



OPW Guidelines for
Event Safety Management Plans
at Heritage sites including

Phoenix Park
St Stephens Green Park
Iveagh Gardens
Irish National War Memorial Gardens

Updated Nov 2009
Park Superintendents Office

The **Event Safety Management Plan** 3 sets of all documents/drawings should be submitted with an application and include the following:-

- **Details& description of the Event Proposed**
- **Details of organisation/company/Police Certificate of Character**
- **Details of Charity/Commercial Nature of event with Financial Statement etc**
- **Names and responsibilities of the event controller, event safety officer and their deputies**
- **Draft site emergency plan**
- **Draft traffic management plan**
- **Draft safety strategy statement**
- **Draft environmental monitoring programme**
- **Risk Assessment of Site / Course**
- **Draft Set-up & take Down**
- **Provision for making good of any damage to the Park (including flora and fauna)**

A detailed breakdown of the plan should take into consideration the following factors depending on the event site the proposal relates to and expected numbers.

1.0 General

- 1.1 Description of the event
- 1.2 Qualifications/competencies of event Promoters
- 1.3 Current tax clearance certificate
- 1.4 Verification where charitable status is claimed. Also in this context a certified financial statement by an accredited Auditor will be required of distribution of all revenue generated by an event.

2.0 Safety Policy

- 2.1 Safety Policy Statement
- 2.2 Safety Planning & Management
- 2.3 Pre event meetings
- 2.4 Post event meeting

3.0 Key Personnel

- 3.1 Garda Siochana
- 3.2 Local Authority personnel
- 3.3 Eastern Health Board/Ambulance Service
- 3.4 Civil Defence
- 3.5 Supervisory Stewards
- 3.6 Event planning & Management Personnel
- 3.7 O.P.W.

4.0 Responsibilities of Key Personnel

- 4.1 Event Controller
- 4.2 Deputy Event Controller
- 4.3 Emergency Controller
- 4.4 Event Safety Officer
- 4.5 Deputy Event Safety Officer

- 4.6 Venue Management Team
- 4.7 Production Manager
- 4.8 Chief Steward

5.0 Stewarding Plan

- 5.1 Duties of Stewards
- 5.2 Steward Identification & Deployment
- 5.3 Steward Pre-Event Briefing
- 5.4 Training /Briefing of Stewards
- 5.5 Site-Zones/ Allocation of Stewards

6.0 Traffic Management Plan

- 6.1 Pre event set up – road/gate closures, route for event traffic, diversions, signage
- 6.2 Event – ditto
- 6.3 Post event – ditto
- 6.4 Briefings for residents and institutions in the Park – minimum of 1 month's notice in writing
- 6.5 Access arrangements for residents and institutions in the Park
- 6.6 Parking arrangements for crew
- 6.7 Emergency service access/egress routes
- 6.8 VIP and other accredited parking
- 6.9 Roads to be coned off

7.0 Crowd Control

- 7.1 Access to Park
- 7.2 Access to various locations within the Park
- 7.3 Vehicular Access to Site
- 7.4 Ticket Checks
- 7.5 Public Address System
- 7.6 Barriers / Cones etc
- 7.7 Front of Stage Enclosure
- 7.8 Monitoring the Crowd
- 7.9 Meeting Point
- 7.10 Egress routes

8.0 Spectators with Disabilities

- 8.1 Access to Venue
- 8.2 Parking
- 8.3 Viewing area
- 8.4 Assistance
- 8.5 Dedicated Sanitary Facilities

9.0 Emergency Plan

- 9.1 Definitions
- 9.2 Purpose of Emergency Plan
- 9.3 Activation of Emergency Plan
- 9.4 Emergency Controller
- 9.5 Park Emergency Zones
- 9.6 Emergency Access & Egress

10.0 Emergency procedures

- 10.1 Fire
- 10.2 Bomb Threat
- 10.3 Crowd Disturbance
- 10.4 Evacuation Procedure

11.0 Medical Provision

- 11.1 Operational Plan
- 11.2 Eastern Region Ambulance Service
- 11.3 St. Johns Ambulance
- 11.4 Civil Defence
- 11.5 Medical Centre
- 11.6 Site Medical Officer
- 11.7 Doctor Service
- 11.8 First Aid Points
- 11.9 Ambulance Parking Locations
- 11.10 Identification of Medical Staff
- 11.11 Toilet Facilities for Medical Staff

12.0 Health & Welfare Issues

- 12.1 Sanitary Provision
- 12.2 Maintenance Staff
- 12.3 Drinking Water
- 12.4 Acoustic Levels
- 12.5 Catering
- 12.6 Lost Children
- 12.7 Lost Property

13.0 Fire Safety Precautions

- 13.1 Fire Equipment
- 13.2 Catering Units
- 13.3 Special Effects
- 13.4 Litter & Waste Disposal
- 13.5 Stage
- 13.6 Grass Cutting

14.0 Environmental Monitoring

- 14.1 List of protected structures and measures to protect same
- 14.2 Protection measures and monitoring of same for Flora & Fauna
- 14.3 Grass/ground protection
- 14.4 Litter clean up
- 14.5 Water monitoring

15.0 Control Room & Communication Facilities

- 15.1 Central Control Room
- 15.2 Public Address/ Sound System
- 15.3 Telephone
- 15.4 Radio Communications

- 16.0 Temporary Structures**
 - 16.1 Structure / Installations
- 17.0 Lighting & Auxiliary Power**
 - 17.1 Lighting levels
 - 17.2 Certification
- 18.0 Testing & Inspection**
 - 18.1 Before, During & After the Event
- 19.0 Wet Weather Contingency Plan**
- 20.0 Notification of Park Institutions/Residents and also resident groups on the perimeter of the Park**

Appendices

- A Maps/ Drawings
 - Site Location Map
 - Event Location Layout
- B Event Emergency Plan
- C Traffic Management Plan
- D Production Lead up & dismantle
- E Contact Names & Phone Numbers
- F Steward Sheet
- G List of Signs & Locations
- H List of Barriers & Locations
- I Risk Assessments
- J Emergency Plan