

LONGITUDE 2017

Marlay Park, Rathfarnham, 2017
14th, 15th and 16th July, 2017

Draft Event Management Plan
For MCD Productions

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Contents

1. INTRODUCTION	6
1.1 SUMMARY OF APPLICATION FOR LONGITUDE 2016	6
1.2 PROMOTERS DETAILS	6
1.3 AUDIENCE PROFILE	6
1.4 TICKET SALES AND DISTRIBUTION	6
1.5 EVENT MANAGEMENT PLAN	6
1.6 DRAWINGS	7
1.7 MARLAY PARK	7
1.8 LIAISON WITH LOCAL RESIDENTS	7
2. ORGANISATION AND STAFFING	8
2.1 KEY PERSONNEL, STAFFING AND CONTRACTORS	8
2.2 EVENT CONTROLLER	8
2.3 EVENT SAFETY CO-ORDINATOR	9
3. SAFETY STRATEGY	10
3.1 SITE SUITABILITY	10
3.2 SITE DESIGN CONSIDERATIONS	10
3.3 PLANNING OVERVIEW	10
3.4 LEGISLATION	10
3.5 SITE OCCUPANCY CAPACITY	11
3.6 AGGREGATE EXIT CAPACITY FROM EVENT SITE	12
3.7 AGGREGATE EXIT CAPACITY OUTSIDE THE LONGITUDE SITE	12
3.8 TENTED VENUES EXIT CAPACITY	13
3.9 SUPPORTING SAFETY STRATEGY DOCUMENTATION	15
4. THE STAGE & TEMPORARY STRUCTURES	16
4.1 GENERAL	16
4.2 STRUCTURAL CONSIDERATIONS	16
4.3 ERECTION	16
4.4 MANAGEMENT DURING USE	17
4.5 DISMANTLING	17
5. FRONT OF STAGE BARRIER	18
5.1 THE PIT	18
5.2 OTHER FENCE AND BARRIER	18
6. NOISE	19
6.1 COMPLIANCE	19
6.2 NOISE AT WORK	19
7. TRAFFIC MANAGEMENT	20
7.1 TRAFFIC MANAGEMENT PLAN (TMP)	20
7.2 ONSITE TRAFFIC MANAGEMENT PLAN	22

8. ENTRY TO SITE	26
8.1 ADMISSION TO LONGITUDE 2017	26
8.2 TICKET CONTROL	26
8.3 ON SITE TICKET SALES.....	26
8.4 RE-ADMISSION	26
9. SPECTATORS WITH DISABILITIES	27
9.1 2-for-1 Ticket Scheme	27
9.2 CONCERT FACILITIES & INFORMATION	27
10. STEWARDING & SITE SECURITY.....	28
10.1 SECURITY COORDINATOR.....	28
10.2 SECURITY & STEWARDING CONTRACTORS	28
10.3 OFFSITE COORDINATOR	28
10.4 SECURITY & STEWARDING APPENDICES	28
11. CROWD MANAGEMENT.....	29
11.1 ARENA ENTRANCE	29
11.2 STAGE / ENTERTAINMENT AREA	29
11.3 BRIDGES & LAKE AREA.....	29
11.4 SECURITY & KEY PERSONNEL.....	29
12. MEANS OF ESCAPE AND EXIT ROUTES	30
12.1 MEANS OF ESCAPE	30
12.2 GENERAL REQUIREMENTS.....	30
13. MEDICAL FACILITIES, FIRST-AID AND AMBULANCES	31
13.1 ONSITE FACILITIES	31
13.2 OPERATIONAL PLAN	31
13.3 ROLE OF THE MEDICAL CO-ORDINATOR	31
13.4 SITE MEDICAL OFFICER.....	32
13.5 VOLUNTARY ORGANISATIONS.....	32
13.6 EVENT SAFETY GUIDE MEDICAL PROVISION RECOMMENDATIONS	32
14. EMERGENCY PLANS	33
15. FIRE PRECAUTIONS AND SAFETY MEASURES	34
15.1 FIRE EQUIPMENT AND FIRE POINTS.....	34
15.2 FIRE SAFETY FOR TRADERS	34
15.3 FIRE BREAKS.....	34
15.4 CERTIFICATION	34
15.5 FIRE REPORTING PROCEDURE	35
15.6 FIRE SERVICE ACCESS.....	36
16. COMMUNICATION (INC PUBLIC ADDRESS SYSTEM)	37
16.1 EVENT CONTROL.....	37
16.2 OFF SITE LINKS.....	37

16.3	RADIO COMMUNICATION	37
16.4	MOBILE COMMUNICATION	37
16.5	CLOSED CIRCUIT TELEVISION (CCTV)	37
16.6	RECORD KEEPING	38
16.7	PA SYSTEMS & LOUD HAILERS	38
16.8	STAFF (FACE TO FACE CONTACT)	38
16.9	RESIDENTS INFORMATION LETTER	38
16.10	RESIDENTS HOTLINE	38
17.	SANITARY ACCOMMODATION	39
17.1	SANITARY UNIT REQUIREMENTS	39
17.2	MANAGEMENT AND SERVICING OF FACILITIES	39
17.3	ADDITIONAL FACILITIES	39
17.4	HAND SANITIZER STATIONS	40
17.5	DRINKING WATER	40
18.	ENVIRONMENTAL MONITORING	41
18.1	WASTE MANAGEMENT CONTRACTOR	41
18.2	ENVIRONMENTAL IMPACT & MONITORING	41
18.3	REMOVAL OF TEMPORARY STRUCTURES	41
18.4	CLEAN UP	41
18.5	DAMAGE TO PROPERTY OR AMENITIES	41
19.	ELECTRICAL INSTALLATION AND AUXILIARY POWER AND EMERGENCY LIGHTING	42
20.	TRADERS AND VENDORS	43
20.1	PUBLIC FOOD TRADERS	43
20.2	BAR FACILITIES	44
20.3	MERCHANDISING & NON FOOD TRADERS	44
20.4	NON FOOD TRADING REGULATIONS	44
21.	MISCELLANEOUS PROVISIONS	46
21.1	SPECIAL EFFECTS AND PYROTECHNICS	46
21.2	PERFORMERS	46
21.3	TV AND MEDIA	46

APPENDICES

- Appendix 1 – Festival Republic & Melvin Benn Biography
- Appendix 2 – Operational Management Team
- Appendix 3 – Site Rules
- Appendix 4 – Terms and Conditions of Entry
- Appendix 5 – Health and Safety Policy
- Appendix 6 – Health and Safety Terms and Conditions
- Appendix 7 – Health and Safety Event Contract
- Appendix 8 – Pre-Qualification Questionnaire
- Appendix 9 – Instructions for Radio Use
- Appendix 10 – Adverse Weather Plan
- Appendix 11 – Forklift Safety Information
- Appendix 12 – Banksman Brief
- Appendix 13 – Golf Buggy Safety and Induction Information
- Appendix 14 – Trader Fire Risk Assessment Form
- Appendix 15 – Sustainability Policy
- Appendix 16 – Policy Regarding the Use of Lasers
- Appendix 17 – Tobacco Control Policy
- Appendix 18 – Security & Stewarding Plan
- Appendix 19 – Security Standards, Procedure and Policy
- Appendix 20 – Security Statement of Intent
- Appendix 21 – Stewards Statement of Intent
- Appendix 22 – Major Incident Plan
- Appendix 23 – Water Safety Plan
- Appendix 24 – Offsite Stewarding Plan

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 2016

Longitude is a 3 day multistage music and arts festival. The dates proposed for the event are 14th July, 15th July and 16th July 2017. 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 14th July 2016	Saturday 15th July 2016	Sunday 16th July 2016
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 40,000.

The entertainment will consist of a combination of outdoor and tented 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.

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 (as amended) 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 final (as far as reasonably possible) drawing will be provided to the statutory agencies prior to 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 again 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

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

Independent meetings and liaison with the local residents associations and groups will take place as part of the planning process.

These include:-

- 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
- Hermitage Residents Association

2. ORGANISATION AND STAFFING

2.1 KEY PERSONNEL, STAFFING AND CONTRACTORS

Longitude 2017 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 Ian Donaldson Nicky Hodgson
Site Manager	Frank McDaid
Event Safety Co-ordinator	Tim Roberts
Fire 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	Tom Giffney
Site Medical Officer	TBC – Code Blue
Security Co-ordinator	Colin Brown
Deputy Security Co-ordinator	Liam Hogan
Technical Production Manager	Spike Beecham
Backstage Manager	Lisa O’Riordan
Bars	Event Bars Catering
Acoustic Consultant	Aria Acoustics
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 2017 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 submitted to the statutory agencies 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 Team 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, Pre-Qualification 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 Team 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	20,000	0.5m ² /p	40,000
Stage 2	4,085	0.5m ² /p	8,170
Stage 3	526	0.5m ² /p	1052
Stage 4	180	0.5m ² /p	360
Red Bull Stage	300	0.5m ² /p	600
Maximum Proposed Occupancy			40,000

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 EVENT SITE

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 @ 109 persons per metre width x 8 mins
Grange Road Arena Entrance	30	26,160
A	5	4,360
B	5	4,360
C	5	4,360
D	3.5	3,052
College Road Arena Entrance	10	8,720
E	5	4,360
F	5	4,360
G	5	4,360
H	5	4,360
I	5	4,360
	Total Exit Capacity	72,812

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

Exit Route	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
From Grange Road Arena Entrance	7+4 (11)	9,592
From A	5	4,360
From B	5	4,360
From C	5	4,360
From D	3.5	3,052
From College Road Arena Entrance	10	8,720
From E	5	4,360
From F	5	4,360
From G	2	4,360
From H	4	3,488
From I	5	4,360
	Total Exit Capacity	55,372

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 0.5m²/p)	Proposed Aggregate Exit Width (m)	Exit Capacity	Exit Width
Stage 2	2.5mins	4,085	8,170	42 ⁽¹⁾	6,888	8No 6m exits
Stage 3	2.5mins	526	1052	8.0 ⁽¹⁾	1,312	2No. 2m 1No.6m 1No. 4m
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.

Exit	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
Grange Road Arena Entrance	30	26,160
A	5	4,360
B	5	4,360
C	5	4,360
D	3.5	3,052
College Road Arena Entrance	10	8,720
E	5	4,360
F	5	4,360
G	5	4,360
H	5	4,360
I	5	4,360
Total Exit Capacity		46,652

The above analysis shows that, with the Grange Road Arena Entrance unavailable, there is sufficient exit capacity to deal with the capacity in the remaining exits. This analysis is quite conservative, as in reality the exit will only be unavailable for the period of time that the emergency vehicle is on the route, and will become available again once the emergency vehicle is off the route.

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	Proposed Exit Width Available	Exit Capacity (persons)	Venue Capacity	Minimum Exit Width Required
8No. 8m exits	56m (includes for discounting an exit)	9,184 person	8,170	50m

Once outside Stage 2 there are 2No. exits available that lead directly off site as follows

- College Road Entrance – 10m
- Exit E– 5m
- Exit F – 5m

The aggregate capacity through these two exits is 17,440 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 5 – Health & Safety Policy
- Appendix 6 – Health & Safety Terms and Conditions
- Appendix 7 – Health & Safety Event Contract
- Appendix 8 – Pre-Qualification Questionnaire

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 the adverse weather plan 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 Pre-Qualification 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 Team.

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 Terms and Conditions 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 2017 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 unless otherwise agreed, 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

Weather forecast information will be regularly obtained and communicated during Load in, Show Period and Load out. Further details can be found in our adverse weather plan in 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 2017 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 Pre-Qualification 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 style 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 2017 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 Traffic Management Plan (TMP) below has been drawn up for Longitude 2017. 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. Following consultation with Dun Laoghaire Rathdown County Council and other Statutory Agencies. This year's coach park will include:

- enhanced lighting,
- dedicated area manager
- improved access and egress for coaches.

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 – 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

Following the concerts a shuttle service will run from Stonemasons Way to Dundrum. Alternatively Balally Luas station is approximately a 35 minute walk from Marlay Park. The Luas will operate until 12.30am on Friday and Saturday, and 11.30pm on Sunday.

Taxis

It is intended that a taxi pick up / drop off and temporary rank will be in place for the festival. The location is 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 large footfall of people.
- 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.
- At 10.30pm Grange Road from Sarah Curran Avenue to Taylors Lane shall be closed. No vehicles, with the exception of residents accessing estates, will be permitted.

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 2017

Public admission to the Longitude 2017 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.

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 2017.

9. SPECTATORS WITH DISABILITIES

At Longitude 2017 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 2017.

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 2017 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 18 – Security & Stewarding Plan
- Appendix 19 – Security Standards, Procedure and Policy
- Appendix 20 – Security Statement of Intent
- Appendix 21 - Stewards Statement of Intent
- Appendix 24 – 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 relevant staff and contractors.

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 2017 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 has been 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

- Co-ordinate with the event promoter
- Liaise with the event medical officer, voluntary emergency services officer, all medical service providers and the HSE Emergency Management Office.
- Ensure all licensing conditions in relation to medical provision are complied with.
- Ensure appropriate agreed levels of medical cover are in-situ and address any deficiencies in service levels.
- Ensure all staff sign in and out of the site and operate within their scope of practice.
- Ensure regular monitoring of medical activities (number of patients seen, presentations and transfers) with updates at an agreed frequency and communicate 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 all relevant communications, procedures and contact details are in place and tested between the 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 have the necessary personal protection equipment and their welfare and safety are catered for.
- Remain on site until stood down by Event Control
- Ensure post-event debriefings are conducted and recorded.
- Prepare reports as required for the Event Promoter and attend and contribute to the end of day debrief.
- Act as the Event Medical Controller of Operations in the event of a major emergency until relieved.

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 was given to the Health Service Executive Requirements and Guidance for Outdoor Crowd Events. The medical resourcing levels will be agreed following consultation 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 22.

15. FIRE PRECAUTIONS AND SAFETY MEASURES

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.

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. Concession units using electrical powered cooking equipment are to be sited 3m away from any other unit. Generally, the concessions are located around the perimeter of each field. In addition, as per previous years, there will be a concession island also proposed to maximise available space. However, this year, the concession island will be located within the Stage 2 field.

Festival Republic and their fire safety consultants will meet Dublin Fire Brigade, to ensure that we meet the necessary requirements.

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.

Briefing Information for Staff

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 will be coded as follows:

(The code words have been omitted from the below in the interest of public safety)

"There is a [REDACTED] at XXX"

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
- Any unattended fire on open ground

NOTE: INCIDENTS REPORTED AS "[REDACTED]" WILL NOT AUTOMATICALLY GET A FIRE SERVICE ATTENDANCE

OR

"There is a [REDACTED] at XXX"

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 persons have been injured
- 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

REMEMBER THAT YOU CAN UPGRADE FROM [REDACTED] TO "[REDACTED]" AT ANY TIME IF YOU FIND THAT YOU NEED ADDITIONAL ASSISTANCE OR THAT THE INCIDENT ESCALATES

IF YOU HAVE ANY DOUBTS FOR THE SAFETY OF YOURSELF OR OTHERS, CALL "[REDACTED]". If you feel that you can confidently deal with the incident yourself, then please call "[REDACTED]" 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 individuals in advance of the first concert. This letter will include details of the following:-

- The start and finish times of the concert each day
- The overall litter management plan
- The overall security plan
- The traffic management plan and parking permits
- 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 11:00 – 00:30hrs 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 2017. The minimum sanitary accommodation requirements detailed below have been based on an assumed capacity of 40,000 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	40,000
Ratio of male: female	
Male 50%	20,000
Female 50%	20,000

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

Female	1 toilet per 100 females =	200 toilet units
Male	1 toilet per 500 males =	40 toilet units
	1 urinal per 125 males =	160 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 Pre-Qualification 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.

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.

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 2017

Bar 1/2/4/7/8 – Public Bars selling draught products, wine / prosecco and water / soft drinks.

Bar 3 and 6 - Public Sponsor Bar selling specified spirits and soft drinks at each.

Bar 5 – Guest Area Bar

The products available at each of the bars will be agreed in advance with An Garda Síochana.

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 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 (Guidance on organised Fireworks Displays 2006), and other relevant guidance.

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.