the venue?			
TEMPORARY FACILITIES			
Has all equipment been dismantled and removed?			
Have all structures been dismantled and removed?			
Have temporary markers such as stakes, ropes, flags etc been removed?			
Have any holes/trenches etc been made good?			
Have all temporary electric installations been isolated and made safe?			
WASTE COLLECTION			
Has all waste been collected and removed from the site /venue?			
Have all residue fire hazards been checked eg fireworks, bonfires?			
VENUE CONDITION			
Has any damage to permanent facilities, buildings or the ground been found during inspection?			
If yes, has this been reported and remedial action taken?			
Has official site/venue handover been completed with the owner?			
INCIDENTS / ACCIDENTS			
Were any/all incidents/accidents during the event reported?			
If yes, were all relevant documentation completed correctly, inc. incident / accident report form, details from personnel involved, witness statements etc.?			

APPENDIX 6 - Piers and Harbours Marine Event Guidelines

REQUIREMENTS FOR MARINE EVENTS ON THE WATER

- 1.** The permission of the Borough or District Council is required for all public events planned within the functional areas of towns and villages. Information on these requirements can be obtained by contacting the relevant authority.
- 2.** The event organisers must apply in writing to Wexford County Council. A submission shall be made to the Council's Marine Officer, Ballast Office, Crescent Quay, Wexford outlining:
 - a.** Date and times of the event;
 - b.** Nature and scope of event;
 - c.** Number of persons expected to attend;
 - d.** The number of participants, the number of vessels and the number of safety/rescue vessels.
 - e.** A minimum of 6 weeks notice must be given to the Marine Officer prior to the proposed date of the event;
 - f.** All information requested must be submitted in a timely manner and the details of the event must be finalised and agreed 2 week prior to the proposed date of the event.
- 3.** The organiser is advised that they should have in place adequate public liability/marine insurance(s) providing cover for the event.
- 4.** The organiser must submit a Safety Plan for the event outlining, the safety management and emergency procedures during the event and the name of a nominated experienced Safety Officer, whose sole responsibility it is to ensure safety on site. The safety officer shall have due regard to the current weather/wind/tide conditions on site. He/she is responsible for alterations of the course and/or cancellations of the event on the day, should weather conditions be such as to require same.
- 5.** Due regard should be paid to weather warnings, including small craft warnings on the day of the event.
- 6.** A detailed layout of the course where the event will take place must be submitted. If it is intended to construct a platform/navigation aid, or other similar structure, details of the dimensions, materials etc. must be included.
- 7.** The organiser must confirm that the Gardai/Civil Defence/RNLI/ Irish Water Safety and any other appropriate emergency services have been notified of the details of the event.
- 8.** Details of the stewarding of the site/area must be submitted in advance of the event.
- 9.** For events in the vicinity of Wexford quays the organizers should have regard to the Irish Rail line on the quays and the train times on the day(s) of the event. The organiser is required to contact and liaise with Irish Rail prior to the event and to make allowance for there requirements when planning and preparing the safety plan for the event.
- 10.** Swimming events – when organising swim events due consideration should be given to the following:
 - An overall safety officer must be appointed by the organisers. This person must have sole responsibility for the safety and management of the swim. His /her decision must be final in all issues relating to the event. If he /she feels it is necessary to appoint assistants it is at the safety officers discretion.
 - An emergency plan must be formulated and put in place on the day in conjunction with the organisers and safety officer.
 - The course must be explained clearly to the entrants and must be clearly marked. The marker buoys should be big enough to be seen clearly by the swimmers from the water.
 - A fixed stationary observation boat should be stationed at the outermost point of the swim.

APPENDIX 6 - Piers and Harbours Marine Event Guidelines continued

- A sweeper boat will be used to stay behind the back swimmers to pick up stragglers
- Rescue craft must follow the field on each side. These craft should be used with a ratio of one to twenty swimmers.
- All rescue craft should carry one lifeguard with rescue tube. Also each craft should carry ringbuoys and reaching poles.
- All rescue craft should be in communication with each other via walkie talkie or vhf and safety officer.
- Rescue canoes should be used for close up rescue work during the event. All canoeists should be experienced and capable of doing eskimo roll with their craft.
- A ratio of one rescue canoe to ten swimmers should be used. It would be important to have enough canoeists at rear of swim to cover stragglers.
- It should be arranged to count swimmers into and out of water and during stages of the swim.
- In big events (100 plus) it may be necessary to stagger swimmers start and this would depend on swimmer experience and decision of safety officer.
- The use of wetsuits is advisable for buoyancy and heat retention.

Note:

Wexford County Council, Harbour Master, Harbour Constable or any other person duly authorised by the Council shall neither be liable for loss, theft, damage, injury to any vessel, person, vehicle, equipment or otherwise in connection with any event(s) organised in accordance with these guidelines.

NOTES

