

LONGITUDE 2015

Marlay Park, Rathfarnham, 2015
17th, 18th and 19th July, 2015

Draft Event Management Plan V1
For MCD Productions

All queries to:
Ange Goliger
Festival Republic Dublin Ltd,
Bord Gais Energy Theatre,
Grand Canal Square,
Dublin 2
Tel: +353 (0) 1674 2422
Email agoliger@festivalrepublic.com

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NB. All appendices are in draft format and will be revised accordingly throughout the planning process.

1. INTRODUCTION

1.1 SUMMARY OF APPLICATION FOR LONGITUDE 2015

Longitude is a 3 day multistage music and arts festival. The dates proposed for the event are 17th July, 18th July and 19th July, 2015. The event site is defined in the drawings submitted along with this application.

The concert start and finish times on each day will be as follows:

Friday 17th July 2015	Saturday 18th July 2015	Sunday 19th July 2015
Gates: 13:30hrs	Gates: 13:30hrs	Gates: 13:30hrs
Show: 14:00hrs	Show: 14:00hrs	Show: 14:00hrs
Curfew: 23:00hrs	Curfew: 23:00hrs	Curfew: 23:00hrs

In the interest of safety the promoter in consultation with An Garda Síochána will reserve the right to open the gates earlier than the advertised time.

The anticipated number of audience attending the event each day is 21,000, including guests.

The entertainment will consist of 6 stages and will feature a combination of music and multi arts performance (including poetry, theatre, comedy etc.). The stage finishing times will be staggered, full running orders showing the stage times for each of the day will be provided to An Garda Síochána and the statutory agencies in advance of the event.

1.2 PROMOTERS DETAILS

The promoters of this event are MCD Productions. MCD Productions have appointed Festival Republic Dublin Ltd and Managing Director Melvin Benn to produce the events on their behalf. Festival Republic has extensive experience and expertise in the running of major outdoor festivals and concerts. Festival Republic Dublin Ltd will also be responsible for all aspects of the operational and strategic planning and delivery of the events, including liaison with the statutory agencies. A full biography of Festival Republic and Managing Director Melvin Benn can be found in Appendix 1.

1.3 AUDIENCE PROFILE

The following age policy will apply at Longitude:

- Children 0-4 years do not need a ticket
- Children aged 5 and over must have a valid standard ticket
- All under 16's must be accompanied by a parent or guardian who is over 18 years old.

1.4 TICKET SALES AND DISTRIBUTION

Tickets will be sold by Ticketmaster at their established network of outlets throughout Ireland and the UK. They will be available to purchase by debit and credit cards via the internet and telephone.

1.5 EVENT MANAGEMENT PLAN

This Event Management Plan has been drafted in accordance with the Planning and Development Regulations 2001 and the appropriate codes of practice, and covers the following key elements.

- Event Management Structure and Responsibilities
- Event Safety Strategy
- Medical Provision and Facilities
- Site Security and Stewarding
- Traffic Management Plan

- Emergency Plans
- An environment monitoring programme for before, during and after the proposed event.
- Provision for the full clean-up of the area and for any remedial works arising from any damage caused to public property, facilities or amenities associated with the event.

1.6 DRAWINGS

The following drawings have been submitted with this Event Management Plan.

Draft Area Layout

Draft Site Plan

Draft Arena Site Plan

The site plan is subject to change and revised versions will be circulated to statutory agencies. The finalised (as far as reasonably possible) drawing will be provided to the statutory agencies at least 2 weeks prior to the event.

Statutory agencies will be supplied with drawings as reasonably required, in advance of the event.

1.7 MARLAY PARK

Marlay Park lies at the foothills of the Dublin Mountains, easily accessed from the M50 motorway at Sandyford/Ballinteer exits. It is one of several Regional Parks in the Dún Laoghaire Rathdown County Council area.

The Park is visited by people of all ages for a huge variety of reasons ranging from the passive (strolling, picnicking, meeting friends) to the more active (running, training, football, cricket, tennis etc.) As such the concert layout and build schedule this year aims to maximise the availability of the Park for public use, and to increase the accessibility of the Park and its amenities to the public. On non-concert days circulation routes will be maintained, and in particular the provision of a circuit route around the periphery of the park. In addition disruption to the area in front of the house and around Boland's Café will be minimised.

1.8 LIAISON WITH LOCAL RESIDENTS & LOCAL COUNCILLORS

All reasonable efforts will be made to ensure that effective communication will be undertaken with local residents via residents associations and local Councillors. Festival Republic and Dun Laoghaire-Rathdown County Council have undertaken to liaise with Local Residents Groups and Local Councillors throughout the planning process, during and post event.

A number of independent meetings have taken place with the local residents associations and groups including:-

- Pine Valley
- Taylors Hill Appartments
- Harolds Grange Cottages
- La Touche Residents Association
- Grange Wood Residents Association
- Marley Grange Residents Association
- Grangefield Residents Association
- Eden Park Residents Association
- Broadford Residents Association
- Brehon's Chair
- Heather Close Residents
- Lissadel Residents Association

The concerns and issues raised at these meetings have been instrumental in the development of this Event Management Plan.

2. ORGANISATION AND STAFFING

2.1 KEY PERSONNEL, STAFFING AND CONTRACTORS

Longitude 2015 aim's to demonstrate effective management and to ensure a safe and enjoyable event. Competent personnel will be appointed to undertake key management and safety responsibilities. For further biographical information on some of the key personnel listed below, see Appendix 2 – Operational Management Team. The list below is to be finalised and circulated to statutory agencies prior to the event along with contact details for key personnel.

Event Controller	John Probyn
Deputy Event Controller	Ange Goliger Nicky Hodgson
Site Manager	Frank McDaid
Event Safety Co-ordinator	David Slattery – Michael Slattery Associates

The following personnel / contractors will be responsible for ensuring appropriate safety standards are met within their relevant areas:

Medical Co-ordinator	TBC
Site Medical Officer	TBC
Security Co-ordinator	Liam Hogan (TBC)
Technical Production Manager	Spike Beecham
Backstage Manager	Lisa O’Riordan
Bars	TBC
Acoustic Consultant	TBC
Concessions	David Power – Newsrail Ltd

2.2 EVENT CONTROLLER

The following identifies some of the responsibilities of the Event Controller / Deputy: -

- having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner;
- being involved in the planning meetings with relevant statutory agencies i.e. Local Authority, An Garda Síochána, and HSE etc;
- ensuring the provision of adequate personnel for the event including stewarding, first-aid and medical staff;
- remaining at the Central Control Room before, during and immediately after an event (Event Controller/ Deputy)
- conducting a post event meeting and preparing a debrief report.

2.3 EVENT SAFETY CO-ORDINATOR

The following identifies some of the responsibilities of the Event Safety Co-ordinator/Deputy Event Safety Co-ordinator: -

- act as co-ordinator on behalf of the Promoter and Event Controller and should report directly to the Event Controller/Deputy;
- should be involved in the planning arrangements and be present onsite during the build to ensure that activities are carried out in accordance with the agreed specification;
- co-ordinating and checking the collection of health and safety information prior to and during the event, including method statements, risk assessments and completion certificates.
- co-ordinating and carrying out site inductions and onsite liaison with contractors;
- be present during the event to evaluate the efficiency of structural and safety arrangements;
- ensuring that the safety details and conditions agreed for the holding of the event are implemented;
- act as co-ordinator of technical aspects of the arrangements insofar as they impinge on safety matters;
- to oversee the work of the onsite fire safety coordinator;
- pay particular attention to the pit area immediately in front of the stage;
- monitor first-aid and rescue tactics for distressed patrons;
- take any necessary action to alleviate any perceived risks;
- assisting the Event Controller/Deputy in co-ordinating safety in response to an emergency or major incident.

3. SAFETY STRATEGY

3.1 SITE SUITABILITY

It is our intent to make Longitude 2015 safe and comfortable and our site plan is designed with these two factors as the primary concerns. The arrangement of the site plan takes into account the entertainment, location, size, duration, access for pedestrians, vehicles, crew and Emergency Services, noise sensitive areas, site infrastructure, topographic and general ground conditions.

Marlay Park has been chosen for many of the reasons outlined above. Also there is quick and easy external access for the public, crew and Emergency Services alike. Temporary roadway will be installed in addition to existing roadways to improve the routes around the site.

An approved ground covering may be used as a result of adverse weather conditions in areas where there is likely to be heavy pedestrian traffic.

3.2 SITE DESIGN CONSIDERATIONS

The Site Plan is, as with the Event Management Plan, a work in progress document. The finalised (as far as reasonably possible) drawing will be provided to the statutory agencies at least 2 weeks prior to the event. It is to scale and the event's capacity, safety provisions and access/egress plans are carefully worked out prior to the event and then implemented on the day. The plan uses a grid for ease of reference. The site has been designed in accordance with the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996.

3.3 PLANNING OVERVIEW

There are various phases to an event, as are detailed in the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996. Our Risk Assessment, Health and Safety procedures and planning structure are such that all aspects of the event are given equal status as far as health and safety is concerned.

Consideration has been given to venue safety through the use of competent staff. We will take all reasonable steps to ensure that all employees, self-employed people, contractors and sub-contractors have the necessary training, experience, and expertise to carry out their work safely. The Event Controller/ Deputy, Site Manager and Event Safety Co-ordinator will monitor works onsite to ensure safe erection of all temporary structures.

We have prepared, and will constantly update, detailed Site Plans showing the location of stages, marquees, toilets, First Aid points etc. Where necessary these plans will be issued to contractors.

All contractors will be sent a copy of our Health and Safety Event Contract, Questionnaire and Terms and Conditions to complete in addition to providing details of their own Health and Safety Policies, Method Statements, Risk Assessments and Insurance. Please refer to the safety strategy documentation section within this chapter.

We will obtain documents, plans and calculations relating to the stage, bridges and any other key temporary structures. Copies of these will be provided to statutory agencies as required.

We will issue all contractors with a copy of our site rules. We will also conduct onsite health and safety inductions focusing on the key points of the site rules for the main contact from each contractor. A draft of the site rules can be found at appendix 3. The Event Controller/Deputy, Site Manager and the Event Safety Co-ordinator will ensure that these rules are adhered to.

3.4 LEGISLATION

The following codes of practice have been used as guidance throughout the planning of this event; and consideration has been given to the relevant recommendations.

- Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996
- Code of Practice for Management of Fire Safety in Places of Assembly, Department of Environment.
- Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly, Department of Environment.
- Code of Practice for Safety and Indoor Concerts.
- Code of Practice for Safety at Sports Grounds.
- Temporary Demountable Structures, Guidance on Procurement, Design and Use.

The event will also be planned to ensure compliance with the Fire Services Act 1981 and the Fire Safety in Places of Assembly (Ease of Escape) Regulations.

3.5 SITE OCCUPANCY CAPACITY

The occupant capacity for the site has been determined on the basis of the available site area within stage sightlines. The safe holding capacity is calculated in accordance with the Code of Practice for Pop Concerts on the following basis:

Venue Area/ Stage No.	Net Viewing Area (m ²)	Occupant Load Factor ⁽¹⁾	Occupant Capacity (persons)
Main Stage Arena	10,500	0.5m ² /p	21,000
Stage 2	1,389	0.5m ² /p	2,778
Stage 3	345	0.5m ² /p	690
Stage 4	180	0.5m ² /p	360
Red Bull Stage	200	0.5m ² /p	400
TOTAL			25,228

Note:

1. An occupancy load factor of 0.5m²/p has being used as a conservative estimate in calculating the occupancy of each tent

3.6 AGGREGATE EXIT CAPACITY FROM AUDIENCE VIEWING AREA

In so far as the entire concert venue area is being enclosed by security fencing as shown on the drawings, the aggregate flow capacity of the exit gates to be provided in the site boundary is assessed as follows:

Exit	Exit Width (m)	Capacity @ 60 persons per unit width. Width (550mm) per unit width x 8 mins
Grange Road Entrance	12	10,464
Exit A	5	4,360
Exit B	5	4,360
Exit C	5	4,360
Exit D	3.5	3,052
Exit E	5	4,360
Exit F	5	4,360
Exit G	5	4,360
Woods Arena Entrance	9	7,848
	TOTAL	47,524 persons (anticipated capacity = 21,000 persons)

The overall exit capacity from the audience viewing area is capable of achieving an emergency egress time of less than 8 minutes.

3.7 AGGREGATE EXIT CAPACITY OUTSIDE THE LONGITUDE SITE

Route Number	Width (m)	Capacity
Woods Arena Entrance	4	3,488
To Grange Road Gate	7	6,104
From Exit A	5	4,360
From Exit B	5	4,360
From Exit C	5	4,360
From Exit D	3.5	3,052
From Exit E	5	4,360
From Exit F	5	4,360
From Exit G	3	4,360
		38,804 > 21,000

As can be seen from the results above the exits off the site and the exits from the park are more than adequate to deal with the maximum proposed number of evacuees enabling them to move away from an incident without undue delay.

3.8 TENTED VENUES EXIT CAPACITY

Tent	Egress Time (Mins)	Net Area (m)	Venue Capacity (OLF 0.5m ² /p)	Proposed Aggregate Exit Width (m)	Exit Capacity	Exit Width (no less then)
Stage 2	2.5mins	1,389	2,778	18.0 ⁽¹⁾	2,952	4No 6m exits
Stage 3	2.5mins	345	690	5.0 ⁽¹⁾	820	6No. 1m exits
Stage 4	2.5mins	180	360	2.2 ⁽¹⁾	361	3No. 1.1m exits
Bar 2 & DJ Area	8mins	600	1200	1.5	1,308	2No. 1.5m exits
Guest Area	8min	600	1200	1.5	1,308	2No. 1.5m exits

Note:

1. Aggregate width after one (widest) exit is discounted; exit capacity is calculated as per Home Office Guide to Fire Precautions in Places of Entertainment (Tented Structures) – minimum clear exit width 1.95m for 320persons or 1m for 164persons

EMERGENCY SCENARIOS

Emergency Scenario A:-

The smaller tents are all closed and the main arena is full. An incident occurs on stage that requires the evacuation of the site. In this instance any responding emergency services vehicles from off site would access the site off the Grange Road.

Exits Available	Width (m)	Capacity
Grange Road Entrance	12	10,464
Woods Entrance	9	7,848
Exit D	3.5	2,616
Bridge to Exits E & F	4	3,488
To Exit G	3	2,616
TOTAL		27,032 > 21,000

Emergency Scenario B:-

An incident has occurred on stage 2 that requires the tent to be evacuated. Due to its location, in this instance it would not be necessary to evacuate the whole site. Any responding emergency services vehicles from off site would access the site off College Road.

Exits Available within Stage 2	Exit Capacity (persons)	Exit Width Required	Exit Width Available
4No. 6m exits	2,788	17m	18m (includes for discounting an exit)

Once outside Stage 2 there are three exits available, the bridge (8m) and Exits E & F (5m each). The aggregate capacity through these three exits is 15,696 persons (approx) which is more than adequate to deal with the anticipated max capacity expected in this area of the site.

3.9 SUPPORTING SAFETY STRATEGY DOCUMENTATION

Further information regarding event safety strategy can be found in the following appendices:

- Appendix 3 – Site Rules
- Appendix 4 – Risk Assessment Strategy
- Appendix 5 – Health and Safety Policy
- Appendix 6 – Health and Safety Terms and Conditions
- Appendix 7 – Contractors Health and Safety
- Appendix 8 – Health and Safety Questionnaire for Contractors

4. THE STAGE & TEMPORARY STRUCTURES

4.1 GENERAL

The main stage will be an outdoor stage located as shown on the site drawings.

The main stage and associated structures will be supplied and built by a competent contractor; details will be provided in the final event management plan.

Structural details for the smaller stages and associated structures will be provided as below.

4.2 STRUCTURAL CONSIDERATIONS

Design and load calculations for key structures, including the stages, big tops and bridges, will be supplied to relevant statutory agencies on request. Monitoring by the Event Safety Co-ordinator and Site Manager will take place to ensure safe working practices. In addition design and load calculations for key structures will be checked by a Structural Engineer employed by the event. It will be a condition of contract with contractors that their design and load calculations take the specifics of the site into account. All contractors will, as condition of contract, sign a completion certificate relating to the structure. The Event Safety Team will ensure that all completion certificates are signed off prior to the public being allowed onsite. Copies of all of these certificates will be kept onsite in the licence compliance office.

Daily assessment of wind loads will be taken during the time that temporary structures are erected and appropriate action will be taken in account of any excess winds. A record of checks will be kept onsite. An anemometer will also be fitted to the roof of the main stage, which will be monitored by the staging contractor throughout the duration of the event. For further details please see our wind policy in Appendix 10.

All contractors must provide us with their company Health and Safety Policy, must commit to our Health and Safety Event contract and terms and conditions, complete our Health and Safety questionnaire, produce their own risk assessment and provide a copy of their appropriate insurance policy. Any contractors that are building temporary structures must in addition provide a method statement. Depending on the nature of their activity onsite, some contractors are then required to supply further information for example wind policies. These documents will then be checked by our Event Safety Co-ordinator.

4.3 ERECTION

All temporary structures will be erected with respect to the guidance of Chapter 6 of the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 and the ISE Guide to Temporary Demountable Structures. All temporary structures will be erected by competent contractors in accordance with submitted calculations plans and specifications, as well as in accordance with their risk assessment and safety method statements.

Protecting erectors against falling

This will be done by using competent contractors and ensuring that they are aware of our policy on the use of harnesses and working at heights as noted in our Health and Safety Event Contract and Health and Safety Policy.

Protection from falling objects

We will sign and designate hard hat / PPE areas and it is a condition of contract in our Health and Safety Event Contract that safety zones are erected where required.

Limiting the loads carried by people

We make it a condition of any contract that people employed in manual work involving lifting shall be trained to a competent level in the method of lifting and that they must wear steel toe capped boots or similar to protect them from dropped items.

Use of lifting and rigging equipment

The use of lifting and rigging equipment at the Longitude 2015 will be carried out in accordance with Safety, Health and Welfare at Work (General Application) Regulations 2007. It is a condition of contract between contractors and Festival Republic that all contractors supplying motorised lifting equipment without personnel must have all necessary paperwork to comply with Safety, Health and Welfare at Work (General Application) Regulations 2007. Contractors supplying lifting equipment with personnel do so with the understanding that Safety, Health and Welfare at Work (General Application) Regulations 2007 are fully complied with and that the necessary paperwork is available for inspection.

As part of our Health and Safety Event Contract Contractors are requested to include risk assessments for any tasks that they carry out.

4.4 MANAGEMENT DURING USE

It will be a condition of contract between key contractors and ourselves that a competent person should be provided on site at all times to monitor the structure. That person has a duty to maintain his/her structure in good order and to liaise with the Event Controller/Deputy, Event Safety Co-ordinator and Site Manager.

Altering structures

No components to temporary structures will be removed nor banners or hoarding added without consulting the designer.

Weather

Daily wind speed readings will be taken and recorded. Copies of these will be available to relevant statutory agencies at all times, whilst onsite. For further details of our wind policy, see Appendix 10.

4.5 DISMANTLING

As with the erection of temporary structures the dismantling will only be carried out by competent contractors.

5. FRONT OF STAGE BARRIER

At Longitude 2015 a variety of barriers will be used in strategic places and will be constructed in accordance with the Temporary Demountable Structures: Guidance on Design, Procurement and Use.

All Contractors must provide us with their company Health and Safety Policy, must commit to our Health and Safety Event Contract, complete our Health and Safety questionnaire, produce their own risk assessment and provide a copy of their appropriate insurance policy and other documents where applicable.

Front of Stage Barrier will be erected at the main stage using MOJO barrier, and will be designed and developed in consultation with the promoter and safety personnel. They will be built using the guidance from the Institute of Structural Engineers' guidelines. The present requirement is to withstand 4.5kN per square metre of pressure exerting at right angles at a height of 1.2m. The technical and safety information for the front of stage barrier can be supplied to relevant statutory agencies if required.

5.1 THE PIT

The pit area will be staffed by security and the pits will be kept clear of anyone other than security and medical personnel if required. Any arrangements for film crews or photographers to work in the pit will be planned to ensure they do not interfere with the work of security and medical personnel. We will ensure that we have access to a suitable, temporary floor covering for the pit area should it be required.

5.2 OTHER FENCE AND BARRIER

Heavy duty crush barriers

Heavy-duty crush barriers are used to protect front of house towers, speaker stacks, marquee poles etc and stewards are also positioned on key infrastructure

Crowd channelling barriers

Crowd channelling barriers may be used in areas such as the entrances to separate the crowd into lanes for an orderly ingress.

Perimeter fencing

At the Longitude the perimeter fencing will be "Steelshield" in most places and heras in locations where it is not possible to install steelshield. Details of steelshield fencing is available on request.

6. **NOISE**

6.1 COMPLIANCE

An independent qualified sound management consultant will be appointed to be on site throughout the hours of entertainment and for the sound propagation tests before the music on the stage starts. The appointed noise control consultant shall monitor noise levels to ensure noise levels are not exceeded. The environmental health officer from the Local Authority shall have access to the results of the monitoring at any time and a copy of these shall be forwarded to them within 3 working days after the event.

We will ensure compliance with the MNL (music noise level) level agreed through consultation with Dún Laoghaire-Rathdown County Council. The acoustic consultant will also ensure compliance with specific noise levels at the nearest noise sensitive area during rehearsals, sound checks and the event.

During the event the following will take place –

- Identification of points of control
- Identification of monitoring locations
- Verification of performance systems
- Briefing of sound personnel
- Self-monitoring by operators
- Professional monitoring by the sound management consultant
- Records kept of all noise measurements
- A log made of any complaints
- Procedures for excessive noise
- On-going communications with sound operators

Throughout Longitude 2015 the event sound consultant will liaise with officers of Dún Laoghaire-Rathdown County Council as required, the Event Controller/Deputy, the sound system companies and other persons as necessary to carry out their sound control duties.

The functions that will be carried out at the stages by the sound consultant are as follows;

- Check sound level at mixer position (LAeq,1 minute).
- The consultant will provide the sound level meter, and carry out all calibration checks, orientation etc.
- If necessary arrange for sound output from the stage to be reduced
- Identify and manage the sound for forthcoming potentially loud bands

6.2 NOISE AT WORK

It is recognised that noise levels could present a hazard to hearing. The primary sources of hazardous noise have been identified as those adjacent to sound systems of the main stages.

Areas with noise levels above the first action level of 80 dB(A) as defined in the *Safety, Health and Welfare at Work (General Application) Regulations 2007, Control of Noise at Work* will be treated as noise hazard zones. These will be clearly identified as “Hearing protection zones” by the use of appropriate signage. Signage will be provided at the entrances to the pits and any other entrances providing access to the loud speakers. Staff employed within these areas will be required to wear hearing protection.

All Stage managers will be briefed on the need to institute hearing protection zones and to ensure contractors and staff are aware of the provision of disposable hearing protection. Disposable hearing protection will be provided for all staff at all of the hearing protection zones highlighted above. Additional supplies will be available from the site production office.

7. TRAFFIC MANAGEMENT

7.1 TRAFFIC MANAGEMENT PLAN (TMP)

The draft Traffic Management Plan (TMP) below has been drawn up for Longitude 2015. This draft is to be agreed following consultation with An Garda Síochána, Dun Laoghaire-Rathdown County Council and other Statutory Agencies.

The main focus of the TMP is to ensure that concert attendees can access the site as quickly and safely as possible in relation to regular road users whilst maintaining Emergency Services and production access to the event. We will actively encourage use of and promote public transport as the preferred mode of travel to and from the site. Attendees will be advised to use public transport as there is limited parking at the venue.

Public Car Parking

All public and private vehicles travelling to the event will be directed to the only parking facility at the concert site which is situated at College Road. No parking will be permitted along the Grange Road, Whitechurch Road, a section of Taylor's Lane, College Road, Stonemason's Way and local residential areas.

Measures will be put in place to prevent illegal parking on the surrounding roads, including issuing vehicle passes to residents, and, implementing a robust security, stewarding and barrier plan.

The entrance into the public car parks will be via College Road only. The advertised opening time for car parks will be 1 hour prior to the gate opening time. A parking stewarding company will be employed to direct and manage onsite parking. There will be no charge applied for concert attendees parking at the concert. A 'Car Park Controller' will be appointed for each car park.

It is anticipated that the two main routes for people driving to the event are likely to be from the direction of Dublin City Centre or via the M50. Drivers will be encouraged to travel to the College Road Car Park via the M50 motorway Junction 12.

Traffic travelling via Ranelagh, Clonskeagh, Goatstown, and Sandyford will be directed to Grange Road and then onto College Road for the car park via, Taylors Lane and Whitechurch road.

Traffic travelling from the M50 will be advised to exit the M50 at junction 12 interchange, signposted R823 Ballyboden, and then onto Scholarstown Road. Traffic will then continue onto Taylors Lane, turn right onto Whitechurch Road and then left onto College Road. Entrance to the car-parks is off College Road.

Disabled Parking

Disabled attendees will be directed to park in the car park off College Road, and priority parking will be provided.

Private Coaches

A free parking facility will be provided in the College Road Car Park for private hire coaches travelling to the event.

Liaison with coach operators will take place in advance of the shows to try and determine coach numbers and approximate site arrival times.

Routing for Coaches From the M50 Northbound – exit the M50 at junction 13 interchange (Dundrum). Follow Brehonfield Road - R133 in the direction of Rathfarnham. Turn left at Ballinteer St John's GAA Club onto R822 (signposted Tigknock). Turn right at the traffic lights (at Taylor's Tree Rock Pub) onto College Road R113. The entrance to the car- parks is off College Road.

The above recommended route will be advertised using social media, customer mail out and using our coach/bus operators database.

Concert Shuttle Buses

Marathon Coaches will operate a designated return concert shuttle service from Custom House Quay in the city centre to the concert site. The drop-off and pick-up locations onsite will be in the car park accessed via College Road. Attendees will be advised to pre-book this service.

Luas

Balally Luas station is approximately a 35 minute walk from Marlay Park. The Luas will operate until 12.30am on each evening.

Taxis

A taxi pick up area's will be facilitated on Stonemasons Way between the Barton Road roundabout and the Broadford roundabout. Other locations are still to be confirmed.

Dublin Bus

The following Dublin Bus routes can be used to access Marlay Park. Customers will be advised to check timetables in advance of the concerts as many of these services will not operate at concert end.

Route 16- Airport / O'Connell St to Grange Road

Route 116- Burlington Road to Grange Road

Route 161- Dundrum Road Luas to Grange Road

Route 75* - The Square Tallaght / Dún Laoghaire to Ballinteer Shopping Centre

Route 14* - Beaumont to Ballinteer Shopping Centre

*Ballinteer shopping centre is within a 15 minute walking distance of Marlay Park

An augmented Route 16 service will operate from Taylor's Lane at the Grange Golf Club to the City Centre, following each event on a first come first served basis.

Access and Egress

A robust signage, stewarding, and lighting plan will be in place to aide attendees when accessing and egressing the event.

The heaviest volume of vehicular traffic is expected at the conclusion of the event. In the interests of public safety the following road closures shall come into effect. Road closures do not apply to responding Emergency Service vehicles, An Garda Síochána will facilitate safe access to these vehicles at all times. The times specified below are provided as a guideline only:-

- At 10pm Taylor's Lane from the junction with Grange Road to its junction with Whitechurch Road shall be closed. Traffic turning right off the Grange Road onto Taylor's Lane shall make their way down Taylor's lane on the opposite side of the road towards Whitechurch Road in a contra flow system. This is to facilitate the stacking of a Dublin Bus fleet at the Grange Golf Club. No vehicular traffic will be permitted up Taylor's Lane towards Grange Road and shall be diverted left onto Whitechurch Road towards Willbrook Road/Ballyboden Road.
- At 10.30pm Stonemason's Way from the junction with the Grange Road to its junction with Broadford Road roundabout shall be closed to facilitate a taxi service.
- At 10.30pm Grange Road from the junction with Taylor's Lane to Ballinteer Av / Brehonfield Rd junction shall be closed. No vehicles will be permitted to exit any of the housing estates on the Grange

Road or from the Lidl car park. All traffic travelling from the College Road shall be directed onto the Grange Road then onto Brehon Field Road and towards the M50 motorway.

- At 10.30pm College Road from the junction with Whitechurch Road to the junction with Grange Road will be closed. This is to facilitate the egress of vehicles from the College Road car park. No vehicular traffic will be allowed on College Road. Traffic from Tibbradden/Kilmashogue will be diverted down Whitechurch Road and onwards.

There shall be two lanes of traffic leaving the College Road Car Park

- All traffic leaving via the left hand lane shall be directed left onto College Road then either straight onto Haroldsgrange Road towards junction 14 of the M50 motorway or left onto Grange Road and on toward junction 13 of the M50 motorway.
- All traffic leaving via the right hand lane shall be directed towards the Whitechurch Road and onwards to the M50 junction 12.

Signage

Vehicular and pedestrian routes to and from the festival will be well sign posted using directional signage on local approach and selected roads to the concert site. Directional signage will remain in place until the event is over. In addition to directional signage variable message signs (VMS) will be used at key junctions and thoroughfares. All signage will comply with the signage layout requirements as determined by relevant guidance and regulations.

A schedule of signage including advanced warning signs, VMS, and, vehicular and pedestrian directional signs will be produced in consultation with An Garda Síochána and the local authority.

7.2 ONSITE TRAFFIC MANAGEMENT PLAN

The overall aim of the on-site traffic management plan (TMP) is to identify the hazards posed by moving traffic on site, and to adopt and implement measures to minimize the risk of accident or injury to persons attending the concert from such movements. Secondly, the on-site TMP will establish mechanisms to reduce to an acceptable level the potential for vehicle movements to compromise the ability of welfare and emergency services to achieve adequate response times to incidents.

Objectives

The aims will be achieved by meeting the following objectives:

- Identify the types of vehicle movement on site
- Identify the level of risk associated with such activity
- Identify appropriate mechanisms for controlling vehicle movements for each category
- Adopt an action plan to implement vehicle controls
- Establish a system for monitoring the effectiveness of controls during the concerts
- Monitoring of access routes around the site for Emergency Service vehicles

Risks

It is recognised that the movement of vehicles within the event site presents a varying hazard. The risk of accident and injury is compounded by a number of factors:

- Crowd density means that vehicles may sometimes be forced to move amongst a dense throng of people
- People's perception of vehicle risk is greatly reduced since they (rightly) assume the roads are not used by the volumes of traffic one might expect on public roads
- The requirement to build, maintain and dismantle an event of the scale of the Longitude requires numerous large and heavy vehicles, which may offer limited visibility to the operator, and require

manoeuvres that are unexpected by the public (such as arctic's and tour buses swinging wide to take corners)

- The consumption of alcohol or other intoxicants reduces the perception of risk, increases reaction time and on occasion compromises the stability and movement of some attendees
- Some vehicle operators erroneously assume the "Law of the Land" does not apply to the site and drive without due care and attention.
- Poor weather rapidly creates extremely hazardous driving conditions
- Additional risks include the blocking of key access routes for emergency and other response vehicles.

Control Measures

This on-site TMP uses experience gained at other events and comprises a considerable number of complementary techniques to minimize the risks outlined above. The more generic of these are set out below, there then follows the specific arrangements that have been adopted for different vehicle users.

Access Restriction

- The principal means of reducing potentially hazardous vehicle movement on site is the considerable effort made to eliminate the presence of unauthorized vehicles on site. Production, site and contractor vehicles may only access the site through specific gates, and only then if the driver is in possession of a valid pass.
- The vast majority of vehicle movements onto site during the build phase are completed by the time members of the public arrive.
- The teams at the gates and in the holding areas will continue to take a robust approach to rejecting vehicles who present at gates without the correct pass, or on receipt of reports from security that particular vehicles are abusing the system.

Site Speed Limit

A speed limit of 8kph has been established across the site. It will be clearly indicated at entrances and along internal routes, and is further noted in correspondence to those who might have cause to drive on site, and adherence to the site speed limit is part of our contract with contractors. It is reiterated in our contractor inductions on site.

Temporary Roadway

Where necessary we will install temporary roadway to supplement the existing on site routes to create clear and safe surfaces for traffic movement. In areas where the temporary track way is not dual width passing places will be created at strategic points to ensure the free flow of traffic movement. These roads will be kept clear via continual monitoring.

Vehicle Curfew

There will be a complete vehicle curfew inside the arena prior to the gates being open to the public. During the event there should be no vehicle movement within public areas without the authorisation of the Event Controller/Deputy or Event Safety Coordinator.

Central Provision of site plant

The hazard presented by the use of heavy plant on site is recognised, notably forklifts. Plant is provided to operators from a central pool and allocated to specific locations (or jobs) on site. This system allows greater control of plant users, and ensures all operators are competent and ticketed.

If plant is issued to site crew or contractors, they will be required to present relevant plant operator permits before equipment will be released. Please see Appendix 11 for further information on forklift safety.

The variety of vehicle users on site requires the adoption of a number of complementary strategies to reduce risks posed by moving vehicles in the event crowd. Strategies are based upon the varying times and levels of

urgency of vehicle users to make journeys on the site. Should banksman be required the brief in Appendix 12 should be adhered to. In order to control such action, differing measures have been adopted for the following categories of user:

Artistes

Music artistes will be issued with a vehicle pass and will enter the site via a dedicated gate, thereby not coming into direct contact with the public. Performers will be requested to arrive on site well in advance of their stage time, to eliminate last minute movements across site.

Production Vehicles

There are a number of vehicles permitted to move onsite to perform essential activities involved in the maintenance of the site and/ or emergency situations. These are:

Security vehicles

They will use production routes wherever possible, restricting movement through public areas to when it is absolutely essential.

Refuse removal vehicles

Refuse vehicles may require the ability to move around the production routes during the event. To minimise the impact of this, the times when this takes place may be restricted.

Toilet cleaning vehicles

It may be necessary for toilet vehicles to move around the site to respond to servicing requirements.

Golf buggy vehicles

Golf buggies are used by a very limited number of internal management staff and their distribution is controlled by the Production Office who ensure that only authorised staff use golf buggies. Golf buggies will be immobilised when not in use. In responding to incidents occurring on site over the course of the event it may be necessary for some golf buggies to move onsite in public areas. These incidents will be kept to a minimum. Also see the golf buggy safety and induction sheet at Appendix 13.

Medical and Fire Vehicles

It may be necessary for medical vehicles to transport casualties from areas of the site to the Medical Centre and for fire vehicles to have access to areas of the site. Production routes will be used wherever possible.

Monitoring and Evaluation

Vehicle movement will be regularly monitored by the Event Safety Co-ordinator, Site Manager, Event Controller/Deputy so that an assessment can be made of the effectiveness of the vehicle management strategy.

Medical staff will be requested to report as a matter of priority any incident involving vehicle traffic. On the basis of these reports the Event Controller/Deputy will determine whether any additional action should be taken.

8. ENTRY TO SITE

8.1 ADMISSION TO LONGITUDE 2015

Public admission to the Longitude 2015 will be by ticket only.

On entry into site tickets will be scanned electronically which will enable the ticketing manager to calculate the number of public onsite at a given time.

The following age policy will apply at Longitude:

- Children 0-4 years do not need a ticket
- Children aged 5 and over must have a valid standard ticket
- All under 16's must be accompanied by a parent or guardian who is over 18 years old.

8.2 TICKET CONTROL

The tickets at this event would be sold via Ticketmaster. The event tickets can carry a combination of security features.

Monitoring of advance ticket sales

Ticket distribution will be set to the agreed capacity. The number of tickets allocated to agents will be held in reserve within this capacity.

8.3 ON SITE TICKET SALES

Should there be a situation where by the event has not sold out prior to the day then tickets may be available to purchase at the box office onsite, in order to maximise the selling of the event.

8.4 RE-ADMISSION

There will be exit lanes available for attendees to vacate the site at all times, however there will be a no re-admission for day ticket holders at Longitude 2015.

9. SPECTATORS WITH DISABILITIES

At Longitude 2015 we will take all actions possible to ensure that the level of service provided will not, without justification, be offered to a person with a disability at a lower standard than that offered to an able bodied person.

9.1 2-for-1 Ticket Scheme

Disabled ticket holders will have the option to apply for a free ticket for their Carer or Personal Assistant to attend the concert with them.

The scheme and disabled customer facilities are not open to those with temporary injuries such as broken legs, pregnant customers and so on. There will be medical and welfare facilities on site which are open to all customers, but use of the disabled facilities will be strictly regulated.

9.2 CONCERT FACILITIES & INFORMATION

Application

Attendees wishing to use disabled facilities, but not wanting to take advantage of the 2-for- 1 scheme, will also be able to apply to do so.

Ground Conditions

Customers will be advised that the Marlay Park is beautiful parkland with grassy areas, and with few solid pathways and areas of hard ground.

Parking

Disabled attendees will be directed to park in the car park off College Road, and priority parking will be provided.

Viewing Platform

There will be a disabled viewing platforms and/or viewing areas at the Stages in the arena. Chairs will be provided on the platforms.

Adapted Toilets

There will be adapted toilets at each of the viewing platforms, in the guest area and at the medical tent. It should be noted, that toilet service vehicles cannot constantly tend to all the facilities during the day, due to the type of vehicle used, and subsequent safety issues relating to large vehicles being around crowds. We always strive for the highest standards, and employ cleaners as well as servicing companies, but it is not a sanitized environment.

Medical

Onsite medical providers will be equipped to provide first aid, minor casualty and resuscitation. They will also have details of emergency dentists and local chemists.

10. STEWARDING & SITE SECURITY

Festival Republic will work closely together with An Garda Síochána and the statutory agencies, in the development of the security and stewarding plans for Longitude 2015.

Meetings will take place to facilitate liaison and co-operation during the planning, the event itself and post event to debrief.

10.1 SECURITY COORDINATOR

The security and stewarding will be co-ordinated by the Security Co-ordinator.

The security coordinator will oversee and coordinate the overall security and stewarding of the site. They will also ensure that the Event Controller/Deputy, An Garda Síochána and Local Authority are kept informed of any issues of concern to their specific remit or responsibility.

10.2 SECURITY & STEWARDING CONTRACTORS

The security contractors to be used at Longitude 2015 will be professional and competent operators in the field of event security. The management and staff will therefore have many years previous experience at ensuring safe and secure environments at major events.

The key to professional effective security and stewarding will be the willingness and flexibility of all staff to respond in a fair, proportionate, reasonable and positive manner to situations as they arise. Security and stewarding personnel will be supervised to ensure that the teams work cohesively and to a common objective.

The contracted security and stewarding company managers together with their respective control room operatives will also have to display a co-ordinated approach to ensure that incidents are dealt with both effectively and efficiently.

10.3 OFFSITE COORDINATOR

An offsite coordinator will be appointed to oversee and coordinate the overall security and stewarding of the local area outside of the event site. They will also ensure that the Event Controller/Deputy, Security Coordinator, An Garda Síochána and Local Authority are kept informed of any issues of concern to their specific remit or responsibility.

10.4 SECURITY & STEWARDING APPENDICES

Further details of the security and stewarding plan can be found in the following appendices:

- Appendix 19 – Security & Stewarding Plan
- Appendix 20 – Security Standards, Procedure and Policy
- Appendix 21 – Security Statement of Intent
- Appendix 22 - Stewards Statement of Intent
- Appendix 25 – Offsite Stewarding Plan

11. CROWD MANAGEMENT

11.1 ARENA ENTRANCE

The arena entrances will be kept completely clear of all obstacles and a queuing system will be defined by use of crowd barrier if necessary. Several lanes, manned by stewards who do a ticket check and security who manage the crowds and do searches, are set up to speed ease of entry when required.

11.2 STAGE / ENTERTAINMENT AREA

Pre-recorded music can be played from the stage if required to keep the public entertained at the opening stage of the event.

Our security placements together with the stage barrier set up and CCTV ensure that the crowd are carefully monitored and managed in all instances including any crowd sways. Please see Chapter 6 for further information on the pit and the pit barrier. Festival Republic has produced a comprehensive show stop policy, which will be provided to An Garda Síochána and the statutory agencies.

Tented stages will have a safe capacity limit set and this shall be monitored and managed by stewarding staff at each venue. If however the venue looks likely to become overcrowded contingency plans will be put in place and security will prevent further access, whilst enabling people at the stage area to leave.

We will appoint a supervisor to each of these venues whose primary role will be to monitor capacity. These persons will continually feedback capacity assessment updates to Event Control and the Health Safety Coordinator and will make the judgement call in the event of a need to put in access control measures to maintain the agreed capacity for the venue.

In addition to active monitoring by stewarding, security and key personnel, crowd numbers and dynamics will also be monitored in Event Control via the arena CCTV cameras. After the main entertainment finishes Crowd movement is continually monitored during egress.

11.3 BRIDGES & LAKE AREA

Temporary bridges will be installed around the site as drawn on the site plan. The bridges will be installed by a specialist contractor and will be certified by an independent structural engineer. Stewards and Security will be deployed in these locations throughout the event to monitor the capacity on the bridges, and to manage the flow of people across them. In addition there will also be lifeguards positioned on the lake, whilst the public are onsite.

11.4 SECURITY & KEY PERSONNEL

The security companies that will be used at Longitude 2015 will have worked at many similar events previously and have an understanding of the requirements and essence of the type of crowd attending. Relevant staff will be trained in crowd management.

Event Controllers / Deputy, Security Co-ordinators and the Event Safety Team are responsible for monitoring and taking corrective action as required for the following issues onsite:

- Crowd monitoring and crowd management
- Monitoring of pedestrian routes and pedestrian movement
- Monitoring of crowd behaviour
- Monitoring of ground conditions
- Monitoring of CCTV operation
- Monitoring of all site facilities

12. MEANS OF ESCAPE AND EXIT ROUTES

12.1 MEANS OF ESCAPE

To ensure compliance with the Fire Services Act 1981 and 2003, and Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985 all exits and escape routes will be available for use throughout the duration of the event, and will be clear of obstructions and/ or other hazards. All exit gates and escape routes will be unlocked and manned during the event to ensure they can be quickly opened if required.

Any barriers used to create queuing systems on entry into the event should be removed and put to one side as soon as reasonably practicable.

Fire Exits will be provided in all enclosed structures to give access to the arena from where, if necessary, the public can be marshalled to an evacuation holding point.

Means of escape from structures will be by signed and lit exits. Two means of escape will be available from stages and bars counters.

The place of safety will be the evacuation holding point which will be designated as required at the time depending on the nature and location of the incident.

12.2 GENERAL REQUIREMENTS

Drawings of key structures showing their exit locations and widths will be provided to Dublin Fire Department.

Risk assessments are collected from relevant contractors and traders working onsite along with venue fire risk assessments which are completed onsite by Event Safety Team.

They will be signed off once installed by the relevant contractor and checked by the Event Safety Team. Venues will only be opened to the public once they have the sign off from the Event Safety Team. It will be a condition of contract with contractors that they install emergency lighting, exit signage and so on to an agreed timescale and to the specifications of the drawings supplied.

Exit and directional signs

Site design and size will be consistent throughout the venue. All exits will be clearly signed as 'Exit #', will be illuminated and will include the running man symbol. All signage and directional arrows within structures will also conform to the appropriate standards including S.I No. 132/1995 and BS5499-4: 2000. All signage will be of an appropriate size. Consideration will be given to the positioning of other site signage to ensure that it does not impinge or distract from emergency signage.

Normal and emergency lighting

Normal and Emergency Lighting will be provided to the arena and escape gates. All exit routes will be illuminated outside of daylight hours.

Fire fighting provision and equipment

Appropriate distribution of fire extinguishers will be provided for all stages, mixing desks and backstage areas. A fire extinguisher allocation will be produced in advance of the show.

13. MEDICAL FACILITIES, FIRST-AID AND AMBULANCES

Festival Republic will provide a comprehensive on site medical provision at Marlay Park to diminish the strain on local resources. The level of provision will be carefully planned and agreed by way of the provision of a detailed medical plan a minimum of 4 weeks prior to the event with the HSE.

13.1 ONSITE FACILITIES

The following medical facilities will be provided onsite locations to be agreed in conjunction with the HSE Emergency Management Office:

- Medical Control
- Main Medical Centre
- First aid posts including the main stage pit area
- Ambulance parking locations

13.2 OPERATIONAL PLAN

An Operational Plan will be prepared by the onsite Medical Coordinator, in consultation with Festival Republic and will be sent to the HSE Management Office for approval a minimum of 4 weeks prior to the event. The plan identifies key onsite personnel, and details of the onsite medical provision.

13.3 ROLE OF THE MEDICAL CO-ORDINATOR

- Report to the Event Promoter/Event Controller
- Liaise with the event management team, all medical service providers and the HSE Emergency Management Office.
- Ensure all licensing conditions in relation to medical provision are complied with and appropriate agreed levels of medical cover are in-situ. Addresses any deficiencies in service levels.
- Ensure all staff sign in and out of the site and operate within their qualifications.
- Ensure regular monitoring of medical activities (number of patients seen, presentations and transfers) with updates at an agreed frequency and communicates any issues in relation to safety or emerging trend to the Event Safety Officer.
- Ensure all records are compiled, collected and retained.
- Conduct pre-event briefings with all relevant event and medical team personnel.
- Ensure reporting structures are in place at all levels.
- Ensure communications are in place and tested between key stakeholders at the event.
- Ensure all medical facilities and ambulances are fit for purpose.
- Ensure that agreed arrangements are in-situ for a Major Emergency.
- Ensure that staff welfare and safety are catered for.
- Remain on site until stood down by Event Control
- Ensure post-event debriefings are conducted and recorded.
- Prepare and submit a report on Medical / First Aid activity (if any) at the event to the Health Service Executive, Regional Emergency Management Office, within one month after the event.

13.4 SITE MEDICAL OFFICER

A site medical officer shall be appointed in consultation with the HSE. The Site Medical Officer should have overall responsibility for the management of medical treatment onsite. Other duties are as detailed below:

- Report to the Event Controller/ Deputy and safety officers
- Co-ordination with the Event Medical Co-ordinator regarding the treatment and discharge/transfer of patients.
- Overall clinical responsibility for the patients
- Review all patients prior to transfer off site.

- Be present on site at least an hour before the gates open to public and
- Remain on site until such a time as medical operations are stood down.
- Know the location and staffing arrangements of the First Aid Posts and the medical centre, and details of ambulance cover.
- Be easily identifiable in a high visibility tabard or jacket
- Be available by radio at all times & ensure any movements are made known to medical control
- Liaise closely with the medical co-ordinator, HSE EMO, and the voluntary agencies if required.
- Act as the medical incident officer in the occurrence of a major emergency

13.5 VOLUNTARY ORGANISATIONS

The duties and responsibilities of the voluntary aid organisations are detailed below:

- Provide First aid staff, ambulances & Paramedics for the event as outlined in their terms of engagement.
- Be identifiable in high visibility uniforms.
- Be 18 years and over.
- To work within the protocols of their training and registration within their organisation and the Pre – Hospital Emergency Care Council (PHECC)
- To record patient treatment on the (PHECC) treatment forms.
- To respect patient confidentiality at all times to report any concerns re audience safety to the Medical Co-ordinator via their senior officer only.
- Be present on site at least an hour before the gates open to public and remain on site until such a time as medical operations are stood down.

13.6 EVENT SAFETY GUIDE MEDICAL PROVISION RECOMMENDATIONS

When determining the resourcing levels consideration will be given to the Health Service Executive Requirements and Guidance for Outdoor Crowd Events. The medical resourcing levels will be agreed in conjunction with the HSE, and a detailed operational plan will be circulated prior to the event.

14. EMERGENCY PLANS

The Major Incident Plan is included at Appendix 23.

15. FIRE PRECAUTIONS AND SAFETY MEASURES

The level of provision of fire fighting equipment at Longitude 2015 will be agreed in advance of the event with the Fire Service. The fire equipment and service engineer will be provided by a competent provider. The service engineers will be certified by the F.I.A.I to carry out work in accordance with Irish Standards 291/2002, in the use, sitting, inspection and maintenance of Portable Fire Extinguishers. We have also contracted Michael Slattery Associates (MSA) to provide a fire safety officer, who will form part of the overall onsite Event Safety Team. Samples of the venue checklists and fire risk assessments can be found at Appendix 14.

15.1 FIRE EQUIPMENT AND FIRE POINTS

Appropriate distribution of fire extinguishers will be provided for all stages, emergency exits, mixing desks and backstage areas. A fire extinguisher allocation will be produced in advance of the show.

The onsite safety team will check the fire extinguishers and other fire fighting equipment prior to the arena opening each day to the public. The onsite fire fighting equipment provider will maintain and refill extinguishers and other fire fighting equipment as required. All food, non-food, sponsor installations and the beer concessionaires are responsible for their own fire fighting equipment subject to inspection by our onsite Event Safety Team.

15.2 FIRE SAFETY FOR TRADERS

Traders will be positioned carefully to minimise risk of fire. Concession units using gas fired cooking equipment will be sited at least 6m from any other unit. No petrol generators will be permitted on site. Qualified gas engineers will carry out inspections on every food trader before opening to the public. The fire safety team and trader manager will check the traders' compliance with fire safety guidelines on an on-going basis. A trader fire risk assessment form must be completed by each trader a sample of the form can be found at Appendix 14.

15.3 FIRE BREAKS

The siting of all vehicles, generators, tents, marquees, dressing rooms etc will be arranged so as to provide fire breaks. The Fire Safety Team will check that fire breaks are adequate and maintained on an on-going basis.

15.4 CERTIFICATION

The following certification shall be kept on site in the safety file and will be available for inspection:
Staff training

- LPG (liquefied petroleum gas) Installation
- Electrical Installation
- Emergency Lighting
- Lining Materials
- First Aid Fire Fighting Equipment (fire extinguishers, fire blankets, etc.)
- Fireworks / Pyrotechnics

All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations and filling materials used in furnishings supplied and used will carry flame retardancy certification to the relevant standards or will be inherently flame retardant. The details of all such materials will be held onsite by the licence compliance office.

15.5 FIRE REPORTING PROCEDURE

All staff onsite will be advised to watch for possible fire hazards onsite and will be aware of the procedure for dealing with them.

Security and Stewarding staff will be briefed on the location of extinguishers within the area which they are working. In addition security and stewarding personnel will be trained in the use of first aid fire fighting equipment.

There will be a designated fire watch stewarding team on duty at all times that the event is open to ticket holders; these personnel will have all being trained in the use of fire fighting equipment. It is their responsibility to respond to all incidents where it is considered safe to do so.

Briefing Information for Staff

Site fire control will have a designated channel on the site radio system, and ALL incidents of fire must be reported on the Fire Channel. Event Control will respond the any calls via the fire channel and will immediately report all incidents of fire by calling 999/112.

The word "fire" is not to be used on any Event Site Radio. Fire incidents will be coded as follows:

██████████

This is any fire incident, which in the opinion of the person reporting does not require a fire service attendance, and can be dealt with by that person using the fire extinguishers available. These incidents must still be reported to Event Control for information and also for onward transmission to Dublin Fire Service via 999/112.

Such incidents would include:

- Small rubbish fires
- Bin fires
- Campfires (no campfires are allowed on site)

NOTE: INCIDENTS REPORTED AS "██████████" WILL NOT AUTOMATICALLY GET A FIRE SERVICE ATTENDANCE REMEMBER THAT YOU CAN UPGRADE FROM "MR ASH" TO "MR IRELAND" AT ANY TIME IF YOU FIND THAT YOU NEED ADDITIONAL ASSISTANCE OR THAT THE INCIDENT ESCALATES

██████████

This is any fire incident requiring an immediate fire service attendance. Such incidents would include:

- A tent or structure involved in fire
- Any fire incident where there are persons believed trapped
- Any fire incident where an explosion is witnessed or reported
- Any fire incident where cylinders, canisters or LPG are involved
- Any vehicle fire
- Any smell of gas or gas leak
- Any fire that is obviously beyond the control of an extinguisher.
- Any fire in the proximity of the trees

IF YOU HAVE ANY DOUBTS FOR THE SAFETY OF YOURSELF OR OTHERS, CALL "██████████". If you feel that you can confidently deal with the incident yourself, then please call ██████████ to prevent Fire Service resources being tied up unnecessarily.

15.6 FIRE SERVICE ACCESS

In the event of an incident requiring a fire service attendance, the fire service will be met by security at the designated site access point and escorted to the incident.

For incidents at Stages 1 and 3-5 the fire service would be directed to access via Grange Road and to meet the escort vehicle at Blue Gate RV1

For incidents at Stage 2 the fire service would be directed to access via the College Road entrance and to meet the escort vehicle at RV2.

16. COMMUNICATION (INC PUBLIC ADDRESS SYSTEM)

Communication for such an event as the Longitude is obviously of major importance during all stages of the event's progress. The communication requirements of all working and operational personnel together with the requirements of the general public are taken in to account for planning purposes.

16.1 EVENT CONTROL

Each of the control desks in the Event Control room will be well maintained and appropriately equipped. The control room will have access to all of the necessary communication facilities including CCTV, telephone, and radio communication.

The Event Control will contain the following staff:-

- Event Controller/Deputy
- Security Co-ordinator + Admin Assistant
- Perimeter / Arena/ Stage / Guest Security Operators
- CCTV + Operators
- Medical Controller
- An Garda Síochána and Statutory Agencies

This will ensure close liaison and the flexibility of planning and responding is maintained throughout the event. In addition it will permit rapid co-ordination of resources should the need arise.

CCTV monitors will be situated in Event Control to allow for management and security contractors and controllers to monitor situations and incidents and deploy staff appropriately.

The Security Co-ordinator will be in constant liaison with all of the security and stewarding managers and their control staff with a remit to co-ordinate the resources to respond to daily incidents occurring around the site and assist in the co-ordination of a Major Incident should the need arise.

16.2 OFF SITE LINKS

Landlines are installed into Event Control and other key onsite locations and are listed below. A full telephone contact list for the individual Emergency Services and key event personnel will be held, confidentially and will be circulated to An Garda Síochána and the Statutory Agencies in advance of the event.

16.3 RADIO COMMUNICATION

All key workers are issued with a radio together with a channel list, illustrating which workers are on which channel. Any contractors wishing to internally issue their staff with their own set of communication must ensure that the frequencies do not clash. Staff working in noisier areas or those required to do a significant amount of manual work during the event are issued with earpieces and ear protection. Distribution of radios and radio channels will be available from the Comms Office onsite and will co-ordinated via the site production office. Please also refer to the instructions for radio use at Appendix 9.

16.4 MOBILE COMMUNICATION

We will have a number of contingency mobile phones on standby. Mobile phone booster masts may be installed to improve signals onsite.

16.5 CLOSED CIRCUIT TELEVISION (CCTV)

At the Longitude CCTV will be installed so that the cameras will have a view of key areas around the site; including Grange Road, the main entrance and the area at the front of the stage. The CCTV will be recorded continuously and operators will be on duty in Event Control throughout the event and the CCTV will be

continually monitored. An Garda Síochána will also be given access to these CCTV camera feeds. We will install two pan tilt zoom cameras one at stage 1 and one at stage 2 to enhance crowd monitoring capabilities within the arena. The existing park cameras will be utilised to monitor the crowd outside of the arena and on the approaches to the event. The positioning of each CCTV camera will be agreed in advance of the event following consultation with An Garda Síochána and the statutory agencies.

16.6 RECORD KEEPING

A log of key radio transmissions on the Event Control and Security Control channels will be made. Details of incidents and accidents onsite will be recorded in the Event Control log. Medical Control will also keep records and logs of their radio transmissions as will the individual security and stewarding companies.

16.7 PA SYSTEMS & LOUD HAILERS

In addition to our internal communication system, public information can also be broadcast immediately from the stage by the Stage Managers, who will only take instruction from the Promoter or Event Controller/Deputy. This would only be used in the event of an emergency or Major Incident.

Loud hailers can be used by security to give information to the public, security and stewarding companies will be briefed on the locations of these prior to the event.

16.8 STAFF (FACE TO FACE CONTACT)

Security are briefed on the importance and consequences of their contact with the public. All security and other stewarding staff are easily identifiable by their tabards. All security and stewarding tabards will have ID numbers in a visible location to aid identification. The ID number will be printed clearly on the back of the tabard as well as the front. A register of Security staff working each day will be held by Event Control.

16.9 RESIDENTS INFORMATION LETTER

A residents briefing letter will be distributed to local residents associations and groups at least two weeks in advance of the first concert. This letter will outline the following:-

- The start and finish times of the concert each day and scheduled times for sound checks
- The overall litter management plan
- The overall security plan
- The traffic management plan
- Details of the residents hotline including the number to call

16.10 RESIDENTS HOTLINE

The resident's hotline number will be available as a facility for local residents to call in with any concerns, observations or complaints. Local residents will be encouraged to get in touch at any time and all of their concerns will be comprehensively considered. The hotline will be answered by Festival Republic Event Staff. Where necessary any calls taken can easily be referred to the Security Coordinator, Event Controller or An Garda Síochána.

It is proposed that this facility will be operational from 12:00 – 00:00hrs on each of the event days.

All calls will be recorded and the following details will be noted.

- Name
- Address and Contact Details
- Complaint
- Action and Resolution

17. SANITARY ACCOMMODATION

Guidance is taken from Chapter 20 of the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 in the provision of all sanitary facilities at the Longitude 2015. The minimum sanitary accommodation requirements detailed below have been based on an assumed capacity of 21,000 attendees. This specification can be altered in line with ticket sales and forecasted attendance.

17.1 SANITARY UNIT REQUIREMENTS

The requirements for toilets have been calculated as follows:

Event Attendance	21,000
Ratio of male: female	
Male 50%	10,500
Female 50%	10,500

Based on the guidance the number of public toilets provided onsite will be in excess of the following-

Female 1 toilet per 100 females =	105 toilet units
Male 1 toilet per 500 males =	21 toilet units
1 urinal per 125 males =	84 urinals

The locations of the toilet blocks will be shown on the site plan. The toilet blocks will be situated carefully to ensure good access for servicing vehicles.

17.2 MANAGEMENT AND SERVICING OF FACILITIES

- The sanitary contractors will be sent a copy of our Health and Safety Terms and Conditions and Health and Safety Event Contract and questionnaire to complete in addition to providing details of their own Health and Safety Policy, Risk Assessment, control of hazardous substances and insurance.
- The toilets will be maintained and serviced throughout the event.
- Toilet blocks will be separated for male and female use and there will be a queuing system for each main toilet block staffed by security who will work with the service attendants to direct customers to the serviced toilets.
- All toilet blocks in the arena will receive a surface service (replenishing consumables etc), with a full suck as required. It is imperative that a high standard of cleanliness, servicing and replenishment of consumables is maintained throughout the event.
- We will require an overall supervisor from the contractor who will be expected to oversee the servicing and cleanliness of all of the toilet blocks onsite. This supervisor will be provided with one of the site radios.
- In addition monitoring of the standards of the servicing and cleanliness will also be carried out by the Event Controller/Deputy, Site Manager, and Event Safety Co-ordinator.

17.3 ADDITIONAL FACILITIES

Additional toilet facilities will be provided in the following areas:

- Production and Backstage area
- Onsite caterers will have their own designated toilets
- Accessible toilets will be strategically placed around site

External Sanitary Facilities

Following discussions with local residents groups and statutory agencies, sanitary facilities will be provided for event attendees to utilize prior to arrival and on departure from the event. Final locations are to be agreed following consultation with An Garda Síochána and Dun Laoghaire Rathdown County Council.

17.4 HAND SANITIZER STATIONS

Polyjohn toilets often come with built in sanitizer units, if this is not the case we will install sanitizer stations at each of the toilet blocks. There will also be additional dispensers by the entrance to crew and staff catering. The sanitizer units throughout the site will be refilled regularly.

17.5 DRINKING WATER

Free drinking water will be supplied via water points which are marked on the site plan, and all water points will be clearly sign posted and labelled as such. Sufficient points will be provided to meet the recommended guidelines of one outlet per 1000 attendees. The pit areas at the main stages will also be provided with an adequate supply of drinking water and paper or plastic cups, water here will be distributed as required by the security's pit personnel.

Designated water points will be provided for the use of food traders and they will be informed about the location of these.

The onsite plumbing team will be co-ordinated by a competent contractor who will be contactable on the onsite radio system. The plumbing team will be based on site throughout the event to enable constant maintenance and carry out any necessary repairs to the installation. The drinking water supply will be available for sampling in advance of the public arriving onsite.

A draft water safety plan has been included at appendix 24, and will be finalised following consultation with the HSE environmental health department.

18. ENVIRONMENTAL MONITORING

18.1 WASTE MANAGEMENT CONTRACTOR

Festival Republic will ensure that a competent and experienced contractor is appointed to carry out the Waste Management. They will take responsibility for waste management and clean-up, before during and after the event. Festival Republic is committed to enhancing the environment through our operations wherever possible, and minimising any negative impact. Areas of responsibility outside of the event zone should be defined and agreed in advance of the event.

A copy of the events sustainability policy can be found at Appendix 15.

18.2 ENVIRONMENTAL IMPACT & MONITORING

Festival Republic endeavours to deliver events with the least amount of environmental impact as possible. Monitoring of the environmental impact of the event will be on-going, with particular consideration to the following:

- Disposal and build-up of litter
- Standards of sanitary facilities
- Noise levels
- Crowd build up outside of the venue
- Traffic congestion and unauthorised parking
- Over the years there has been considerable investment in groundworks and drainage infrastructure. Prior to the concert further drainage works will be undertaken where necessary, this helps to de-compact the site and assists with the removal of rainwater from the site in a timely manner.
- Where necessary track way will be utilised to minimise damage to the ground
- Festival Republic will engage a suitably qualified grounds manager to coordinate/manage the set-up & take-down to ensure minimal impact to the grounds.
- Prior to the commencement of building the bridges across the waterways Festival Republic will agree the positioning with Dun Laoghaire Rathdown parks department, giving consideration to the flora and fauna.

18.3 REMOVAL OF TEMPORARY STRUCTURES

The dismantling and removal of all temporary structure associated with the event, will commence immediately after the event finishes. At this stage any agreed reinstatement works will also take place.

18.4 CLEAN UP

Post event the waste contractor will complete a full clean-up of the festival site; all litter will be removed from site and taken to an approved facility.

18.5 DAMAGE TO PROPERTY OR AMENITIES

It is not expected that there will be any damage to public property, facilities or amenities as a result of the event. However should it be evident that that such damage has occurred as a result of the event, necessary repair and remedial works will be undertaken.

19. ELECTRICAL INSTALLATION AND AUXILIARY POWER AND EMERGENCY LIGHTING

A temporary electrical system will be set up on site using temporary generators and wiring systems. All work will be carried out by a competent and experienced contractor. All works will be completed in accordance with the relevant standards and to the satisfaction of relevant statutory agencies.

A completion certificate will be issued by the electrical contractor and will be kept onsite in the licence compliance office. Daily test certificates will be issued for the electrical system and again will be kept onsite in the licence compliance office.

Emergency lighting will be provided on all arena emergency exits and tent exits and will have a separate power supply to the primary lighting supply. This will be checked onsite by the Event Safety team.

Where required at the entrances and key locations on the perimeter additional festoon style lighting mounted on scaffolding or telegraph poles and temporary lighting towers will be installed. In addition all footpaths and walkways in the wooded areas will be lit using festoon style lighting.

A lighting test will be carried out prior to the public being on site, relevant statutory agencies that wish to attend will be welcome.

The onsite power provider will be responsible for the siting of all generators. All generators will be provided with a fire point, will be well ventilated, earthed and located away from other combustible materials. Diesel for use by the power contractor will be stored on site in a bunded tank, this will be located in a secure non-public area.

20. TRADERS AND VENDORS

All food, drink and water installations on site will be implemented taking into account the guidelines set out in Chapter 22 of the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996. We will pay particular attention to their position, LPG supply, electrical installation and ensuring that they have appropriate fire fighting equipment.

20.1 PUBLIC FOOD TRADERS

Details of all food traders including crew catering, ice cream vans, and staff catering will be submitted to relevant statutory agencies prior to the event. All concession units will be registered with the local authority / health board in either Ireland or the UK.

The locations of concession units will be as shown on the site plan. Concession units using gas fired cooking equipment will be sited at least 6m from any other unit.

We will ensure that the concessions manager has a representative onsite who is sufficiently trained in food hygiene to be able to effectively audit the food safety standards of the onsite food traders.

LPG

To limit the amount of LPG brought onto site we will give accreditation to an authorised LPG supplier to supply all food traders. We will create a secure storage area in a non-public area pre and post event we will create a secure compound for any LPG containers found on site. We will then arrange for them to be collected from site. Gas supplies to each unit should be stored in areas which are not accessible to the general public.

Gas Installations

All gas installations will be signed off by a registered gas installer/engineer. The supply pipe work from gas storage cylinders to the appliances should follow the recognised guidelines and standards.

Electrical Installations

As a condition of contract between caterers and ourselves electrical power will be supplied and managed by our onsite electrical contractors.

Fire-fighting Equipment

Details of the guidance given to caterers regarding the required levels of fire fighting equipment can be provided on request. All catering units will be inspected onsite to ensure that they have the necessary fire fighting equipment available for use; if required concession staff will receive basic fire safety training.

Waste Disposal

Concessions will be allocated skips behind their units for refuse disposal; particular attention will be given to waste management within these areas to ensure that there is no build-up of waste.

Food Waste Management Plan

In accordance with the recommendations of the Waste Management (Food Waste) Regulations 2009, a food waste management plan will be drawn up prior to the event.

The plan will include details of –

- Company responsible for the disposal of food waste
- Estimated quantities of food waste generated
- Details of authorised waste collectors
- Details of recovery operator being used

20.2 BAR FACILITIES

Bars will be provided onsite at the locations identified on the submitted site plan. The bars are to be open during specific times to be agreed with the relevant authorities.

The following bars are planned for the Longitude 2015

Bar 1/2/4/5 – Public Bars (sale of wine and beer)

Bar 3 and 6 - Public Sponsor Bar (sale of no more than two specified spirits*)

Bar 7 – Guest Area Bar

* Specified spirits = Bacardi/Rum/Whisky/ Vodka.

Security Personnel will be provided to:

- Control and restrict the supply of alcohol to underage persons
- Ensure that persons deemed intoxicated are not admitted into the queuing system
- Manage the queuing system and the flow of people to the bar serving counter

Security personnel working at the bars will be given a specific briefing on their duties.

Proof of age ID checks will be in operation from the beginning of each bar queuing system, staff will be briefed to challenge anyone that appears to be under the age of 21.

No glass or cans will be used in the arena and drinks will only be served in plastic or paper vessels.

20.3 MERCHANDISING & NON FOOD TRADERS

There will be non-food traders in the arena. The non food traders sell a variety of items including clothes, jewellery and accessories.

In addition to the non-food traders we will also have official merchandising stalls selling official band merchandise.

20.4 NON FOOD TRADING REGULATIONS

We do not under any circumstances allow non food traders to sell or trade in: -

- Any illegal substances including magic mushrooms
- Any poppers, amyl nitrate products/GBH etc. or any “legal” or “herbal highs”.
- Food, snacks, soft drinks or alcohol of any description.
- T-shirts or sweatshirts of any description. This includes designer items etc.
- Any item purporting to be official or unofficial Event merchandise of any description or with regard to any of the artists appearing at the concert or any other artist or event.
- Any unauthorised records, CD's, video or tape recordings or any other format recordings as well as and including audio and video recorders.
- Tattooists or body piercers.
- Any hand held candles, flares, sky lanterns, potted candles, fireworks, smoke canisters, oversized lighters, laser pens or portable laser equipment, generators, knives or anything that can be considered as a weapon. Beer bongs or any other items that would encourage irresponsible drinking.

It is essential that all traders have adequate fire extinguishers for their stalls. Anyone found without, will be able to purchase one from inspectors on site. Anyone ignoring this will not be allowed to trade.

There is no vehicle movement inside the arena whilst the public are onsite. All other vehicle movement outside the arena is extremely limited and is by permission from the Event Controller/Deputy.

No company or person will be allowed to trade on the site without prior arrangement with the event organisers.

Sub contracting stalls or parts of stalls is not permitted.

The Event Controller/Deputy reserves the right to confiscate any goods of a "sexist, racist or offensive nature" or any goods in breach of these trading regulations.

All traders must display price lists in a visible location at their stall

All traders must display a sign with their business name and address at their stall

Any descriptions of goods made by traders must be accurate.

Any company or person found to be in breach of these regulations will have their stock confiscated, and may be evicted from the site.

21. MISCELLANEOUS PROVISIONS

21.1 SPECIAL EFFECTS, FIREWORKS AND PYROTECHNICS

Any pyrotechnics and other special stage effects forming part of the show, will be used in accordance with the department of Justice Standards (Guidance on organised Fireworks Displays 2006), and other relevant guidance. Should approval be granted for any firework displays details will be included in the resident's letter circulated prior to the show.

If heated fogs, cryogenic fogs, mechanical fogs, strobe lights, scenic projectors, ultra violet light or lasers are used, they will be operated by a competent person and full compliance will be shown to relevant guidance and legislation. Notices will be displayed to advise ticket holders about their usage if applicable. Risk assessments covering these special effects will be made available to authorised officers on request.

Festival Republic's policy for use of lasers can be found in Appendix 16.

21.2 PERFORMERS

Prior to the event all artists will be sent access to a secure website which details all necessary information including accreditation and access, details of the technical equipment that is being supplied and contact numbers for providers, onsite rules, arrival and on stage times, directions, entrances to be used and Production office details.

We will have an on site management team that deal specifically with artists, their requirements and the organisation of any special arrangements prior to, during and after the event. This team works very closely with and under the auspices of the site production office.

21.3 TV AND MEDIA

High profile events are subject to much TV and media attention and we are well used to working with all mediums. TV and media representatives will only be allowed on site by prior arrangement and will be issued with dedicated press passes.



Biography of Melvin Benn Managing Director, Festival Republic

DOB - 20/10/1955

Melvin Benn is Managing Director of Festival Republic, the leading UK event promoter behind Latitude and Reading & Leeds Festivals and overseas events including Electric Picnic and Berlin Festival. With vast experience of staging the best in entertainment events, Benn was a director of Glastonbury Festival for over a decade and has been Chairman of the Board of Directors of Wembley Stadium since May 2011. Benn sits as a representative on the Concert Promoters Association (CPA), was influential in re-writing the Guide to Health and Safety at Outdoor Events ('the Pop Code') and makes regular presentations to the Emergency Planning College, the police and other bodies.

Born in Hull, East Yorkshire, Benn had a ten year background of producing political and campaigning festivals throughout the UK before creating The Festival Office Ltd in 1989, working alongside Vince Power to create festivals for the Mean Fiddler Music Group. In 1996 Benn took The Festival Office to be part of the Mean Fiddler Music Group, becoming Managing Director. In 1999 he became CEO of the Group, taking Mean Fiddler and its associated companies into a PLC structure and making Mean Fiddler the first publicly quoted music company on the UK Stock Exchange. In 2007 Benn sold the majority of the Mean Fiddler Music Group venues and the Mean Fiddler Music Group name to the MAMA Group PLC. The Astoria and the Astoria 2 (since closed due to the Crossrail project) and the full festival portfolio remained under Benn's stewardship, under the new name of **Festival Republic**.

Benn was behind the Phoenix Festivals, the UK's first ever four day music festival, and created London's 'Fleadh' Festival, which became a global phenomenon travelling to Ireland, Scotland and finally to the USA in 1997. The Mean Fiddler's promotion of large scale live music events led to Benn securing the first ever UK licences for outdoor dance festivals including Tribal Gathering, Creamfields and Homelands, in the face of opposition from the Criminal Justice Act. Under Benn's directorship, the Mean Fiddler portfolio also included large scale New Year's Eve Parties and dozens of one day outdoor shows in London parks, with acts as diverse as Madness, Pulp, Jamiroquai and Oasis. The Mean Fiddler also produced the annual St Patrick's Day Festival on behalf of the GLA, and numerous events for trade unions, fundraising bodies and brands including Holsten Pils and Nescafe.

Benn has produced Reading Festival since this was taken over by the Mean Fiddler in 1989, and in 1999 created sister event Leeds Festival, which brought the three day event to the North of England over the same August bank holiday weekend. Today Reading & Leeds have a combined audience of 170,000 each year, and feature performances from over 200 artists from a range of genres including rock, indie, dance and hip hop. Recent headliners have included Eminem, Foo Fighters and Arctic Monkeys, and the Festivals' stages have been graced by every band worth talking about in music history.

In 2002 Benn became licensee of Glastonbury Festival and was instrumental in turning around the fortunes of Britain's biggest outdoor festival. Benn held the licence and operational control of the event until June 2012, when he parted ways with Glastonbury Festival to concentrate on Festival Republic's growing portfolio of events.

In 2006, Benn realised his vision for a new kind of festival offering the very best in music, comedy, theatre, cabaret, dance, poetry, literature, art and film with Latitude, set in the idyllic grounds of Suffolk's Henham Park Estate each July. Celebrating its tenth edition in 2015, the pioneering and award-winning festival continues to boast stunning performance spaces dedicated to each of the arts, with an ethos of inspiration, innovation and cultural adventure that sets it apart from its contemporaries.

In 2009, Festival Republic welcomed Ireland's Electric Picnic to its festival portfolio, and has since opened an office in Dublin and produced a number of live events in Ireland including Longitude, Oxegen and the Marlay Park concerts. Further overseas events in Festival Republic's impressive portfolio include Berlin Festival and Benicassim, and the company also produced Hove Festival in Norway and Orlando Calling in the USA. Festival Republic continues to produce several UK live music events including The Rage Factor in Finsbury Park, in June 2010; Edward Sharpe and the Magnetic Zeros, at the Old Vic Tunnels in March 2011; BBC Radio 1's Hackney Weekend in June 2012, and most recently the BBC Radio 2 Live in Hyde Park events: Proms in the Park and Festival in a Day, in 2013 and 2014.

Festival Republic is committed to supporting a large number of charities and community organisations, including Kenyan Orphan Project and Trees for Cities, with guest list charity contributions raising over £250,000 a year.

Outdoor and Large Scale Event List Post 1989

- 1989**
August - Reading Festival, Richfield Avenue, Reading
- 1990**
June - Fleadh, Finsbury Park, London
August - Reading Festival, Richfield Avenue, Reading
- 1991**
June - Fleadh, Finsbury Park, London
August - Reading Festival, Richfield Avenue, Reading
- 1992**
June - London Fleadh, Finsbury Park, London
July - Phoenix Festival, Long Marston, Stratford upon Avon
July - Madstock, Finsbury Park, London
August - Reading Festival, Richfield Avenue, Reading
September - Scottish Fleadh, Glasgow
September - In the Park, Finsbury Park, London
- 1993**
June - London Fleadh, Finsbury Park, London
June - Scottish Fleadh, Glasgow
July - Phoenix Festival, Long Marston, Stratford upon Avon
July - Fleadh Mor, Traemor Racecourse, Ireland
July - Neil Young, Finsbury Park, London
July - Alexander O’Neil, Jazz on a Summer’s Day, Alexandra Palace, London
August - Reading Festival, Richfield Avenue, Reading
- 1994**
May - Mayday, Clapham Common
June - Heaton Park
June - Fleadh, Finsbury Park, London
July - Madstock II, Finsbury Park, London
July - Phoenix Festival, Long Marston, Stratford upon Avon
August - Reading Festival, Richfield Avenue, Reading
- 1995**
May - Tribal Gathering
June - Fleadh, Finsbury Park, London
July - Phoenix Festival, Long Marston, Stratford upon Avon
August - Reading Festival, Richfield Avenue, Reading
- 1996**
May - Tribal Gathering
June - Fleadh, Finsbury Park, London
July - Phoenix Festival, Long Marston, Stratford upon Avon
July - Madstock III, Finsbury Park, London
August - Reading Festival, Richfield Avenue, Reading
September - Big Love, Oxford
- 1997**
June - Fleadh, Finsbury Park, London
June - Tribal Gathering, Luton
August - Reading Festival, Richfield Avenue, Reading
- 1998**
02 May - Creamfields, Matterley Estate, Winchester
06 June - London Guinness Fleadh, Finsbury Park, London
07 June - Madstock IV, Finsbury Park, London
14 June - New York Fleadh, Downing Stadium, Randall’s Island, NY
10-12 July - Nescafe United in the Park, Bellahouse Park, Glasgow
20 June - Chicago Fleadh, Arlington International Racecourse, Illinois

- 28 June - San Jose Fleadh, Spartan Stadium Fields, San Jose
- 25 July - Pulp, Finsbury Park, London
- 28-30 August - Reading Festival, Richfield Avenue, Reading
- 30 December - Temptation, Manchester Evening News Arena
- 31 December - Temptation, Alexandra Palace, London

1999

- 10 April - Union, Telewest Arena, Newcastle
- 29-30 May - Homelands England, Matterley Estate, Winchester
- 05 June - San Francisco Fleadh, Golden Gate Park, San Francisco
- 12 June - Chicago Fleadh, Chicago Motor Speedway, Illinois
- 19 June - Boston Fleadh
- 26 June - New York Fleadh, Downing Stadium, Randall's Island, NY
- 03 July - Mardi Gras, Finsbury Park, London
- 10 July - London Fleadh, Finsbury Park, London
- 27-29 August - Reading Festival, Richfield Avenue, Reading
- 27-29 August - Leeds Festival, Temple Newsam Park, Leeds
- 04-05 September - Homelands Scotland, Royal Highland Centre, Edinburgh
- 25-26 September - Homelands Ireland, Mosney Holiday Centre, Co. Meath

2000

- 09 April - Co-operation Ireland, Royal Albert Hall, London
- 29 April - Homelands Ireland, Mosney Holiday Centre, Co. Meath
- 27-28 May - Homelands England, Matterley Estate, Winchester
- 03-04 June - Homelands Scotland, Straid Farm, New Cumnock
- 10 June - London Fleadh, Finsbury Park, London
- 01 July - Mardi Gras, Finsbury Park, London
- 23 July - Feet First, Finsbury Park, London
- 25-27 August - Reading Festival, Richfield Avenue, Reading
- 25-27 August - Leeds Festival, Temple Newsam Park, Leeds
- 25-26 August - Gig on the Green, Glasgow Green, Glasgow
- 11 November - Winter Party, Mosney Holiday Centre, Co. Meath, Ireland
- 31 December - Resolution, Alexandra Palace, London
- 31 December - Shine, Finsbury Park, London
- 21-28 June, 05,12,19&26 July, 02,09,16,23&30 August, 06&13 September - Ibiza Live, Privilege, Ibiza

2001

- 28 April - Unison Living Wage Event, Manchester Evening News Arena, Manchester
- 26-27 May - Homelands England, Matterley Estate, Winchester
- 09 June - Homelands Scotland, Aberdeen Exhibition & Conference Centre
- 16 June - Fleadh, Finsbury Park, London
- 16 June - Jam in the Point, The Point, Dublin
- 17 June - Jam in the Park, Finsbury Park, London
- 30 June - Mardi Gras, Finsbury Park, London
- 20-22 July - National Adventure Sports Show, Bath & Somerset Showground, Somerset
- 21 July - Respect, Finsbury Park, London
- 24-26 August - Reading Festival, Richfield Avenue, Reading
- 24-26 August - Leeds Festival, Temple Newsam Park, Leeds
- 25-26 August - Gig on the Green, Glasgow Green, Glasgow
- 31 December - G-A-Y, Alexandra Palace, London

2002

- 17 March - St Patrick's Day, Trafalgar Square, London
- 01 June - Homelands England, Matterley Estate, Winchester
- 03 June - Reading Festival, Finsbury Park, London
- 08 June - Fleadh, Finsbury Park, London
- 09 June - New Order, Finsbury Park, London
- 27-30 June - Glastonbury Festival, Worthy Farm, Somerset
- 05-07 July - Oasis, Finsbury Park, London
- 19-21 July - National Adventure Sports Show, Bath & Somerset Showground, Somerset
- 23-25 August - Reading Festival, Richfield Avenue, Reading
- 23-25 August - Leeds Festival

- 23-25 August - Gig on the Green, Glasgow Green, Glasgow
- 2003**
- 16 March - St Patrick's Day, South Bank, London
- 24-25 May - Homelands England, Matterley Estate, Winchester
- 27-29 June - Glastonbury Festival, Worthy Farm, Somerset
- 04-06 July - National Adventure Sports Show, East of England Showground, Peterborough
- 18-20 July - National Adventure Sports Show, Bath & Somerset Showground, Somerset
- 19 July - Respect Festival
- 22-24 August - Reading, Richfield Ave, Reading
- 22-24 August - Leeds, Bramham Park, Leeds
- 2004**
- 14 March - St Patrick's Day, Jubilee Gardens, London
- 29-30 May - Homelands England, Matterley Estate, Winchester
- 20 June - Fleadh, Finsbury Park, London
- 25-27 June - Glastonbury Festival, Worthy Farm, Somerset
- 30 June-04 July - Wimbledon at Tower Bridge, Potter's Field, London
- 03 July - Big Gay Out, Finsbury Park, London
- 11 July - Jazz Picnic, Kenwood House, London
- 16-18 July - National Adventure Sports Show, Bath & Somerset Showground, Somerset
- 07 August - Respect, Victoria Park, London.
- 15 August - Jazz Picnic, Marble Hill, London
- 27-29 August - Reading, Richfield Ave, Reading, Berks
- 27-29 August - Leeds, Bramham Park, Leeds
- 17-19 October - European Social Forum, The Dome, London
- 2005**
- 13 March - St Patrick's Day, Trafalgar Square
- 28-29 May - Homelands Festival, Matterley Estate, Winchester
- 24-26 June - Glastonbury Festival, Worthy Farm, Somerset
- 01-03 July - Wimbledon at Covent Garden
- 08-10 July - National Adventure Sports Show, Bath & Somerset Showground, Somerset
- 10 July - Jazz Café Picnic, Kenwood House, London
- 16 July - Rise Festival, Burgess Park, London
- 23 July - Big Gay Out, Finsbury Park, London
- 14 August - Jazz Café Picnic, Marble Hill Park, London
- 26-28 August - Reading Festival, Richfield Avenue, Reading
- 26-28 August - Leeds Festival, Bramham Park, Leeds
- 24 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 2006**
- 12 March - St Patrick's Day, Trafalgar Square
- 27-28 May - Hi Fi Festival, Matterley Estate, Winchester
- 08 July - Rise Festival, Finsbury Park, London
- 14-16 July - Latitude Festival, Henham Park, Suffolk
- 29-30 July - National Adventure Sports Show, NEC Birmingham
- 13 August - Jazz Café Picnic, Marble Hill Park, London
- 25-27 August - Reading Festival, Richfield Avenue, Reading
- 25-27 August - Leeds Festival, Bramham Park, Leeds
- 23 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 2007**
- 19-28 January - Fleadh, Ireland, Wales, U.K
- 18 March - St Patrick's Day, Trafalgar Square
- 22-24 June - Glastonbury Festival, Worthy Farm, Somerset
- 13-15 July - Latitude Festival, Henham Park, Suffolk
- 15 July - Rise Festival, Finsbury Park, London
- 24-26 August - Reading Festival, Richfield Avenue, Reading
- 24-26 August - Leeds Festival, Bramham Park, Leeds
- 15 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 23 September - Trees For Cities Tree-Athlon, Temple Newsam, Leeds
- 01-04 October - Oxjam, Dalston, London

2008

- 16 March - St Patrick's Day, Trafalgar Square
- 27-29 June - Glastonbury Festival, Worthy Farm, Somerset
- 13 July - Rise Festival, Finsbury Park, London
- 18-20 July - Latitude Festival, Henham Park, Suffolk
- 23-25 August - Reading Festival, Richfield Avenue, Reading
- 23-25 August - Leeds Festival, Bramham Park, Leeds
- 13 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 21 September - Trees For Cities Tree-Athlon, Temple Newsam, Leeds
- 05 October - Trees For Cities Tree-Athlon, Heaton Park, Manchester

2009

- 23-26 June - Hove Festival, Arendal, Norway
- 26-28 June - Glastonbury Festival, Worthy Farm, Somerset
- 16-19 July - Latitude Festival, Henham Park, Suffolk
- 28-30 August - Reading Festival, Richfield Avenue, Reading
- 28-30 August - Leeds Festival, Bramham Park, Leeds
- 04-06 September - Electric Picnic, Stradbally, Ireland
- 19 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 27 September - Trees For Cities Tree-Athlon, Temple Newsam, Leeds
- 28 September-01 October - Oxjam, Tooting, London
- 04 October - Trees For Cities Tree-Athlon, Heaton Park, Manchester

2010

- 06 June - The Rage Factor, Finsbury Park, London
- 25-27 June - Glastonbury Festival, Worthy Farm, Somerset
- 27 June-02 July - Hove Festival, Arendal, Norway
- 15-19 July - Latitude Festival, Henham Park, Suffolk
- 06-08 August - The Big Chill, Eastnor Deer Park, Ledbury
- 27-29 August - Reading Festival, Richfield Avenue, Reading
- 27-29 August - Leeds Festival, Bramham Park, Leeds
- 03-05 September - Electric Picnic, Stradbally, Ireland
- 18 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 27-30 September - Oxjam, Dalston, London
- 02 October - Trees For Cities Tree-Athlon, Heaton Park, Manchester

2011

- 24-26 June - Glastonbury Festival, Worthy Farm, Somerset
- 28 June-01 July - Hove Festival, Arendal, Norway
- 14-17 July - Latitude Festival, Henham Park, Suffolk
- 04-07 August - The Big Chill, Eastnor Deer Park, Ledbury
- 26-28 August - Reading Festival, Richfield Avenue, Reading
- 26-28 August - Leeds Festival, Bramham Park, Leeds
- 02-04 September - Electric Picnic, Stradbally, Ireland
- 09-10 September - Berlin Festival, Templehoff, Germany
- 17 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 27-30 September - Oxjam, Dalston, London
- 12-13 November - Orlando Calling, Florida, USA

2012

- 26-29 June - Hove Festival, Arendal, Norway
- 23-24 June - BBC Radio 1's Hackney Weekend, Hackney Marshes, London
- 12-15 July - Latitude Festival, Henham Park, Suffolk
- 24-26 August - Reading Festival, Richfield Avenue, Reading
- 24-26 August - Leeds Festival, Bramham Park, Leeds
- 31 August-02 September - Electric Picnic, Stradbally, Ireland
- 07-08 September - Berlin Festival, Templehoff, Germany
- 15 September - Trees For Cities Tree-Athlon, Battersea Park, London
- 24-27 September - Oxjam, Dalston, London

2013

- 02-05 July - Hove Festival, Arendal, Norway
- 10,13&14 July - Phoenix Park Concerts, Phoenix Park, Ireland
- 18-21 July - Latitude Festival, Henham Park, Suffolk
- 19-21 July - Longitude, Marlay Park, Ireland

- 02-04 August - Oxegen, Punchestown Racecourse, Ireland
- 23-25 August - Reading Festival, Richfield Avenue, Reading
- 23-25 August - Leeds Festival, Bramham Park, Leeds
- 30 August-01 September - Electric Picnic, Stradbally, Ireland
- 06-07 September - Berlin Festival, Templehoff, Germany
- 07 September - Proms in the Park, Hyde Park, London
- 08 September - Festival in a Day, Hyde Park, London

2014

- 24-28 June - Summer Nights, Royal Hospital Kilmainham, Ireland
- 28 June-03 July - Hove Festival, Arendal, Norway
- 29 June, 2,4,10&12 July - Marlay Park Concerts, Marlay Park, Ireland
- 17-20 July - Latitude Festival, Henham Park, Suffolk
- 17-20 July - Benicassim, Recinto De Conciertos Benicassim, Spain
- 18-20 July - Longitude, Marlay Park, Ireland
- 22-24 August - Reading Festival, Richfield Avenue, Reading
- 22-24 August - Leeds Festival, Bramham Park, Leeds
- 29-31 August - Electric Picnic, Stradbally, Ireland
- 05-06 September - Berlin Festival, Arena Park, Berlin, Germany
- 13 September - Proms in the Park, Hyde Park, London
- 14 September - Festival in a Day, Hyde Park, London

**LONGITUDE FESTIVAL 2015
OPERATIONAL MANAGEMENT TEAM**

EVENT MANAGEMENT AND SAFETY TEAM

John Probyn – Biography to follow

Ange Goliger

Ange graduated university with a BA (hons) in Managing Major Events in 2008 and started working for Festival Republic the same year. She has worked as part of the licence compliance team at the following events Glastonbury Festival 2009/2010/2011, Latitude Festival 2008–2012, Leeds Festival 2008–2012, Electric Picnic 2009–2012, Big Chill 2011, and was the lead on BBC liaison and licence compliance at BBC Radio 1's Hackney Weekend in 2012.

Ange moved to Ireland at the end of 2012, to set up the Festival Republic office in Dublin where she is now based. Ange is also a Personal Licence Holder in the UK. In 2013 and 2014 Ange worked on a variety of events including: the Phoenix Park Concerts, Royal Hospital Kilmainham Concerts, Marlay Park Concerts, Longitude, Oxegen and Electric Picnic.

Nicky Hodgson

Nicky has been with company since Aug 1991 and she worked on many of our outdoor concerts and festivals, plus indoor events at Wembley, Alexandra Palace and Camden Roundhouse until 2000.

Nicky initially joined the company as a press officer in 1991, then moved into promoting bands/clubs and comedians at the venues. In Jan 1996 Nicky moved over to the festival office where she did both production and licensing work.

Since 2002 Nicky has been joint deputy event organiser at Glastonbury Festival, RISE/Respect events coordinator at the Millennium Dome, Burgess Park and Victoria Park, security coordinator at RISE in Finsbury Park, night time event controller at Electric Picnic and most recently the Event Coordinator at 2012 R1HW on Hackney Marshes. Nicky is also the event coordinator at Reading Festival. In 2013 and 2014 Nicky was the deputy Event Controller at the Phoenix Park Concerts, the Royal Hospital Kilmainham Concerts , the Marlay Park Concerts and Longitude.

David Slattery – Michael Slattery Associates

David graduated from Dublin City University with a BEng. in 2010 and from University of Ulster with a MSc. in 2011. He is currently completing a part-time M.Sc. in Fire and Explosion Engineering in University of Leeds.

David joined MSA in 2011 and has been extensively involved in fire safety design of a variety of building types and in event planning. He has been the Safety / Deputy Safety Officer at many events incl. Aviva, Giro D'Italia, St. Patrick's Festival, Trinity Ball etc.

**LONGITUDE 2015
SITE RULES FOR CREW & CONTRACTORS**

1. **DRIVE SLOWLY. The site speed limit is 8kph. No driving on the grass without authorization from the site manager. Use a banksman when reversing in areas where pedestrians are present. Vehicle curfews apply during the event itself.**
2. Crew and contractors **must** observe the restrictions on vehicle movement.
3. Crew and contractors **must** report to the Production Office before commencing work on site.
4. Contractors must have submitted the relevant health & safety documentation before commencing onsite.
5. Plant (including forklifts, dumpers and site vehicles) may only be driven by people who have supplied their relevant licence or permit to the Production Office.
6. Passengers **MUST NOT** be carried on any vehicle not designed to carry passengers.
7. The use of alcohol or drugs is strictly prohibited when working or driving. Random testing of drivers may be carried out. It is just as much an offence to drive under the influence on site as it is on a public road. Offenders will be reported to An Garda Síochána.
8. PPE. You must have the right equipment and clothing to do the job before you start – including safety footwear. If in doubt ask your manager.
9. Hard hats must be worn when there is a risk of injury from falling materials or equipment i.e. from workers overhead.
10. Hi Viz jackets must be worn at all times onsite.
11. Any work at height – even at low level – must be carried out safely. Appropriate restraint harnesses, steps and ladders must be secure and particular care taken to avoid over-reaching or leaning.
12. No petrol generators, glass or unauthorised sound systems should be brought onto site.
13. Anyone using disc cutters, grinders or chainsaws must be properly trained and must use the relevant protective equipment e.g. goggles, footwear, gloves, hearing protection etc.
14. Only authorised personnel should connect to or energise generators.
15. All litter and waste must be removed from site or disposed of in the skips or recycling bins provided.
16. Use the toilets and handwash facilities provided.
17. Stage sound systems will create high noise areas around the site; avoid working in these areas if possible, but if you can't, it is essential that you use hearing protection.
18. Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
19. Please pay special attention to any overhead electric cables and buried services onsite.
20. Please leave the site safely and quietly and give consideration to local residents.
21. There is no smoking including electronic cigarettes within any enclosed public or working spaces, this applies to all cabins, tents, site vehicles, and near fuel sources.
22. Working vehicles must display a No Smoking sign, which is prominent and visible without obstructing view.
23. All contractors are to manage their safety onsite in accordance with their risk assessment and safety management policies.
24. Be prepared for working outdoors: carry sun cream, sunhat, waterproofs, mobile phone, drink
25. First aid is available throughout the build and break from the production office.

ALL ACCIDENTS, INCIDENTS, NEAR MISSES & DAMAGE MUST BE REPORTED TO THE PRODUCTION OFFICE.

IN THE EVENT OF AN EMERGENCY CALL PRODUCTION ON CHANNEL 1 OR ON tbc OR THE EMERGENCY SERVICES ON 999/ 112. THE SITE ADDRESS IS MARLAY PARK, GRANGE RD, DUBLIN 16.

LONGITUDE 2015
RISK ASSESSMENT - STRATEGY

The Risk Assessment for Longitude 2015 will be drawn up with reference to the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 as well as our own experience of other events.

We will continue to update and revise the risk assessment and where appropriate will use our contractor's risk assessments as a reference, in order to ensure that this document is appropriate for Longitude 2015.

We have also referred to the section on risk minimisation from the PAS 51:2004 paper - Guide to Industry Best Practice for Organizing Outdoor Events which sums up our planning and working practice –

1. Design – designing the risks out, or mitigating them wherever possible
2. Planning – ensuring that risks that cannot be designed out are controlled, and that there is coordination and cooperation between contractors
3. Information – ensuring that all event personnel know the site risks and limitations via our contract with them and also the site rules which are posted around site.
4. Selection – appointing only competent contractors who use trained personnel
5. Methodology – obtaining and vetting method statements and risk assessments
6. Control – only allowing authorised persons on site; enforcing rules
7. Prioritisation – concentrating on what could cause the most significant damage, particularly to people
8. Monitoring – ensuring that plans are implemented and that problems, accidents and incidents are reported
9. Reviewing and recording – ensuring that lessons are learnt for the next time.

AUDIENCE PROFILE

The audience at Longitude 2015 is likely to be a good natured and enthusiastic crowd and one that takes no shame in enjoying the entertainment. We therefore plan accordingly, taking the nature of the crowd into account in all our planning.

WHO IS AT RISK?

This Risk assessment has two main thrusts of examination -

- a) The risk to employees, contractors and sub contractors and the environment in the build, production operation and decommissioning of the event.
- b) The risk to non-employees (ticket holders and members of the public without tickets, guests and artists) working at or attending the event.

There will be a first aider on site from the start of the build to the end of the get out, as well as a full medical provision onsite for the duration of the event itself.

THE BUILD, THE EVENT AND THE BREAKDOWN

There are three obvious stages to the event –

1. The build
2. The event itself
3. The breakdown

Each stage is as important as the others and therefore has as much consideration in its planning. As some contractors only work for the build and then the breakdown, and some only work the event itself we will have one main risk assessment, rather than breaking it down for each stage, as this then gives the bigger

picture of the event to the reader and it illustrates clearly how all elements must work together to make the event happen safely. We have also done this as some contractors finish their work early on in the general build, some finish their work during the event, and some only finish their work as the get out is completed and to avoid any confusion as to what the general period is we have kept to one main document.

EVENT SAFETY TEAM

We have designated an Event Safety Coordinator who will remain full time on site around the event itself. This person will be supported by the Site Manager and Production Office together with other members of the site management team who will have a specific Health & Safety remit. By setting this team in place we aim to ensure a robust and resilient system to support the aim of making Longitude 2015 safe events for all who work and attend. This team will ensure the following happens:-

1. Coordination of the collection of information prior to and then during the events
2. The coordination and direction of the safety management of the events
3. Ensuring that the load in, the events and the load out have safety and security as integral and priority elements.
4. Onsite monitoring and coordinating contractors' standards with regards to health and safety
5. Ensuring a full system of reporting is carried out when appropriate
6. Onsite liaison with contractors and the relevant authorities
7. Checking of method statements and risk assessments
8. Collection and checking of completion certificates
9. Communication of safety information to contractors
10. Monitoring and coordinating safety infrastructure, procedures and general performance
11. Assisting the promoter/event control in coordinating safety in response to a major incident

There will be continual monitoring of all of the hazards and control procedures outlined below and corrective action will be taken as necessary, although I have not listed this in every risk for brevity's sake. A health and safety audit will be taken at regular intervals to monitor whether there are any areas that can be improved upon.

HEALTH AND SAFETY DOCUMENTATION

For 2015 there is a revised health and safety contract for all short term employees and contractors. This contract is extensive and covers all aspects of the event health and safety issues. All contractors will also be expected to supply and comply with their own risk assessments, method statements where appropriate and insurance certification via our on-line system.

Site rules will be given out to contractors and staff prior to their arrival as well as when they arrive onsite. Signage containing the site rules will also be displayed around the site. All contractors will be expected to comply with good practice and legislative requirements in respect of their specialist area. These procedures are all an essential and core part of the risk assessment process. All contractors will be actively encouraged to continually review their working practices in an effort to render the working environment as safe as possible.

CALCULATIONS AND CERTIFICATION

Structural drawings and calculations will be obtained in advance for all structures and tents and completion certificates will be signed off for all completed installations; these will be collated by the event safety coordinator on site. Tent exit calculations and flammability certificates will be obtained and available for inspection.

KEY STAFF

Risks will be proactively monitored by the Event Safety Coordinator and team, the event controller/deputies, the site manager, security co-ordinator, stage managers and other delegated staff. In

In addition to this, the stage manager will oversee stage production work. This delegation of elements of monitoring and managing the risks away from the safety coordinator to other competent people ensures that we can monitor multiple operations on site at the same time and with an acceptable and appropriate level of specialist experience. This also frees up the event safety coordinator to make a clearer assessment of the work schedule and for them to be where they consider they are most needed. For example, the more dangerous tasks like rigging and other work at height jobs where individuals are working in a high risk environment - to themselves as individuals as well as to others not involved in the work.

As contractors arrive on site they must come in through blue gate, our production gate. This is managed by specific security staff that have a long-standing experience of the running of a production gate. The security staff at this position will call through on the radio system as contractors arrive and check with key staff before they send them through to the site. They will know where to send them and also to advise contractors on whom they should report to. The relevant key staff member will then be aware that they should meet with and site the contractor immediately and to also ensure that all appropriate staff and infrastructure are in place for the new contractor to start working safely. The work-load of managing and monitoring risks is divided equally between key staff so that their workload is at an appropriate and manageable level. The key staff will therefore have their own roster of contractors and risks to manage and they will make an individual assessment of how best to do this. For example, the site manager will have been radioed about every contractor that he is to look after and he will, after the initial meeting with them, check up on them for key stages as well as on a spot check basis. The site manager will keep them on his list of ongoing jobs until the work is signed off as complete. The key staff work as a tight knit team and so anyone requiring extra help only has to ask for it and can therefore spread their workload if necessary.

KEY RISKS

The following risks are considered to be higher risks than others and have been marked as “key risks”. A key risk is a risk that will be proactively monitored by key staff – namely the event safety coordinator, the event controller/deputies, the site manager, our structural engineer, the production manager or security coordinator.

The key risks – are roughly held under the following titles-

- Fire/explosion/electric shock
- Crowd management issues
- Vehicles – transport issues
- Pyros/barrier/lifting/overhead work/loading/rigging – stage work.

These risks will be monitored and managed by various and different key staff who have experience of this particular area and we have a sufficient number of key staff with appropriate skills and management capabilities.

The risk assessment will be designed to be a work in progress document as new risks are sure to arise as time goes on, we also need to be able to respond to new legislation and we need to be able to change systems as and when we come across new problems.

The actions identified in the risk assessment as well as a commitment to abide by the agreed licence conditions demonstrates a commitment to take all reasonable steps to ensure that employees, contractors, sub contractors, ticket holders and members of the public without tickets, guests, competitors, artists and the environment have had those risks reduced to a minimum.

FESTIVAL REPUBLIC HEALTH & SAFETY POLICY 2015

Policy Statement

Festival Republic is committed to protecting the health, safety and wellbeing of all employees and others who could be affected by our work activities. As Managing Director, I shall ensure that appropriate management resources are provided to identify and control any risks arising from Festival Republic operations at their office premises and temporary workplaces such as event sites.

Safety and wellbeing is of prime importance and an integral part of all Festival Republic operations; so a proactive approach will be adopted to health and safety issues and a positive culture nurtured within the organisation. Our commitment is to provide and maintain safe working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for this purpose.

We are also committed to providing a safe, secure and sustainable environment for all members of the public attending our events.

Through the implementation, monitoring and review of this Policy we aim to secure the long term welfare of employees and to protect people other than those at work against risks arising from our activities. I will therefore endeavour to take all reasonable steps to ensure the objectives of this Policy are met and that necessary resources are allocated to accomplish our goals.

Policy Objectives

The objectives of this Policy are to:-

- Create proactive safety management systems to minimise risks to the Company, its employees and the general public
- Provide and maintain a healthy and safe environment, means of access and egress, systems of work, articles and substances, plant and equipment that are as safe as reasonably practicable.
- Fulfil all legal obligations imposed upon the Company and follow industry best practice.
- Safeguard the health and safety of the public, contractors etc. who could be affected by the activities of Festival Republic.
- Provide a safe working environment and adequate welfare for employees
- Ensure that all employees receive adequate training, information, instruction and supervision in safe working methods, accident prevention & emergency procedures.
- Ensure that suppliers and contractors are encouraging active employee participation in health and safety matters and maintain a high standard of awareness.
- Provide a mechanism to monitor the application of this policy
- Provide a mechanism to review this policy on an annual basis
- Strive to continuously improve safety performance

Arrangements within the Company

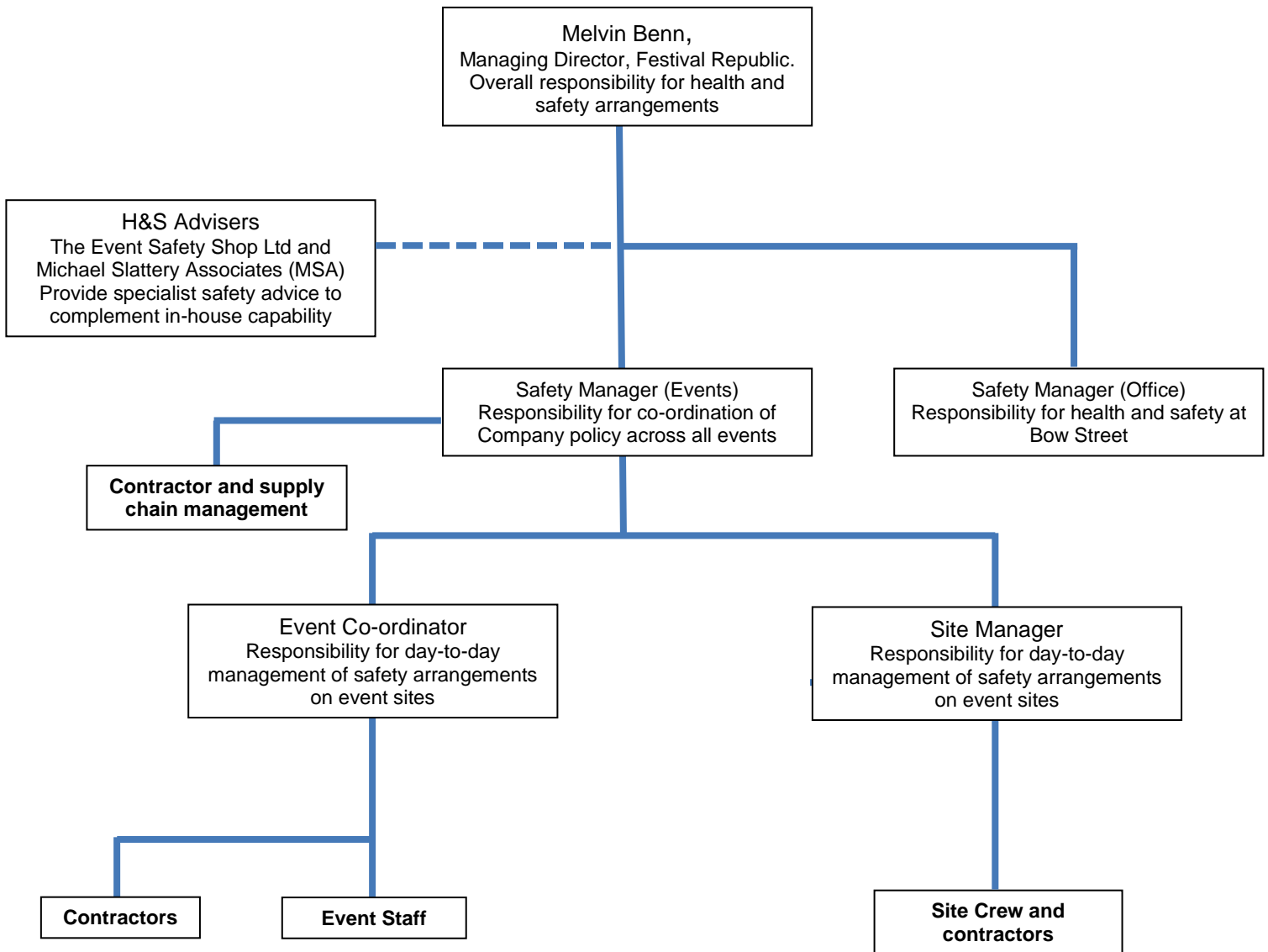
As Managing Director I have overall responsibility for development and implementation of this Policy.

I shall delegate authority to suitably competent and senior managers at each event operated by Festival Republic, to ensure that this Policy (and any specific arrangements required to achieve it) is fully enforced. These Deputies shall monitor work operations and the activities of contractors, and make such arrangements to ensure that the safety performance of Festival Republic is properly monitored and reviewed.

Where appropriate, Festival Republic resources shall be complemented by the appointment of specialist health and safety advisers to assist in the development of specific policies and practices. Such advisers shall work with myself (or my Deputies) in the delivery of this Policy and provision of safe conditions at major events.

It shall be a condition of contract with any supplier or contractor to Festival Republic, that they provide evidence of competence, past safety performance, staff training and relevant insurance. Every contractor shall be required to sign a commitment to safe working and partnership in achieving Festival Republic's policy objectives.

The arrangements within the Company are shown in the diagram below.



Achievement of the Policy

The Policy will be implemented through all Festival Republic operations by reference to Risk Assessments, Event Management Plans, Fire Risk Assessments and other related documents for each event. The findings of these documents will be communicated to all staff and other workers by means of site inductions, briefings, handbooks and so on.

I shall ensure that all Festival Republic employees obtain undergo a due process of induction and briefing prior to starting work at our office premises or any of our event sites. Every employee shall be given suitable instruction, training and supervision in order for them to carry out their duties safely, and every employee shall be provided with detailed information on event risks, site rules and so on in the form of a Staff Handbook at each major event.

It is a responsibility of contractors and subcontractors to take all reasonable steps to ensure safe systems of work are adopted whilst on our event site. I will produce a Health and Safety Contract between Festival Republic and any supplier or contractors and subcontractors to this effect. This document must be signed and returned before commencement of work. I recognise that Festival Republic has duties under the *Health and Safety at Work Act 1974 (UK)*, the *Management of Health and Safety at Work Regulations 1999 (EU)* and the *Safety, Health and Welfare at Work Act 2005 (Ireland)* to manage and co-ordinate the operations of contractors and others on our event sites. Wherever necessary my delegated representatives and I will provide advice on safety matters to assist in the achievement of this goal.

Festival Republic shall ensure that all staff and contractors are provided with advance information on site hazards, basic orientation and emergency procedures – via site inductions, staff handbooks, and advisory notes.

Those persons with specific responsibilities for health and safety are to ensure that these responsibilities are correctly delegated to competent person(s) in their absence.

Festival Republic recognises the need for employee consultation to maintain high standards of awareness and improvements to health and safety performance. Procedures have been established to accomplish this and a blame-free culture is promoted to encourage discussion of health and safety matters at all levels throughout the organisation.

This Policy and any subsequent changes are to be brought to the attention of all employees and others who could be affected via the health and safety contract. All persons are expected to co-operate to achieve these objectives.

With good planning, communication and co-operation we aim to maintain a high standard of health and safety for all who are working at or visiting the festivals and events. This Policy requires the personal commitment of everyone within the organisation. I ask you to work with me to achieve our shared objective.



MELVIN BENN
CEO, FESTIVAL REPUBLIC



**2015 CONTRACTOR'S HEALTH & SAFETY -
TERMS AND CONDITIONS**

BACKGROUND

- A. This document contains “Terms and Conditions” which all contractors must comply with when providing any services to Festival Republic.
- B. Festival Republic will issue a Health & Safety Event Contract to each of its contractors for every event for which the contractors are appointed. This will be sent via email/ online submission website alongside these terms and conditions and questionnaire. The Contract and Questionnaire will provide contact details, information regarding risk and risk avoidance, and other details specific to each event. These Terms and Conditions are incorporated into the H&S Event Contract.
- C. The Purpose of the H&S Event Contract and these Terms and Conditions is to ensure that Festival Republic and the contractors appointed by it are in no doubt as to their respective health and safety obligations, to reduce risk and to ensure that any health and safety issues are identified, evaluated, recorded and reviewed as soon as practicably possible.
- D. Neither these Terms and Conditions nor the H&S Event Contract obviate the responsibility of contractors to comply with all relevant legislation and recommended guidance for its specialism and the activities it shall carry out.

NOW IT IS AGREED AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words and expressions have the following meanings:

The "**Contractor**" is that person defined as "Contractor" in the H&S Event Contract.

"**Employees**" are employees, subcontractors, delivery drivers and other persons working for or at the direction of the Contractor, whether directly employed or not.

"**Essential Vehicles**" are:

- security, medical and fire response vehicles; and
- site / infrastructure crew response vehicles, toilet servicing vehicles and refuse collection vehicles as designated from time to time as essential by the Event Controller, the Site Manager, Event Safety Co-ordinator or other designated representative of Festival Republic.

The "**Event**" is the event as defined in the Event Contract.

The "**H&S Event Contract**" is the agreement between the Contractor and Festival Republic in respect of the Contractor's work and activity at the Event.

The "**Event Safety Co-ordinator**" is an individual designated by Festival Republic to monitor health and safety performance at the Event. The contact details of the Event Safety Co-ordinator are provided within the H&S Event Contract.

The "**Health and Safety Authority**" is the agency responsible for the enforcement of Health and Safety Legislation and good practice under the general direction of the Health and Safety Authority.

The "**Health and Safety Legislation**" is the Safety, Health and Welfare Act 2005 and all other relevant statutory provisions and approved codes of practice introduced for the purposes of improving standards of health and safety and minimising risk from time to time whether or not they are referred to explicitly in the H&S Event Contract.

A "**Key Contractor**" is any contractor appointed to supply or construct / decommission big top tents, bridges and pontoons, the stage (including PA wings, viewing platforms and FOH towers), seating, screens, fireworks, lasers, other special effects, funfair rides, sponsor installations, sound installation, lighting installation, rigging companies, marquees, fencing, trackway, pit barrier, offices, toilets, showers, water points, water tanks/storage and plumbing installation, power, and any other temporary demountable structures.

A "**Major Incident**" is any emergency which involves a large number of people and which requires the implementation of special arrangements by one or more of the principle response agencies, the HSE or the Local Authority and An Garda Síochána for;

- the initial treatment, rescue and transport of a large number of casualties;

- the involvement either directly or indirectly of large numbers of people;
- The handling of a large number of enquiries likely to be generated both from the public and the news media.
- the need for a large scale combined resources of two or more of the Emergency Services; and
- the mobilisation and organisation of the Emergency Services and supporting organisations, e.g. Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The "**Production Office**" is the administrative office on the Site responsible for administering the day to day activities on Site.

The "**Questionnaire**" is the "Contractor's Health and Safety Questionnaire" which is incorporated into each Event Contract and within which the Contractor provides Festival Republic with specific information in relation to risk, risk avoidance and health and safety issues.

The "**Site**" is the area designated by Festival Republic and the area shown on the site plan attached to the H&S Event Contract.

The "**Site Manager**" is an individual designated by Festival Republic as responsible for management of Festival Republic's employees on Site and for overseeing Site preparation prior to the Event, including the erection of the perimeter fence and all structures and overseeing that the Site is organised and carried out with minimum risk so far as is reasonably practicable, that the Site is organised so that work is carried out with the minimum risk

The "**Terms and Conditions**" are those terms and conditions contained within this document entitled "Contractor's Health and Safety Terms and Conditions".

- 1.2 Unless the context otherwise requires words denoting the singular shall include the plural and vice versa, references to any gender shall include all other genders and references to persons shall include natural persons, bodies corporate, unincorporated associations governments, states, trusts and partnerships, in each case whether or not having a separate legal personality. References to the word "include" or "including" are to be construed without limitation.
- 1.3 References to schedules and clauses are to the schedules and clauses of these Terms and Conditions unless otherwise specified and references within a schedule to paragraphs are to paragraphs of that schedule unless otherwise specified.
- 1.4 References in these Terms and Conditions to any statute, statutory provision or EC Directive ("**legislation**") include a reference to that legislation as amended, extended, consolidated or replaced from time to time (whether before, on or after the date of the Event Contract which incorporates these Terms and Conditions except to the extent that any amendment, extension, consolidation or replacements after the date of the Event Contract which incorporates these Terms and Conditions would increase or extend the liability of any party under the Event Contract which incorporates these Terms and Conditions) and include any former legislation which it re-enacts, consolidates or replaces and any order, regulation, instrument or other subordinate legislation made under the relevant legislation.

2. COMPLIANCE WITH THIS CONTRACT

- 2.1. In consideration for its appointment as a Contractor to provide services to Festival Republic, the Contractor agrees that it will fully observe and perform all of its obligations in the H&S Event Contract (which for the avoidance of doubt incorporates these Terms and Conditions) and further warrants that the information provided within the 2015 Health & Safety Questionnaire (also incorporated into the Event Contract) is accurate and that the Contractor shall use its best endeavours to carry out the actions and procedures specified within the Questionnaire.
- 2.2. In the event that obligations are to be carried out by third parties the Contractor undertakes to procure that such obligations are carried out by that third party.
- 2.3. The parties agree that strict compliance with these Terms and Conditions is a fundamental term of the H&S Event Contract.

3. GENERAL OBLIGATIONS

- 3.1. The Contractor must observe all relevant duties and obligations specified in the Health and Safety Legislation and the relevant HSA guidance.
- 3.2. The Contractor acknowledges that there are specific regulations that apply to the safe management of certain risks and that it will ensure that it and its Employees are aware of these risks and fully comply with all such regulations.
- 3.3. In the event that the Contractor proposes to employ any subcontractors, it must notify Festival Republic in advance in writing. Festival Republic shall have right of refusal. The Contractor must ensure that any subcontractor employed by it fully complies with these Terms and Conditions and ensures full compliance with all Health and Safety Legislation including, but not limited to, the carrying out and provision of risk assessments for all aspects of its activity and the supply of documentation to demonstrate their safe working practices and compliance with relevant legislation and guidance.
- 3.4. The Contractor must remain vigilant regarding its health and safety and the health and safety of its Employees and others at all times, take health and safety into consideration before performing any task on the Site and use its best endeavours to ensure that its Employees take reasonable care of themselves and others who may be affected by their acts or omissions whilst at work.
- 3.5. Festival Republic shall monitor the Contractor's health and safety performance and in the event that the Contractor is deemed not be following good safety practice, Festival Republic will advise the Contractor of this with a view to eliminating any health and safety risk and to improve the Contractor's systems and methods. If the necessary remedial action is not fully complied with by the Contractor, Festival Republic has the right to terminate the Contractor's appointment in respect of the Event.
- 3.6. For the avoidance of doubt the Contractor acknowledges that any breach of these Terms and Conditions or the H&S Event Contract and/or any failure to adhere to the Health and Safety Legislation and/or failure to follow the instructions of the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic by it or its Employees and/or any breach of the licence or site regulations, shall be the Contractor's responsibility and the Contractor hereby

agrees to indemnify Festival Republic against all liabilities, costs, expenses, damages and losses (including direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other reasonable professional costs and expenses) arising out of any failure or breach by the Contractor and/or its Employees limited to the value of the Contractor's insurance.

4. MANDATORY DOCUMENTS

4.1. The Contractor shall supply to the Event Safety Co-ordinator, the Site Manager or any other delegated representative of Festival Republic, the following documents in respect of each Event Contract within one month of receipt (or no later than 35 days prior to its first day onsite whichever is the sooner);

- completed 2015 Health & Safety Questionnaire;
- completed Contractor's Health & Safety Event Contract
- the Contractor's completed Risk Assessment;
- the Health and Safety Policy of the Contractor;
- the Health and Safety Policy of any proposed sub-contractors;
- valid Employers and Public Liability Insurance certificates to demonstrate that the Contractor holds suitable insurance at a suitable level to the satisfaction of Festival Republic;
- Method Statement (Key Contractors);
- wind policies design and load calculations and relevant test results for each structure (Key Contractors);
- layout plans showing capacity and fire exits and tent exit calculations (sponsor installations);
- fire retardant certificates (where applicable);
- safety certificates (funfair and other rides);
- training certification/licences for manual handling and use of plant (where applicable);
- training certification and applicable paperwork for motorised lifting (where applicable);
- training certification and applicable paperwork for equipment for working at heights (where applicable); and
- Control of substances hazardous to health sheets for each chemical / dangerous material (where applicable).

4.2. Festival Republic may request additional information and any such request must be met by the Contractor forthwith.

5. RISK ASSESSMENTS

- 5.1. The Contractor must, and must ensure that its subcontractors carry out and produce a written comprehensive risk assessment specific to its work and/or involvement at the Event giving attention to the Site conditions, any specific local risks and all of the various aspects of its activity on the Site which will include but not be limited to;
 - 5.1.1. falls from height;
 - 5.1.2. falling objects;
 - 5.1.3. slips, trips and falls;
 - 5.1.4. workplace transport;
 - 5.1.5. workplace stress;
 - 5.1.6. musculoskeletal disorders;
 - 5.1.7. risk of electrocution; and
 - 5.1.8. the effect of adverse weather conditions
 - 5.1.9. noise at work risk assessment.
- 5.2. The Contractor must, and must ensure that its subcontractors give full consideration to Festival Republic's own risk assessment in preparing its risk assessment in relation to the Event.
- 5.3. The Contractor must supply the Event Safety Co-ordinator with its risk assessment and ensure that its subcontractors' risk assessments are also provided to the Event Safety Co-ordinator or to another designated representative of Festival Republic.
- 5.4. In the event that the Event Safety Co-ordinator or any other designated representative of Festival Republic suggest amendments to the risk assessment provided by the Contractor, the Contractor must produce a further revision of its risk assessment forthwith dealing with any of the Festival Republic's concerns and suggestions.
- 5.5. Should the Contractor or any of its subcontractors require assistance in completing their risk assessments, Festival Republic should be contacted and shall use all reasonable endeavours to assist.
- 5.6. The Contractor must, and must ensure that all sub-contractors appointed by it, plan all operations using all of the safety controls and protective measures deemed necessary after a thorough risk assessment has been carried out as well as adhering to all Health and Safety Legislation.
- 5.7. Festival Republic will provide the Contractor with a copy of its overall site risk assessment for the Event as soon as practicably possible before the Event. This will be verbally briefed and key risks will be identified during the on site induction.
- 5.8. The Contractor shall communicate the directions, routings and gates and all relevant sections of these Terms and Conditions to its Employees and shall use its best endeavours to ensure that they adhere to such communications.

6. METHOD STATEMENTS & QUESTIONNAIRE

- 6.1. In the event that the Contractor is a Key Contractors it must prepare and deliver to Festival Republic a site specific method statement in consideration of its risk assessment, the risk assessment of Festival Republic and the risk assessments of

its subcontractors detailing what systems are to be put in place to avoid, minimise and/or manage risks and how they are to be implemented.

- 6.2. In the event that the Event Safety Co-ordinator or any other designated representative of Festival Republic suggests amendments to the method statement provided by the Contractor, the Contractor must produce a further revision of its risk assessment forthwith dealing with any of the Festival Republic's concerns and suggestions.
- 6.3. Should the Contractor or any of its subcontractors require assistance in completing its method statement, Festival Republic should be contacted and shall use all reasonable endeavours to assist.
- 6.4. Prior to its appointment by Festival Republic to provide services in respect of the Event, the Contractor must complete and return to the Event Safety Co-ordinator or another designated representative of Festival Republic the Questionnaire which forms part of the Event Contract.
- 6.5. In the event that the Contractor becomes aware that information contained within the Questionnaire requires amendment it must notify Festival Republic forthwith.

7. COMPLETION CERTIFICATES

- 7.1. In the event that the Contractor is responsible for the installation of infrastructure or equipment, once the Contractor's installation is complete on the Site, the Contractor must ensure that a competent and suitably qualified individual assesses that their installation has been constructed correctly and is fit for use. Upon satisfactory inspection, the Contractor will be required to sign a Festival Republic completion certificate certifying the same.
- 7.2. The Contractor must advise the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic of the date and time of the inspection to enable that person to be present throughout this procedure.

8. BABYSITTERS

- 8.1. If requested to do so by Festival Republic the Contractor must provide a nominated "babysitter" to remain on the Site throughout the period during which the Site is open to the public in order to monitor the infrastructure and be available to respond to any requests. A babysitter must be available 24/7 and will be provided where appropriate with an event radio. Babysitters must have a good command of English and be able to understand and respond to requests and instructions.
- 8.2. The Contractor must provide or in the event that it has appointed a subcontractor, ensure that the subcontractor provides the contact details for the babysitter to the Production Office no less than 48 hours before the Site is opened to event goers.

9. INDUCTIONS

- 9.1. Upon the Contractor's first attendance on the Site, the Contractor must attend an induction before it or its Employees commence any activity. The Contractor must provide names of all staff and key contact details to the Production Office upon arrival.
- 9.2. The Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic will carry out a verbal site induction with the Contractor's

nominated supervisor and crew when the Contractor arrives on the Site in order to highlight any site specific risks including risks arising from the work of other contractors or other persons on the Site and will outline the health and safety monitoring procedures. It is the responsibility of the Contractor's supervisor to ensure that all crew attend the induction.

- 9.3. The Contractor must contact the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic so that the induction can be arranged in advance.
- 9.4. At the induction the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic will outline;
 - 9.4.1. the location of fire fighting equipment;
 - 9.4.2. position of first aid kits and accident book;
 - 9.4.3. procedures for contacting the emergency services;
 - 9.4.4. evacuation procedures;
 - 9.4.5. details of site hazards;
 - 9.4.6. details of other work happening on site;
 - 9.4.7. working hours;
 - 9.4.8. speed limits;
 - 9.4.9. routes and access points;
 - 9.4.10. prohibited areas;
 - 9.4.11. command structure on site;
 - 9.4.12. on-site facilities; and
 - 9.4.13. any further matters which Festival Republic considers relevant.
- 9.5. The Contractor must allow time for the induction in their programme of works.
- 9.6. The Contractor must not, and must ensure that none of its Employees commence work on the Site until the induction has been completed and the Contractor has passed the induction information on to its Employees.
- 9.7. The Contractor hereby acknowledges that hazards can be created post induction that could not have arisen or have been pointed out at the time of the induction. The Contractor shall be and shall ensure that its Employees are vigilant in order to detect any new hazards and immediately report them to the Event Safety Co-ordinator, Site Manager or another designated representative of Festival Republic.
- 9.8. Festival Republic will make all reasonable efforts to draw the Contractor's attention to any new hazards of which it becomes aware and the Contractor must ensure that each of its Employees has been fully briefed by the Contractor of working conditions and any hazards (existing and/or new) on the Site from time to time.

10. CO-OPERATION BETWEEN THE PARTIES

- 10.1. The Contractor must report in person to the Production Office to give notice a) of deliveries that are to be made before such deliveries are made and b) before any work commences on Site.
- 10.2. The Contractor must inform the Event Safety Co-ordinator, Site Manager or other designated representative of any high risk operations that it or its Employees plan to undertake or dangerous substances / articles it or its subcontractors wish to bring on to the Site (for example but not limited to hazardous chemicals, flammable

materials) prior to their arrival to the Site and again prior to undertaking such high risk operations and/or using such dangerous substances/articles.

- 10.3. In the event that the Contractor or its Employees become aware of any health and safety shortcomings on the Site, the Contractor must if appropriate cease its operations and ensure that its Employees cease operations and report these shortcomings immediately to the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic, who will review the situation and instruct the Contractor of the appropriate action.
- 10.4. The Contractor must co-operate with Festival Republic in respect of any duty or obligation imposed by Health and Safety Legislation and/or Festival Republic.
- 10.5. The Contractor will notify Festival Republic forthwith of any concerns with regard to health and safety for the benefit of Festival Republic's annual safety audit. Contractors are requested to provide debrief reports and must supply any debrief reports it produces to Festival Republic in order that Festival Republic can review its performance.

11. COMMUNICATIONS

- 11.1. The parties agree that they will use all reasonable endeavours to maintain good communication at all times in order to reduce risks and encourage high standards of health and safety.
- 11.2. In the event that the Contractor or its Employees are issued with site radios the Contractor must ensure that it and its Employees follow Festival Republic's radio etiquette instructions and ensure that it and its Employees have an event channel list.
- 11.3. The Contractor shall return any radio and associated equipment obtained from Festival Republic and Festival Republic reserve the right to charge the Contractor for any lost or damaged items.
- 11.4. Prior to the Contractor's or its Employees' use of its own radio devices the Contractor shall provide Festival Republic with the frequencies that it or its Employees will be working its radio devices on, so that Festival Republic are able to check that there will be no conflict with its site wide system. If Festival Republic considers that there is a conflict the Contractor will not use the conflicting system and must provide for an alternative method of communication.

12. AVOIDANCE OF ON SITE UTILITIES

- 12.1. Festival Republic will advise the Contractor of the locations of any known overhead power lines and underground pipes and cables during the induction and where practicable prior to their arrival on site.
- 12.2. The Contractor must seek and obtain the authorisation of the Event Safety Co-ordinator, Site Manager or designated representative of Festival Republic prior to any of its Employees commencing work within the vicinity of any overhead power lines. The Contractor must maintain and ensure that its Employees maintain a 6 metre distance from the power lines at all times.
- 12.3. Festival Republic will provide the Contractor with a map of the known overhead power lines and underground cables on the Site at the induction. It should be noted

that Festival Republic cannot be held responsible for the accuracy of drawings and the Contractor must make its own investigations to verify information provided to it and remain vigilant at all times.

- 12.4. The Contractor must ensure that it and its Employees avoid any underground cables or pipes when installing any infrastructure.

13. INSPECTIONS

- 13.1. The Contractor must co-operate at all times with any onsite inspections carried out by the Event Safety Co-ordinator or by the Health and Safety Enforcement Authority (who may be based on the Site and conduct vigorous inspections).
- 13.2. The Contractor must carry out routine inspections of each area of the Site upon which work is to be undertaken by the Contractor and/or its Employees immediately before any work is to be carried out to ensure that no additional risks, circumstances or conditions are apparent or have occurred which were not accounted for in the risks assessment and/or method statement.
- 13.3. In the event that the Contractor is a Key Contractor it must carry out daily inspections and routine maintenance checks of its structures and services (including back of house) by 8am each morning, record the checks in writing and provide a written record of the checks to either the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic.
- 13.4. Immediately following each check the Contractor must attach or ensure that its Employees attach a notice to the infrastructure to confirm that it has been checked and certified.

14. SUPERVISION AND ONSITE MANAGEMENT

- 14.1. The Contractor must follow the instructions of the Event Controller, Site Manager, Event Safety Co-ordinator, Production Office, Licensing Compliance Officer or any other delegated representative of Festival Republic on issues of health and safety at all times (including during emergencies or Major Incidents).
- 14.2. The Contractor shall put and keep internal management systems in place in order to adequately supervise its Employees and to maintain a high standard of onsite communication and management of Employees.

15. CO-ORDINATION AND CO-OPERATION

- 15.1. Where the Contractor is required to work together with another contractor on the Site the Contractor must use its best endeavours to cooperate with the other contractor and to co-ordinate the work and operations with the other contractors to ensure that all health and safety objectives are met.
- 15.2. The Contractor must consider the other contractor's risk assessments before work is commenced to ensure that any risks associated with working together with the other contractor on the Site have been considered and addressed.

16. LICENCE CONDITIONS AND SITE REGULATIONS

- 16.1. Festival Republic will supply the Contractor with parts of the relevant outdoor events licence and the site regulations relevant to the Contractor's appointment prior to the Contractor's first attendance at the Event.
- 16.2. The Contractor hereby undertakes that it will ensure that it and its Employees shall adhere to the outdoor event licence and site regulations at all times. Any breach of the licence conditions and site regulations that causes Festival Republic to incur costs will be passed on to the offending Contractor.

17. SUBCONTRACTORS

- 17.1. The use of subcontractors is subject to prior approval by Festival Republic, which will not be un-reasonably withheld or delayed. Festival Republic reserves the right to refuse certain sub-contractors from working on our Events. For any approved subcontractor, the Contractor is wholly responsible for the subcontractor carrying out and completing their obligations.
- 17.2. The Contractor hereby confirms and warrants that any subcontractor(s) (including self employed persons) it is using or intends to use have demonstrated their health and safety competence to the Contractor by providing appropriate documentation and the Contractor shall make that documentation available to the Event Safety Co-ordinator upon demand.
- 17.3. The Contractor confirms and undertakes to make any subcontractor(s) aware of and obtain their agreement to Festival Republic's Terms and Conditions prior to engaging the subcontractor(s).

18. USE OF COMPETENT STAFF AND OPERATIVES

- 18.1. The Contractor must ensure that only Employees competent and qualified to carry out a particular task are employed to do so and that they are adequately trained and have the necessary skills and abilities to perform their functions in a safe manner.
- 18.2. In the event that the Contractor is in any doubt as to an Employee's suitability to perform a task it must assign the task to another more qualified Employee.
- 18.3. The Contractor must ensure, and ensure that its Employees ensure that a sufficient number of competent persons are assigned to carry out specific safety related tasks including regular visual safety checks.
- 18.4. The Contractor undertakes to take all necessary steps to ensure that all Employees on the Site are competent in carrying out their tasks.

19. FIRST AID, ACCIDENTS, NEAR MISSES AND ACCIDENT REPORTING

- 19.1. The arrangements for first aid will be outlined during the Contractor's induction.
- 19.2. During the load in and load out first aid assistance will be available via the Production Office and/or Health and Safety office (if appropriate). The accident book is kept in the Production Office and must be completed. The Contractor shall notify their Employees of the location of the accident book.

- 19.3. The Contractor must immediately report and/or ensure that its Employees report all accidents and near misses however minor to the Production Office for noting in the accident book and for onward transmission to the Event Safety Co-ordinator.
- 19.4. The Contractor shall co-operate with Festival Republic in order to assist with the investigation of any incident and in preparing any report made in conjunction with the notification of accidents and dangerous occurrences in the Safety, Health and Welfare Act.
- 19.5. The Contractor hereby acknowledges that any IR1 report must be filed and reported by Festival Republic and NOT the Contractor itself or any of the Employees.
- 19.6. In the event of a Major Incident, serious accident or near miss the Contractor shall and/or shall ensure that its Employees shall leave all materials, equipment and tools undisturbed (providing they do not cause a hazard) to aid investigation into the incident.
- 19.7. During the Event itself (the period by which event goers are admitted to the Site) Festival Republic shall provide an onsite medical team.
- 19.8. The Contractor shall be responsible for putting into place arrangements for first aid whilst the Contractor carries out its works.
- 19.9. The Contractor undertakes and warrants to put in place all appropriate arrangements in respect of first aid.
- 19.10. If an accident, or injury becomes reportable under the Safety, Health and Welfare Act after the Contractor has left the Site (for example because one of its Employees is off work for more than 7 days as a result of an accident on the Site, although note that all festival sites will record injuries that cause employees to be off work for between 3 and 7 days), then the Contractor shall immediately inform Noel Painting of Festival Republic whose contact details are noel@festivalrepublic.com and provide all those details required by the HSA.

20. SAFETY ZONES

- 20.1. The Contractor must ensure and/or ensure that its Employees ensure that a safety zone is installed around work in progress that is deemed particularly hazardous after the required risk assessments have been carried out (for example during the erection of a big top tent or stage).
- 20.2. The Contractor must ensure and/or ensure that its Employees ensure that the safety zone is demarcated using fencing and/or rope and pin along with appropriate signage and that access into the safety zone is controlled.
- 20.3. In the event that the Contractor requires any help or advice regarding the implementation of the safety zone, it should contact the Event Safety Co-ordinator or Site Manager.
- 20.4. The Contractor will carry out an assessment of all works and activities carried out by it that will require a safety zone.

21. HARD HAT AREAS

- 21.1. The Contractor must notify Festival Republic in writing of any areas which it considers should be designated hard hat areas. Festival Republic will assist the Contractor in ensuring that such hard hat areas are assigned and cordoned off as necessary.
- 21.2. The Contractor must ensure that those Employees required to work in hard hat areas and any other person permitted entry to a hard hat area are provided with hard hats and take steps to ensure that they wear hard hats when within hard hat areas or when otherwise necessary.
- 21.3. The Contractor will undertake all steps to enforce the wearing of hard hats in hard hat areas on the Site.

22. HEARING PROTECTION ZONES

- 22.1. In the event that there are levels of noise in excess of the levels outlined in the Control of Noise at Work Regulations (as part of General Application Regulations 2007, Chapter 1 of Part 5: Control Of Noise at Work) the Contractor must ensure that its Employees use ear protection and that it complies with Health and Safety Legislation.
- 22.2. Festival Republic shall designate areas subject to excessive noise levels as ear protection zones and notify the Contractor of their existence and locality.
- 22.3. The Contractor must ensure that its Employees and visitors to the ear protection zones are aware of the ear protection zones.
- 22.4. The Contractor shall ensure that Employees exposed to excessive noise levels are rotated regularly to minimise their exposure in accordance with the Noise at Work Regulations.
- 22.5. The Contractor hereby confirms and warrants that it shall ensure that the exposure of its Employees to excessive noise levels is kept to a minimum and make sure its Employees are aware of the dangers of exposure to excessive noise levels and wear any protection provided by putting in place the appropriate systems.

23. GROUND CONDITIONS

- 23.1. The Contractor shall and shall ensure that its Employees shall take into consideration the ground conditions of the Site and carry out a regular assessment to ascertain whether the conditions are safe for working on and that it is suitable for the construction of any infrastructure before work commences.
- 23.2. The Contractor shall and/or must ensure that its Employees shall continually reassess the position throughout the period that the infrastructure is on the Site including for the avoidance of doubt the periods of loading in and loading out.
- 23.3. The Contractor shall and/or shall ensure that its Employees immediately report any concerns in respect of the ground conditions and/or the infrastructure's stability to the Event Safety Co-ordinator or Site Manager.

- 23.4. In wet/waterlogged conditions each Contractor with a staked structure must report to the Event Safety Co-ordinator or Site Manager as soon as reasonably practicable.

24. SECURITY

- 24.1. The Contractor is entirely responsible for all of its and its Employees equipment (whether owned or hired) and all personal belongings and work equipment brought on to the Site by it or its Employees. Festival Republic will not under any circumstances be responsible for any loss the Contractor or its Employees suffer in this regard.
- 24.2. The Contractor must immediately alert security or the Production Office if it becomes aware of situations that are a threat to security, involve criminal activity of potential criminal activity or crowd management issues.

25. EMERGENCY ACCESS LANES

- 25.1. The Contractor must ensure that Employees are familiar with the emergency access lanes throughout the Site (including those in the campsites and in and around the arena), and ensure that they are never blocked as a result of their work activity, equipment or parked vehicles.

26. DRIVING ON SITE

(Including but not limited to the use of golf buggies, forklifts, dumper trucks, cherry pickers, gators, site vehicles, delivery vehicles, any other working vehicles and personal vehicles)

By bringing or using a vehicle on a Festival Republic controlled site, Contractors agree to abide by site rules, traffic signage, security staff and traffic marshals and road traffic law. Any contravention of these may result in loss of driving privileges on site, removal from site, impounding of vehicle or even prosecution by local authorities.

- 26.1. The Contractor must ensure that only vehicles with appropriate passes issued by Festival Republic are allowed on the Site and only when required for essential work (unless there is a need for an Essential Vehicle).
- 26.2. The Contractor must ensure that only drivers with a valid driving licence or plant operating ticket (as appropriate) are permitted to drive site vehicles and that all drivers of vehicles on the Site have the appropriate licence and are authorised to do so by the Contractor or one of the Contractor's Employees with authority to grant the same. All drivers of Festival Republic owned/hired vehicles and all drivers of access plant and machinery, lifting machinery and other plant brought to site must submit a copy of their Licence and/or plant tickets to the Production Office before using any such plant or vehicles. Failure to provide valid licences and/or plant tickets will result in that driver being unable to drive on site.
- 26.3. The Contractor must ensure so far as is reasonably practicable that the site speed limit and vehicle curfews imposed by Festival Republic are adhered to by it and the Employees.
- 26.4. Any vehicle movements going through areas where there are pedestrians and/or with limited visibility must use the aid of a banksman and undertaken with extreme

caution. The Contractor must contact and/or ensure that its Employees contact the Production Office or Licensing Compliance Office to arrange banksmen as far in advance as possible.

- 26.5. The Contractor must ensure and ensure that the Employees ensure that all equipment, articles, machinery and other materials are transported safely with particular consideration given to the health and safety of its Employees and all others on Site.
- 26.6. The Contractor shall ensure and ensure that the Employees ensure that maximum load recommendations are not exceeded.
- 26.7. The Contractor shall ensure and shall ensure that Employees ensure that all vehicles used are driven responsibly and specifically and that no-one rides on a trailer in a position where they can lose balance and fall.
- 26.8. The Contractor shall ensure and shall ensure that its Employees ensure that all vehicles including golf buggies are not left parked on a slope unless immobilised.
- 26.9. The Contractor must ensure that its Employees do not use mobile telephones while driving or operating any machinery.
- 26.10. All golf buggies and forklifts supplied by Festival Republic will include safety signage and the Contractor and its Employees must adhere to these instructions.
- 26.11. The Contractor shall and/or shall ensure that its Employees shall secure all vehicles when not in use to prevent unauthorised use.
- 26.12. Please do not use “4 way flashers” moving around on site, the use of beacons on plant vehicles is encouraged.
- 26.13. During curfew hours, the only vehicle movements that are allowed are Essential Vehicle movements. The Contractor must ensure and/or ensure that its Employees ensure that the movement of Essential Vehicles is kept to an absolute minimum and that Essential Vehicles that have authorisation for moving through any areas where there are pedestrians are accompanied by a banksman and undertaken with extreme caution. The Contractor must contact and/or ensure that its Employees contact the Production Office or the Licensing Compliance Office to arrange banksmen as far in advance as possible. Outside curfew hours, the contractor must ensure and / or ensure that its Employees ensure that vehicle movement while the public are onsite must be limited to essential journeys and controlled in the interests of safety.
- 26.14. IT IS AGREED THAT DRIVING ANY VEHICLE OF ANY TYPE UNDER THE INFLUENCE OF DRINKS OR DRUGS IS NOT PERMITTED ON SITE AND THIS INCLUDES ALL BUGGIES AND GATORS. ANYONE FOUND IN BE EJECTED FROM SITE.
- 26.15. When using ATV style buggies (e.g. Kubota / John Deer / Mule) the following shall be adhered to at all times:**
 - 26.15.1. Any use of ATV style buggies must include the use of seat belts if fitted at manufacture or subsequently.

- 26.15.2. The number of passengers in an ATV style buggy shall be no more than the number of seatbelts present.
- 26.15.3. Passengers must not be carried in the load compartment of ATV style buggies.
- 26.15.4. Golf carts (e.g. Search buggies) must not carry a number of passengers that would endanger the health and safety of those passengers; each passenger must be properly sat on a seat
- 26.15.5. Any person carried in the load compartment of a golf cart or flatbed must be sat within the walls of the compartment and the speed should be reduced accordingly.
- 26.15.6. Although festival sites will generally be on private land, it is recommended that seatbelts are worn in all vehicles.
- 26.15.7. All vehicles must give way to pedestrians.
- 26.15.8. All vehicles must be checked for defects before use.
- 26.15.9. Vehicles driving in the hours of darkness must have appropriate lighting fitted and in full working order.

27. DRIVING TO AND FROM SITE

- 27.1. The Contractor shall provide Employees (which for the avoidance of doubt does include delivery and collection drivers) with directions to the Site including the correct route, instructions as to which gate should be used into the Site, and procedures for employees in regards to collection and wearing of accreditation and access to their relevant staff areas and accommodation if appropriate, and shall use its best endeavours to ensure that they follow such instructions.
- 27.2. The Contractor will ensure that those Employees responsible for the driving of heavy goods vehicles are aware of the various routings and gates, since many of the access roads around event sites are unsuitable for heavy goods vehicles and shall use its best endeavours to ensure that the Employees follow such instructions.
- 27.3. The Contractor must take reasonable steps to ensure that all employees leave and arrive at the Site safely and quietly paying particular attention to minimise any nuisance that could be caused to local residents.

28. PLANT AND VEHICLE OPERATION AND SAFETY CERTIFICATION / LICENCES

(For the avoidance of doubt this includes deliveries to and collection from the Site, use of fork lift trucks/automated lifting equipment, use of earth moving machinery, and use of cranes)

- 28.1. The Contractor must ensure that any Employees operating vehicles, plant and equipment on or around the Site are authorised to do so, have received all appropriate safety information, are in possession of suitable safety certification and / or full clean driving licences and conduct visual checks of their vehicles and/or equipment and work area including ground conditions prior to commencing work.

- 28.2. The Contractor must ensure and/or ensure that its Employees ensure that straps for fixing loads in transit on transporting equipment are sound and firmly secured and that this is verified by a suitably qualified and competent person.
- 28.3. The Contractor must ensure and/or ensure that its Employees ensure that Employees operate the plant, vehicles and machinery safely and that they maintain plant, vehicles and machinery to the requisite level.
- 28.4. The Contractor shall ensure and/or ensure that its Employees ensure that a non operational supervisor is on Site to plan and supervise operations using a crane in consultation with Festival Republic.
- 28.5. For the avoidance of doubt these Terms and Conditions of the Contractor apply whether Festival Republic or the Contractor supplied the vehicles, plant or machinery.
- 28.6. Copies of certification for operators of vehicles, plant and machinery shall be supplied to Festival Republic prior to the Contractors and/or Employees commencement of work on the Site. Such certification must comply with the relevant approved code of practice. Festival Republic shall keep all its plant in a central pool and the allocation of the plant to the Contractor will be organised by the Production Office (where copies of plant tickets will be held).
- 28.7. The Contractor undertakes and warrants that it shall take all reasonable steps to ensure that all Employees driving vehicles to and on the Site have the relevant full and clean driving licence.

29. STRUCTURAL SAFETY

- 29.1. The Contractor shall not remove and shall ensure that its Employees do not remove any components to any temporary structures or add any banners or hoarding without consulting the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic.
- 29.2. The Contractor must ensure and/or ensure that its Employees ensure that all structures are installed as per the IStructE Guidance on Temporary Demountable Structures and all other relevant guidance.
- 29.3. The Contractor shall ensure or shall ensure that its Employees ensure that structural calculations are provided and must relate to the specific structure that is being installed. A Festival Republic structural engineer may check the structure and if required the Contractor must make any changes or reinforcements and must co-operate in order to ensure that the structure is as safe as possible. All structures need to be signed off with a completion certificate following the procedure as outlined above at clause 7.
- 29.4. The Contractor shall ensure or shall ensure that its Employees ensure that temporary structures are erected in accordance with submitted calculations, plans and specifications (where relevant).
- 29.5. A competent person must be onsite for all key structures for maintenance and for liaison with the Event Safety Co-ordinator.

30. MANUAL AND MOTORISED HANDLING/LIFTING

- 30.1. The Contractor must ensure that those Employees responsible for carrying out manual work which involves the lifting or moving of heavy boxes or other equipment shall be of a competent level in the method of lifting and shall have had training on the correct lifting technique in addition to ensuring that they wear steel toe capped boots or similar to protect them from any dropped or rolling items.
- 30.2. The Contractor shall not allow any of the Employees to work on a task if they do not wear the relevant personal protective equipment for that specific task.
- 30.3. The Contractor must comply and ensure that its Employees comply with the Manual Handling Regulations as part of the Safety, Health and Welfare at Work, ((General Applications) Regulations 2007, Chapter 4 of Part 2) and must carry out and/or ensure that its Employees carry out an assessment of any proposed lifting or moving task prior to arrival on the Site and provide a copy of the assessment to Festival Republic.
- 30.4. Festival Republic shall provide verbal manual handling training on the Site upon request.
- 30.5.** The Contractor must comply and/or must ensure that its Employees comply with the **Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 2: Use of Work Equipment (updated in 2010)** when supplying motorised lifting equipment with or without personnel and supply all the requisite paperwork /certification to Festival Republic.
- 30.6. The Contractor undertakes to provide to Festival Republic copies of all training certificates for its staff in respect of manual handling.
- 30.7. The Contractor undertakes to provide to Festival Republic copies of all training certificates for its staff in respect of motorised lifting equipment.

31. WORKING AT HEIGHTS

- 31.1. The Contractor must ensure and ensure that its Employees ensure that any work at height is considered a priority safety issue on the Site is properly assessed and planned in advance and appropriately supervised.
- 31.2. The Contractor must avoid and ensure that its Employees avoid working at height unless absolutely necessary.
- 31.3. In the event that the Contractor is or its Employees are carrying out work above head height the Contractor must employ and/or ensure that its Employees employ a safe system of work and wherever possible use mobile elevated work platforms, scaffolding towers and ladders in preference to free climbing with fall arrest equipment.
- 31.4. The Contractor shall only use and/or shall ensure that its Employees only use ladders which are appropriate, correctly positioned, firmly supported and secured or footed whilst in use, and shall ensure and/or ensure that its Employees ensure that the ladder and the method by which it has been situated and secured is approved by a competent and suitably qualified individual before use.

- 31.5. The Contractor must ensure and/or ensure that its Employees ensure that all scaffolding is properly constructed and inspected at the statutory intervals by a competent and suitably qualified individual, and that the necessary certificates are available for inspection. All scaffolding shall be safety tagged.
- 31.6. Should free climb work be necessary the Contractor shall ensure that all Employees are provided with fall arrest harnesses and all other requisite safety equipment and should the Contractor or its Employees need to use mancages it shall ensure that harnesses and high viz jackets are worn properly by it and the Employees.
- 31.7. The Contractor will ensure that hard hats are worn by it and its Employees during the construction of fire towers and any other structures where workers are working overhead (which includes the rigging and de rigging stages).
- 31.8. Whenever overhead operations are undertaken by the Contractor or by its Employees, the Contractor must clear or ensure that its Employees clear a safety zone to exclude other staff or members of the public and ensure that those Employees who must remain in the safety zone wear hard hats. For the avoidance of doubt, the Contractor must fully comply with its obligations regarding work sites and safety zones referred to above and ensure that its Employees do the same.
- 31.9. The Contractor must use and/or ensure that its Employees use a selection of suitable work equipment such as platforms or personal fall protection systems as necessary and that all work is carried out in accordance with the Work At Heights Regulations as stated in Part 4 (Regulations 94 to 119) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)
- 31.10. The Contractor must ensure that all work at height is properly lit.
- 31.11. The Contractor undertakes to provide Festival Republic with copies of all training certificates for those of its employees that shall be working at height.
- 31.12. The Contractor undertakes that it shall provide Festival Republic with copies of all certificates in respect of work equipment used for working at height and confirms and warrants that appropriate systems shall be put into place to ensure that working at height is as safe as practicably possible.

32. NOISE AT WORK

- 32.01 Many parts of the festival are high noise environments, which exceed the Upper Exposure Action Value identified in the General Application Regulations 2007, Chapter 1 of Part 5: Control Of Noise at Work. Any staff or contractors operating in such areas must observe the noise warning notices and use personal hearing protection provided at all times. No work should be carried out in stage pits or in front of operational loudspeakers without hearing protection. It is the responsibility of stage managers to ensure that workers are aware of the action to be taken in high noise environments and to ensure that appropriate PPE is available.

33. WORK EQUIPMENT

- 33.1. The Contractor shall be responsible for the appropriate maintenance and servicing of any work equipment that it or its Employees brings on Site, for ensuring that test records and logs for such work equipment is kept and for ensuring that work

equipment is regularly inspected and maintained and that records of such inspection and maintenance are available for inspection.

- 33.2. The Contractor shall ensure or shall ensure that its Employees ensure that all work equipment, including machinery, trailers, lifting gear and winches (whether owned or hired) meets with the relevant legislation and carries all necessary valid certification.
- 33.3. The Contractor shall ensure that all work equipment is suitable for the work and that the requisite guards and hazard signs are in place as required and have not been tampered with.
- 33.4. In the event that the Contractor or its Employees deem a piece of work equipment unsafe, the Contractor must ensure that the work equipment is labelled clearly to warn any potential user of the defect, immobilise the working equipment and place the working equipment in a safe secure area to prevent unauthorised use.
- 33.5. The Contractor shall and/or shall ensure that its Employees shall notify the Event Safety Co-ordinator or Site Manager of any breakages, faults or defects of all work equipment immediately.
- 33.6. The Contractor shall immediately inform the Production Office and all potential users of faulty, unsafe or decommissioned working equipment.
- 33.7. The Contractor will ensure that only experienced, competent and suitably qualified Employees are allowed to use working equipment.
- 33.8. The Contractor shall ensure and/or ensure that its Employees ensure that all working equipment is immobilised and secured when not in use to prevent unauthorised usage.
- 33.9. The Contractor will undertake all reasonable steps to ensure that it complies with these Terms and Conditions and the relevant legislation as regards work equipment.

34. ELECTRICAL SAFETY

- 34.1. The Contractor shall ensure and/or ensure that its Employees ensure that all electrical installations and equipment meet the requirements of the relevant legislation specifically Part 3 (Regulation 74 to 93) of the 2007 Safety Health & Welfare at Work (General Application) Regulations.
- 34.2. Power equipment, cabling and plugs are the responsibility of the nominated electrician. The Contractor shall not and shall ensure that its Employees do not interfere with, or attempt repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than the nominated electrician is a criminal offence.
- 34.3. The Contractor shall carry out and/or shall ensure that its Employees carry out regular visual checks of office equipment, lighting and domestic equipment and shall carry out and/or shall ensure that its Employees carry out a visual inspection on plugs, cable wear, the safe layout of cables etc and if a fault is suspected in any circuit or apparatus (e.g. because of a repeated blowing fuse), the nominated electrician shall be called and the appliance taken out of use.

- 34.4. The Contractor shall use and shall ensure that its Employees use circuit breakers where possible and ensure that plug sockets are not overloaded.
- 34.5. The Contractor shall seek and obtain and shall ensure that its Employees seek and obtain the authorisation of the Event Safety Co-ordinator or Site Manager prior to working in the vicinity of overhead power lines.
- 34.6. The Contractor shall ensure and shall ensure that its Employees ensure that no flammable materials are placed within 1m of a generator and that cables are either buried well below ground (at least 30cm) or have suitable strong covers designed for purpose placed over them (see also section 'Trip Hazards').
- 34.7. Any Contractor installing cables shall certify in writing that this has been carried out and provide a copy of the certificate to Event Safety Co-ordinator or Site Manager.
- 34.8. The Contractor shall ensure and shall ensure that its Employees ensure that all portable electrical equipment is provided and maintained in a safe condition and that portable appliance testing has been carried out and that evidence of testing is kept on the Site and made available for inspection.

35. USE OF CHEMICALS OR OTHER SUBSTANCES HAZARDOUS TO HEALTH

- 35.1. The Contractor must ensure that its Employees are given adequate training on the dangers associated with dangerous chemicals and that adequate protection is provided to prevent skin contact with or the inhalation of dangerous chemicals in accordance with the Contractor's risk assessment.
- 35.2. In the event that the Contractor or its Employees are likely to come across the need to remove and dispose of needles and/or syringes the Contractor must ensure and/or ensure that its Employees ensure that the correct materials, resources and training have been provided to anyone carrying out that task in order to minimise harm and ensure that the substances are stored or disposed of safely after being recovered.
- 35.3. Where operations involve working with substances that are classified under the relevant legislation, the Contractor must provide and/or ensure that its Employees provide copies of the safety sheets for chemicals, paints, gases (e.g. oxyacetylene) and varnishes upon request to Festival Republic appropriate storage arrangements must be agreed in advance.
- 35.4. The Contractor hereby undertakes and warrants that it shall control the use of chemicals and/or exposure to dangerous materials.

36. HOUSEKEEPING

- 36.1. The Contractor must ensure and ensure that its Employees ensure that the Site is kept and left in a safe condition, free from hazards and that all work areas on the Site are organised so as not to create a risk to people or the environment.
- 36.2. The Contractor hereby undertakes and warrants to carry out all reasonable steps in order to maintain good housekeeping.

37. TRIP HAZARDS

- 37.1. The Contractor must ensure and ensure that its Employees ensure that the Site is left free from trip hazards and that any cables etc are either dug in or secured by the Contractor or its Employees so as not to create a hazard.
- 37.2. Where trip hazards are unavoidable, the Contractor must ensure or ensure that its Employees ensure that they are clearly highlighted and that any other measures to prevent tripping are put in place. Specifically the Contractor must ensure or must ensure that its Employees ensure that any stairs that are installed are highlighted and incorporate handrails and that any ramps installed are slip resistant, are lit and have handrails.
- 37.3. The Contractor hereby undertakes and warrants to take all reasonable steps to minimise the risks of any trip hazard.

38. CATERING, FOOD PREPARATION AND WASTE DISPOSAL

- 38.1. The Contractor shall ensure that all food preparation areas comply with legislative requirements and best practice and that procedures for waste disposal and recycling should be disseminated at regular intervals to all Employees and relevant personnel.
- 38.2. The Contractor confirms and accepts that before bringing catering operations onsite then that catering operation must be subject to a separate written agreement with Festival Republic. Please note once agreed, this information is provided to the local authority.
- 38.3. The Contractor further acknowledges that any on the Site catering operation needs to be registered with the HSE (IRL) or local council (UK) and will be subject to onsite inspections.

39. FIRE SAFETY

- 39.1. The Contractor acknowledges that no petrol generators are allowed on to the Site and shall use its best endeavours to prevent such generators from entering the Site.
- 39.2. The Contractor shall ensure and shall ensure that its Employees ensure that fire risks are kept as low as reasonably practicable by minimising the quantities of flammable materials stored on the Site and only allowing small amounts of fuel for portable machines or vehicles to be stored on the Site.
- 39.3. In the event that the Contractor or its Employees require other inflammable materials to be stored on the Site, the Contractor shall ensure that it is kept in appropriate containers and stored in non public areas as is specified by the relevant legislation.
- 39.4. The Contractor shall ensure and/or ensure that its Employees ensure that storage areas for inflammable materials are secure, marked with the appropriate warning signs and designated as “no smoking” areas.
- 39.5. The Contractor shall not and shall ensure that its Employees do not bring gas cylinders on to the Site without the authorisation of Festival Republic. The Contractor must follow and ensure that its Employees shall follow Festival

Republic's strict rules on LPG safety, which are outlined in a separate checklist which Festival Republic shall provide to the Contractor prior to the Contractor's first attendance on the Site.

- 39.6. The Contractor acknowledges that it shall not be allowed to bring fireworks on to the Site save where it is a Key Contractor and has obtained prior consent from Festival Republic to bring fireworks on to the Site as part of a display or special effects demonstration authorised by the licence.
- 39.7. The Contractor shall report and/or ensure that its Employees report immediately to the Production Office any fire requiring a fire service attendance during the load in and load out of the Site or direct to the fire safety team on the appropriate radio channel during the Event itself.
- 39.8. The Contractor shall ensure that particular attention is paid to fire safety in relation to any infrastructure or materials installed or stored in wooded areas, or in the vicinity of barns or other wooden structures, by it and/or its Employees and that flame certificates for big tops and marquees meet the flammability standards as per Part 8: Explosive Atmospheres at Work of the 2007 Safety Health & Welfare at Work (General Application) Regulations.
- 39.9. The Contractor undertakes and warrants to take all reasonable steps to ensure the safe storage and use of flammable materials.
- 39.10. The Contractor undertakes to provide Festival Republic with the flame certificates for the above materials together with a signed copy of the H&S Event Contract.
- 39.11. The Contractor shall ensure or shall ensure that its Employees ensure that all enclosed sleeping accommodation used by it or its Employees shall be fitted with a working smoke alarm. Prior to bringing LPG on to the Site the Contractor must enter into a separate agreement regarding LPG safety with Festival Republic.
- 39.12. The Contractor acknowledges that if it brings a catering operation on to the Site or a sponsor installation, then it shall bring its own fire extinguishers, signage and other fire fighting equipment as necessary and maintain and test (records of which are to be kept) any fire fighting equipment in accordance with current standards.

40. PERSONAL PROTECTIVE EQUIPMENT

- 40.1. The Contractor hereby undertakes and warrants to supply the requisite protective clothing and/or equipment to its employees in order to protect them from potential health and safety risks.
- 40.2. The Contractor shall supply to its Employees all personal protective equipment including but not limited to wet weather gear, sun cream, hats, safety goggles, fall arrest harnesses, steel toe cap boots, gloves, hi viz tabards, hearing protection, dust masks and hard hats etc required by any rules, legislation or guidance, to ensure the task at hand is carried out safely and that any risks are minimised.
- 40.3. The Contractor shall take reasonable steps to ensure that its Employees are using such protective equipment correctly as and when required.
- 40.4. The Contractor shall ensure and/or shall ensure that its Employees ensure that any damaged or defective safety equipment is replaced immediately.

41. WEATHER

- 41.1. The Contractor acknowledges that wet weather brings increased risks to almost every operation on the Site and shall take and shall ensure that its Employees take extra care with each operation taken in wet weather conditions.
- 41.2. The Contractor shall ensure that a suitably qualified competent person makes an assessment before the Contractor or its Employees carry out work in wet weather to ensure that its and/or its Employees work is as safe as possible and to check whether the structural integrity of any / all of the Contractor's installations have been affected by the weather so that it may take measures to improve the integrity of the installations as recommended.
- 41.3. The Contractor shall discuss concerns together with remedial works with the Site Manager and the Event Safety Co-ordinator.
- 41.4. The Contractor must ensure that its Employees are dressed appropriately for the weather conditions.

42. ALCOHOL AND DRUGS

- 42.1. The Contractor shall use its best endeavours to ensure that its Employees are not under the influence of alcohol or any other intoxicating substances whilst working (including driving).
- 42.2. The Contractor shall carry out all reasonable steps to ensure that its employees are fit for work.

43. ONSITE FACILITIES

- 43.1. Festival Republic will outline the location of toilets, water points, washing facilities, rest and refreshment areas to the Contractor during the induction. The Contractor shall pass this information on to any employees.
- 43.2. In the event that drinking water is not present on the Site the Contractor shall be responsible for providing drinking water for its employees.

44. LIGHTING AND VENTILATION

- 44.1. The Contractor shall ensure and/or ensure that its Employees ensure that an assessment is carried out to ascertain the standard of lighting and ventilation and shall ensure that all areas on Site are adequately and safely lit and ventilated for the work necessary.
- 44.2. The Contractor shall inform the Event Safety Co-ordinator, Site Manager or other designated representative of Festival Republic if it or its Employees feel that the light or ventilation provided is inadequate.

45. WORKPLACE STRESS

- 45.1. Contractors must be alert to and ensure that its Employees are alert to the symptoms of work related stress and must take steps to minimise the risk of work related stress through the following measures;
 - regular consultation and feedback;

- workplace counselling if required;
- increased supervision or training if required;
- open communication and trust between employers and employees;
- sufficient resources available to do the work;
- policies to tackle misconduct, harassment and bullying;
- consultation with employees regarding significant changes to work systems;
- provision of up to date job descriptions;
- effective recruitment and selection of employees to ensure that they have the requisite skills and experience to undertake the job;
- the Contractor must ensure and must ensure that its Employees ensure that it has planned for adequate time and staffing to fulfil its contract safely, which shall include a built in contingency to take into account adverse weather or other factors; and
- the Contractor acknowledges that production tasks do not take precedence over safety and shall ensure that safety comes first at all times.

46. WORKING TIME REGULATIONS

- 46.1. The Contractor shall ensure that any Employees that work more than a 48 hour week provide written notice of their agreement to do so beforehand.

47. NEW AND EXPECTANT MOTHERS

- 47.1. Upon becoming aware that one of its Employees is pregnant the Contractor must take action to ensure that any hazards associated with that individual's job which may be exacerbated by the pregnancy are regularly reassessed.
- 47.2. The Event Safety Co-ordinator and/or Site Manager shall be available to give advice about welfare facilities for any new and expectant mothers working on the Site. The Contractor should ensure that sufficient rest periods are taken as required.

48. CHILDREN

- 48.1. The Contractor shall not allow and shall ensure that none of its Employees allow any children under 16 on Site at any time during load in and load out, unless by prior arrangement with the Production Office and only then if the child supervised by an employee of the Contractor at all times while they are on the Site, including during the Event itself.

49. DISABLED EMPLOYEES

- 49.1. The Contractor shall discuss any special requirements for disabled Employees with the Event Safety Co-ordinator in advance of the Contractor's arrival on the Site and

liaise and co-operate with the Event Safety Co-ordinator to ensure that suitable measures are put in place.

50. ANIMALS

- 50.1. The Contractor shall ensure and shall ensure that its Employees ensure that no animals other than guide dogs are allowed onto the Site without the previous written authorisation of Festival Republic.

51. OFF DUTY EMPLOYEES

- 51.1. The Contractor must ensure that its Employees abide by Festival Republic's general terms and conditions of entry when on the Site and off duty and that they do not wear uniform when off duty.

52. SMOKING

- 52.1. The Contractor shall not smoke and shall not allow any smoking in any enclosed public, working place onstage or near any fuel sources. Notices will be provided to enforce this issue by Festival Republic and must be displayed by the Contractor. Sponsor and catering installations need to provide and display their own no smoking signage. A template of the statutory signage is available on request from Festival Republic.
- 52.2. The Contractor shall ensure, or shall ensure that its employees shall ensure, that no smoking signs will be present within any enclosed space, unit, marquee, tent or contractor vehicles that the Contractor is bringing to site for work purposes and that they will be displayed prominently and in an appropriate place (such as not covering any regulation warning signs, other signs, or disrupting a drivers view as a few examples).

53. USE OF DISPLAY SCREEN EQUIPMENT ("DSE")

- 53.1. The Contractor shall carry out or ensure that its Employees carry out a risk assessment for each individual that works with DSE and take appropriate action. The Contractor shall provide suitable and sufficient rest breaks for all employees who are using DSE's for prolonged periods of time (over one hour).

54. VIOLENCE TOWARDS STAFF

- 54.1. In the event that the Contractor becomes aware of any confrontational situations or violence, security should be contacted immediately either directly or via the Production Office.

55. YOUNG PERSONS

- 55.1. The Contractor shall ensure that those young people (aged under 18) employed by the Contractor do not work more than 8 hours per day are provided with a 30 minute break every 4.5 hours and be given 2 days off per week.

56. ENVIRONMENTAL CONSIDERATIONS

- 56.1. The Contractor must observe and ensure that its Employees observe the following basic rules;

- litter and waste must only be disposed of in suitable skips or site bins;
 - no waste oil is to be disposed of on the Site;
 - no waste water or other material should be discharged on to the ground or into any stream, ditch or watercourse;
 - any equipment brought on to the Site such as fridges, sofas, carpets, gas bottles and so on, must be removed after the Event; and
 - all vehicles and caravans must be removed from the Site.
- 56.2. The Contractor shall and shall ensure that its Employees shall ensure use its best endeavours that the environment is not contaminated as a result of its or its employees presence on the Site or the presence of any materials the Contractor has introduced to the site.
- 56.3. The Contractor shall ensure or shall ensure that its Employees shall ensure that any spillage is contained and cleaned up with the appropriate absorbent material.
- 56.4. The Contractor shall or shall ensure that its Employees shall report any potential instance of contamination to the Event Safety Co-ordinator or the Site Manager immediately.
- 56.5. Festival Republic shall be entitled to charge clean up charges against the Contractor for any spillages and/or if it leaves waste on the Site.
- 56.6. The Contractor shall ensure that requested sustainability data is provided to the Sustainability team at Festival Republic. This includes documents such as waste dockets and fuel receipts.

57. MAJOR INCIDENTS

- 57.1. Festival Republic shall provide the Contractor with its procedures during a Major Incident upon the Contractor's arrival on Site during the induction.
- 57.2. The Contractor shall brief all its employees so that they know what to do in the event of a Major Incident.
- 57.3. When a Major Incident is declared, the Lead Agency will take on a co-ordination role. The Contractor must work with and under the direction of the designated onsite co-ordinator. For this to be effective to the Contractor must;
- stay in one location where it can be contacted;
 - establish the location of all its employees;
 - ensure their safety;
 - await instructions;
 - pass on clear instructions when received as to what is required; and
 - manage its employees.

58. TERMINATION

- 58.1. In the event that the Contractor commits a material breach of the H&S Event Contract (which for the avoidance of doubt incorporates these Terms and

Conditions and the H&S Questionnaire) Festival Republic may terminate the Contractor's appointment in respect of the Event with immediate effect.

59. ASSIGNMENT

59.1. The Contractor shall not without the prior written consent of Festival Republic assign, transfer, charge or deal in any other manner with this H&S Event Contract nor sub-contract nor appoint sub-agents or delegates of any or all of its obligations under this Event Contract.

60. GOVERNING LAW AND JURISDICTION

60.1. This H&S Event Contract shall be governed by and construed in accordance with Irish law and each party hereby irrevocably submits to the jurisdiction of the Irish Courts.

61. SEVERANCE

61.1. If any provision of the H&S Event Contract (which incorporates these Terms and Conditions) shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of the H&S Event Contract which shall remain in full force and effect.

62. VARIATION

62.1. No variation of the H&S Event Contract (which incorporates these terms and Conditions) shall be effective unless it is in writing and signed by the parties (or their authorised representatives). **END.**



**CONTRACTOR'S HEALTH & SAFETY
EVENT CONTRACT 2015**

EVENT NAME..... ("the Event")

Between: Festival Republic Limited Dublin (company number 457959) of Bord Gais Energy Theatre, Grand Canal Square, Dublin 2. (Registered Address: The 3 Arena, North Wall Quay, Dublin 1)

and [PLEASE INSERT NAME OF COMPANY AND COMPANY NUMBER IF APPLICABLE] of [ADDRESS] ("the Contractor")

Dated: 2015

Background

- A. This Event Contract is to be read in conjunction with the "Contractor's Health and Safety - Terms and Conditions" and the "2015 Contractor's Health and Safety Questionnaire" both of which are incorporated into this Contract.
- B. This Event Contract provides contact details, information regarding risk and risk avoidance and other details specific to the Event.
- C. Neither this Event Contract nor the Terms and Conditions obviate the responsibility of the Contractor to comply with all relevant legislation and recommended guidance for its specialism and the activities it shall carry out.
- D. An Event Contract must be completed for each Event you are working on.

Please complete this document and then email it to your provided email address. If you have any issues, please contact Sarah on scox@festivalrepublic.com.

1 DEFINITIONS AND INTEPRETATION

- 1.1 All terms and words used within this Event Contract have the meaning as defined within the Terms and Conditions unless otherwise stated.
- 1.2 In the event of any conflict between this Event Contract and with the Terms and Conditions then the terms of this Event Contract shall prevail.

2 EVENT SPECIFIC INFORMATION

2.1 In order to assist the planning of onsite operations the Contractor hereby provides Festival Republic with the following best estimates:

Site arrival date and time:
Duration of work on site:
Work needing to be coordinated with other contractors:
Date of estimated departure from site:

2.2 The Contractor hereby confirms that it shall bring on to the Site the following vehicles:

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2.3 The name and contact details of the Contractor’s nominated health and safety representative **on Site** will be:

NAME
MOBILE NUMBER

2.4 The name and contact details of the Contractor’s nominated **first aider on Site** will be:

NAME
MOBILE NUMBER

2.5 The name and contact details for the Contractor’s babysitter for its work on the Site (if applicable) is:

NAME
MOBILE NUMBER

2.6 **The Contractor should review the information given in the 2015 Health and Safety Questionnaire. Should the Contractor wish to add to or vary any responses given by you in the 2015 Health and Safety questionnaire please do so here:**

3 THE AGREEMENT

- 3.1 In consideration for its appointment as a Contractor to provide services to Festival Republic at the Event the Contractor agrees that it will fully observe and perform all of its obligations provided for in this Event Contract (which for the avoidance of doubt incorporates the Terms and Conditions and the Questionnaire) and warrants that the information provided within the Questionnaire is accurate and that the Contractor shall use its best endeavours to carry out the actions and procedures specified within the Questionnaire.
- 3.2 The Contractor hereby agrees that it has read and understood the Terms and Conditions.
- 3.3 The parties agree that strict compliance with the Terms and Conditions is a fundamental term of this Event Contract.

3.4 In the event that obligations are to be carried out by third parties the Contractor undertakes to procure that such obligations are carried out by that third party.

4 EXECUTION

By signing this you confirm that you have read the Event Contract in full and that the information you have provided is correct.

SIGNED FOR AND ON BEHALF OF THE CONTRACTOR

PRINT NAME AND POSITION

CONTRACTOR

SIGNED FOR AND ON BEHALF OF FESTIVAL REPUBLIC

PRINT NAME AND POSITION

- Appended Documents (as appropriate);
- Site plan
 - Licence Conditions (relevant to contractor)
 - Site regulations
 - Risk Assessment
 - List of Festival Republic Contacts in respect of the Event



2015 HEALTH AND SAFETY QUESTIONNAIRE

<p>Name and Position:</p> <p>Company Name:</p>
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This Health and Safety Questionnaire and the answers provided form part of the Event Contract for any events you are contracted for in 2015. You will also be asked festival specific questions within the Event Contract which will be issued at the time of any Purchase Order.

The defined terms contained within this Questionnaire are as defined in the Terms and Conditions, which are also incorporated into the Event Contract.

Please complete this as thoroughly as possible. Note you are only required to complete one questionnaire for the season. It is therefore imperative that you include all the details for your work, including the details which may differ from site to site. You should aim to complete this questionnaire with your biggest/most complex projects in mind and to ensure you cover all risks/hazards that you may come up against.

SUBCONTRACTORS

The use of all sub-contractors is subject to prior approval by Festival Republic, which will not be unreasonably withheld or delayed. We reserve the right to refuse certain sub-contractors from working on our events and the Contractor is wholly responsible for the sub-contractor carrying out and completing their obligations.

1. The Contractor hereby confirms that it will use the following subcontractors:

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2. The Contractor hereby confirms and warrants that the subcontractor(s) it is using (including self employed persons) have demonstrated their health and safety competence to the Contractor by providing the following documentation:

3. The Contractor undertakes the following steps to ensure that all Employees on the Site are competent in carrying out their tasks:

HIGH RISK OPERATIONS/DANGEROUS SUBSTANCES

All high risk operations must be discussed with the Site Manager/Event Safety Coordinator prior to the work taking place.

4. The Contractor hereby confirms that it will undertake the following high risk operations:

5. The Contractor hereby confirms that it will bring onto the Site the following dangerous substances/articles:

COMMUNICATIONS

6. The Contractor hereby confirms and warrants that it or its Employees shall provide the following radios mics and/or other systems at the following frequencies:

FIRST AID, ACCIDENTS, NEAR MISSES, ACCIDENT REPORTING AND RIDDOR

7. The Contractor undertakes to put in place the following arrangements in respect of first aid:

8. The Contractor hereby undertakes to record all accidents, injury and near misses itself in the following manner:

9. The Contractor hereby confirms and warrants that its recent health and safety performance (number and type of accidents, injuries and near misses) is as follows:

10. The Contractor hereby confirms and warrants that it took the following corrective action as a result of the previous accidents, injuries and near misses referred to above:

11. The Contractor hereby confirms and warrants that the date of its most recent health and safety audit was on:

12. The Contractor hereby confirms and warrants that it took the following corrective action as a result of its most recent health and safety audit:

The Contractor must immediately report and/or ensure that its Employees report all accidents and near misses however minor to the Production Office for noting in the accident book and for onward transmission to the Event Safety Coordinator.

WORK SITES

Safety Zones

13. The Contractor considers that the following works and activities carried out by it will require a safety zone:

Hard Hat Areas

14. The Contractor considers that the following work and activities will require the designation of Hard Hat Areas:

15. The Contractor shall take the following steps in order to enforce the wearing of hard hats in the hard hat areas:

Noise at Work and Hearing Protection Zones

16. The Contractor hereby confirms that it shall ensure that the exposure of its employees to excessive noise levels is kept to a minimum and make sure its Employees are aware of the dangers of exposure to excessive noise levels and wear any protection by putting in place the following systems:

WORK ACTIVITIES

Plant and Vehicle Operation and Safety Certification / Licences

17. The Contractor confirms that the details of plant tickets and or driving licences for those driving on site are as below. Please note that these drivers will need to bring their licences and/or plant tickets with them to the Production Office on site, where a copy will be taken and kept for insurance purposes and in the event of an incident, for the duration of the event. If they fail to bring their own valid licence and/or plant ticket for the vehicle they wish to drive, they will not be permitted to drive on site. Please note a supplementary sheet may be provided:

Name	Type of licence	Expiry date

18. The Contractor undertakes and warrants that it shall take the following steps to ensure that all Employees driving vehicles to and on the Site have the relevant full and clean driving licence:

Manual And Motorised Handling/Lifting

19. The Contractor confirms and warrants that its manual handling systems have been assessed as follows:

20. The Contractor confirms and warrants that the motorised lifting equipment has been assessed as follows:

Working at Height

21. The Contractor hereby warrants and confirms that the methods for working at heights have been assessed as follows:

22. The Contractor confirms and warrants that the following systems shall be put into place to ensure that working at height is as safe as practicably possible:

23. The Contractor notifies confirms and warrants that the following Employees possess training certificates for working at height:

Work Equipment

24. The Contractor undertakes and warrants that it shall take the following steps to ensure that it complies with this Event Contract and the incorporated Terms and Conditions referred to herein:

--

Use Of Chemicals Or Other Substances Hazardous To Health

The Contractor hereby confirms that it shall be using the following classified substances and/or dangerous materials:	The Contractor hereby undertakes and warrants that it shall control the use of chemicals and/or exposure to dangerous materials by taking the following steps:
1	
2	
3	
4	
5	
6	

Trip Hazards

The Contractor hereby confirms that its work is likely to create the following trip hazards (list below):	The Contractor hereby undertakes and warrants to minimise the risks of any trip hazard by carrying out the following steps:
1	
2	
3	
4	
5	

Catering, Food Preparation and Waste Disposal

25. The Contractor hereby confirms that it will bring onto the Site the following catering operation. Please note that this information is provided to the local authority and will be subject to prior approval by Festival Republic and inspection by the local authority

Name of catering company: Address: Contact: Email: Telephone number:
--

Fire Safety

26. The Contractor hereby undertakes and warrants to ensure the safe storage and use of flammable materials by taking the following steps:

27. The Contractor confirms that it or its Employees intend to bring the following materials and items on to the Site that require flammability certificates (examples being marquee and big top tent walls and roof, backdrops, curtains, sofas, soft furnishings, floor coverings, wall coverings, drapes, fabric, artificial or dried foliage, decorations and filling materials used in furnishings etc):

28. The Contractor shall ensure or shall ensure that its Employees ensure that all enclosed sleeping accommodation used by it or its Employees are fitted with smoke alarm as follows:

29. The Contractor hereby undertakes that it will bring on to the Site the following quantities of LPG:

30. The Contractor confirms and warrants that it shall bring on to the Site the following catering and / or sponsor installations and that the following fire fighting equipment shall be provided in respect of those catering and/or sponsor installations:

31. The Contractor confirms that it shall ensure, or shall ensure that its employees ensure, that no smoking signs will be present within any enclosed space, unit, marquee, tent or any contractor vehicles that the Contractor is bringing to site for work purposes and that they will be displayed prominently and in an appropriate place (such as not covering any regulation warning signs, other signs, or disrupting a drivers view as a few examples):

Personal Protective Equipment

32. The Contractor hereby undertakes to supply the following protective clothing and/or equipment to its employees in order to protect them from potential health and safety risks:

Alcohol and Drugs

33. The Contractor shall carry out the following steps to ensure that its employees are fit for work.

I confirm that the information provided in this health and safety questionnaire is correct. I will notify Festival Republic of any changes to this document as soon as possible and obtain Festival Republic's approval to such changes

Signed for and on behalf of the contractor:

Print Name and Position:

Company:

Please complete this document via our on-line forms. If you do not have access, please contact your Festival Republic point of contact.

LONGITUDE 2015
INSTRUCTIONS FOR RADIO USE

- Before you send a message **listen** to the channel and ensure you are not interrupting.
- To send a message, hold down the button on the left side, pause, then speak. Release the button when finished.
- Identify yourself, your role and who you are radioing first (e.g. “Sophie Brown in licensing to Steve Smith in Production”).
- Wait until they reply, then send your message clearly and succinctly.
- Keep messages **short and clear**. For long discussions, use the telephone.
- Never discuss money, lost children, sensitive or confidential matters over the radio
- Keep airwaves as free as possible, in case any urgent messages need to be relayed.
- Do not use it for chat, or minor issues. Be aware others will want to use it.
- **The only codes** that are used site wide are:
 - [REDACTED] - small fire that you can put out with a fire extinguisher/backpack.
 - [REDACTED] – large, vehicle or dangerous fire requiring the fire brigade.
 - [REDACTED] - a suspect package.
- It is not appropriate to swear on the radio
- Remember many people will be listening, or waiting to use it
- **If it shows a flashing red light or double beeps - change your battery.**
- Please contact the Production Office for any further information or assistance

LONGITUDE 2015 WIND POLICY

Suppliers of temporary structures are reminded of their responsibility to develop a Managed Wind Plan for every one of their structures (how to do this is outlined in TDS Edition 3). This Policy represents the overall approach adopted by Festival Republic and is intended to complement rather than replace any Wind Plan provided by a temporary structure supplier.

Festival Republic shall ensure that weather forecast information is regularly obtained and communicated during Load In, Show Week & Load Out. This is achieved by the use of reputable sources, such as the Meteorological Office, and other online sources as appropriate (e.g. www.metcheck.com).

Forecast

Should any forecast indicate that hourly mean wind speeds in excess of 35mph can be expected, the Event Safety Co-ordinator shall ensure that the Site Manager, Trader Manager and structural providers are aware of the forecast; including likely speed, duration, direction and time.

On receipt of such a warning, structure providers should ensure that a check is made of the structure and preparations made to secure the structure against wind. This may mean the deployment of side walling to fully enclose a venue or preparation for double-staking. It shall be the responsibility of the structure provider to identify what preparatory measures (if any) are appropriate.

The Site Manager shall identify any additional work which may be required to secure elements of infrastructure provided by Festival Republic – such as fencing, banners, cladding and so on.

The Trader Manager should pass the weather alert on to all market staff and ensure that traders themselves area aware of the potential need to secure stalls, branding etc. against wind effects.

Measured Wind Speed

Festival Republic also employ onsite anemometers, to measure windspeed directly on the site. The fixed anemometer is normally sited on the top of the main stage structure and provided by Serious Stages along with our own fixed anemometer. Regular readings will be taken by the Event Safety Co-ordinator – particularly if high winds have been forecast.

All structures have a calculated wind speed at which the structure *may* fail; there are 2 Action Levels, set at 75% & 90% of operational max gust speed.

[The actions noted should be read in conjunction with risk assessments and method statements provided by specialist contractors working for Festival Republic.]

Action Level 1 (75% operational max gust speed)

When monitoring registers a gust wind speed in excess of 75% of the operational max gust speed (measured at 10 m above ground level) in conjunction with an increasing general trend of recorded wind speeds, staff should be put on alert that action may be required and if erection is still in progress consideration should be given to delaying further erection.

- Festival Republic shall take whatever action is necessary to effect a phased closure of any entertainment and remove the audience from the vicinity of any structures at risk.
- The structure and area around it should be evacuated of all staff except for crew working to secure the structure
- The immediate area should be designated a hard-hat zone.

- Ground anchors/stakes should be checked for movement and refixing/additional staking to be undertaken
- Depending on the nature of the structure additional sheeting or side walling may be installed – or removed – to render the structure more secure
- Suspended video screens and P.A equipment may need to be lowered and secured.
- All relevant parties to be briefed on possible further action (this will be done in liaison with crew boss/tent master for structure).
- Staff working at height (ie on fire towers) to be stood at ground level

If there is a clear falling trend in wind speed, after 30 minutes following the last recorded gust at 75% of maximum operational gust speed, a full check of the structure should be made by a representative of the Contractor. If all is secure production staff may enter to prepare for re-commencing the show, and the audience can be re-admitted.

Action Level 2 (90% operational max gust speed)

When monitoring registers a gust wind speed in excess of 90% of the operational max gust speed (measured at 10m above ground level) in conjunction with an increasing general trend of recorded wind speeds, the operational procedures defined in the Contractors' Wind Management Plan should be implemented and the site secured against access by the public.

- Clear the structure and surrounding area of all personnel
- Continue to monitor the wind forecast.

If an isolated gust speed is recorded in excess of 90% of operational max gust speed against a background of a generally failing level of wind speed, a further period of monitoring may be appropriate before implementation of the management plan.

The procedure for re-opening following Action Level 2 shall be the same as noted for Action Level 1 i.e. clear trend of falling wind speed, 30 minute wait following last gust measured at 75% of max operational gust, and full examination of the structure by a competent representative of the supplier.

Below are sample Max Operational speeds for structures commonly employed at Festival Republic sites:

Structure	Operational Gust	Max	75% (Level 1)	90% (Level 2)
Donohue Marquees	50 mph / 22.35 m/s		37.5mph/ 16.76 m/s	45mph / 20.12 m/s
Serious Stages (main)	56 mph / 25.03 m/s		42 mph / 18.78 m/s	50 mph / 22.35 m/s
LPM Bohemia	76 mph / 34 m/s		57 mph / 25.48 m/s	68 mph / 30.4 m/s
Mobile Stadiums (All)	74 mph / 33.08 m/s		55 mph / 24.59 m/s	66 mph / 29.5 m/s

Wind Speeds & Loads

Beaufort Force	Description	Specification on land	Knots	km/h	mph	m/s	kN/m ²
0	Calm	Smoke rises vertically	0	0	0		
1	Very light	Direction of wind shown by smoke drift but not by wind vanes	1-3	1-5	1-3	1-2	0.002
2	Light Breeze	Wind felt on face, leaves rustle, ordinary wind vane moved by wind	4-6	6-11	4-7	2-3	0.005
3	Gentle Breeze	Leaves and small twigs in constant motion, wind extends light flag	7-10	12-19	8-12	3-5	0.015
4	Moderate breeze	Wind raises dust and loose paper, small branches move	11-16	20-29	13-18	5-8	0.039
5	Fresh breeze	Small trees in leaf start to sway	17-21	30-39	19-24	8-11	0.074
6	Strong breeze	Large branches in motion, telegraph wires whistle	22-27	40-50	25-31	11-14	0.120
7	Near gale	Whole trees in motion, inconvenient to walk against wind	28-33	51-61	32-38	14-17	0.177
8	Gale	Twigs break from trees, difficult to walk	34-40	62-74	39-46	17-20	0.245
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed	41-47	75-87	47-54	20-24	0.353
10	Storm	Trees uprooted, considerable structural damage	48-55	88-101	55-63	24-28	0.481
11	Violent storm	Widespread damage	56-63	102-117	64-73	28-32	0.628
12	Hurricane	Widespread damage	>64	>118	>74	>32	

Regular checks will be made off the Met Office website, to anticipate any high wind speeds where preparatory action can be taken in advance.

Wind readings are taken onsite each day. If the wind readings are being recorded at 14 m/s, extra readings will be taken throughout the course of the day to monitor the levels. If the wind readings exceed the level of 14 m/s (35mph) level, the appropriate course of action will be taken by the affected contractors.

Contractor's specific Wind Management Policy for the courses of action that would be undertaken will be available on request – Wind readings will be recorded and will be available for reference onsite.

LONGITUDE 2015
USE OF FORKLIFTS - SAFETY INFORMATION

PLEASE TAKE THE FOLLOWING STEPS WHILE USING THIS FORKLIFT TO ENSURE YOUR SAFETY AND THAT OF THOSE AROUND YOU

GENERAL SAFETY

- You are not allowed to drive this forklift without the relevant licence which must be copied to the Production Office.
- Do not drive this forklift unless you can see a note of a recent inspection by the Production Office included on signage inside the cage
- You are not allowed to drive this forklift if you are under the influence of drugs or alcohol.
- Please don't give the key to anyone else but refer people to the Production Office where a forklift can be signed out to them. While the forklift is signed out to you, you are responsible for it and for its safe operation.
- Please carry out a quick daily safety test before you use this forklift ie check brakes, reversing alarm, forks etc.
- Please pay particular attention and drive slowly
 - When travelling up or down slopes
 - When travelling while carrying a load
 - When there are pedestrians in the vicinity
 - When travelling on uneven ground
 - When working in adverse weather
- Please hand the keys into the Production Office at end of the day or when you have finished with the forklift and sign them back in.
- Please report any problems or suspected problems with the forklift or with any other health and safety issues immediately to the Production Office.

DRIVING AND PARKING SAFELY

- Don't drive across slopes
- Please always apply the brakes when stationery
- The site speed limit is 8km/h. This will be enforced and you may be fined for contravening this.
- In locations where there is a vehicle curfew in place or volumes of pedestrians any forklift movement must be accompanied by banksmen - please contact the Production Office to arrange.
- Please sound your horn at any blind corners or other danger spots to alert people to your presence
- Please do not leave the forklift unattended on a gradient
- Please do not leave keys inside the forklift if you leave it unattended
- If there is any kind of fault or problem with your forklift, report this to the Production Office and stop using the machine. The machine must be put in a safe place where it cannot be used by unauthorised persons and must be clearly signed as out of order.
- Please always park in a safe place and do not obstruct emergency exits, other vehicle routes, fire fighting equipment etc
- Do not allow another person to travel in the cab unless there is a seat for them
- Never allow another person to climb or travel on the forks and don't use your forks when someone is underneath them

CARRYING LOADS SAFELY

- Please do not carry more than the maximum recommended load
- Please ensure that your load is secured
- Pay particular attention when ground conditions are poor and make an assessment about whether the work will be safe.
- When lifting or lowering loads your handbrake should be on and your mast should not be tilted forwards
- Forks should be down when travelling and the mast tilted back where possible
- Avoid violent breaking when loaded
- When travelling uphill and downhill with a load go with forks pointed uphill towards the ground
- When travelling downhill without load go with forks pointed towards ground downhill
- When your visibility is reduced due to your load, then please travel in reverse ensuring that your reversing alarm is working.

USE OF MANCAGES

- Carry out a visual inspection before you use the man cage (rails, safety gate, fixing)
- The man cage must be pinned to the forklift by bolts or other robust means
- The operative in the man cage must be strapped to the man cage
- Disable your tilt or side shift / chassis or mast levelling / tilt mechanism
- The transmission must be placed in neutral and the parking brake applied when raising man cage
- For forklifts with stabilisers they should be applied before lifting commences.
- Establish a means of communication between man cage and operator
- Wear a harness and attach it to the fixed point in the basket
- Where fitted, outriggers must be used on all elevations
- Don't travel in the man cage to get to the site where you are working
- Man cages must not be used within 25m of any overhead power lines
- Man cages must not be used during high winds (in excess of 25mph average speed)

THANK YOU FOR YOUR CO-OPERATION – IF YOU HAVE ANY QUESTIONS, PLEASE DON'T HESITATE TO ASK

**LONGITUDE 2015
BANKSMAN BRIEFING DOCUMENT**

- You should keep the area needed for the vehicle to manoeuvre free of pedestrians
- You should then guide the driver(s)
- You will need to use a clear, agreed system of signaling (agree this prior to setting off)
- You will need to be visible to driver(s) at all times.
- You will need to stand in a safe position from which to guide the reversing vehicle without being in its way.
- You should wear very visible clothing, such as reflective vests, and ensure that any signals are clearly seen. Please contact the Production Office if you require help.
- Please ensure that the driver knows that if he / she loses sight of you, he /she should stop immediately
- Consider whether portable radio communication or similar systems would be helpful and contact the Production Office if you require one.

LONGITUDE 2015
GOLF BUGGY SAFETY INFORMATION & INDUCTION

BUGGY OPERATION SHEET

1. Familiarise yourself with the operations of the buggy; accelerator, break, horn, gears, steering, oil and petrol warning lights etc.
2. Insert the key and turn key to the on position.
3. Input the code for the buggy and press the green **ON** button. There should be a beeping sound to indicate the buggy is ready to go.
4. Check around you for any hazards then select forwards or backwards (dependant on the direction you wish to go), before setting off check around you again then slowly depress the accelerator. You will then move off in a controlled manor.
5. Drive carefully and steadily being observant at all times and pay particular attention to pedestrians, other vehicles and objects near the road way.
6. Never drive erratically.
7. Never drive between plant machinery, (front or back), unless the driver has seen you and indicated it is safe to pass.
8. Never drive over the speed limit.
9. To stop apply the break in a controlled manor.
10. Apply the parking break.
11. Turn the buggy off and take the key out.

GOLF BUGGY SAFETY INFORMATION SHEET

- For safety reasons please do not leave this buggy parked unsupervised on a slope at any time.
- Please do not overload the buggy.
- Please do not travel with unstable loads.
- The site speed limit is 8km/h. This will be enforced and you may be fined for contravening this.
- Pay particular attention when ground conditions are poor. Keep to the track way/roads
- Do not drive during the hours of darkness without your lights on.
- Please report any problems with the buggy to the Production Office.
- THANK YOU VERY MUCH FOR YOUR CO-OPERATION.

GENERAL SAFETY

- You are not allowed to drive the buggy without a driving licence which must be given to the Production Office to copy and keep on file.
- You are not allowed to drive the buggy if you are under the influence of drugs or alcohol.
- Please don't give the key to anyone else but refer people to the Production Office where a buggy will be allocated if appropriate. While the buggy is signed out to you, you are responsible for it and for its safe operation.
- Please carry out a quick daily safety test before you use the buggy ie check brakes, horn, lights etc.
- Please pay particular attention to and drive slowly when:
 - Travelling up or down slopes
 - Travelling while carrying passengers or a load
 - There are pedestrians in the vicinity
 - Travelling on uneven ground
 - Working in adverse weather
- Please hand the keys into the Production Office at end of the day or when you have finished with the buggy and sign them back in.

- Please report any problems or suspected problems with the buggy or with any other health and safety issues immediately to the Production Office.

DRIVING AND PARKING SAFELY

- Don't drive across slopes
- Please always apply the brakes when stationary
- The site speed limit is 8km/h. This will be enforced and you may be fined for contravening this.
- In locations where there is a vehicle curfew in place or volumes of pedestrians - please contact the Production Office to confirm you are allowed to travel.
- Please sound your horn at any blind corners or other danger spots to alert people to your presence
- Please do not leave the buggy unattended on a gradient
- Please do not leave keys in the buggy if you leave it unattended
- If there is any kind of fault or problem with your buggy, report this to the Production Office and stop using the machine. The machine must be put in a safe place where it cannot be used by unauthorised persons and must be clearly signed as out of order.
- Please always park in a safe place and do not obstruct emergency exits, other vehicle routes, fire fighting equipment etc
- Do not allow another person to travel in the buggy unless there is a seat for them
- Never allow persons to travel on the bonnet of the buggy.

CARRYING PASSENGERS AND LOADS SAFELY

- Please do not carry more than the maximum recommended number of people or excessive loads.
- Please ensure that your passengers are seated correctly and loads are secured.
- Pay particular attention when ground conditions are poor and make an assessment about whether it is safe to travel on the ground.
- When stopping to let passengers off or unloading your footbrake should be on.
- Avoid violent breaking when loaded unless you need to do an emergency stop.

FAILURE TO ADOPT A SAFE WORKING PRACTICE WILL RESULT IN YOU BEING TAKEN OFF THE BUGGY AND YOU MAY BE ASKED TO LEAVE SITE.



Fire Risk Assessment

Food Traders

To comply with Festival Republic trading regulations you MUST carry out a Fire Risk Assessment of your stall or unit. Failure to do will result in a prohibition on trading. Completed forms should be returned to the Festival Safety Team, and one should be completed for each stall, venue or area.

This form allows Trading stallholders to explain about their venues and what they are doing to control fire risks (and other general safety issues). The Festival Safety Co-ordinator can review this Risk Assessment. This is a key stage in signing off your pitch, the final decision to open resides with Event Management. You must describe what will be done to control any remaining hazards.

Traders are reminded that unless otherwise agreed in writing, they are responsible for the fire and safety management within their own premises, not the Festival.

Please use the notes area at the end of each section to give more information on how fire risks will be reduced to an acceptable level.

Name / Location of Pitch or Stall

Responsible Persons Name
Business/Company Name

NOTE: This must be the person who holds responsibility for fire safety on behalf of the stall holder and must be present on site

Mobile number on site

Email address

Business type & brief description
e.g. Clothes trader - t-shirts, hoodies
or Sponsor - Games facility

Section 1 - General

Is your pitch/venue a: Marquee/Tent Trailer/Vehicle Custom Built
Outdoor / Open Other

If other, please describe here:
If Custom, please describe in Notes section - If Outdoor or open style then skip irrelevant questions

TRADERS / STALLHOLDERS:

What size is your pitch (in metres) M by M

How much of this space is open for public access?
If you serve from a counter or an external frontage enter 'zero'

Do you provide a covered seating area? YES NO

How many staff will work on the stall at any one time?

Do staff sleep on the premises? YES NO
If YES, a smoke detector **must** be fitted in the area where people sleep

Do you confirm all staff have been briefed on working in high noise environments and that suitable hearing protection has been provided? YES NO

It is the stallholders responsibility to ensure hearing protection is worn at all times of risk

Do you confirm that the stall will be free of trip hazards or other risks? YES NO

Do you confirm that proper access (ladders etc.) will be provided for any work at height required to build the stall? YES NO

Section 2 - Fire prevention & Fire safety

If you will be using gas please also complete section 3

Does your activity(s) involve any hot works, such as braziers, kilns or similar? YES NO

If YES please describe in Notes section below

What is the stall constructed from? Is any sheeting fire retardant?

please describe in Notes section below

Is any stall décor & furnishings treated to be flame retardant? YES NO

If NO please give information on how the risk of fire is reduced

Evidence of treatment may be required onsite. The Festival reserves the right to conduct flame tests on any such materials.

Is any foam furniture marked as being flame retardant? YES NO

NOTE: There should be a label or indelible stamp. No Label = NO GOOD!

Do you use candles or other open flames for lighting or effect? YES NO

NOTE: The sale of candles, garden flares or chinese lanterns must be approved by site management

Have you identified combustible materials that could promote fire spread beyond the point of ignition such as cardboard, paper, etc? YES NO

Do you have "no smoking" signage? YES NO

Are adequate exits provided for the numbers of persons working? YES NO

Will all exits remain unobstructed? YES NO

Are your staff able to evacuate the stall/venue easily if normal access is blocked? YES NO

If the normal lighting failed would the occupants be able to make a safe exit (do you have back up lighting such as torches)? YES NO

Do all electrical appliances show proof of current testing? YES NO

Have you checked arrangements for waste collection? YES NO

NOTE: Waste cooking oils must not be disposed of on site

Can you provide assurance that staff will not sleep in your venue? YES NO

Have your staff been trained on how to use fire fighting equipment? YES NO

Have your staff received fire action procedures including evacuation of your venue/stall? YES NO

Do you use any other flammable substances in your stall? YES NO

This includes diesel, petrol, paints, thinners, solvents and so on (please describe below)

Is there any cooking or naked flame within the venue? YES NO

Section 2 Notes - You must ensure that the fabric / exterior of your stall is protected from direct heat, open flames etc

Section 3 - Gas Installations

- Do you have a current inspection certificate for any gas installation and appliances? NOTE:Ensure a copy is available for inspection YES NO
- Are all gas connections made with crimped fittings with any hoses kept as short as possible? YES NO
- Are gas hoses in good condition with no surface cracks, splits or signs of wear? NOTE:Gas hose must be marked with BS3212 YES NO
- Do you have staff who have been trained in the safe method of changing and handling gas cylinders? YES NO
- Are gas cylinders stored outside the stall and secured upright? YES NO
- Are gas cylinders kept away from public access and not blocking any exit routes or circulation areas? YES NO
- Are gas appliances securely fixed or stood on a stable non-combustible base? YES NO
- Is the stall construction or fabric shielded from the effects of heat from gas appliances? YES NO

Section 3 Notes

Section 4 - Further Health & Safety

- Are you aware of likely noise levels at your trading position? YES NO
- Do you confirm that noise sources will be properly controlled within your venue/space? YES
- Do you confirm that all work at height required to build or dismantle the stall/venue will be carried out safely with the correct PPE? YES

Section 4 Notes

Section 5 Emergency Procedures

Have your staff been instructed in what to do in an emergency? YES NO

NOTE: This includes how to raise the alarm, where to go, how to turn off gas or electrical appliances and so on.

What type of fire extinguishers do you have
 Water/Foam Powder CO2 Blanket

Have the extinguishers been tested within the last 12 months? YES NO

Have staff been trained in how to use the extinguishers? YES NO

Are all exit routes kept clear of obstructions, storage or waste? YES NO

NOTE: Include the routes immediately outside and around your stall

Do you have a sufficient number of exits and exit signs placed clearly and visibly to show public exit routes? YES NO

If there was a fire, how would you raise the alarm to anyone in the stall and surrounding area?

NOTE: This could be as simple as a whistle or a bell

Section 5 Notes

Section 6 - Notes and Confirmation

Any other relevant information regarding safety on your stall or area?

Declaration that the information given is correct and that you agree to implement this risk assessments at all

Signed: _____ Date _____
 Company: _____

**LONGITUDE 2015
SUSTAINABILITY POLICY**

Festival Republic endeavours to deliver festivals and events with the least amount of environmental impact as possible. Working through every aspect of the festival, we are developing systems and innovative solutions across key areas such as energy, transport, purchasing, and waste.

We continue to work with our contractors and suppliers to reduce their impact, and implement systems onsite which the audience can participate in.

Our aim is for each of our festivals to be BS8901 compliant. Sustainability issues will be at the core of our festival planning throughout the cycle of the event. Equal loading is given to sustainability throughout the planning, load in, event itself, load out and debriefing of each festival.

In drawing up this policy I have given consideration to all of our activities throughout the event cycle and have assessed each one in the context of the significance of their impact. I am fully committed to sustainability issues and am aiming to exceed the legislative requirement and in the long term, to exceed best practice.

A sustainability co-ordinator will be employed to work with the production team, contractors & suppliers to focus on sustainability issues and develop innovative solutions.

Apart from the immediate benefit in 'going green' we hope Festival Republic's focus on sustainable practices will impact the industry through our suppliers and contractors. Engaging the audience in projects onsite also provides the opportunity for encouraging behaviour change.

Melvin Benn

CEO, Festival Republic

LONGITUDE 2015
POLICY REGARDING THE USE OF LASERS

The use of lasers on the concert site is strictly regulated to ensure that public, performers and crew are not exposed to eye-risks from potentially hazardous radiation. The event shall ensure that all laser devices are operated in accordance with the Safety, Health and Welfare at Work (General Application)(Amendment) Regulations 2010 (Control of Artificial Optical Radiation at Work). The bullet points below are a summary of the policy position, but do not constitute a full safety checklist.

1. Any laser device must be notified to the event, and all relevant information submitted for consideration no later than **1 month** before the start of the event.
2. Any application to use lasers must be accompanied by a suitably detailed summary of the installation including: name and details of laser safety officer, location on site, position of the device, type and power, wavelength, arrangements for masking, interlocks and so on. This is the usual paperwork as identified under the Guidance for Employers on the Control of Artificial Optical Radiation at Work Regulations 2010, published by the HSA.
3. A reasonably accurate scale drawing should be presented showing where the laser will be positioned, showing beam paths, targets and so on.
4. There is to be **NO AUDIENCE SCANNING** with beams. For clarity, this means no beam shall pass over any member of the audience, or come within 3 metres of any audience member. This condition includes scanned beams and those passed through diffraction gratings or bounced from mirrors.
5. The only exception to this rule is if:
 - a. The laser device is Class 3R or below.
 - b. Audience exposure can be **demonstrated** to be below the Exposure Limit Value identified in the Regulations for the relevant wavelength(s). Energy density not exceeding 1mW through an aperture of 7mm diameter.
6. Any operator wishing to undertake audience scan effects will have to demonstrate, both through calculation and direct onsite measurement that exposure levels will remain below this level. If diffraction effects are used, then highest energy density beam entering the audience shall be measured i.e. the Zero Order beam rather than a peripheral beam.
7. If measurements using a properly calibrated meter show that exposure levels may exceed the maximum permissible, then the laser element of the show may **NOT** continue. These conditions are not negotiable.
8. Suitable arrangements must be in place to protect crew and performers – including the proper positioning and fixing of laser devices on the stage in a location agreed with the relevant Stage Manager.

9. Beam alignment and testing **MUST** be done during hours of darkness, and the installation must be signed off by the Event Safety Co-ordinator before it can proceed. Beam energy measurements may be taken by an event representative during rehearsal/alignment **and** performance. If there has been any increase in agreed beam energy levels from rehearsal to performance the laser content of the show shall be stopped.
10. An emergency cut-off switch must be provided in a readily accessible point onstage, which allows immediate cut-off of any laser device. The event reserves the right to curtail any laser performance without warning if the agreed terms of use are breached or if any failure or beam deviation appears to place any member of the audience or other person at risk.
11. Software and physical masking shall be used to maintain an exclusion area around all audience and FoH positions, cameras platforms, spot chairs and equipment which may cause specular reflection.
12. It shall be the responsibility of the relevant laser supplier to ensure that all artistes and members of the touring party who may be affected during the performance (or rehearsal) are properly briefed on the laser hazard, and the location, posture etc to be adopted or avoided during laser operation.
13. The laser provider shall provide all necessary information to the event so we can brief our own stage crew, camera operators and others.
14. The laser provider shall supply a set list or other running order showing when and where laser effects are to be used.

This policy has been developed to provide clear and unambiguous guidelines on the use of lasers. The event in no way wishes to ban the use of such effects, indeed our objective is to provide as exciting and dynamic event as possible using all available techniques. However, we have an even greater commitment to ensure that nothing done at the event (no matter how spectacular), presents an unacceptable risk to the public or working personnel.

We trust that you understand the reasoning behind this policy and will cooperate with us to ensure that any lasers used on site are properly planned and operated safely.

If you have any questions contact Ange Goliger on agoliger@festivalrepublic.com

**LONGITUDE 2015
TOBACCO CONTROL POLICY**

This policy explains how we will comply with The Public Health Tobacco (Amendment) Act 2010.

We acknowledge the right of our employees and event attendees to work in a smoke free environment.

Festival Republic is responsible for the implementation of this policy with delegated responsibility to the Event Safety Co-coordinator, Licensing Compliance Office and Site Manager at the event site.

Designation of Smoking Areas

- On site, smoking is permitted in private accommodation and any outdoor area on the site. Smoking (including use of electronic cigarettes) is not permitted inside any enclosed public or working tents or portacabin or near any fuel sources.
- We will put up "No Smoking" signage at the entrances to any tents and any other public or working tents or structures that are enclosed. This signage will carry the international no smoking sign and will comply with the relevant legislation.
- All traders should display "No Smoking" signage, the signage will carry the international no smoking sign and will comply with the legislation.
- We will put up "No Smoking" signage on portacabin doors; this will also include staff offices, and other enclosed staff areas. Again this signage will carry the international no smoking sign and will comply with the relevant legislation.
- Metal "Butt Bins" will be provided in outdoor areas.

Security & Stewards

- Security and stewards will monitor this and will intervene if anyone is smoking (including use of electronic cigarettes) inside the areas where smoking is prohibited, and ask them to put out their cigarette.
- Security staff and stewards should steer people towards areas where they can smoke rather than telling them they can't and therefore addressing the issue more positively.
- Security should request where possible names and addresses of people smoking in prohibited areas, and the details of the incident should be logged.
- If customers continue to smoke, despite being told by security to stop or to move to a smoking area, then the customer may be liable for eviction.

Staff Welfare

- All staff will be offered information on request about the various HSE advice lines for further information and support for giving up smoking.

Tobacco Sellers

- Tobacco sellers will not advertise or display tobacco products or reproductions of tobacco products in retail premises that sell tobacco products.
- Retailers will store their tobacco products out of view, within a closed container or dispenser only accessible by the retailer and retail staff.
- The seller may use a pictorial list (in accordance with regulations) to inform a member of the public aged 18 years and older who intends to purchase a tobacco product as to the products that are available.

- Retailers will display a sign at their premises informing the public that tobacco products may be sold at those premises to persons aged 18 years and older. Each tobacco seller onsite will display one prescribed OTC sign at their premises.
- Self-service vending machines are prohibited onsite.
- We will ensure that all retailers of tobacco products are registered with the Office of Tobacco Control (OTC).

Communication of the Policy

- Signage – see above
- We will include the statement "No smoking in enclosed public or working spaces or near fuel sources" in the site rules and the health and safety questionnaire. These documents are sent out to contractors and crews before they come on site. Additionally the site rules are displayed at the production / staff entrances and at the offices.
- We will include the statement in our health and safety policy, which is disseminated to all internal staff including new employees before they start work.
- We will also include the statement "No smoking in enclosed public or working spaces" in our terms and conditions of entry.
- We will communicate this policy to tobacco sellers by letter.

Consultation and Review

- We will communicate this policy to all staff and ask for their feedback as part of the consultation process. Feedback will be monitored and this policy will be reviewed as necessary.



TERMS & CONDITIONS 2015

GENERAL-

- a) These Terms and conditions (T&Cs) incorporate, and should be read together with, any Vendor's and/or Agent's T&Cs or regulations, which you can obtain from the point of purchase from the Official Agent
- b) Artists and billed attractions may be subject to change
- c) No trading allowed within the venue without the Promoters prior consent.
- d) Goods using unauthorised event logos and unauthorised professional recording equipment will be confiscated
- e) Do not buy tickets, wristbands or goods from unlawful street traders/touts. They are invalid.
- f) You give your express consent to your actual/ simulated likeness to be included for no fee within any audio or visual recording to be used in any media for any purpose at any time. This includes filming by An Garda Síochána or security staff which may be carried out for the security of customers and/or the prevention of crime.
- g) No unauthorised buses, coaches or trucks will be allowed on site.

REFUNDS -

- a) Refunds are only considered on major cancellation, substantial alteration or by special exception determined by the promoter
- b) Refunds should be obtained from the point of purchase, no later than 3 months after the event.
- c) A minimum of the face value of the ticket will be refunded.
- d) Refunds of booking fees per ticket are subject to the T&Cs of the point of sale.

AGE POLICY -

- a) No unaccompanied under 16's are allowed on site.
- b) Under 16's must be accompanied by an adult over 18.
- c) Children under 5 (4 years and under) do not need a ticket to the event but must be accompanied by a ticket holding adult over 18.

TICKETS AND WRISTBANDS -

- a) Tickets are non-transferable and only valid when purchased from official agents of the promoter.
- b) Tickets/wristbands purchased from unauthorised sources will be rendered invalid and refused admission.
- c) There is no re-admission at these concerts.
- d) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to event)
- e) The promoter will not issue duplicate tickets for lost or stolen tickets.
- f) Tickets cannot be used as part of any marketing, media or sales promotion, without the prior written consent of the promoter.
- g) You are responsible for your ticket prior to entering the event.
- h) All tickets and wristbands remain the property of the Promoter until 2am the day after the day of the concert.

SECURITY

- a) The promoter reserves the right to evict a customer without refund, and/or refuse admission.
- b) If you are or are perceived to be intoxicated you will be refused entry into the event, even if you hold a valid ticket.
- c) You may be body/bag searched at the entrances, on the site or when leaving.
- d) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, will be confiscated.
- e) Any person carrying illegal items or carrying out illegal activity will be given to the An Garda Síochána and refused entry.
- f) Anti-social behaviour may lead to eviction. Please act responsibly.
- f) Throwing gas, aerosol or similar canisters/containers on to fires is extremely dangerous and will lead to eviction.

DAMAGE/LOSSES

The promoter is unable to accept any liability for personal or property damages, losses (including confiscations) or injuries sustained at this event - other than caused as a result of our negligence.

BANNED ITEMS

- a) The following items may not be brought into the venue - Gas canisters, aerosols over 250ml, airhorns, fireworks, flares, glass, illegal substances, drugs, 'legal highs', laser equipment/pens, megaphones, nitrous oxide, sky or 'chinese' lanterns, sound systems, spray cans, tabards/high viz jackets, cans, umbrellas, flag poles, generators, and camping equipment including folding chairs. All items will be confiscated.
- b) No food, drink or alcohol can be brought into the event, with the exception of sealed soft drinks bottles (up to 500ml).
- c) Excessive amounts of cigarettes. Only bring enough for personal consumption.
- d) Anyone resisting the confiscation of disallowed items or disregarding these conditions will face eviction.
- e) Under 18's are not permitted to purchase alcohol on site.
- f) It is illegal for a person over 18 to purchase alcohol on the behalf of someone under 18.

FIRE AND SAFETY

- a) Fires are not permitted anywhere onsite.
- b) Smoking including electronic cigarettes is not permitted in enclosed public spaces or buildings including Arena big tops and tents.
- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, lasers, smoke machines, strobe lighting/special effects may take place during some performances.
- e) The use of drones or similar equipment for any reason is strictly forbidden onsite without written permission from the promoter.

HOUSEKEEPING

- a) Please use the bins and recycling points provided on and off site.
- b) No animals, other than guide or hearing dogs, are permitted on site.

INFORMATION & NOTIFICATION -

- a) For ticketing enquiries please contact www.ticketmaster.ie.
- b) For special needs ticketing enquiries please contact Ticketmaster on 0818 903001 (Republic of Ireland), 0844 277 9964 (Northern Ireland & UK), 00 353 818 903001 (International)
- c) For non-ticketing related enquiries contact – enquiries@festivalrepublic.com

SECURITY & STEWARDING PLAN

SECURITY CO-ORDINATION

Longitude 2015 will install a two-tier system of Crowd Management comprising of security and stewards; all security and stewarding companies will come under the direction of the Security Coordinator and the Event Controller/Deputy. Representatives of all the key security and stewarding firms will meet with the Security Co-ordinator prior to opening. An Garda Síochána will also be invited to attend this briefing.

The principal responsibilities of the Security Co-ordinator will be:

Pre Event -

- Be involved in planning and onsite meetings in relation to event crowd management with the Local Authority, the Festival Management team and An Garda Síochána.

During Event –

- To oversee and co-ordinate the overall crowd management, security and stewarding of the event.
- To ensure that the Event Controller/Deputy and An Garda Síochána are kept informed of any issues of concern to their specific remit or responsibility.
- To liaise with the An Garda Síochána and/or Local Authority during the event if required. This could include informal discussion or formal structured meetings.
- To maintain records of best practice and details of other issues and incidents, which may require further discussion
- To maintain regular liaison with the security and stewarding contractors throughout the event
- To co-ordinate security and stewarding resources in liaison with the relevant contractors as may be necessary in the interests of public safety
- Oversee the eviction process, ensuring the process is fair, correct and in line with festival procedures as agreed with An Garda Síochána
- Assist the Event Controller/Deputy in co-ordinating security and stewards in response to an emergency or major incident

Post Event-

To fully debrief the security and stewarding aspects including the pre-planning stages and the event; and to compile a written report reviewing these issues

SECURITY CONTRACTORS

The security contractors will be selected as being some of the most professional and competent operators in the field of special event security. The management and staff therefore will have had many years previous experience at similar events, at ensuring safe and secure environments at major events in the UK and Ireland. For further details on the standards we expect from Security contractors, see Appendix 20.

The responsibilities of security are outlined in their Statements of Intent, see appendix 21. These detail the organisation, structures and procedures of the staff.

STEWARDING

Stewards will be utilised around the site carrying out a variety of duties as outlined on the security and stewarding deployment schedule. Their responsibilities may include:

- Car parking
- Ticket checking
- Arena information
- Arena welfare
- Assisting with crowd control in conjunction with security

The responsibilities of stewards are outlined in their Statements of Intent, see appendix 22. These detail the organisation, structures and procedures of the staff.

SECURITY/STEWARDING OPERATION & DEPLOYMENT

The areas of deployment will be detailed along with numbers in the deployment schedule which will be provided to An Garda Síochána. This deployment schedule will be finalised following consultation with An Garda Síochána. It should be noted that the placements and numbers need some ability to be fluid to be able to react appropriately to unexpected crowd behaviour.

The numbers of security/stewards provided will be in excess of the below guidance recommended within the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 –

- 1 security/steward per 100 persons – Applicable to approximately 65% of the audience viewing area, where the crowd density is likely to be much higher.
- 1 security/steward per 250 persons – Applicable to approximately 35% of the audience viewing area, where the crowd density is likely to be much lower, with more freedom for circulation etc.

The site will be divided into specific areas to ensure a safe environment for members of the public and staff alike.

The areas are generalised below:-

- Arena
- Stages
- Car Parks and Vehicle Gates
- Event Perimeter
- Bars

The key to professional, effective security and stewarding will be the willingness and flexibility of all staff to respond in a fair, proportionate, reasonable and positive manner to situations as they arise.

Security and stewarding personnel will be supervised to ensure that the teams work cohesively and to a common objective, whether that is to prevent incursions of the perimeter fence, preventing or deterring incidents of crime, dealing with anti-social behaviour or managing crowds at the front of one of the stages.

The contracted security and stewarding managers together with their respective control operatives will also have to display a co-ordinated approach to ensure that incidents are dealt with both effectively and efficiently.

The Security Co-ordinator will oversee the entire operation and ensure that staff are deployed to maximum effect with regular liaison with the Event Controller/Deputy and security and stewarding contractors.

There may be occasions when two or more security and stewarding contractors will have to assist each other under the guidance of the Security Co-ordinator.

Security staff

It is a requirement that the security managers maintain a register of staff employed on site. Details recorded in the register must include:-

- Full Name
- Date of birth
- Home address
- Employer
- The unique personal ID number (tabard/uniform number)
- Date and time staff commenced and completed each duty (information kept by each company rather than in the central register).

The register will be retained on site in event control and will be supplied daily to An Garda Síochána.

All security and other stewarding staff are easily identifiable by their tabards/uniforms. All security and stewarding tabards/uniforms will have ID numbers in a visible location to aid identification. The ID number will be printed clearly on the back of the tabard/uniform as well as the front. These details must correspond to the aforementioned register.

Objectives

The objectives of the security / stewarding planning and operations are -

Overall:-

- To maintain a safe environment for members of the public attending the concerts
- To maintain a safe working environment for members of staff working at the concerts
- To ensure a safe environment for the artistes performing at the concerts
- To deal positively and proportionately with any incidents of disorder
- To prevent and deter incidents of crime.

Arena:-

- To monitor crowd movements and to identify and deal promptly and effectively with any identified crowd control issues
- To maintain the integrity of the perimeter fence of the arena
- To deal effectively and proportionately with any individuals using antisocial behaviour, thus disrupting the event
- To provide an ejection from site capability for those individuals who are responsible for disorderly and / or unsociable behaviour or non ticket holders and / or pass holders via the eviction procedure.
- To ensure the security of traders' vehicles
- To take necessary action to prevent and deter fires within the arena
- To provide a covert patrol to detect crime
- To maintain the security of the front of house mixing towers

- To ensure the internal emergency routes remain clear
- To ensure the arena emergency exits remain staffed, clear and open throughout the time when the arena is open to the public
- To provide information to attendees

Stage:-

- To maintain the integrity of the stage, backstage and pit area
- To monitor and identify and problems within the viewing public
- To ensure the security of the artistes whilst within the stage complex
- To take necessary action to prevent and deter fires within the stage area

Licensed bars:-

- To ensure the security of the premises
- To maintain public order within the confines of the licensed bars
- To deal promptly and proportionately with any persons causing disruption within the confines of the licensed bars
- To monitor and act as spotters for underage drinking

SECURITY & STEWARD BRIEFINGS

All security and stewarding companies will be provided with comprehensive policy and briefing documents, in order that they can brief their staff effectively. In addition all security and stewards will be issued with a detailed staff handbook with key information for ticket holders included so they can answer most questions. All security and stewards will receive briefings from their managers. Particular attention will be paid during briefings to ensure that all staff are clear of the paramount importance of delivering clear, correct and approved messages to the public in order to avoid incorrect messages and the creation of panic particularly during crowd management operations. An Garda Síochána will be advised of the timings and locations of the security briefing sessions.

EVICTION POLICY

There will be a single point of eviction from site. A detailed eviction policy and briefing document will be produced in advance of the show in consultation with the An Garda Síochána.

SEARCHING POLICY

A draft of the searching procedure will be provided to An Garda Síochána. This document will be agreed in advance of the show in consultation with An Garda Síochána.

Security staff will be fully briefed on these search procedures. The items that are not allowed onsite are well advertised in the ticket conditions, on the website and on signage around the site.

Security Standards, Procedures and Policy.

The following will be disseminated to all security companies and will form part of their briefing.

Behavioural Standards

- a) Staff are representing Longitude 2015 and are expected to perform their duties in a professional manner at all times
- b) When dealing with members of the public staff are expected to remain courteous even under difficult situations.
- c) It is forbidden to consume alcohol whilst on duty or within 6 hours of a tour of duty
- d) Staff are expected not to smoke whilst on duty or at all in any designated smoking areas
- e) It is expected that staff should always report for duty on time and in a sober condition
- f) Staff are expected to be mindful and aware of their own health & safety at all times

Dress Code

- a) Whilst on duty staff will wear uniform as supplied/directed by their managers
- b) Staff on duty will always wear their tabards as a top garment with their unique numbers clearly visible
- c) Staff are not allowed to wear tabards when they are off duty. The garments should be secured to prevent theft or other abuse

Use of Vehicles

- a) Drivers using vehicles on public roads must
 - Always drive within the statutory and site speed limits and abide by the road traffic legislation
 - Drive with due care and attention at all times
 - Be conscious of noise particularly during the hours of darkness
 - Never use flashing amber lights or strobes whilst driving
 - Never use the vehicle horn excessively
- b) Drivers using vehicles on site must
 - Always drive with due care and attention and Observe the site speed limits
 - Never exceed the public road drink drive limit
 - Take every precaution when driving amongst pedestrians and use banks men in heavily congested areas
 - Choose a route, wherever possible, that avoids heavily congested areas
 - Abide by the Site Rules and Onsite Traffic Management Plan
 - Not use flashing lights except in emergency situations.

Property

- Where drugs/weapons are identified as a result of searching or other criminal offence An Garda Síochána should be alerted immediately and persons should be held at the scene, there are no arrests to be made, these incidents are for the Garda to deal with. Security Control should also be informed, so that the details can be recorded in the control log.
- Property taken from ticket holders at gate searches e.g. alcohol at the gates will be disposed of.

- All unauthorised goods will be either retained for disposal and no receipts given OR the person will be given the opportunity to take the goods away before entering.
- All lost and found property will be dealt with by An Garda Síochána

Evidential Awareness

- Security staff should be mindful of evidential procedures and continuity when dealing with criminal offences:
 - Always be aware that property should be handled by the minimum number of persons and record the names of all persons handling for court continuity purposes
 - Consider fingerprint evidence e.g. bag the item and do not touch with un-gloved hand
 - At the scene of any offence always consider protecting the scene e.g. cover bloodstains, protect weapons etc.
 - Consider cordoning scene with tape and personnel
 - Evidence should be left in situ if the case is likely to be a An Garda Síochána investigation
 - A written record should be made of all evidential property identified.

Use of Force

- Only reasonable force should be used if necessary when dealing with the public during evictions or when a person is been handed over to An Garda Síochána for further investigation.
- Any force used should always be proportionate to the situation.
- If excess force is used and a complaint is received by security management or An Garda Síochána the matter will be fully investigated and dealt with appropriately.
- If force is used a record should be made by the security guard and their supervisor.
- The individual using the force or his supervisor should contact control to ensure that the incident is logged in the radio log.
- Weapons should never be carried or used by security guards.

Role in a Major Incident

In the event of a major incident the role of Security personnel will depend on their location and duties. Staff will be deployed on the instructions of their managers and supervisors under the guidance of Festival Republic, Security Co-ordinator and Event Controller/Deputy

Their roles and responsibilities will include:

- a) Assist in crowd control and crowd management
- b) Placement of cordons
- c) Maintaining a sterile area where necessary
- d) Obtaining details of witnesses
- e) Securing evidence
- f) Scene preservation
- g) Maintaining clear access and exit routes
- h) Ensuring the designated RV points are available for use by the emergency services
- i) Assisting the emergency services as appropriate
- j) Reassuring members of the public
- k) Assisting injured persons (if trained in first aid)
- l) Security of property left unattended to prevent theft

LONGITUDE 2015 SECURITY STATEMENT OF INTENT

1. OVERALL RESPONSIBILITIES

- 1.1 Longitude will ensure that the number of security employed at the event does not fall below the guidance set out by the Code of Practice for Safety at Outdoor Pop Concerts
- 1.2 The security coordinator shall be responsible for arranging duties/briefing and for ensuring that each security officer is aware of his/her duties. Although operating individually they should be posted in teams of about 6 - 10 so that, in an emergency, they can act as a team under the control of a senior security officer.
- 1.3 Before the event, the security coordinator shall ensure that all exit gates are operating correctly and that a security guard is in position at each gate.
- 1.4 Security should not be less than 21 years of age and should wear distinctive dress such as numbered tabards, fluorescent jackets or T-shirt inscribed front and back and numbered. Badges and arm bands are not a sufficient means of identification.
- 1.5 The security coordinator shall ensure that security staff are adequately trained for the duties they undertake.
- 1.6 Control of security will be from the event control room based onsite at the event. This room will be equipped with suitable means of communication and staffed with controllers from all key security and stewarding companies.
- 1.7 Loud hailers should be available for use in an emergency.

2. GENERAL RESPONSIBILITIES OF SECURITY

- 2.1 Security must be aware that their primary tasks are those of crowd safety and control. Their areas of responsibility fall into six categories.
 - Controlling or directing members of the public who are entering or leaving the event and ensuring no overcrowding or crushing occurs.
 - Patrolling the arena and “pit” area to deal with any emergencies, e.g. raising alarms, extinguishing fires etc.
 - Staffing entrances, exits and static teams will be based at other strategic points, particularly exit gates which are not continuously open whilst the arena is open to the public and ensuring security at entrances and exits.
 - Undertaking specific duties relating to emergencies and evacuation procedures.
 - Operating patrols within the arena with an anti crime and to respond to reports of crime.
 - To have within these patrols, personnel with the training and skills necessary to hand over offenders to An Garda Síochána and secure charges.
 - Any security guard working at these events should make themselves available for any future court dates or hearings.
- 2.2 Arena security must be in position 30 minutes before the gates are opened to the public.

3. SPECIFIC DUTIES OF SECURITY

- 3.1 Security will be posted to the bars and ensure compliance with the licence.
- 3.2 Security will be posted to the ticket entrance to search those entering in accordance with the terms and conditions of entry.
- 3.3 Security will be posted to the stage area and will be alert to prevent any access on to the stage by spectators (except in emergencies).
- 3.4 The forefront of the stage (pit area) must only be occupied by security officers or first aid teams. Access may however be given on the authority of the Promoter, event controller/deputy or security coordinator on their behalf.
- 3.5 Responsibility for removing ticket holders from the arena rests with the security staff.
- 3.6 Security officers will be posted to exit gates throughout the period that the public are in the arena. It is their individual responsibility to ensure that the exits are kept clear and free from obstruction at all times. They must be able to open their gate and must have loud hailers with them.
- 3.7 Radios will be provided for senior security to communicate unless otherwise agreed.
- 3.8 Preventing overcrowding; ensuring the crowd limits in the arena are complied with; ensuring that exits and main roadways within the arena are kept clear.
- 3.9 Preventing, so far as is possible the climbing of fences and other structures. Where, by virtue of the scale of the incident, security are unable to comply with this requirement, they shall without delay, report the matter to security control or their supervisor.
- 3.10 The investigation and identification of any incident or occurrence, reporting their findings to security control in accordance with instructions given at the event briefing.
- 3.11 Being aware of the location of the first aid posts and of first aid personnel and location of equipment.
- 3.12 Being aware of the location of the fire fighting equipment and being able to operate it effectively along with knowing how to contact fire control in the event of a fire.
- 3.13 Being fully conversant with methods and signals used to alert staff that an emergency has arisen.
- 3.14 Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to nearest supervisor or security control.
- 3.15 Report to the supervisor or security control any damage or defect which is likely to pose a threat to public safety.
- 3.16 Remain at their allocated posts at all times unless dealing with an incident or ordered or authorised to do otherwise by a supervisor.
- 3.17 Ensuring that no fires whatsoever are set up in the arena.

3.18 Ensuring that staff and ticket holders do not smoke in enclosed spaces, tents and cabins.

3.19 Security must be courteous and provide information to attendees.

4. **EMERGENCIES**

4.1 In the event of an emergency or major incident, the Event Controller shall take command until the onsite coordinator is established; all security shall comply promptly with any instructions given by him or by An Garda Síochána.

4.2 Any disturbance or other emergency must be reported at once to the security control for the attention of the security coordinator and onward transmission to the Event Controller and Emergency Services as appropriate.

4.3 In the event of a medical emergency security personnel will liaise with medical personnel to create a sterile area or a partial evacuation of the marquee or location where the incident occurred.

4.4 In the instance that their carer is temporarily unavailable, or unable to help their disabled companion alone, security should in the event of an emergency evacuation look out for disabled ticket holders and offer assistance to help them to evacuate the area safely.

5 **CRIME INVESTIGATION**

All security staff should know of their responsibilities towards a crime scene, namely -

- they should be available for a witness statement
- they should be available for court if necessary
- they should know the basics of scene and evidence preservation
- they should know about the retention of witness where practicable/appropriate etc

If in any doubt, advice should be sought from a supervisor, the security coordinator or the An Garda Síochána officer in charge.

LONGITUDE 2015 STEWARDS STATEMENT OF INTENT

1. OVERALL RESPONSIBILITIES

- 1.2 The steward coordinator under the direction of Security Co-ordinator shall be responsible for arranging duties/briefing and for ensuring that each steward is aware of his/her duties. Although operating individually they should be posted in teams of about 6 - 10 so that, in an emergency, they can act as a team under the control of a senior steward.
- 1.3 The steward coordinator shall ensure that a steward is in position at each gate.
- 1.4 Stewards should not be less than 18 years of age and should wear distinctive dress such as tabards, fluorescent jackets or T-shirt inscribed front and back.
- 1.5 Control of stewards will be from the event control room based onsite at the event. This room will be equipped with suitable means of communication and staffed with controllers from all key Security and stewarding companies.
- 1.6 Loud hailers should be available for use in an emergency.

2. GENERAL RESPONSIBILITIES OF STEWARDS

- 2.1 Stewards must be aware that their primary tasks are those of crowd safety and control. Their areas of responsibility fall into the following categories.
 - i. Controlling or directing members of the public who are entering or leaving the event and ensuring no overcrowding or crushing occurs.
 - ii. Staffing entrances, exits and other strategic points and facilities, particularly exit gates which are not continuously open whilst the arena is open to the public and ensuring stewards are located at entrances and exits.
 - iii. Undertaking specific duties relating to emergencies and evacuation procedures.

3. SPECIFIC DUTIES OF STEWARDS

- 3.1 Stewards will be posted to the arena entrance to assist security with those entering in accordance with the arena regulations.
- 3.2 Stewards may be posted to the F.O.H. and delay towers to assist security in preventing access and climbing of such structures.
- 3.3 Responsibility for removing spectators from the arena rests with security.
- 3.4 Stewards may be posted to exit gates throughout the period that the public are in the arena. It is their individual responsibility to ensure that they are able to open their gate. Exit gates are not to be opened unless in an emergency and under the direction of the security coordinator or event controller.
- 3.5 Radios will be provided for senior stewards to communicate with the control room and other key personnel.

- 3.6 The steward coordinator will be in attendance throughout the event and will liaise, for control and command purposes, to the security coordinator and or the Event Controller.
- 3.7 Preventing overcrowding; ensuring the crowd limits are complied with; ensuring that exits and main roadways within the arena are kept clear from obstruction at all times.
- 3.8 Preventing, so far as is possible the climbing of fences, delay towers and other structures. Where, by virtue of the scale of the incident, stewards are unable to comply with this requirement, they shall, without delay, report the matter to their supervisor or the security officer in charge of their area.
- 3.9 Being aware of the location of the first aid posts and of first aid personnel and location of equipment.
- 3.10 Being aware of the location of the fire fighting equipment and being able to operate it effectively, along with knowing how to contact event control in the event of a fire.
- 3.11 Being fully conversant with methods and signals used to alert staff that an emergency has arisen.
- 3.12 Using best endeavours to recognise potential fire hazards and suspect packages, reporting such findings immediately to the nearest supervisor or security control
- 3.13 Report to the supervisor or security control any damage or defect which is likely to pose a threat to public safety.
- 3.14 Remain at their allocated posts at all times unless dealing with an incident or ordered or authorised to do otherwise by their supervisor.
- 3.15 Ensuring that no fires whatsoever are set up anywhere onsite.
- 3.16 Advising ticket holders of the litter recycling system
- 3.17 Ensuring that staff and concert attendees do not smoke (including use of electronic cigarettes) in enclosed spaces, public tents and cabins.
- 3.18 Stewards must be courteous and provide information to attendees.

4 EMERGENCIES

- 4.1 In the event of an emergency or major incident, the Event Controller shall take command until the onsite coordinator is established; all security shall comply promptly with any instructions given by him or by An Garda Síochána.
- 4.2 Any disturbance or other emergency must be reported at once to the Event Control Centre
- 4.3 In the instance that their carer is temporarily unavailable, or unable to help their disabled companion alone, stewards should in the event of an emergency evacuation look out for disabled ticket holders and offer assistance to help them to evacuate the area safely.

5 CRIME INVESTIGATION

All stewarding staff should know of their responsibilities towards a crime scene, namely -

- they should be available for a witness statement
- they should be available for court if necessary
- they should know the basics of scene and evidence preservation
- they should know about the retention of witness where practicable/appropriate etc

If in any doubt, they should seek advice from a supervisor, the Security Coordinator or the An Garda Síochána officer in charge.

**LONGITUDE 2015
MAJOR INCIDENT PLAN –**

A DEFINITIONS

Definition of major incident plan

These plans outline the procedures to be adopted in the event of any emergency or major incident upon the licensed area for Longitude 2015. It should be noted that this is the Major Incident Plan written by Festival Republic for Longitude 2015 and therefore it sits alongside but does not replace separate Major Incident/Emergency plans that will exist for Dun Laoghaire Rathdown County Council, the Health Service Executive (HSE) and An Garda Síochána. As the Longitudes Major Incident Plan the roles, responsibilities and procedures outlined below are specific to a Major Incident at Longitude, and as such need to be agreed with the principle response agencies.

It is also important to note that what may be a Major Incident for e.g. the Health Service Executive (HSE), by way of example, needing to treat a large number of people who may or may not be connected with Longitude and resulting resourcing issues, that does not make it a Major Incident for Longitude. See further information below on the definition and declaration of a Major Incident for Longitude.

These procedures distinguish between -

- **Emergencies onsite** – any incident onsite requiring prompt and co-ordinated action by event control, onsite security, fire and medical teams and/or external Emergency Services. An emergency may be able to be dealt with by onsite teams without a direct response from the external Emergency Services.
- **Emergencies offsite** – any incident offsite, but linked to the event requiring prompt action by one or more of the Emergency Services. Resources controlled by the Event Controller may be available to assist but need to do so under the request and command of the external Emergency Services.
- The distinction between onsite and offsite is normally defined as the boundary of the licensed site. The boundaries of offsite are normally the areas that are outside of the control of the Event Controller such as the public highway.
- **Contingency Plans** – contingency plans are written in relation to a specific event occurring such as the need to stop the music playing or water contamination. They are therefore different from the Major Incident Plan which rather sets out the command, control and co-ordination of onsite resources and liaison with the emergency services in the event of a Major Incident situation.
- **Major incidents** – this is any emergency which involves a large number of people and which requires the implementation of special arrangements by one of the principle response agencies, the HSE, the Local Authority and An Garda Síochána for –
 - The initial treatment, rescue and transport of a large number of casualties
 - The involvement either directly or indirectly of large numbers of people
 - The handling of a large number of enquiries likely to be generated both from the public and the news media.
 - The need for a large scale combined resources of two or more of the emergency services

- The mobilisation and organisation of the emergency services and supporting organisations, eg Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Festival Republic will circulate the Major Incident Plan to the key decision making personnel in the team responsible for putting appropriate staff at the disposal of the emergency services in the event of a major incident.

DEFINITION OF ROLES AND RESPONSIBILITIES

Event Control (controller of operations) -

- a) The event controller / deputy in his absence, event safety coordinator, and security coordinator will
 - i) Liaise with An Garda Síochána
 - ii) Mobilise resources through Longitude event control and their team
- b) Will supply an on-site medical coordinator, site medical officer and medical facilities.
- c) Will supply stewards at key locations onsite to guide emergency vehicles to and from the incident and to assist in any cordons, which are established by the An Garda Síochána.
- d) Will supply stewards to assist in the management of the crowd, the evacuation of sectors or the evacuation of the site itself.
- e) Will facilitate the clearing of crowds/ obstructions from emergency access routes and the access facilities for incoming support.
- f) Will supply a press officer, to work in conjunction with the principle agencies to carry out regular media briefings.
- g) Planning and distribution of any onsite messages or information to be given to the public in conjunction with the principle agencies.

Note: When the designated lead agency takes on the co-ordination role, the employees and agents of Longitude will work with and under the direction of the lead agency. Event control and their team will manage these employees and agents.

The Local Authority -

- a) The saving of life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- c) Fire fighting, protection and rescue in a fire situation.
- d) Rescue in the event of persons being trapped.

- e) Assistance in salvage operations as appropriate.
- f) Dealing with incidents involving hazardous materials, including identification, containment, neutralisation and clearance of chemical spills and emissions;
- g) The provision of support for the emergency services - staff and equipment.
- h) To receive evacuees from the event site and provide temporary accommodation for persons made unintentionally homeless by the incident, and to work together with Event Control to repatriate those from outside of the area.
- i) The establishment and equipping of the designated temporary mortuary/body holding area
- j) The maintenance of the normal local authority facilities such as highways, drainage, street lighting etc.
- k) Site clearance, demolition, clear-up operations, removal and disposal of debris;
- l) The investigation of the incident in conjunction with other investigative bodies where appropriate.

An Garda Síochána -

- a) Save life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- c) The protection and preservation of the scene.
- d) The establishment of access routes for the emergency services and the provision of assistance with access for responding organisations. The identification of the best routes to the receiving hospitals and the provision of ambulance escorts where necessary.
- e) The identification and management of a helicopter landing site for the air evacuation of casualties.
- f) The investigation of the incident in conjunction with other investigative bodies where appropriate, including collection of evidence and forensic work.
- g) The protection and recover property at the scene.
- h) Recovery of bodies and identification of the dead on behalf of the Coroner.
- i) The collation and dissemination of casualty and survivor information
- j) Traffic management
- k) The provision of a co-ordinated response to the media.

- l) The preparation of a final report where appropriate.

Health Service Executive -

- a) The saving of life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- b) To instigate a command and control structure
- c) To protect the health, safety and welfare of all health service personnel on site.
- d) To co-ordinate the HSE communications on site and to alert the main 'receiving' hospitals for the receipt of the injured.
- e) To carry out a health service assessment for the incident
- f) To instigate a triage process when required.
- g) To treat casualties
- h) To transport casualties to hospital
- i) To provide clinical decontamination of casualties and to support mass decontamination.
- j) To mobilise additional and specialist assets as required
- k) To maintain adequate emergency cover throughout other parts of the Ambulance Service area
- l) To reduce to a minimum, the disruption of the normal work of the Service
- m) To alert and co-ordinate the work of the Voluntary Aid Societies enabling them to provide services appropriate to the incident and as required.
- n) Welfare support for those affected by the incident in conjunction with the site welfare services.

PERSONNEL AND CONTROLS

1) Event Controller/Deputy

The Event Controller is the person responsible for all aspects of licensing and public safety. The Event Controller for Longitude is named as John Probyn; his deputies are Nicky Hodgson and Ange Goliger. Throughout the duration of the event one of the above will always be onsite in event control, and available on radio.

2) Event Safety Coordinator

The Event Safety Coordinator for the event will be David Slattery - MSA. The Event Safety Coordinator or nominated deputy will be onsite at all times throughout the duration of the event.

3) Event Control

Throughout the duration of the event the Event Controller/ Deputy will be available via the Event Control Tent onsite. During a Major Incident, the Event Controller/Deputy would be based in Event Control/Major Incident Liaison Centre. In most situations, the Production Office would continue with normal operational running of the event while the Licensing compliance team would focus on the Major Incident response in conjunction with Security and Event Control. Key staff such as the Event Controller/ Deputy, Event Safety Coordinator will split their responsibilities up to make sure that there is still the ability to run the normal operations of the unaffected parts of the event and site.

4) Security Control

Security Control will be in Event Control and will be fully operational throughout the duration of the event and whilst the public are onsite. It will be operated under the direction of the Festival Republic Security Coordinator Liam Hogan and will be staffed throughout this time by controllers from each security and steward company with full security channel logging of all transactions and permanent monitoring of the emergency channel. All CCTV cameras onsite will be relayed to Event Control and the zoom features etc will be controlled from there.

5) An Garda Síochána Control

An Garda Síochána will be based in Event Control.

6) Medical Control

Medical control is operated under the direction of the Medical Coordinator and is based in Event Control. Medical Control will be operational from 13:00 until midnight each day. The primary ambulance loading point and the primary triage area will be located at the main medical facility. Any subsidiary or secondary ambulance loading points or triage areas will be directed from here.

In the event of a Major Incident, the method of handing over medical control to the HSE, and placing Longitude medical personnel at their disposal will be achieved as follows:

Upon arrival at the site, the HSE representative will, in liaison with the Medical Coordinator, assess the situation and having done so will assume command of all on-site medical personnel and facilities. The Site Medical Officer will act as Medical Incident Officer until relieved by a doctor nominated by the HSE.

7) Major Incident Liaison Centre

A Major Incident Liaison Centre will be set up in Event Control, and will (initially) become the major incident liaison centre only in the event of a major incident being declared.

In any emergency, and if appropriate, the site production office will inform all Festival Republic staff to avoid the routes to and from, and the area itself, where any emergency may be whilst going about their daily business.

B COMMUNICATION AND CONTROL

A communications assistant employed by Longitude and working to the Security Coordinator will monitor the event security operation channels as well as the event dedicated emergency radio channel. A full telephone and radio directory of all key personnel will be compiled and circulated in advance of the event.

Key Event Personnel:-

Event Controller	John Probyn
Deputy Event Controller	Nicky Hodgson Ange Goliger
Event Safety Co-ordinator	David Slattery – Michael Slattery Associates
Site Manager	Frank McDaid
Medical Co-ordinator	TBC
Site Medical Officer	TBC
Security Co-ordinator	Liam Hogan

C PROCEDURES

1. Notification and Declaration of a Major Incident

Notification of a potential major incident will be passed to the principle agencies by the organisation first receiving the information. The Longitude event production office will maintain a list of numbers to facilitate this. The site co-ordination group will make the decision to declare a major incident in conjunction with the Event Controller. The lead agency will be determined, and the On-Site Co-ordinator established. Each of the other principle agencies would have a controller of operations.

Longitude and all other principal agencies (as relevant to the incident) will provide the controller of operations or senior representatives (as required) to -

- The major incident liaison control which will be located in the Event Control. Sufficient site maps will be provided.

Co-ordinated action will then be taken to protect life and property and to preserve the scene.

The scene may be restricted to the area surrounding the incident, rather than relating to the whole of the site. Hence any transfer authority from the Event Controller/Deputy the lead agency in the event of a Major Incident may be limited to a specific area of the site, rather than the entire site.

Outside agencies needing to come onsite during a major incident, will report to the most convenient gate as decided by the Event Controller/Deputy where they will be met by security who will transfer them to the appropriate onsite location.

The Event Controller will give consideration to abandoning the pass system at pedestrian and vehicle gates.

2 Fire within the Arena, or Car Parks

ALL incidents of fire must be reported on the Fire Channel on the event radios (channel 14). The word “fire” is not to be used on any Event Site Radio. Event Control will respond to any calls via the fire channel and will immediately report all incidents of fire by calling 999/112.

Fire incidents onsite will be coded as follows:

██████████

This is any fire incident, which in the opinion of the person reporting does not require a fire service attendance, and can be dealt with by that person using the fire extinguishers available. These incidents must still be reported to Event Control for information and also for onward transmission to Dublin Fire Service via 999/112.

Such incidents would include:

- Small rubbish fires
- Bin fires

OR

██████████

This is any fire incident requiring an immediate fire service attendance. Such incidents would include:

- A tent or structure involved in fire
- Any fire incident where there are persons believed trapped
- Any fire incident where an explosion is witnessed or reported
- Any fire incident where cylinders, canisters or LPG are involved
- Any vehicle fire
- Any smell of gas or gas leak
- Any fire that is obviously beyond the control of an extinguisher.
- Any fire in the proximity of the trees

If security staff, stewards or others become aware of a ██████████ within the Arena then this must be reported immediately on the Fire Channel on the event radios and the person reporting it will then deal with the fire using available extinguishers.

If security staff, stewards or others become aware of a ██████████ within the Arena, then this must be reported immediately on the Fire Channel on the event radios so that a fire fighting crew can be mobilised to the incident. If possible, the fire will still be tackled in the first instance with available fire extinguishers. If no action is to be taken to extinguish the fire, it will be monitored throughout by a member of security until the Fire Service arrives and it is considered safe to leave. Event Control will monitor, log, and record, where appropriate any such incident on CCTV.

3 Structural Collapse

Should any of the temporary structures collapse, security and the fire safety team will assist in the evacuation of any necessary part of the entertainment arena and control the crowds, in order to minimise any further casualties from any subsequent structural defects. The Event

Controller/Deputy would immediately notify Dun Laoghaire Rathdown County Council, who would then advise as to which other agencies must be notified.

4 Suspect Package

All radio and mobile phone calls must be made at least 200m away from any area of the site under suspicion.

At an event of this nature where so many people are onsite, a suspicious package which has the appearance of a piece of baggage, clothing or event paraphernalia, may be defined safe, or not, by its discovered location, rather than its appearance, unless the package is remarkably unfamiliar looking. The Security Co-ordinator, or Event Controller/Deputy would make the judgment call on whether the package is to be deemed “suspect”. Security companies will engage dedicated staff in searching the event site for unusual behaviour and baggage.

If any suspicious package is found the Event Controller will make a decision, having taken advice from An Garda Síochána, as to full or partial evacuation or any other action that may be required. If evacuation were deemed to be necessary, coordination group comprised of the Event Controller/Deputy, Security Co-ordinator, and the principle response agencies would concurrently be called together to discuss and coordinate any action to be taken.

Indicators to Suspicious Deliveries/Mail

- It is unexpected or of unusual origin or from an unfamiliar sender
- There is no return address or the address cannot be verified
- It is poorly or inaccurately addressed e.g. incorrect title, spelt wrongly, title but no name, or addressed to an individual no longer with the company
- The address has been printed unevenly or in an unusual way
- The writing is in an unfamiliar or unusual style
- There are unusual postmarks or postage paid marks
- A jiffy bag, or similar padded envelope, has been used
- It seems unusually heavy for its size. Most letters weigh up to about 28g or 1 ounce, whereas most effective letter bombs weigh 50-100g and are 5mm or more thick.
- It is marked ‘personal’ or ‘confidential’
- It is oddly shaped or lopsided
- The envelope flap is stuck down completely (a harmless letter usually has an ungummed gap of 3-5mm at the corners)
- There is a smell, particularly of almonds or marzipan
- There is an additional inner envelope, and it is tightly taped or tied (however in some organisations sensitive or ‘restricted’ material is sent in double envelopes as standard procedure)

If an evacuation is deemed necessary a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated.

5 Bomb Alert

All radio and mobile phone calls must be made at least 200m away from any area of the site under suspicion. All key office staff will be briefed on how to take phoned bomb threats and what information to note.

(a) If any bomb threat is received by either An Garda Síochána or the event a decision will be made by the Event Controller having taken advice from the An Garda Síochána, as to full or partial evacuation or any other action which may be required. If evacuation were deemed to be necessary, a tactical/silver control, comprised of the Event Controller/Deputy, Security Co-ordinator, and the principle response agencies would concurrently be called together to discuss and coordinate any action to be taken.

(b) The coded message to be used in the event of a bomb threat over the radio by the fire safety team and security staff or others will be (code word omitted in the interest of public safety):

“The Organisers have a message for [REDACTED] who is in...”
This denotes a bomb threat and gives location of suspicious package.

If an evacuation is deemed necessary a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated.

Basic response to any such incident will include:

1. Do not touch suspicious items
2. Move everyone away to a safe distance
3. Prevent others from approaching
4. Communicate safely to staff, visitors and the public
5. Use hand-held radios or mobile phones away from the immediate vicinity of the suspicious item, remaining out of line of site and behind hard cover
6. Notify the An Garda Síochána
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the An Garda Síochána

6 Terrorist Attack

At an event of this nature, a terrorist attack has to be assumed to be low risk based on past experience. It is however, a potential activity that we will be alert to. The attack, in traditional terms would be from a suspect package and would be dealt with as above. Recent events have taught that a ‘traditional’ attack is now not the only potential and the Event Controller/Deputy in conjunction with An Garda Síochána will need to be alert to any chemical or gas attacks or random destructiveness designed to put life in danger. In the event of a terrorist attack, coordination group will be established immediately. Where it is possible to identify an affected area then the public will be evacuated away from that area and cordons established.

If an evacuation is deemed necessary, a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated.

7 Water Contamination and /or Failure

The event takes place at Marlay Park. In the event of failure / contamination of the water supply it may be necessary to cordon off water points and to introduce a contingency supply. The water infrastructure is designed with built in contingencies and stop valves which can isolate part of the supply if required.

8 Firearms Incident

Any information received in relation to firearms will be passed directly to the Event Controller/Deputy and the Security Co-ordinator who will immediately liaise with An Garda Síochána as to what follow-up action is required. Speed of communication is paramount.

In the event of a firearm being discharged, event security and stewards will do all they can, being mindful of their own safety, to protect members of the public and preserve the scene prior to the arrival of the An Garda Síochána. No member of event staff will approach the known location of an armed suspect.

9 Adverse Weather

The objective of the response to the potential evacuation of large numbers of people as a result of adverse weather conditions is to deal with the initial stages of such an incident until outside help can arrive if needed. Where appropriate a co-ordination group will be established. A possibility is that in the event of extreme weather conditions, a full evacuation of the site may ensue and this will be acted upon in the terms of the evacuation plan set out later in this document. Monitoring of predicted weather is carried out onsite and wind policies are collected for key structures and checked by the Event Safety Co-ordinator. Weather warnings will be posted on the website in advance along with advice about what to bring if appropriate.

10 Crime investigation

All security, stewards and other relevant staff will be made aware of the requirements made of them in relation to any crime scenes, that is -

- They should be available for a witness statement
- They should be available for court if necessary
- They should know the basics of scene and evidence preservation
- They should know about the retention of witness where practicable/appropriate etc

If in any doubt, advice should be sought from a supervisor, the security coordinator or the An Garda Síochána as appropriate.

D) EVACUATION PROCEDURES

1. Evacuation of the Entertainment area

(a) The decision to evacuate people from the entertainment arena to a designated safety area (to be determined on site with respect to the incident) due to fire, structural collapse, bomb threat, public disorder or for any other reason will be taken by the Event Controller/Deputy after consultation with the principle response agencies.

(b) Should evacuation be deemed necessary, any message given out over the public address systems or stage will be agreed in advance and will take into account the point and method of delivery. The Event Controller/Deputy will then arrange for the message to be delivered as appropriate:

Sample Message

“This is an announcement from Longitude. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

Who does what

- 1) Security and steward staff on gates will remain in place if it is safe to do so.
- 2) Security response teams, arena patrol and ejection teams will instantly become our initial evacuation marshals and will await instructions on where to go.
- 3) The proposed evacuation route will be checked by the initial evacuation staff before we send public down it for lighting and obstacles.
- 4) Arena entrance security will also aid the arena evacuation.
- 5) If more evacuation staff are needed the perimeter fence staff will become our secondary evacuation marshals and will await instructions.
- 6) Security on stage positions will clear the backstage areas and then assist traders and the public from the Arena into the emergency evacuation area as directed by event control.
- 7) Security on any delay towers will go to the disabled viewing platforms.
- 8) Eight of the security stage staff will become scene preservation staff.
- 9) Arena security stage staff will also facilitate the arrival of the emergency services and ensure that they are directed to the location of the incident and are able to work without interference, prevent panic and take other action as appropriate.
- 10) Toilet Segregation stewards will ensure all toilet blocks are empty
- 11) Welfare, information tent staff and Festival Republic staff will be deployed to any evacuation holding point to deal with inquiries.

Proposed strategy for public and emergency service routes will be established in advance of the festival following liaison with the principle response agencies.

Disabled emergency access

We have a scheme at the event whereby disabled ticket holders can apply to bring a carer to the event. Part of the reason for this scheme is to ensure that all disabled members of the public have assistance in the event of an evacuation. In addition, Security assigned as routine to the delay towers will automatically go to the disabled viewing platforms to aid evacuation.

2 Evacuation of other areas of site/ entire site -

Due to the number of persons involved and the proximity of the event site, it is unlikely that evacuation of the entire site will be necessary or desirable. In the event it may be preferable to evacuate specific areas/venues of the site. However, this procedure is applicable to both full and partial evacuation of the site.

- a) The decision to evacuate people from any area of the site to a designated safety area (to be determined on site with respect to the incident) in the event of a Major Incident will be taken by the Event Controller/Deputy after consultation with the principle response agencies.
- b) Should an evacuation be deemed necessary, any message given out over the public address systems or stages will be agreed in advance with the principle response

agencies and will take into account the point of and method of delivery. The Event Controller/Deputy will then arrange for the message to be delivered as appropriate.

Sample Message

“This is an announcement from Longitude. Due to unforeseen circumstances, please leave this area as quickly as possible. Please exit in the direction of (INSERT) / Please exit the site using Pedestrian Gate (INSERT) and follow the instructions of An Garda Síochána, security and stewards. Do not stop or divert to take personal belongings. We will keep you informed as to when it is safe to come back into this area. Thank you”

In order for the emergency services and An Garda Síochána to gain access to the area, gates not being used for public evacuation (to be decided by the Event Controller/Deputy in consultation with the principle response agencies) will be kept clear.

All stewards on duty in the relevant area will assist the public from that area into the emergency evacuation area or other areas of the arena as directed by the Security Coordinator or the Event Controller/deputy. They will also facilitate in conjunction with the emergency services coordinator the arrival of the emergency services and ensure that they are directed to the location of the incident and are able to work without interference, prevent panic and take other action as appropriate.

E) MAJOR INCIDENT PROCEDURES

Major Incident procedures will come into effect as outlined in ‘Definitions’ above and it is anticipated that an evacuation of a part of the site will have been undertaken by the event staff that will then be at the disposal of the co-ordinating command of the Major Incident.

The rendezvous point/major incident liaison centre is initially at Event control onsite, which will be used if possible as a forward control point in the event of a major incident.

If large-scale resources are to be built up on site they can be held at the major incident centre/RVP prior to being called forward.

Stewards will be detailed to establish and maintain the onsite routes. All offsite traffic routes will be established and maintained by An Garda Síochána to facilitate that or other rendezvous points as may be set up.

In the event of press and media queries received in relation to the Major Incident, Longitude would aim for strong liaison and consultation and wherever possible, a joint response. Press contacts for each of the principle response agencies and Longitude will be included in the Emergency Contact Sheet, which will be circulated in advance of the event.

A contact list of key event staff will be available to the principle response agencies in the event of a major incident and this list will be circulated in advance. Copies will also be available onsite at the time if required. In the event of any communication failure, there are radios, mobile phones and landlines onsite as well as contingency communications equipment including back up generators. The response to a failure of the communication system would therefore be to move to another form of communication while the technical problems were being investigated and resolved. Any failure in communication systems will be co-ordinated by the site Production Office in liaison with the relevant contractor. The licence compliance Office will inform all principle response agencies of any change of communications structures onsite that would affect the Emergency Contact Sheet.

The Event Controller/Deputy would be present in the major incident control centre and part of site coordination group during a major incident operation in order to assist in the co-ordination of the event personnel and assist as requested thereafter.

APPENDIX A

EVENT CONTROL – CONTINGENCY PLAN

Overview

Controllers from the security and stewarding companies, event control, An Garda Síochána and medical will all have controllers situated within the event coordination centre.

In addition there will be a number of CCTV monitoring stations staffed by trained operatives.

In the event of an incident or circumstances when it becomes necessary to evacuate all or part of the building the following guidelines will help with a short term or long term re-location.

Search without Evacuation

In the event of a report that a suspicious package has been deposited at the Event site without a specific location being given it may be necessary for persons in charge of specific areas to organise a search of their area of responsibility.

The Security Coordinator may request control room staff to search around their immediate areas to identify anything that may be suspicious; if nothing of concern is found it would not be necessary to evacuate the Event Control.

Search with Evacuation

If a suspicious item is found then the Security Coordinator or other responsible person will order an immediate evacuation to either the primary or secondary evacuation point.

Decision to Evacuate.

Such a decision will only be taken by the Event Controller, Security Coordinator, or Senior An Garda Síochána Officer present. Consideration will be given to activating the fire alarm.

Short Term Evacuation.

An event which requires a short term evacuation whilst for instance a search takes place of the room, will only require a limited contingency response.

Action:-

- Staff should, if it is safe to do so, collect their personal possessions
- Staff in possession of a personal radio should ensure they have it with them together with the written log
- All mains powered equipment should be left in situ unless specifically instructed to remove it by the person in charge
- Staff will do their best effort to maintain their communication function on hand held radios until such time as instructed to return to the Event Control

Long Term Evacuation.

Where the safety of the Event Control is compromised to an extent where a long term evacuation is necessary, a more permanent contingency plan will be followed, and Event Control will need to be relocated.

Action as above and:-

- The person in charge will do whatever is practicable in the light of available staff at the time, to remove mains powered radio equipment
- Relocation of the CCTV support and equipment in order to maintain CCTV capability under the guidance of the CCTV contractor who will be responsible for their equipment at all times

Emergency Action

Personal safety will always be the principal aim, and there may be a sudden emergency where immediate evacuation is the only option. All staff should endeavour to collect their personal property and take portable equipment with them, such as mobile telephones and personal radios to maintain some degree of contact with staff on the site.

The Event Controller/Deputy, Security Coordinator, or Senior An Garda Síochána Officer present will make an assessment as soon as it is practicable, and communicate the planned response to staff. In any event, efforts should be taken to ensure the key management are informed of the circumstances, ideally by personal mobile telephone, and NOT by radio.

APPENDIX B

AIDE MEMOIR FOR NOMINATED EVACUATION MANAGERS

A Major Incident may be defined as:

“Any emergency which involves a large number of people and which requires the implementation of special arrangements by one of the principle response agencies, the HSE, the Local Authority and An Garda Síochána for”

- The initial treatment, rescue and transport of a large number of casualties
- The involvement either directly or indirectly of large numbers of people
- The handling of a large number of enquiries likely to be generated both from the public and the news media.
- The need for a large scale combined resources of two or more of the emergency services
- The mobilisation and organisation of the emergency services and supporting organisations, eg Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

As an area organiser, it is important that you brief all your staff to know what to do in the event of the principle response agencies declaring a major incident.

When a major incident is declared, the lead agency will take on a co-ordination role. All area organisers and their staff will work with and under the direction of the on-site co-ordinator. For this to be effective it is important for you to:

- Stay in one location where you can be contacted
- Establish the location of all your staff
- Ensure their safety
- Await instructions
- Pass on clear instructions when received as to what is required
- Manage your staff

All instructions will come from the Event Controller, Event Safety Coordinator or Security Control and will be clearly identified as being from and on behalf of the on-site co-ordinator.

In the unlikely event of part of the site being evacuated it is important that only those instructions which have been carefully planned are given to the public. Conflicting or untimely instructions could lead to panic and injury and must be avoided. Evacuation will be via routes communicated at the time depending on the nature of the incident. If you are involved in helping with an evacuation please take particular consideration to disabled members of the public.

You will be instructed by one of the above of the need to evacuate and the route that should be used for the evacuation. It is important you wait for instructions.

Within your area there are nominated evacuation marshals within your security staff with specific roles. They will have been briefed by their controls whether they will be static or for redeployment. This information is held in Security Control by the respective controls.

Either communicate your instructions by radio or alternatively arrange for your evacuation marshals to attend a short briefing if you can do so quickly. Redeploy them as efficiently and quickly as you

can. Use some of your marshals to direct the public along the route, use the others to clear the areas in your area towards the routes.

Not all of the staff in your area will have specific roles in relation to evacuation, so you can use these extra staff to help out wherever is required. However remember they will need instruction from you and additional help and training as they will not have been briefed on evacuation procedures. If you require additional resources, contact Security Control.

There are loud hailers available at key locations around the site. These can be used to give messages out to the public but they should remain in their allocated positions. There are contingency loud hailers that can be used elsewhere if required.

Give your staff instructions to use clear, calm messages to direct the public towards the evacuation route and exit gate. They should try and answer any questions the public may have as well as they are able, but the priority is to evacuate the area as soon as possible while preventing panic. The route will lead to an evacuation holding point where there will be more staff specifically deployed to answer questions and assist.

Sample messages:

“This is an announcement from Longitude. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

Once you think that your area is properly evacuated, arrange for your staff to do a full sweep through the area and then evacuate your area yourself along with your staff.

Inform Security Control once your area is clear.

The Event Safety Coordinator, Event Controller and his deputies are available to give any further explanation you may require and to help brief your staff.

AIDE MEMOIR FOR NOMINATED EVACUATION MARSHALS

In the event of an evacuation, all instructions will come from the Event Controller, his deputies, Event Safety Co-coordinator or Security Co-ordinator and will be clearly identified as being from and on behalf of the on-site co-ordinator. The instructions will come to you either direct or via your supervisor if you have one.

In the unlikely event of part of the site being evacuated it is important that only those instructions are given to the public that have been carefully planned.

Conflicting or untimely instructions could lead to panic and injury and must be avoided. Particular attention should be given during an evacuation to disabled persons.

You will have been told by your control what your role is in the case of an evacuation. You will either remain on a static position to help guide the event goers out through the exit gate or to prevent event goers from accessing out of bounds areas, or you will be deployed to line the route, sweep through the area, or be redeployed elsewhere onsite. It is important you wait for instructions. Check before you start on duty what your role is in the event of an evacuation.

Use clear, calm messages to direct the public towards the evacuation route and exit gate. You should try and answer any questions the public may have as well as you are able, but the priority is to evacuate the area as soon as possible. The route will lead to an evacuation holding point where there will be more staff specifically deployed to answer questions and assist.

Sample messages:

“This is an announcement from Longitude. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

Event Control are available to give any further explanation you may require and to help brief your staff.

APPENDIX C

EVACUATION PROCEDURES– STAFF BRIEFING DOCUMENT

Why evacuate either a small area, or the entire site?

Any emergency such as fire, suspicious package, structural collapse etc may warrant moving event goers and staff away from the scene, to a safe location; you may also be required to preserve the scene for the An Garda Síochána.

Scene preservation

In the event of an evacuation for any incident there is likely to be some form of investigation and consideration should be given to preserve the scene for An Garda Síochána or principle response agencies investigation. In such cases the scene should be kept sterile for the investigating agency to gather evidence. Request tape and pins to assist in maintaining a cordon.

You may also be required to – 1. write a witness statement, 2. be a witness for court, 3. retain witnesses where practicable/appropriate etc, or otherwise obtain contact details including name, address, telephone number, mobile number, etc.

If in any doubt, advice should be sought from a supervisor, the security coordinator, or An Garda Síochána officer as appropriate for the specific incident.

What the plan is

1. To evacuate event goers to a safe location via a safe route.
2. To isolate the area of incident using staff and rope/tape
3. To preserve the scene for An Garda Síochána (see above)
4. To identify clear access and routes for the emergency services staff and vehicles. Use RVPs.
5. Use event staff to help emergency services in one united plan of action
6. To keep event goers content -
 - Continue the entertainment if possible in some format
 - Keep them safe, informed and looked after in a temporary holding area
 - Get them home if necessary
7. Keep it simple and clear

How it happens

1. FR Event Control would –
 - consult appropriate principle response agencies
 - instruct security coordinator what and where the incident was and what to do
2. Security coordinator then instructs the appropriate security managers what to do
3. Security managers then instruct their own staff what to do
4. Do not let any staff self-deploy to the scene

Who does what

- 1) Security and steward staff on gates will remain in place if it is safe to do so.
- 2) Security response teams, arena patrol and ejection teams will instantly become our initial evacuation marshals and will await instructions on where to go.
- 3) The proposed evacuation route will be checked by the initial evacuation staff before we send public down it for lighting and obstacles.
- 4) Arena entrance security will also aid the arena evacuation.
- 5) If more evacuation staff are needed the perimeter fence staff will become our secondary evacuation marshals and will await instructions.

- 6) Security on stage positions will clear the backstage areas and then assist traders and the public from the Arena into the emergency evacuation area as directed by event control.
- 7) Security on any delay towers will go to the disabled viewing platforms.
- 8) Eight of the security stage staff will become scene preservation staff.
- 9) Arena security stage staff will also facilitate the arrival of the emergency services and ensure that they are directed to the location of the incident and are able to work without interference, prevent panic and take other action as appropriate.
- 10) Toilet Segregation stewards will ensure all toilet blocks are empty
- 11) Welfare, information tent staff and Festival Republic staff will be deployed to any evacuation holding point to deal with inquiries.

Disabled emergency access

All disabled ticket holders are obliged to bring a carer to the event for free. Part of the reason for this scheme is to ensure that all disabled members of the public have assistance in the event of an evacuation. Security assigned as routine to the delay towers at the stage will automatically go to the disabled viewing platform to aid evacuation.

Advice on dealing with public

1. The more information event goers are given the more understanding and cooperative they will be
2. Make it clear it is hoped this is only a temporary evacuation
3. Use loud hailers, screens, PA systems etc should give instructions to event goers telling them –
 - what is happening
 - what to do
 - where to go
4. Staff should give clear, calm instructions of what to do

Once clear

Once you think that your area is properly evacuated, arrange for your staff to do a full sweep of the area and then evacuate your area yourself along with your staff. Inform Security Control once your area is clear.

Record keeping

Anyone involved in any part of the evacuation plan should keep a log as soon as they are involved, either themselves or delegate this to another named person in their team. The log should note –

- instructions received, by whom and timings
- instructions given, to whom and timings
- actions taken and timings

Later and other considerations

1. Welfare arrangements in holding area
2. Press liaison
3. Plan for letting event goers back in
4. Finding left behind belongings
5. Matching up lost vulnerable people, getting people home

The Event Control are available to give any further explanation you may require and to help brief your staff

APPENDIX D

STAGE MANAGER EVACUATION ANNOUNCEMENT BRIEFING

ATTENTION ALL STAGE MANAGERS

IN THE EVENT THAT WE HAVE TO EVACUATE THE ARENA YOU WILL BE INSTRUCTED BY THE EVENT CONTROLLER – JOHN PROBYN OR HIS DEPUTY, TO CUT THE MUSIC ON YOUR STAGE INSTANTLY AND MAKE THE FOLLOWING PUBLIC ANNOUNCEMENT OVER YOUR PA:

“This is an announcement from Longitude. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

PLEASE DO THIS SLOWLY AND CALMLY AND CLEARLY AND REPEAT UNTIL YOUR TENT IS COMPLETELY CLEAR. PLEASE NOTE THAT ONLY THE EVENT CONTROLLER – JOHN PROBYN OR HIS DEPUTY HAS THE AUTHORITY TO ASK YOU TO DO THIS.

THANK YOU

LONGITUDE 2015 **WATER SAFETY PLAN**

WATER CONTRACTOR

A competent and experienced contractor will be appointed to install the onsite water supply for Longitude 2015.

A Water Supply Manual (plumbers manual) will form part of the contract between us and the supplier. This manual will outline the minimum standards and procedures that we require during the installation and maintenance of the water system.

WATER DISTRIBUTION NETWORK

The infrastructure and management of the water supply including water storage tanks will be installed, maintained and managed in accordance with the Water Supply Manual. The manual is designed to ensure that the water supply is wholesome and the hygiene of the distribution network is maintained for the period of supply.

There will be a minimum of 1 drinking water tap per 1000 people onsite, as per the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996. Therefore at least 21 drinking water taps will be provided. The public water points are located in close proximity to the toilet blocks, as drawn on the site plan.

Designated water points will also be provided for use by traders. These will have non return valves.

Water storage capacity on site (Emergency Back Up)

There will be storage tanks located onsite, specific details will be provided. These tanks are used throughout; however they are continuously refilled. They are connected to the mains water supply, using the water hydrants onsite and are filled using a ball cock system. These tanks, pipe work and connections will all be superchlorinated and flushed prior to use.

Contingency Water Plan

In the event that the mains water supply becomes contaminated then the use of that source will be suspended and the contingency supply implemented. The appointed contractor will be required to have a 25,000L potable water tanker on standby. The filling location would be nominated following consultation with Dun Laoghaire-Rathdown County Council and Irish Water, and will be verified as potable prior to use.

In addition to the tanker noted above Newsrail our onsite concessions management company would have access to additional supplies of bottled water.

WATER SOURCES

The water supply will come from the Main public water supply via the fire hydrants. There will be a number of distribution systems feeding off these. A water distribution map will be drawn up prior to the event.

Non return valves will also be fitted where any connections are made. Non return valves will be fitted to all tap locations as shown in the water supply manual.

STERILISATION, CLEANING AND INSTALLATION

Superchlorination

This will be carried out in accordance with procedures outlined in the Festival Republic water supply installation manual to ensure that contact times between chlorinated water and infrastructure surfaces are not less than those outlined. Superchlorination of the system will take place and the system will be flushed prior to use. A log of this will be recorded at appendix B.

Installation and connection of water points and water system

All taps will be fit for purpose. 6 separate contingency taps will be superchlorinated and kept in sealed sterile bags. Should a failure result be received from a tap, this will be swapped over by the water contractor for a contingency tap.

Stagnancy

To prevent stagnancy in the system during the build and prior to the full system being used trickle drains will be implemented at appropriate points to ensure satisfactory flow around the system. This measure should also prevent water temperatures increasing unacceptably.

MAINTENANCE OF WATER POINTS

Monitoring

For the duration of the event, whilst the public have access to the water points, the system will be monitored by both the water contractor and the Event Safety Team: -

- To ensure the water points are kept clean and free from litter
- To clean the taps on a regular basis
- To report any leaks, blockages etc.
- To ensure that safe ground conditions are maintained around the water points

Litter bins will be placed by water points to encourage concert attendees to not put litter in the water points. The water contractor and the Event Safety Team will check that the water points are functional and will check for leaks, dirty sinks, ground conditions, dirty taps etc.

In addition all staff onsite will receive a staff handbook which will include notes on what to do should they spot a water leak (contact Production Office on channel 1 or by telephone to let them know the exact location and nature of the leak).

Maintenance and remedial works

The maintenance of the system and any remedial works taken will be logged by the water contractor. Any serious incidents such as a serious leak would be passed to Event Control immediately and the incident would be logged.

WATER SAMPLING PROCEDURES

The sampling technique will be as follows:

Prior to sampling the bottles shall be pre labelled to identify the sample point and with space to fill in the time the sample was taken.

The sampler will ensure that the best possible disinfection of the sample point is achieved having regard to the high transient use of tap nozzles on tap boards and the greater potential for environmental contamination. A chlorine based disinfection method will be used for tap sterilisation. The chlorine solution shall be a 10000mg/ or 1% (w/v) chlorine solution applied using a spray bottle and /or angled nozzle wash bottle to ensure that the chlorine solution is applied to external and internal tap surfaces.

The application bottles containing the chlorine solution should be labelled 'chlorine solution' giving the dilution, stating the date of preparation and include an appropriate warning label.

WARNING: The chlorine solution used in this procedure is corrosive and should be handled with care and stored appropriately when transporting. Both gloves and eye protection should be worn when handling this solution. If the solution comes into contact with skin or clothing, the area should be immediately washed with copious amounts of water.

Run the tap for 30 seconds.

Clean the outside of the tap and as much of the nozzle as possible to remove any deposits of grease or dirt, with an alcohol wipe or paper towel moistened with 1% (w/v) or 10000mg/l chlorine solution or other approved anti-bacterial wipes. Where the tap has an open nozzle (no nozzle filter gauze) additional cleaning can be achieved with a clean pipe cleaner style brush which can be used to clean up the nozzle to remove debris

Run the Tap for 90 Seconds

Using the bottle containing chlorine, spray the outside of the tap and inject the inside of the tap spout (Tap nozzles on tap boards should be comprehensively sprayed to ensure that the solution gets inside the outer metal sheath). The sampler should then **wait for approximately 2 minutes** to allow enough contact time for the chlorine to work.

Run for a further 120 seconds.

The sampler must ensure that when the lid is removed from the sample bottle the lid is kept with the internal thread facing down to minimise environmental contamination of the sample. The bottle lid shall be kept in the hand and should not be placed on the floor or other non-sterile surface such as tap boards where environmental contamination is possible. The sample should be taken from a uniform flow rate of water from the tap ensuring that an air gap is left in the bottle and the lid replaced as soon the sample is taken.

The sample bottle will be placed into the clean sterilised cool box immediately. During sampling care should be taken to ensure that dirt and environmental contamination does not get into the cool box.

It is important to ensure that the sampling bottles are kept in the cool box with the lid on until it is needed for filling. The cool box must be taken to the sample point. The lid should be removed to take the bottle out when required and immediately replaced. Following bottle filling the bottle should be replaced in the cool box immediately.

If a bottle is dropped or accidentally contaminated it should be discarded and a replacement bottle used. If a sealed bottle is dropped and cleaned it should be noted in the log.

When the samples have been taken they will be taken directly to the lab with the filled in sample submission sheet. Samples should be transported in the cool boxes with ice packs to keep the temperature low will be driven immediately to the laboratory for testing.

The Water Tests and Results

The samples taken will be tested for the following

- E. Coli / total coliforms
- Enterococci

SAMPLING

Sampling of sources

Sampling will be carried out of the water from the water mains to confirm that the water from that source is wholesome at delivery. This sample will be taken at least 14 days before the event. In addition we will also take 2 samples from the system on Tuesday 14th July. The frequency of sampling would be increased if an unsatisfactory result is received.

Sampling of drinking water points and distribution system

Water samples will be collected once the of the water distribution system has been flushed. This will be a representative set of results covering the site, to demonstrate that wholesome water is being supplied at the point of use

Chlorine Testing

Chlorine samples will be taken throughout the day, at the point of use locations around the site to indicate that chlorine is reaching all areas of the site.

The water contractor will be doing the chlorine testing as part of the management of the system. The results will be logged.

Actionable Chlorine Readings

Actionable chlorine readings would be below 0.2 parts per million or above 1 part per million at the end user point at which point the chlorine dose would be upped or reduced respectively. The aim is for 0.5 parts per million and the Event Control will be alerted if readings are between 0 and 0.3 parts per million or above 1.0 parts per million. Chlorine results that are recorded at actionable levels will be communicated immediately.

If the chlorine levels need to be upped or reduced this would be done immediately. Tests would then be retaken at the sites where the previous readings had been actionable.

Chlorine Sample Log

A Chlorine Sample Log will be maintained by the water contractor. Any actions taken due to the results of chlorine sampling shall also be noted in the water log. The Chlorine test logs will be submitted following the event and 24 hours prior to the event.

Appendix A - Chlorine Test Log

Date _____

Taken by _____

Sample Location	Site Map Grid Reference	Date & Time	Notes	Target result (mg/l) Aiming for 0.5 (mg/l)
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1

NOTE: *WE ARE AIMING FOR AT LEAST 0.5 PARTS PER MILLION. ANY TESTS RESULTS OF 0 – 0.3 OR GREATER THAN 1 MUST BE REPORTED IMMEDIATELY**

NB: this sheet is an example sheet for use on site. Alternative record sheets are acceptable providing the required information is recorded.

Appendix B - Chlorination Log

Date / Time	Location of chlorination	Notes

Appendix C - Guide to Bacterial Results

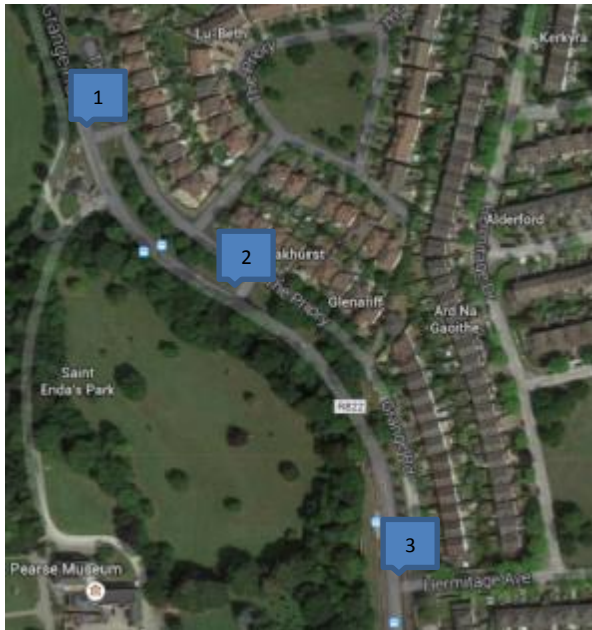
Bacterial Indicator parameters	Sample Results	Action to be taken
<i>Escherichia coli</i> (E. coli)	>0	<p>Immediate investigation and contingency action based on results of all samples. Local Authority to be informed of investigation and incident logged in the Water Safety Log (WSL).</p> <p>Supply should be restricted at affected locations if contamination of the water supply is suspected.</p>
Enterococci	>0	<p>Immediate investigation and contingency action based on results of all samples. Local Authority to be informed of investigation and incident logged in the WSL.</p> <p>Supply should be restricted at affected locations if contamination of the water supply is suspected.</p>
Total Coliforms (T. Coli)	1-20	No significant health risk. Likely to be sample contamination. Inform samplers and remind them of sample procedure in WSP. If multiple supply points show results in this range, the water contractor and the Event Organiser will decide whether further investigation is necessary.
Total Coliforms (T. Coli)	20-100	No significant health risk. Disinfect location, inspect distribution route to supply point check chlorine levels at point of distribution, Actions taken where identified as necessary. Actions to be logged In the WSL
Total Coliforms (T. Coli)	>100	<p>Investigation into potential causes carried out. Supply point deep cleansed and disinfected. Distribution route to the supply points inspected. Chlorine levels checked and adjusted where necessary, actions decided based on results of all samples. Local Authority notified and actions recorded in the WSL</p> <p>If the water contractor and the Event Organiser are satisfied the supply is not a risk to health it shall remain in use following cleaning.</p>

OFFSITE STEWARDING PLAN

This is a draft and is to be finalised following consultation with An Garda Síochána, Dun Laoghaire Rathdown County Council and Residents Associations.

THE PRIORY & HERMITAGE ESTATE

Stewarding Positions:



Hermitage Alley Way



The Church of the Devine Word



Briefing notes:

1. The Priory Vehicle Entrance 1
 - Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
2. The Priory Vehicle Entrance 2
 - Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour

- Advise An Garda Síochána and Event Control of any incidents
3. Hermitage Av
 - Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Restrict so far as reasonably possible pedestrian access to residents only
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
 4. Hermitage Av Alley Way
 - Provide directional information to concert attendees.
 - Advise residents that the alleyway is closed and advise of alternative routes
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
 5. Church of the Devine Word Barrier 1 –
 - Restrict access to vehicles with residents passes only
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
 6. Church of the Devine Word Barrier 2 -
 - Restrict access to vehicles with residents passes only
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Entrance to Priory Estate 1 and 2
 Entrance to Hermitage Avenue
 Church of the Devine Word

Heras Fencing Locations:

Hermitage Alley Way

EDEN ESTATE

Stewarding Positions:-



Marley Grange House



Briefing Notes:

7. Eden Estate Entrance

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

8. Marlay Grange House

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Prevent so far as possible unauthorised entry
- To act as a visual deterrent to persons entering private property
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Eden Estate
Eden Avenue /Grange Road

MARLEY GRANGE

Stewarding Positions:-

Grange Court Alleyway



Marley Grange Main Entrance



Briefing Notes:

9. Grange Court Alleyway

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

10. Marley Grange Main Entrance

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Additional Notes:

Patrol teams to include Marley Lawn and walkway from Llewellyn and Nuns walk on their routes.

Barrier Locations:

Main entrance to Marley Grange

Heras Fencing Locations:

Grange Court pedestrian alleyway off the Grange Road

MARLEY COURT

Stewarding Positions:



Briefing Notes:

11. Barton Road/Marley Av

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

12. Marley Ct North

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

13. Barton Rd Roundabout

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

14. Marley Ct South

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way

- Restrict so far as reasonably possible pedestrian and vehicular access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

15. Dargle Valley Stonemasons Way

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Marlay Court North & South

LLEWELLYN ESTATE

Stewarding Positions:-



Briefing Notes:

16. Llewellyn Way

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

17. Llewellyn Park

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

18. Llewellyn Cycle Path

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

19. Llewellyn / Grange Wood Alleyway

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Llewellyn Way

Heras Fencing Locations:

Llewellyn / Grange Wood Alleyway

Llewellyn Park

GRANGE WOOD

Stewarding Positions:-



Briefing Notes:

20. Grange Wood / Sports Ground Bridge

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

21. Grange Wood Main Entrance

- Allow access to vehicles with residents passes only
- Restrict pedestrian access to Grange Wood estate resident pass holder only.
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Grange Wood Main Entrance – barrier should be linked at egress to completely close off the road

Heras Fencing Locations:

Area around the footbridge to Broadford pitches and the footbridge
 Property adjacent to the main entrance to Grange Wood
 Flowers & shrubbery at the entrance to Grange Wood
 Tree line from Grange Wood in the direction of Marley Grange

Additional Notes:

Patrol routes should include area along the river between Grange Wood/Elm Way and the Broadford Pitches

MARLEY GROVE HOUSE

Briefing Notes:

22. Marley Grove House

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Prevent so far as possible unauthorised entry
- To act as a visual deterrent to persons entering private property
- Advise An Garda Síochána and Event Control of any incidents

HEATHER CLOSE / MARLAY WOOD

Stewarding Positions:-



Briefing Notes:

23. Marlay Wood / Heather Lawn

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

24. Broadford Lawn / Stonemasons Alleyway

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Entrance to Marlay Wood / Heather Lawn

BROADFORD ESTATE

Security Positions:-



Briefing Notes:

25. Broadford Drive / Stonemasons Alleyway

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

26. Broadford Roundabout 1

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour

- Advise An Garda Síochána and Event Control of any incidents
27. Broadford Roundabout 2
- Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
28. Broadford Walk
- Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
29. Broadford Hill Alleyway
- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
 - Restrict so far as reasonably possible pedestrian access to residents only
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
30. Broadford Drive Alleyway
- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
 - Restrict so far as reasonably possible pedestrian access to residents only
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
31. Broadford Cres Alleyway
- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
 - Restrict so far as reasonably possible pedestrian access to residents only
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
32. Broadford Lawn
- Provide directional information to concert attendees.
 - Advise that access to the concerts is via Ballinteer Avenue
 - Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
33. Broadford Close
- Provide directional information to concert attendees.
 - Advise that access to the concerts is via Ballinteer Avenue
 - Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise An Garda Síochána and Event Control of any incidents
34. Broadford Rise 1
- Provide directional information to concert attendees.
 - Advise that access to the concerts is via Ballinteer Avenue
 - Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

35. Broadford Rise 2

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

36. Broadford Road / Ballinteer Av

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

37. Ballinteer Av / Brehon Field Rd

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only at the pedestrian walkway through the small field at Heather Park.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Broadford Drive / Stonemasons Alleyway
 Broadford Roundabout
 Broadford Walk
 Broadford Lawn
 Broadford Close
 Broadford Rise

GRANGEFIELD ESTATE

Stewarding Positions:-



Briefing Notes:

38. Grangefield

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour

- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Grangefield Entrance

LA TOUCHE COURT

Stewarding Positions:-



Briefing Notes:

39. La Touche Alleyway - Brehonfield Rd Side

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

40. Brehonfield / Grange Road

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

41. La Touche Court Main Entrance

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Advise residents that the alleyways to the rear of La Touche Court are blocked off.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Main entrance to La Touche Court

Heras Fencing Locations:

Two walkways to the rear of La Touche Court

PINE VALLEY

Stewarding Positions:-



Briefing Notes:

42. Pine Valley

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

43. Pine Valley (1-18)

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Provide directional information to concert attendees.
- Prevent so far as possible unauthorised entry into residents gardens and drive ways
- To act as a visual deterrent
- Advise An Garda Síochána and Event Control of any incidents

45. Pine Valley Playing Fields

- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

49. Pine Valley / Harold's Grange Road

- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents and provide updates in relation to unauthorised bus/vehicle parking along Harold's Grange Road

Barrier Locations:

Main entrance to Pine Valley

GRANGE COTTAGES

Stewarding Positions:



Briefing Notes:

44. Grange Cottages

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Prevent so far as possible unauthorised entry into residents gardens and drive ways
- To act as a visual deterrent
- Advise An Garda Síochána and Event Control of any incidents

46. Taylors 3 Rock Pub

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

TAYLORS HILL APARTMENTS

Stewarding Positions:-



Briefing Notes:

47. Taylors Hill Apartments

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

BREHON'S CHAIR

Stewarding Positions:-



Briefing Notes:

48. Brehon's Chair / Marlay Nursing Home

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

Barrier Locations:

Entrance to Brehon's Chair