



**Comhaltas**  
**Fleadh Cheoil**  
**na hÉireann**  
**2025 Wexford**

# Volunteer Welcome & Onboarding

MS Teams,  
Thursday 17th July  
2025 @ 7:30pm

David Martin

Event Management & Safety  
Consultant & Training



Community Development Section  
Wexford County Council



# CÉAD MÍLE Fáilte!

- **Introduction to onboarding session**
- Overview of Fleadh Cheoil in Wexford
- Volunteer Onboarding
  - What to expect as a Volunteer
  - Health & Safety & Event Control
  - Team Assignments & Schedules
- Questions



*If anyone has additional queries with language, access or other areas on the presentation, please stay on at the end.*



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# CÉAD MÍLE Fáilte!

- Housekeeping (emergency evac procedures for the session & phones)
- Structure of the session
- Welcome message from Eddie Taaffe, Chairperson Fleadh Executive Committee
- Volunteer programme welcome to wellbeing pillar
  - Calodagh McCumiskey, supporting Wellness & Wellbeing
- Training team introductions

# TODAY'S TRAINING TEAM:



**Ronan Griffin**  
**Volunteer Coordinator**



**Davy Martin**  
**Health & Safety Consultant**



**Dymphna O'Connor**  
**Head of Community**



**Carolynne Godkin**  
**Director of Services**



**Johanna Somers**  
**Rosslare District**



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# Fleadh Cheoil na hÉireann Wexford 2025

Once in a generational opportunity to host the worlds largest Irish music festival:

- 8 days from 3<sup>rd</sup> to 10<sup>th</sup> August 2025
- 500,000 visitors across the 10 days
- 150+ competition's & events
- 7 Key Concert Venues – including a Dome and Gig Rig
- More than 1,000 Volunteers Needed
- Significant Media Coverage

Fleadh is organised by Comhaltas Ceoltóirí Éireann and run locally by the Fleadh Executive Committee (consisting of Comhaltas Ceoltóirí Éireann, Comhaltas Loch Garman & Wexford County Council)





# Big Picture Benefits!

- Will bring an economic boost to the town and County of around €50million
- Provides an opportunity to strongly embed Irish music, culture and heritage into our communities
- Allows Co Wexford to position itself as a place to visit from a culture and tourism perspective – we couldn't buy the media coverage and brand awareness this will bring for our town and county



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# Fleadh Cheoil na hÉireann: 5 Core Components

- 1. Competitions:** music, singing, dancing & storytelling
- 2. Scoil Éigse:** International Summer School over 4 days for up to 1,000 students (St Peters College)
- 3. Seachtain na hÉigse:** Focused on young people & includes Ard-Ollamh, Bardic Awards & Seomra na hÉigse
- 4. Overseas Concert:** Groups from more than 10 countries participating in National Opera House
- 5. Events:** Céilithe, concerts, recitals, lectures, sessions, street entertainment



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# Volunteer Coordinator

- The Volunteer Coordinator is responsible for the co-ordination of all stewards & volunteers for the event.
- Co-ordination *with* the emergency services will be a key aspect of the coordinator role.
- Volunteer co-ordinator will be responsible for:
  - Overall responsibility for volunteering for the event
  - Co-ordinating the duties of all volunteers
  - Ensuring that details of all volunteers are recorded pre-event
  - Communicating all deployment of all volunteer's pre-event
  - Ensuring that all volunteers sign in upon commencement of their shifts
  - Organising pre-event training for all volunteers
  - Deploying volunteers as necessary to deal with situations as they arise
  - Maintaining contact with and reporting directly to the Event Controller as appropriate
  - Assist the emergency services as required and / or directed by the Event Controller



# What to Expect as a Volunteer?

- Unique opportunity to be part of the largest Irish Traditional Music Festival in the world – I was there!
- Helping to host the largest public event the County has ever delivered – Volunteers are crucial to helping the success of the event. Why? Because the volunteers give up of their time freely, as local people who are passionate about contributing and making the experience wonderful for those visiting. The Volunteers bring the true *Cead Mile Failte* to the event.
- Volunteers will be assigned to a general role for a minimum of 2 shifts – and as a volunteer you will be positioned in small groups in static locations around the town – at a venue, quayside etc.
- Access to a programme of activity that you can engage with outside your volunteer time slots.
- As a volunteer, you will receive a volunteer pack with t-shirt, lanyard, handbook and other useful items.

# What to Expect as a Volunteer?

















# What to Expect as a Volunteer?

Brief video testimonials from 2024 Fleadh  
Cheoil na hÉireann volunteers



# Volunteer Roles & Overview

## Competitions Stewarding

- Competitions stewards will assist at the competition venues.
- This may involve taking tickets, showing people to their seats or directing people to specific competition venues within a larger building.
- Competitions take place from the 8th - 10th August incl.

## Concerts & Musical Events Stewarding

- Similar to the competitions stewarding, this may involve taking tickets and showing people to their seats.
- Events take place over the full week of the Fleadh, between 3<sup>rd</sup> and 10<sup>th</sup> August.

## Cultural Events Stewarding

- Stewarding at cultural events, such as Scoil Éigse, Seachtain na Gaeilge, Instrument Makers etc.
- As with musical events stewarding, this may involve taking tickets, showing people to seats
- Events take place over the full week of the Fleadh, between 3<sup>rd</sup> and 10<sup>th</sup> August.

# Volunteer Roles & Overview

## Street Ambassador

- Street Ambassadors will provide information and general assistance to visitors attending Fleadh Cheoil 2025.
- Street Ambassadors will be placed in a number of different locations on the streets in Wexford Town.
- Volunteers will be positioned in small groups in static locations around the town.

## Information / Customer Service

Info & Customer Service volunteers will be located at two specific information booths:

- Old Tourist Office, The Crescent Quay
- Redmond Square (Temp structure)

Relevant information will be included in the volunteer handbook which will be distributed closer to the Fleadh.

## Volunteer Photographer

- Volunteer photographers will play a key role in helping to build a picture of the excitement and buzz of the Fleadh.
- You will be asked to take photos of the volunteers at work in the various locations, on the streets of Wexford during events, to take photos of the artists as they perform.
- This is a really important role to capture the excitement and joy of the event.

# Volunteer Roles & Overview

## Venues – Set Up

- Re-arrangement of rooms being used for competitions.
- This will take place between Tuesday the 5th and Thursday the 7th of August.

## Car Park Stewarding

- Assist with enforcement of the one way system in the Car Park in St. Peter's College.

## Green Fleadh

- The Green Fleadh team is the environmental team for the Fleadh
- Litter picking will be the main task of this team.

# Volunteer Hub & Wellbeing Programme

There will be a Volunteer Hub organised for Volunteers, open across the festival. This Hub will be located at the Friary Hall, School Street, Wexford.

The Hub will be a relaxing, welcoming space for Volunteers to chill out before or after their shifts and to meet with other volunteers over the course of the Fleadh.

Tea and light refreshments will be available.

We are working on a Wellness Programme for Volunteers, which will include Meditation opportunities, online wellness sessions, and access to quiet spaces across the event timeframe.



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# Fleadh Cheoil na hÉireann Wexford 2025

## Management of the Event

- Event Management Company appointed to oversee: Safety Solutions
- The Event Management Plan: Controller's Adrian Jackson & Paul Cuttle
- Project Manager: Mark Dunne (approx. 360 events)
- Safety Officer: Stephen Cooney
- Deputy Safety Officer: Eammon Molloy
- Medical Coordinator: Peter O'Connor (Civil Defence Officer)
- Volunteer Coordinator: Ronan Griffin

Volunteers are part of a wider team that include Comhaltas reps, Council staff, An Garda Siochana, Professional Security officers, Medical team etc.

# Health & Safety Acts, Codes of Practice, Regulations, Guidance applicable to Fleadh Cheoil na hÉireann

- The Safety, Health & Welfare Act 2005

Conveys a Duty of Care: A moral or legal obligation to ensure the safety or well-being of others:

- ☐ “employers have a duty of care to their employees”
  - ☐ “employees have a duty of care also not put themselves or others in any danger or dangerous situations through their actions.”
- Fire Services Act 1981 and 2003
  - Private Security Services Act 2004
  - Planning & Development Act 2000



# Health & Safety Acts, Codes of Practice, Regulations, Guidance applicable to Fleadh Cheoil na hÉireann

- Code of Practice for outdoor pop concerts January 1996
- Code of Practice for management for fire safety in places of assembly
- Fire safety in places of assembly (ease of escape) Regulations
- S.I. No. 600 / 2001 Planning and Development Regulations 2001
- Safety, Health & Welfare at Work (general applications) Regulations 2007 / 2016
- Safety, Health & Welfare at Work (construction) regulations 2013
- Additional Guidance
- Managing crowd safety HSE 2000
- HSE Requirements and guidance for outdoor events 2013
- Guidance for safe presentation of festivals and live events (Covid 19) The Arts council and Fáilte Ireland



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# The Safety, Health & Welfare at Work Act 2005 – What is meant by Duty of Care

- Employer in this case = The Fleadh Executive Committee (consisting consisting of Comhaltas Ceoltóirí Éireann, Comhaltas Loch Garman & Wexford County Council)
- Employees = all persons who are employed, contracted or volunteering with hosting the event

## Part 2 General Duties, Chapter 1: General Duties of Employer

Section 8. (1) *“Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees”*

## Chapter 2: General Duties of Employees and persons in control of places of work.

Section 13 (1) duties of an employee while at work shall:

- (a) Comply with the relevant statutory provisions, as appropriate and take reasonable care to protect his or her safety, health & welfare and the safety, health & welfare of any other person who may be affected by the employee's acts or omissions at work.
- (b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own Safety, Health or Welfare at work or that of any other person.

# Volunteer Site Briefing & Information

- A comprehensive briefing & orientation event will be held with volunteers in advance of your first shift.
- Once you are assigned to your Volunteer Teams and locations, there will be an on-site briefing each event day by your Team Leader.
- Briefings will be specific to certain positions and roles on-site and across the week.
- Volunteers will receive a lanyard & handbook with pertinent details including relevant information such as:
  - Event Locations / Layout Map of the Town
  - Event Timings
  - Key contact numbers for the following:
    - Event Control
    - Medical Control





# Volunteer Role, Responsibilities & Expectations

- Not to place yourself or any other person in danger or harm because of your actions/ activities. This is a general responsibility but means that all activities carried out by stewards/Volunteers should have Health, Safety & Welfare as a core priority.
- Ensuring that the public are safely accommodated within the viewing / circulation areas in a planned manner, to ensure the safety and comfort of all attendees at the event.
- Be aware of the position of fire-fighting equipment and arrangements for medical facilities, First Aid, Ambulances (site briefing and handbook).
- Give immediate access to Gardaí and other emergency services in the event of an emergency.
- Control and / or direct the public who are entering the area and help achieve an event flow of people as directed by the emergency services, Event Controller or Safety Officer.



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# Volunteer Role, Responsibilities & Expectations

- Be courteous and provide information to the public and give assistance where required.
- When requested, assist at barriers and give information to members of the public approaching events.
- Ensure the emergency access routes and emergency egress routes are always kept clear and free from obstruction as directed (within buildings or during outdoor event).
- Prevent any climbing on fences and other structures – request that members of the public refrain from the activity. Where there is no engagement or if in difficulty, you should immediately contact the Event Control Room on the dedicated land line number.
- Report immediately to Event Control if any fire or other emergency comes to notice.
- Assist lost children / vulnerable people as per procedure (contained in the handbook).



# Lost Children / Vulnerable Adults Procedure

- The event organisers will be providing children wristbands, at the Fleadh and these will be handed out to parents of younger children.
- The parents contact details can be written on the wristbands thereby enabling more efficient repatriation, where they may become separated/lost.
- **Volunteer protocol for a lost child/vulnerable person (informed by best practice):**
  - remain in situ with the child/person, unless doing so is unsafe;
  - two adults should remain with the child;
  - call the number on the wristband, if the child is wearing one;
  - Where no wristband, the volunteer should remain with the child and summon a security officer/ Team Leader who will Event Control by radio / landline;
  - If in any doubt, contact a member of the security team or An Garda Síochána
- Lost children should not be repatriated unless the person temporarily supervising them is fully satisfied they are being handed over to their rightful parent / guardian. Any reluctance on the part of the child to go to the supposed parent or guardian may result in an escalation of the situation to the relevant authority, i.e. in the first instance An Garda Síochána.
- If a child cannot be repatriated, then a member of An Garda Síochána should be notified at which point the child may be brought to the Garda Station.

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# Volunteer Assignments & Schedules

- In so far as possible, volunteers will be assigned roles based on the preferences stated when they signed up. Larger roles (such as Competitions Steward) will be further divided up based on venue.
- It is anticipated that the majority of volunteers will be assigned to 2 roles / venues maximum.
- Each Volunteer Team will be assigned at least 1 Team Lead, depending on size.
- As the events / areas can be live for a 12hour plus period, each volunteer role will have between 1 and 3 shifts assigned for the day.
- Under 18's will receive public facing assignments, or be assigned with their parent / guardian.
- **Volunteer assignments will be notified to volunteers in mid-July – this will include who and where the volunteer should report to during their shifts.**
- Volunteers will be provided with their Pack (t-shirt, lanyard, handbook etc) the week prior to the Fleadh

# Go raibh míle maith agaibh ar fad!

- Questions
- As a takeaway from today, we would ask that you spread the word and encourage family, friends or work colleagues to volunteer!



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