



**MARLAY PARK CONCERTS  
LONGITUDE  
2018**

**APPENDIX 1  
MAJOR EMERGENCY PLAN**

Version 1 – 28<sup>th</sup> March 2018

## A DEFINITIONS

### Definition of major emergency plan

These plans outline the procedures to be adopted in the event of any emergency or major emergency upon the site for the Marlay Park Concerts and Longitude Festival 2018. It should be noted that this is the Major Emergency Plan written by Festival Republic for the Marlay Park Concerts and Longitude Festival and therefore it sits alongside but does not replace separate Major Incident/Emergency plans that will exist for Dun Laoghaire Rathdown County Council, the Health Service Executive (HSE) and An Garda Síochána. As per the Marlay Park Concerts and Longitude's Major Emergency Plan, the roles, responsibilities and procedures outlined below are specific to a Major Emergency at the Marlay Park Concerts and Longitude Festival, and as such need to be agreed with the principle response agencies.

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

These procedures distinguish between -

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

- The handling of a large number of enquiries likely to be generated both from the public and the news media.
- The need for a large scale combined resources of two or more of the emergency services
- The mobilisation and organisation of the emergency services and supporting organisations, eg Local Authority, to cater for the threat of death, serious injury to a large number of people.

The Major Emergency Plan has been drawn up under the direction of the Event Controller. Festival Republic will circulate the Major Emergency Plan to the key decision making personnel in the team responsible for putting appropriate staff at the disposal of the Emergency Services in the event of a Major Emergency. Festival Republic will circulate the different aide memoirs attached at Appendix A to the relevant personnel onsite. All staff onsite will be briefed in how to raise the alarm and in who they report to in the case of a Major Emergency. The Major Emergency Plan will be circulated to all Emergency Services and other agencies within the Statutory Agency Group forum involved in the Marlay Park Concerts and Longitude Festival.

## **DEFINITION OF ROLES AND RESPONSIBILITIES**

### **Event Control (controller of operations) -**

- a) The Event Controller / Deputy in their absence, Event Safety Coordinator, and Security Coordinator will
  - i) Liaise with An Garda Síochána
  - ii) Mobilise resources through the Marlay Park Concerts and Longitude Festival's Security Coordinator and Security Control
- b) Will supply an on-site Medical Coordinator, Site Medical Officer and medical facilities.
- c) Will supply stewards at key locations onsite to guide emergency vehicles to and from the emergency and to assist in any cordons, which are established by the An Garda Síochána.
- d) Will supply stewards to assist in the management of the crowd, the evacuation of sectors or the evacuation of the site itself.
- e) Will facilitate the clearing of crowds/ obstructions from emergency access routes and the access facilities for incoming support.
- f) Will supply a Press Officer, to work in conjunction with the principle agencies to carry out regular media briefings.
- g) Planning and distribution of any onsite messages or information to be given to the public in conjunction with the principle agencies.

Note: When the designated lead agency takes on the co-ordination role, the employees and agents of the Marlay Park Concerts and Longitude Festival

will work with and under the direction of the lead agency. Event Control and their team will manage these employees and agents.

**The Local Authority -**

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

**An Garda Síochána -**

- a) Save life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- c) The protection and preservation of the scene.
- d) The establishment of access routes for the emergency services and the provision of assistance with access for responding organisations. The identification of the best routes to the receiving hospitals and the provision of ambulance escorts where necessary.
- e) The identification and management of a helicopter landing site for the air evacuation of casualties.

- f) The investigation of the emergency in conjunction with other investigative bodies where appropriate, including collection of evidence and forensic work.
- g) The protection and recovery of property at the scene.
- h) Recovery of bodies and identification of the dead on behalf of the Coroner.
- i) The collation and dissemination of casualty and survivor information
- j) Traffic management
- k) The provision of a co-ordinated response to the media.
- l) The preparation of a final report where appropriate.

**Health Service Executive -**

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

## **PERSONNEL AND CONTROLS**

### **1) Event Controller/Deputy**

The Event Controller is the person responsible for all aspects of licensing and public safety. The Event Controller for the Marlay Park Concerts and Longitude Festival is named as Ian Donaldson; his deputies are Ange Goliger, Dave Steel and Nicky Hodgson. Throughout the duration of the event one of the above will always be onsite and available on radio.

### **2) Event Safety Coordinator**

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

### **3) Event Control**

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

### **4) Security Control**

Security Control will be in Event Control and will be fully operational throughout the duration of the event and whilst the public are onsite. It will be operated under the direction of the Festival Republic Security Coordinator, Colin Brown, and will be staffed throughout this time by controllers from each security and steward company with full security channel logging of all transactions and permanent monitoring of the emergency channel.

### **5) An Garda Síochána Control**

An Garda Síochána will be available on site and their control is based in the Event Control compound.

### **6) Medical Control**

Medical control is operated under the direction of the Medical Coordinator. Medical Control will be fully operational throughout the duration of the event. The primary ambulance loading point and the primary triage area will be located at the main medical facility. Any subsidiary or secondary ambulance loading points or triage areas will be directed from here.

In the event of a Major Emergency, the method of handing over medical control to the HSE, and placing the Marlay Park Concerts / Longitude Festival medical personnel at their disposal will be achieved as follows:

Upon arrival at the site, the HSE representative will, in liaison with the Medical Coordinator, assess the situation and having done so will

assume command of all on-site medical personnel and facilities. The Medical Coordinator will act as Medical Emergency Officer until relieved by a doctor nominated by the HSE.

There will be a first aid presence for the event from when the site is open until when the site closes.

## **7) Major Emergency Liaison Centre**

A Major Emergency Liaison Centre will be set up in Event Control, and will (initially) become the Major Emergency Liaison Centre only in the event of a Major Emergency being declared. Relevant agencies will be able to co-locate here.

In any emergency or Major Emergency, and if appropriate, the Site Production Office will inform all Festival Republic staff to avoid the routes to and from, and the area itself, where any emergency may be whilst going about their daily business.

Should the Major Emergency Centre become unavailable or unusable, the contingency locations would be in Marlay House Buildings where there are landlines and office space or at the Production Office area depending on the nature and location of the Major Emergency.

## **B COMMUNICATION AND CONTROL**

A Communications Officer employed by the Marlay Park Concerts & Longitude Festival and working to the Security Coordinator located in Event Control will assist with Emergency Communications. The radio communications system includes a dedicated Emergency Channel. A full telephone and radio directory of all key personnel will be compiled and circulated in advance of the event.

### **Key Event Personnel:-**

The below list is still to be finalised, any revisions to the below will be circulated to statutory agencies prior to the event along with contact details for key personnel.

Event Controller	Ian Donaldson
Deputy Event Controllers	Ange Goliger, Dave Steel, Nicky Hodgson
Event Safety Co-ordinator	David Slattery – MSA
Site Manager	Frank McDaid
Medical Co-ordinator	Tom Giffney - Codeblue
Site Medical Officer	Ronan More O' Ferrall - Codeblue
Security Co-ordinator	Colin Brown

## **C PROCEDURES**

### **1. Notification and Declaration of a Major Emergency**

Notification of a potential major emergency will be passed to the principle agencies by the organisation first receiving the information. The Marlay Park Concerts and Longitude's Event Licensing Office will maintain a list of numbers to facilitate this. The site co-ordination group will make the decision to declare a major emergency in conjunction with the Event Controller. The lead agency will be determined, and the On-Site Co-ordinator established. Each of the other principle agencies would have a Controller of Operations.

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

- The Major Emergency Liaison Control which will be located in Event Control. Relevant agencies can co-locate here. Sufficient site maps will be provided.

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

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

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

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

### **2. Fire within the Arena or Car Park**

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

Fire incidents onsite will be coded as follows:

(Code words have been omitted 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 Laois Fire Service via 999/112.

Such incidents would include:

- Small rubbish or camp fires
- Bin fires
- Any unattended fire on open ground



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
- Any smell of gas or gas leak
- Any fire that is obviously beyond the control of an extinguisher.
- Any fire in the proximity of the trees

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

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

In high risk areas or areas that may be in the path of any danger, a sweep of all individual vehicles will be undertaken by security to ensure that everyone is removed from the area to safety.

### 3. Structural Collapse

Should any of the temporary structures collapse, security and the fire safety team will assist in the evacuation of any necessary part of the entertainment arena and control the crowds, in order to minimise any further casualties from any subsequent structural defects. The Event Controller/Deputy would immediately notify Dun Laoghaire Rathdown County Council, who would then advise as to which other agencies must be notified.

### 4. Suspect Package

All radio and mobile phone calls must be made at least 25m away from any area of the site under suspicion.

The HOT principles will be applied

- Has it been deliberately concealed or is it obviously **HIDDEN** from view?
- Is it **OBVIOUSLY** suspicious – does it have wires, circuit boards, batteries, tape, liquids or putty like substances visible?
- Is it **TYPICAL** of what you would expect to find in this situation?

If any suspicious package is found the Event Controller will make a decision, having taken advice from An Garda Síochána, as to full or partial evacuation or any other action that may be required. If evacuation were deemed to be necessary, a coordination group comprised of the Event Controller/Deputy, Security Co-ordinator, and the principle response agencies would be called together to discuss and coordinate any action to be taken. If an evacuation is deemed necessary a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated. The code word to be used in the event of a Suspect Package is [REDACTED].

## 5. Bomb Alert

All key office staff will be briefed on how to take phoned bomb threats and what information to note. They will also have the Bomb Threat Checklist included in Appendix D

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

The coded message to be used in the event of a bomb threat over the radio will be:

“The Organisers have a message for [REDACTED] who is in...”

This denotes a bomb threat and gives location of the suspicious package.

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

The briefing given to responding security in such incidents will include the following messages: -

- Report it to your line manager (don't use your phone or radio within 25m of the item)
- Do not touch the suspicious item
- In consultation with your line manager and Security Control, take charge and clear the immediate area to a safe distance (100m) and keep the others from approaching
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial
- Help establish a cordon under the command of your line manager
- Follow their instructions
- Try and keep eyewitnesses on hand so they can tell An Garda Síochána what they saw

## 6. Terrorist Attack

At an event of this nature, a terrorist attack is a potential activity that we will be alert to especially with recent occurrences. The attack, in traditional terms would be from a suspect package and would be dealt with as above. Recent events have taught that a 'traditional' attack is now not the only potential and the Event Controller/Deputy in conjunction with An Garda Síochána will need to be alert to any vehicle, chemical or gas attacks or random destructiveness designed to put life in danger. In the event of a terrorist attack, coordination group will be established immediately. Where

it is possible to identify an affected area then the public will be evacuated away from that area and cordons established.

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

## **7. Water Contamination and /or Failure**

The event takes place at in the grounds of Marlay Park. In the event of failure / contamination of the water supply it may be necessary to cordon off water points and to introduce a contingency supply. The water infrastructure is designed with built in contingencies and stop valves which can isolate part of the supply if required.

## **8. Firearms Incident**

Any information received in relation to firearms will be passed directly to the Event Controller/Deputy and the Security Co-ordinator who will immediately liaise with An Garda Síochána as to what follow-up action is required. Speed of communication is paramount.

In the event of a firearm being discharged, event security and stewards will do all they can, being mindful of their own safety, to protect members of the public and preserve the scene prior to the arrival of the An Garda Síochána. No member of event staff will approach the known location of an armed suspect. The code word used in the event of a firearm is [REDACTED].

## **9. Knife Incident**

Any information received in relation to knives will be passed directly to the Event Controller, his deputies or the Security Co-ordinator who will immediately liaise with An Garda Síochána as to what follow-up action is required.

In the event of a knife incident, festival security and stewards will do all they can, being mindful of their own safety, to protect members of the public and preserve the scene prior to the arrival of An Garda Síochána. No member of festival staff will approach the known location of an armed suspect. The coded message to be used in the event of a knife over the radio by the Event Control Liaison and Security staff or others will be:

“The Organisers have a message for [REDACTED] who is ...”

## **10. Adverse Weather**

The objective of the response to the potential evacuation of large numbers of people as a result of adverse weather conditions is to deal with the initial stages of such an incident until outside help can arrive if needed. Where appropriate a co-ordination group will be established. A possibility is that in the event of extreme weather conditions, a full evacuation of the site may ensure and this will be acted upon in the terms of the evacuation plan set out later in this document. Monitoring of predicted weather is carried out onsite and wind policies are collected for key structures and checked by the Event Safety Co-ordinator. Weather warnings will be posted on the website in advance along with advice about what to bring if appropriate.

## 11. Crime investigation

All Security, Stewards and other relevant staff will be made aware of the requirements made of them in relation to any crime scenes, that is -

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

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

### D) EVACUATION PROCEDURES

#### 1. Evacuation of the Entertainment area

The decision to evacuate people from the entertainment arena to a designated safety area due to reasons such as fire, structural collapse, bomb threat, public disorder or for any other reason will be taken by the Event Controller/Deputy after consultation with the principle response agencies. The location of the designated safety area would be determined on site with respect to the incident.

Should evacuation be deemed necessary, any message given out over the public address systems or stage will be agreed in advance and will take into account the point and method of delivery. The Event Controller/Deputy will then arrange for the message to be delivered as appropriate

##### **Sample Message**

“This is an announcement from the Marlay Park Concerts / Longitude Festival. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so. We will keep you informed as to when it is safe to come back into the Arena. Thank you.”

At the earliest opportunity when an evacuation might be pending, the following procedure should be followed:

1. Security Control will call through to security based on relevant emergency gates to check the immediate route outside their gates and as far along the route as possible (each security guard will be fully briefed on their evacuation route before they take up position)
2. The response team will be dispatched to check / search the rest of the route and the designated safety area
3. Security Controls for each security and stewarding company will be briefed to be vigilant for secondary devices

In the event of an evacuation the general plan will be to take the crowd out of the arena via the emergency exits. Emergency service vehicles will enter the land through the designated emergency routes.

All stewards on duty inside the arena will assist the public from the arena into the designated safety area taking particular consideration to disabled members of the public and members of the public with pushchairs. Security will secure the area evacuated from the public once the evacuation has taken place. They will also facilitate the arrival of emergency services and ensure they are directed to the location of the emergency and are able to work without interference, prevent panic and take other action as appropriate.

## **2 Evacuation of other areas of site/ entire site -**

Due to the number of persons involved and the location of the event site, it is unlikely that evacuation of the entire site will be necessary or desirable. In the event it may be preferable to evacuate specific areas/venues of the site. However, this procedure is applicable to both full and partial evacuation of the site.

The decision to evacuate people from any area of the site to a designated safety area (to be determined on site with respect to the incident) in the event of a Major Emergency will be taken by the Event Controller/Deputy after consultation with the principle response agencies.

Should an evacuation be deemed necessary, any message given out over the public address systems or stages will be agreed in advance with the principle response agencies and will take into account the point of and method of delivery. The Event Controller/Deputy will then arrange for the message to be delivered as appropriate.

### **Sample Message**

“This is an announcement from the Marlay Park Concerts / Longitude Festival. Due to unforeseen circumstances, please leave this area as quickly as possible. Please exit in the direction of (INSERT) / Please exit the site using Pedestrian Gate (INSERT) and follow the instructions of An Garda Síochána, Security and Stewards. Do not stop or divert to take personal belongings. We will keep you informed as to when it is safe to come back into this area. Thank you”

In order for the emergency services and An Garda Síochána to gain access to the area, gates not being used for public evacuation (to be decided by the Event Controller/Deputy in consultation with the principle response agencies) will be kept clear.

All stewards on duty in the relevant area will assist the public from that area into the designated safety area as directed by the Event Controller or Deputy. They will secure the area evacuated from the public once the evacuation has taken place. They will also facilitate in conjunction with the Security Coordinator the arrival of the emergency services and ensure they are directed to the location of the emergency and are able to work without interference, prevent panic and take other action as appropriate.

### **Spontaneous Evacuation**

We recognise that a spontaneous evacuation may start as a result of a real or perceived threat. We also note that in the event of a partial or full evacuation the public may refuse to follow instructions and instead evacuate to their perception of a place of safety as quickly as possible. We therefore commit to responding in as flexible a manner as possible. Our primary objective in any evacuation will be doing all that we can to ensure and maintain public safety. In the case of spontaneous evacuation, we will do all that we can to protect and maintain emergency access and Event Control.

We will also be alive to secondary waves of spontaneous evacuation.

### **Evacuation during Ingress or Egress**

We recognise that an evacuation may be required during ingress or egress rather than simply when the majority of the audience are in the arena. The same principles outlined in this plan will still apply and consideration will always be given to existing crowd movements when designating the evacuation route(s) and designated safety area.

### **Missing Persons**

During medium or long term evacuation, An Garda Síochána will take on the role of coordinating missing persons however in the first instance / short term the following should be actioned:

1. Licensing Office to dispatch a member from the licensing or production team to the designated safety area to coordinate a missing person's area with direction from the Deputy Security Coordinator.
2. The area will run an information / coordination service.
3. An Garda Síochána will be informed of this procedure and it will be handed over at an appropriate time.

### **Details of Nominated Evacuation Wardens/Marshals**

When assigning evacuation roles to onsite staff, the following criteria will be applied:

- Evacuation marshals and wardens will be nominated from core managers and supervisors for ease of liaison, command and control. All other staff onsite will be on standby for redeployment as required.
- normal static security positions will remain in the same place during an evacuation where it is safe to do so or unless otherwise directed by Event Control
- normal roving (i.e. response team) positions will be the personnel that will move to wherever needed

Specific roles that require covering during an evacuation:

- The proposed evacuation route will be checked by the initial evacuation staff before the public are directed that way for lighting and obstacles
- A number of security staff will become scene preservation staff
- Event staff will be deployed to any designated safety area to deal with queries
- Toilet blocks, showers, backstage areas, disabled platforms etc. will be checked / cleared

An aide memoir for evacuation is included at Appendix A.

## **E) MAJOR EMERGENCY PROCEDURES**

Major Emergency procedures will come into effect as outlined in 'Definitions' above and it is anticipated that an evacuation of a part of the site will have been undertaken by the event staff that will then be at the disposal of the co-ordinating commander of the Major Emergency. The rendezvous point/major emergency liaison centre is initially at Event Control onsite, which will be used if possible as a forward control point in the event of a major incident.

If large-scale resources are to be built up on site they can be held at the major emergency centre/RVP prior to being called forward. Stewards will be detailed to establish and maintain the onsite routes. All offsite traffic routes will be established and maintained by An Garda Síochána to facilitate that or other rendezvous points as may be set up.

In the event of press and media queries received in relation to the Major Incident, the Marlay Park Concerts and Longitude Festival would aim for strong liaison and consultation and wherever possible, a joint response. Press contacts for each of the principle response agencies and the Marlay Park Concerts and Longitude Festival will be included in the Key Personnel Contact Sheet, which will be circulated in advance of the event.

A contact list of key personnel staff will be available to the principle response agencies in the event of a major emergency and this list will be circulated in advance. Copies will also be available onsite at the time if required. In the event of any communication failure, there are radios, mobile phones and landlines onsite as well as contingency communications equipment including back up generators. The response to a failure of the communication system would therefore be to move to another form of communication while the technical problems were being investigated and resolved. Any failure in communication systems will be co-ordinated by the site Production Office in liaison with the relevant contractor. The Licensing Office will inform all principle response agencies of any change of communications structures onsite that would affect the Key Personnel Contact Sheet.

The Event Controller/Deputy would be present in the Major Emergency Control Centre and part of site coordination group during a major emergency operation in order to assist in the co-ordination of the event personnel and assist as requested thereafter.

## **APPENDIX A**

### **AIDE MEMOIRS FOR STAFF AND KEY CONTACTS**

#### **CRITICAL INFORMATION**

All staff are expected to know, without referring to notes, the following four key pieces of information:

- The location of the onsite medics and how to call for medical assistance
- The location of the nearest fire extinguisher and how to call for fire assistance
- How to find out the answers to the questions you don't know
- How to get help

#### **MAJOR EMERGENCY PLAN**

A Major Emergency may be defined as:

“any emergency which involves a large number of people and which requires the implementation of special arrangements by one or more of the Emergency Services, the Local Authority and An Garda Síochána for –

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

When a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed coordinator from the lead agency.

In the unlikely event of part of the site being evacuated it is important that only those instructions are given to the public that have been carefully planned by the lead agency. Conflicting or untimely instructions could lead to panic and injury and must be avoided. Evacuation will be via routes communicated at the time depending on the nature of the emergency. If you are involved in helping with an evacuation, please take particular consideration to disabled members of the public and parents with children in pushchairs. During any evacuation, there should be no conflicting vehicle movement through the crowd.

#### **AIDE MEMOIR FOR NOMINATED EVACUATION WARDENS AND MARSHALS (i.e. security / stewards etc.)**

A Major Emergency may be defined as:

“any emergency which involves a large number of people and which requires the implementation of special arrangements by one or more of the Emergency Services, the Local Authority and An Garda Síochána for –

- The initial treatment, rescue and transport of a large number of casualties
- The involvement either directly or indirectly of large numbers of people



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

It is important that you brief all your staff to know what to do in the event of the Emergency Services declaring a Major Emergency.

When a Major Emergency is declared, all contractors and their staff will work with and under the direction of the lead agency. For this to be effective it is important for you to:

- Stay in one location where you can be contacted
- Establish the location of all your staff
- Ensure their safety
- Await instructions
- Pass on clear instructions when received as to what is required
- Manage your staff

All instructions will come from the Event Controller, Deputy Event Controller, Event Safety Co-ordinator or Security Co-ordinator and will be clearly identified as being from and on behalf of the coordinator from the lead agency.

In the unlikely event of part of the site being evacuated: -

- it is important that only those instructions are given to the public that have been carefully planned.
- Conflicting or untimely instructions could lead to panic and injury and must be avoided.
- Particular attention should be given during an evacuation to disabled persons and children in pushchairs.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- It is important you wait for instructions.

You will be instructed by one of the above of the need to evacuate and the route that should be used for the evacuation.

- Check back with whoever is issuing the instruction that the route has been checked / swept
- The most dangerous areas / areas located nearest to the danger should be evacuated first.
- Either communicate your instructions by radio or alternatively arrange for all of your evacuation marshals to attend a briefing location if you can do so quickly.
- Redeploy them as efficiently and quickly as you can.
- Take one marshal and use them to lead the crowd out along the evacuation route. The rest of the crowd will follow. It is easier to lead a crowd than to issue them directions so continue to do this as necessary sending staff to lead the way.
- Use other staff to clear the areas in your zone towards the routes.
- If you have fire tower staff, ensure that they remain in position and keep an overview of the evacuation and spot for any issues which they must communicate to you.
- If you require additional resources, contact Security Control.
- There are loud hailers onsite. These can be used to give messages out to the public but they should remain in their allocated positions.

- Give your staff instructions to use clear, calm messages.
- They should try and answer any questions the public may have as well as they are able, but the priority is to evacuate the area as soon as possible while preventing panic.
- The route will lead to an evacuation holding point where there will be more staff specifically deployed to answer questions and assist.

Sample messages:

“This is an announcement from the Marlay Park Concerts / Longitude Festival. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

- Once you think that your area is properly evacuated, arrange for your staff to do a full sweep through the area and then evacuate your area yourself along with your staff.
- Inform Security Control once your area is clear.
- Liaise with Security Control as to the procedure for locking down the evacuated area to prevent people from accessing back into it.
- The Event Controller or Deputy is available to give any further explanation you may require and to help brief your staff.

KEY CONTACTS

Event Controller	Ian Donaldson
Deputy Event Controllers	Ange Goliger, Dave Steel, Nicky Hodgson
Event Manager	Ange Goliger
Event Safety Coordinator	David Slattery
Security Coordinator	Colin Brown
Licensing Coordinator	Sarah Cox
Production Office	Zarr Samad

## APPENDIX B

### EVACUATION PROCEDURES– FOR GENERAL SUPERVISORY STAFF

#### MAJOR EMERGENCY PLAN

A Major Emergency may be defined as:

“any emergency which involves a large number of people and which requires the implementation of special arrangements by one or more of the Emergency Services, the Local Authority and An Garda Síochána for –

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

It is important that you brief all your staff to know what to do in the event of the Emergency Services declaring a Major Emergency.

When a Major Emergency is declared all contractors and their staff will work with and under the direction of the appointed coordinator from the lead agency. For this to be effective it is important for you to:

- Stay in one location where you can be contacted
- Establish the location of all your staff
- Ensure their safety
- Await instructions
- Pass on clear instructions when received as to what is required
- Manage your staff

All instructions will come from the Event Controller, Deputy Event Controllers, Event Safety Co-ordinator, Security Co-ordinator or Event Manager and will be clearly identified as being from and on behalf of the appointed coordinator from the lead agency.

In the unlikely event of part of the site being evacuated it is important that only those instructions are given to the public that have been carefully planned by An Garda Síochána. Conflicting or untimely instructions could lead to panic and injury and must be avoided. Evacuation will be via routes communicated at the time depending on the nature of the emergency. If you are involved in helping with an evacuation please take particular consideration to disabled members of the public and parents with children in pushchairs. During any evacuation, there should be no conflicting vehicle movement through the crowd.

The Licensing Office or Security Co-ordinator are available to give any further explanation you may require and to help brief your staff.

## **APPENDIX C**

### **STAGE MANAGER EVACUATION ANNOUNCEMENT BRIEFING**

#### **ATTENTION ALL STAGE MANAGERS**

IN THE EVENT THAT WE HAVE TO EVACUATE THE ARENA YOU WILL BE INSTRUCTED BY THE EVENT CONTROLLER – IAN DONALDSON OR DEPUTY, TO CUT THE MUSIC ON YOUR STAGE INSTANTLY AND MAKE THE FOLLOWING PUBLIC ANNOUNCEMENT OVER YOUR PA:

“This is an announcement from the Marlay Park Concerts / Longitude Festival. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

PLEASE DO THIS SLOWLY AND CALMLY AND CLEARLY AND REPEAT UNTIL YOUR TENT IS COMPLETELY CLEAR. PLEASE NOTE THAT ONLY THE EVENT CONTROLLER – IAN DONALDSON OR DEPUTY HAVE THE AUTHORITY TO ASK YOU TO DO THIS.

#### **GOOD HOUSEKEEPING**

Please ensure that you inform all crew and contractors no not leave unattended, unmarked bags lying around your area in case they are mistaken for a suspect package.

THANK YOU

## APPENDIX D

Taken from NaCTSO guidance

Bomb threat guidance

(For circulation to Production Offices and Licensing Offices onsite)

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead Gardaí. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime, should be treated seriously and must be reported to the Gardaí by dialing 999/112

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes and the intent is to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- note the number of the caller displayed on the phone
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow Garda advice

- report it to your line manager
- if the threat is delivered face-to-face try to remember as many distinguishing characteristics of the threat-maker as possible
- if discovered in a written note, letter or as graffiti, treat as Garda evidence and stop other people touching the item
- If the threat is received via email or social media application, do not reply to, forward or delete the message. Note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisation to help the Garda investigation (as a guide, 7 days prior to the threat message and 48 hours after)
- REMEMBER Dial 999/112 and follow Garda advice. Seek advice from the venue security/operations manager as soon as possible

#### Assessing the credibility of bomb threats – management considerations

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This process is assisted greatly by gathering and recording as much information as possible from the original caller or message.

Any threat received should be communicated without delay to event or security management who will contact and liaise with the An Garda Síochána who will assess the threat at the earliest opportunity.

When specific intelligence is known to An Garda Síochána, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:-

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

## **APPENDIX E**

### **ETHANE - Initial actions at a terrorist major emergency**

#### **Circulate to Controls onsite**

##### **2.1 Exact Location**

- Confirm nearest junction or exact address
- Geographic size of the incident

##### **2.2 Type of Incident**

- Explosion, building collapse, firearms incident etc.

##### **2.3 Hazards**

- Identify the hazards present or suspected (such as number of hostiles, types of weapons etc.)
- Consider potential or secondary devices
- Is evacuation or invacuation necessary and safe?

##### **2.4 Access Routes**

- Update with routes that are safe to use
- Clarify routes which are blocked
- Nominate and search the RVP

##### **2.5 Number of Casualties**

- List type and severity
- Approximate number of dead, injured, survivors and witnesses

##### **2.6 Emergency Services**

- List those Services present and those required
- Conduct a joint dynamic hazard assessment with the emergency services

## **APPENDIX F**

### **FESTIVAL REPUBLIC BUSINESS CONTINUITY**

In the case of a Major Emergency the following procedures are in place to ensure that Festival Republic's operation can continue as normally as possible:

- Contingency mobile phones are available
- Contingency landlines are available inside the Marlay House Buildings
- All IT information is stored on a remote server
- Alternative work spaces if required can be organised inside the Marlay House Buildings





## Fire Risk Assessment

### Food Traders

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

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

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

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

Name / Location of Pitch or Stall

Responsible Persons Name

Business/Company Name

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

Mobile number on site

Email address

Business type & brief description

e.g. Clothes trader - t-shirts, hoodies  
or Sponsor - Games facility

#### Section 1 - General

Is your pitch/venue a:

Marquee/Tent

Trailer/Vehicle  
Outdoor / Open

Custom Built

Other

If other, please describe here:

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

#### TRADERS / STALLHOLDERS:

What size is your pitch (in metres)

 M by  M

How much of this space is open for public access?

If you serve from a counter or an external frontage enter 'zero'

Do you provide a covered seating area?

YES  NO

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

Do you confirm all staff have been briefed on working in high noise environments and that suitable hearing protection has been provided?

YES  NO

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

Do you confirm that the stall will be free of trip hazards, head height hazards or other risks?

YES  NO

Do you confirm that proper access (ladders etc.) will be provided for any work at height required to build the stall?

YES  NO

**Section 2 - Fire prevention & Fire safety**

*If you will be using gas please also complete section 3*

Does your activity(s) involve any hot works, such as braziers, kilns or similar?

YES  NO

If YES please describe in Notes section below

What is the stall constructed from? Confirm that sheeting is fire retardant?  
please describe in Notes section below

Do you use candles or other open flames for lighting or effect?

YES  NO

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

Have you identified and removed combustible materials that could promote fire spread beyond the point of ignition such as cardboard, paper, etc?

YES  NO

Do you have "no smoking" signage?

YES  NO

Are adequate exits provided for the numbers of persons working?

YES  NO

Will all exits remain unobstructed?

YES  NO

Are your staff able to evacuate the stall/venue easily if normal access is blocked?

YES  NO

If the normal lighting failed would the occupants be able to make a safe exit (do you have back up lighting such as torches)?

YES  NO

Confirm that all electrical appliances show proof of current testing?

YES  NO

Have you checked arrangements for waste collection?

YES  NO

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

Can you provide assurance that staff will not sleep in your venue?

YES  NO

Have your staff been trained on how to use fire fighting equipment?

YES  NO

Have your staff received fire action procedures including evacuation of your venue/stall?

YES  NO

Do you use any other flammable substances in your stall?

YES  NO

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

Is there any cooking or naked flame within the venue?

YES  NO

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

### Section 3 - Gas Installations

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

#### Section 3 Notes

### Section 4 - Further Health & Safety

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

#### Section 4 Notes

**Section 5 Emergency Procedures**

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

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

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

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

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

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

NOTE: Include the routes immediately outside and around your stall

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

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

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

**Section 5 Notes**

**Section 6 - Notes and Confirmation**

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

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

<b>Signed:</b> <b>Company:</b>	<b>Date</b>
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**MARLAY PARK CONCERTS  
LONGITUDE  
2018**

**APPENDIX 3  
ADVERSE WEATHER PLAN**

Version 1 – 22<sup>th</sup> February 2018

This document is supplementary to the Event Management Plan and Risk Assessment and is intended to provide information on the provisions and procedures in place for adverse weather. This Policy document represents the overall approach adopted by Festival Republic and is intended to complement rather than replace any adverse weather plan developed by a temporary structure supplier.

For the purpose of this plan, adverse weather is described as localised or widespread inclement weather that poses an increased risk of injury or damage to persons, property and infrastructure on the event site. Adverse weather may include, but is not limited to; heavy rain, heat wave, extreme cold, thunder storms, lightning strike, hail, and high winds.

Marlay Park is an established event site situated in Rathfarnham at a ground height of 54m above sea level. The site has adequate drainage and is not prone to flooding. The Main Arena is entirely on grass, with hard standing concourse on the exterior. The site is served by a mains drinking water supply.

During the event planning phase the suppliers of temporary structures shall be required to provide information regarding the performance of their structure in high wind and other adverse weather. Structure providers will be expected to develop and circulate a suitably detailed wind action plan for every one of their structures.

PREVIOUS HISTORY AND DATA				
10 YEAR AVERAGE DATA FOR MONTH OF JULY (2008 TO 2017) INCLUSIVE*				
Max Temp °C	Min Temp °C	Rainfall mm	Wind Speed m/s	Gust Speed m/s
23	15	0.6	4.1	13.3

July 2017 AVERAGE DATA*				
Max Temp °C	Min Temp °C	Rainfall mm	Wind Speed m/s	Gust Speed m/s
24	14	0.5	4.7	13.1

\*Temperature, rainfall and wind data taken from <http://www.wunderground.com/> using Dublin.

#### Onsite Provisions

- Trained first aider on duty during event build and break periods.
- Extensive medical facilities and personnel available in arena during show
- External medical care <30 minutes.
- Medical tents equipped with heating
- Relevant PPE and wet weather equipment available for staff
- Limited sheltered entertainment available in arena and shelter in portacabins and gazebos for staff
- Variety of hot refreshments available for purchase in the arena.
- Dedicated staff welfare facilities available including hot and cold refreshments, shelter and sanitary facilities as appropriate.
- Drinking water outlets are positioned at the sanitation points within the arena.
- Door policy permits patrons to bring <500ml bottles of water in to the arena.
- Pit water distributed to the crowd by the pit security staff at all stages
- Bottled drinking water reserve held and bottled drinking water available for staff
- Sunscreen available from the medical posts within the arena.
- In the event of extremely hot weather, mobile patrols will monitor the welfare of staff such as security and provide drinking water

#### High Wind Procedure

WIND LEVEL 1 – When monitoring registers a gust wind speed in excess of 15m/s (if possible measured at 10m above ground), in conjunction with an increasing general trend of recorded wind speeds, production staff should be put on alert that action may be required and if installation is still in progress, consideration should be given to delaying further installation. At this level the use of cranes should be temporarily suspended. It may become necessary for suspended loads to be lowered and in

preparation; it should be considered to release any secondary safety bonds from some equipment to allow ease of lowering should conditions worsen.

**WIND LEVEL 2** – When monitoring registers a gust wind speed in excess of 20m/s (at 10m), in conjunction with an increasing general trend of recorded wind speeds then work at height should be suspended and PA systems, lighting trusses and video screens should be lowered. Side and back wall sheeting from stage structures will need to be removed and side walls on tents secured closed.

**WIND LEVEL 3** – When monitoring registers wind speeds in excess of 25m/s (at 10m) in conjunction with an increasing general trend of recorded wind speeds, then all stage work should be suspended with PA and screen systems lowered where possible and work areas made safe. If equipment has been suspended in public areas and been fitted with additional fixed safety suspensions (preventing rapid lowering) then areas around such installations should be secured.

The operational maximum wind speed should be taken as a one-second gust measured at 10m above ground level. The operational maximum gust wind speed is 25m/s. At this speed, significant disruption to the event is likely, and is considered a threat to public and crew safety.

15m/s = 33 mph  
20m/s = 45 mph  
25m/s = 56 mph  
30m/s = 67 mph

### **Electrical Storm Procedure**

**STORM LEVEL 1.** Electrical storms within 20 miles. Festival Management, Production, Site Manager and other relevant parties put on alert to the possibility of lightning strike. Work continues as normal.

**STORM LEVEL 2.** Electrical storms within 10 miles and closing. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel to return to ground level, including any personnel on fire watch towers or elevated security towers. Normal stage-level or ground based work continues.

**STORM LEVEL 3.** Electrical storms within 6 miles and closing. Personnel to cease normal work and prepare protection of equipment from severe weather. It should be considered whether necessary to 'power down' the stage and equipment. Electrical personnel to report to stage managers. Standby cue repeated at 6 miles radius. Shut down cue will be given by Event organiser or appointed deputy. Any shutdown command will be transmitted from event control through to site manager, the Electrical Contractor & Stage Managers.

If shutdown is implemented the Stage Manager is to interrupt the performance. Video Screens to show:

“The stage has been shut down for safety; performances will resume after the storm has passed”.

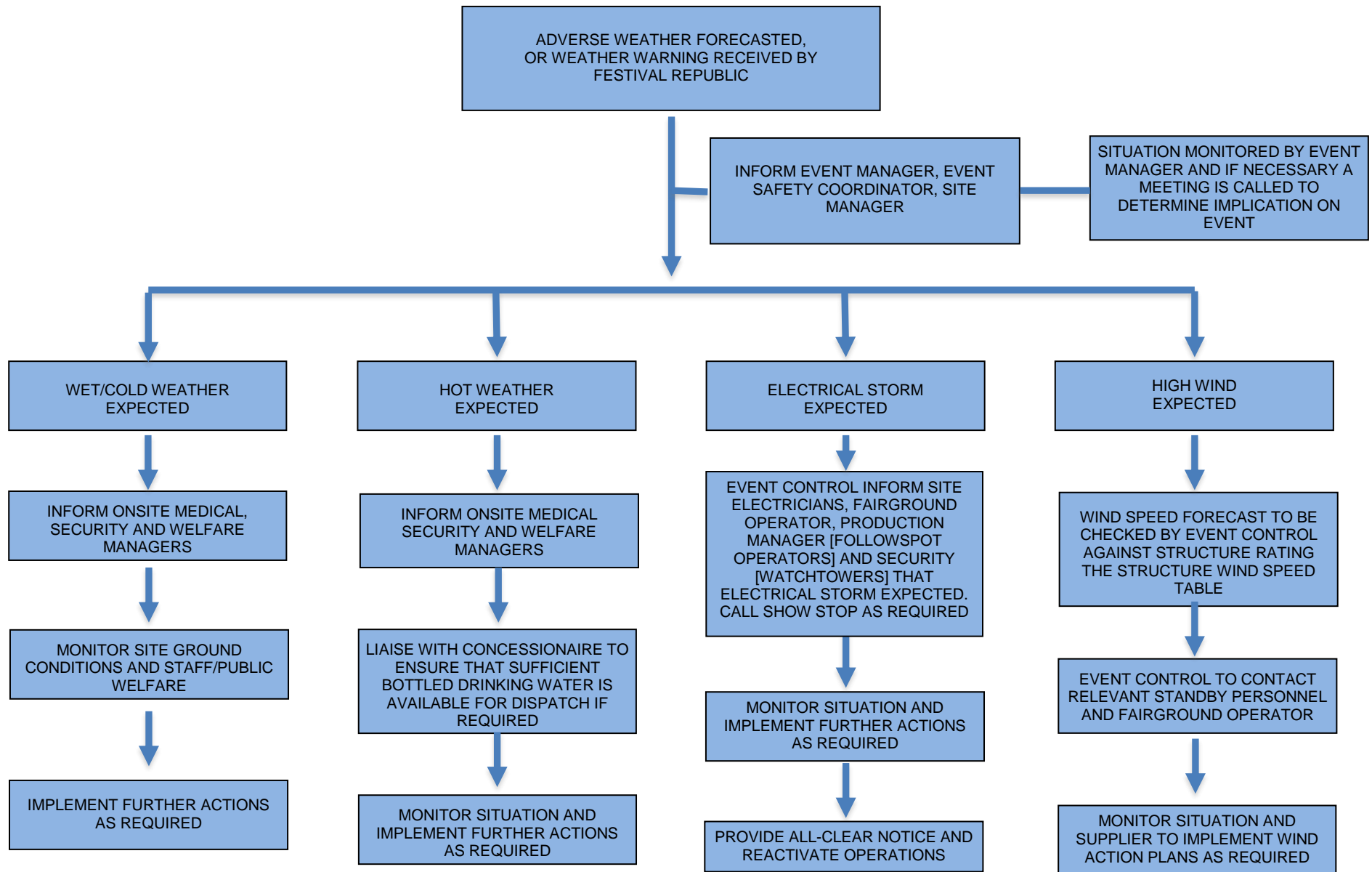
LX and PA to feedback to Stage managers who will in turn confirm with Electrical personnel that they are ready for shut down. Video to continue to display for 5 minutes; or until instructed by Event Control / Electric Contractor to proceed to shutdown.

Stage manager to feed back when Video has shutdown then Video Breakers Opened. All remaining circuits to be opened, generator breakers opened and engines shutdown; isolate batteries.

The 30/30 rule.

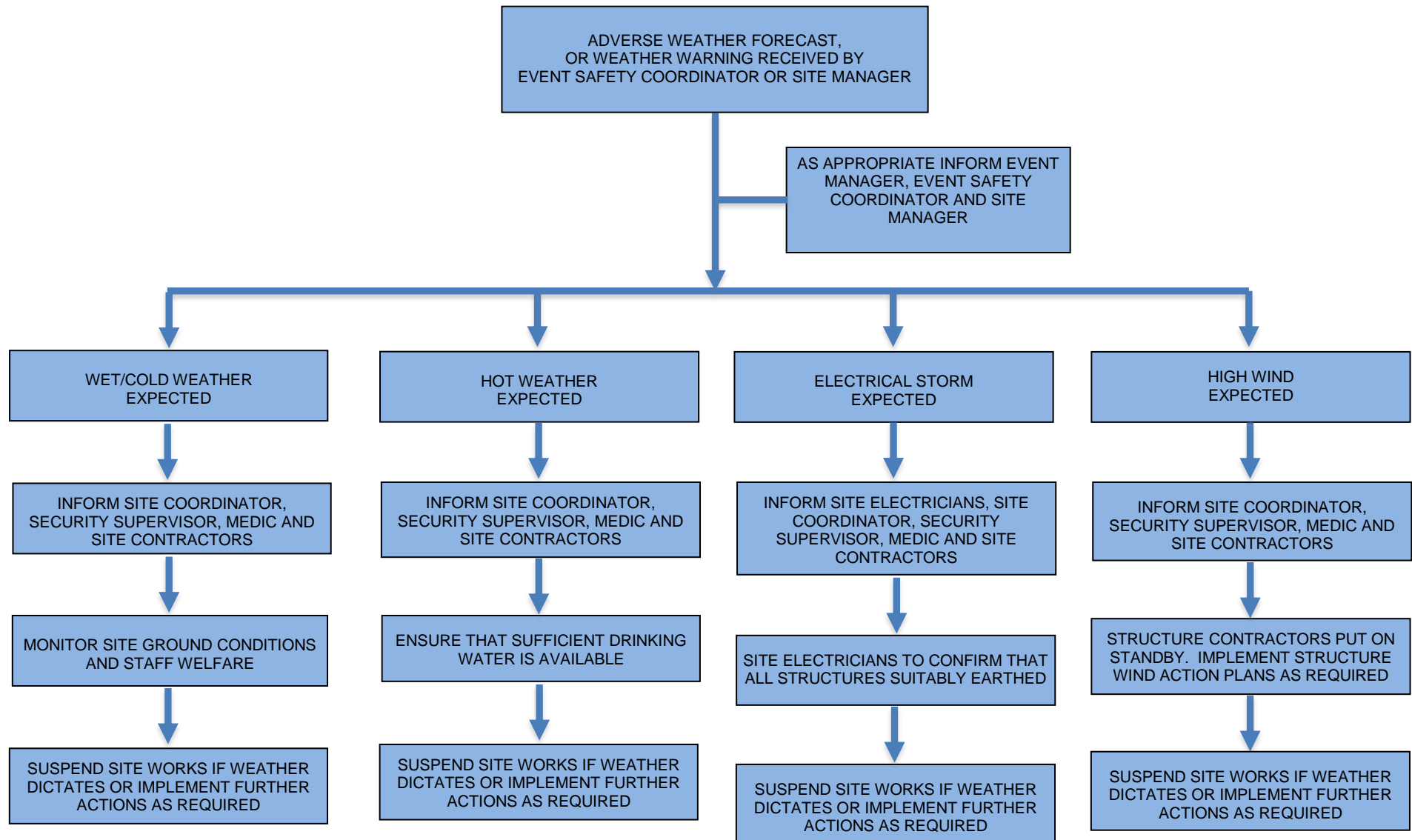
If there is a period of 30 seconds between the flash and bang, then the lightning is more than 6 miles distant. If the period drops below this then Level 3 has been reached and the action noted above must be taken. High-level work should not resume until 30 minutes after the weather system has passed i.e. the time period between lightning and thunder is consistently more than 30 seconds

ADVERSE WEATHER ACTIONS - EVENT PERIOD





ADVERSE WEATHER ACTIONS – BUILD AND BREAK PERIOD



**STRUCTURE WIND SPEED RATINGS**

**Structure Wind Speed Table**

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

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

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

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

### 11.3 Wind Speed Conversion Chart

Beaufort Force	Description	Specification on Land	Knots	Km/h	mph	m/s	kN/m <sup>2</sup>
0	Calm	Smoke rises vertically	0	0	0	0	0
1	Very light	Direction of wind shown by smoke drift but not by wind vanes	0-3	1-5	1-3	1-2	.002
2	Light Breeze	Wind felt on face, leaves rustle, ordinary wind vane moved by wind	4-6	6-11	4-7	2-3	.005
3	Gentle Breeze	Leaves and small twigs in constant motion, wind extends light flag	7-10	12-19	8-12	3-5	.015
4	Moderate breeze	Wind raises dust and loose paper, small branches move	11-16	20-29	13-18	5-8	.039
5	Fresh breeze	Small trees in leaf start to sway	17-21	30-39	19-24	8-11	.074
6	Strong breeze	Large branches in motion, telegraph wires whistle	22-27	40-50	25-31	11-14	.120
7	Near gale	Whole trees in motion, inconvenient to walk against wind	28-33	51-61	32-38	14-17	.177
8	Gale	Twigs break from trees, difficult to walk	34-40	62-74	39-46	17-20	.245
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed	41-47	75-87	47-54	20-24	.353
10	Storm	Trees uprooted, considerable structural damage	48-55	88-101	55-63	24-28	.481
11	Violent storm	Widespread damage	56-63	102-117	64-73	28-32	.628
12	Hurricane	Widespread damage	>64	>118	>74	>32	





## **HEALTH AND SAFETY POLICY**

### **Policy Statement**

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

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

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

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

### **Policy Objectives**

The objectives of this Policy are to:-

- Create proactive safety management systems to minimise risks to the Company, its employees and the general public
- Provide and maintain a healthy and safe environment, means of access and egress, systems of work, articles and substances, plant and equipment that are as safe as reasonably practicable.
- Fulfil all legal obligations imposed upon the Company and follow industry good practice.
- Ensure that suitable provision is made for welfare and sanitary services for all temporary workplaces.
- Safeguard the health and safety of the public, contractors etc. who could be affected by the activities of Festival Republic.
- Provide a safe working environment and adequate welfare for employees
- Ensure that all employees receive adequate training, information, instruction and supervision in safe working methods, accident prevention & emergency procedures.
- Ensure that suppliers and contractors are appointed on the basis of competence and experience, and that they actively encourage employee participation in H&S.
- Provide a mechanism to monitor the application of this policy
- Provide a mechanism to review this policy on an annual basis
- Strive to continuously improve safety performance. Festival Republic shall consult with employees on a regular basis regarding health and safety and shall seek to foster a positive safety culture.

### **Arrangements within the Company**

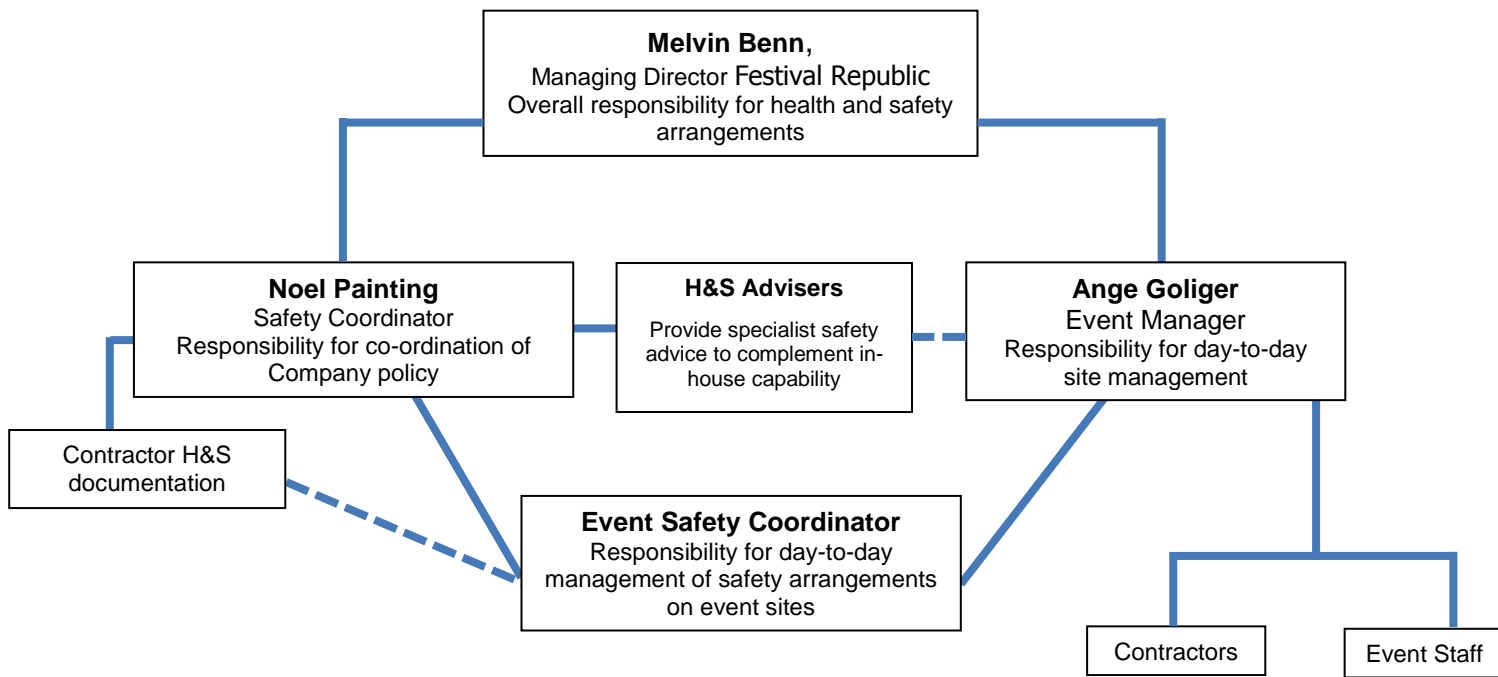
As Managing Director I have overall responsibility for development and implementation of this Policy.

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

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

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

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



## Achievement of the Policy

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

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

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

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

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

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

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

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



MELVIN BENN  
MANAGING DIRECTOR, FESTIVAL REPUBLIC



**Supplier's Health and Safety Terms and Conditions (as referred to in Condition 16.2 of the Conditions of Purchase & Hire)**

**GENERAL**

- 1.1. The Supplier accepts its duty to comply with all applicable health and safety legislation and any relevant accredited "Code of Practice" or guidance. Furthermore, the Supplier acknowledges that it is its sole responsibility to implement such legislation and good practice, and shall hold the Company harmless and shall indemnify the Company against all liabilities, costs, expenses, damages and losses or enforcement action resulting from any failure by the Supplier to work in accordance with such legislation or good practice.
- 1.2. The Supplier shall implement safe methods of working and shall ensure that any person or organisation undertaking the Works on its behalf (whether a person employed or contracted by the Supplier ("**Staff**") or a person or organisation otherwise engaged by the Supplier as a sub-contractor), does so without risk to their own health and safety or that of others, including ensuring that personnel are fit to work and not impaired by virtue of alcohol or other intoxicant.
- 1.3. The Supplier shall ensure that all persons carrying out the Works are sufficiently trained, experienced and are competent to do so safely, and that they are managed and overseen by a "Crew Boss" or similar who shall take responsibility for implementing safe working.
- 1.4. The Supplier shall ensure that all persons working on its behalf are made aware of any "Site Rules" imposed by the Company.
- 1.5. The Supplier shall provide suitable and sufficient risk assessments of all activities associated with delivery of the Works and, in particular, any activities which present a high risk to the safety and wellbeing of working personnel on site, other site users, the environment or the Company.
- 1.6. The Supplier and any person carrying out work on its behalf shall comply with the Public Health (Tobacco) Acts 2002-2015, which cover all temporary event structures and vehicles.
- 1.7. The Supplier shall notify the company of any plan to use a sub-contractor. The Supplier must receive written approval from the company before the use of a subcontractor begins.
- 1.8. The Supplier shall ensure that no child (aged under 16) is permitted to work or otherwise be brought onto the event site, and that a full risk assessment is conducted for any young person (16 or over but under 18) carrying out works on behalf of the Contactor.
- 1.9. Our health and safety system relates to your work inside our site, i.e. the area that we control. If you are working on the public highway and/or in areas outside of our jurisdiction for part of your operation, it is assumed that you have carried out your own risk assessment for your work in these areas, completed a method statement and have all of the appropriate PPE, insurance and health and safety procedures in place.
- 1.10. If the Supplier requires the Company to supply or undertake any activity as part of their Risk Assessment, this must be highlighted clearly and separately via email to the relevant Event Manager.

**2. CO-OPERATION**

- 2.1. The Supplier shall ensure that all persons working on its behalf co-operate with the Company in the effective management of safety risks on site, and shall assist with the implementation of safe systems of work.
- 2.2. The Supplier shall ensure that all persons working on its behalf complete the health and safety induction. This induction shall provide information regarding specific hazards that may be encountered on the event site, basic welfare and contact information and "Site Rules". The induction shall not provide training on the Supplier's own safe systems of work, which shall be the sole responsibility of the Supplier. Neither shall the induction obviate the Supplier's obligation to comply with this Event H&S Contract and all other terms of the Agreements).
- 2.3. The Company shall provide to the Supplier the "Site Rules" to maintain safe working. The Supplier shall circulate the same to all of its Staff and sub-contractors, and ensure compliance with the



same (the Supplier acknowledging that it shall retain full responsibility for any non-compliance with the "Site Rules" by any of its Staff and sub-suppliers).

- 2.4. The Company shall monitor site working and may penalise any person or organisation operating without due regard to safety or the stated "Site Rules". This may include a "Yellow/Red Card" system whereby offenders are given a formal warning, followed by exclusion from site for repeat infringements. The Supplier shall co-operate with such a system and acknowledges that serious or repeated non-compliance with the Site Rules shall constitute a material breach of the Agreement. In the instance of a red card being issued to any persons working on behalf of a supplier, the supplier shall be fined €100.
- 2.5. The Supplier shall provide to the Company in a timely manner, any information relating to the Works that may be required under the Safety, Health & Welfare at Work (Construction) Regulations 2013.

### **3. SITE RISKS**

- 3.1. The Company shall provide a register of site hazards, including the locations of any known overhead and underground services (water, power, gas, sewage etc.). This shall be made available to the Supplier in advance of its arrival on site and during the site safety induction. The Company shall provide indicative maps of any such services, however the Supplier should not rely on the accuracy of such maps and must make its own investigations if the Works present a risk of contact with overhead or buried services.

### **4. CONSTRUCTION ACTIVITY**

- 4.1. The Supplier is advised that the event site shall be considered a "Construction Site" under the Safety, Work & Welfare at Work (Construction) Regulations 2013, and will be managed accordingly. Regardless of the nature of the Works, the Supplier must full comply with the "Site Rules" or other obligation, including the mandatory use of personal protected equipment ("**PPE**") required under applicable legislation or by the Company.
- 4.2. If the Supplier's Works includes the installation of infrastructure or equipment, the Supplier must ensure that a competent individual assesses the installation to ensure it has been constructed correctly and is fit for use. Upon satisfactory inspection, the Supplier shall sign a completion certificate as provided by the Company.
- 4.3. The Supplier shall carry out periodic inspection of any installation provided as part of the Works to ensure it remains safe and serviceable. If requested to do so, the Supplier shall provide written evidence of such regular inspections or tests to the Company.
- 4.4. If requested to do so by the Company, the Supplier shall provide a competent person ("the **Babysitter**") to monitor any installation provided as part of the Works, and who shall carry out periodic inspection and maintenance as required. The Babysitter shall be available 24/7, must have a good command of English and must be able to understand and promptly respond to requests and instructions.

### **5. VEHICLES AND PLANT**

- 5.1. The Supplier shall not bring onto site any vehicle (including mechanical plant, buggy, quad bike etc.) without the express permission of the Company and without a pass being issued for each specific vehicle.
- 5.2. The Supplier shall ensure that suitable insurance is provided for any vehicle supplied by the Supplier, and this insurance shall cover the vehicle's use on the event site in the course of the Works. The Supplier shall indemnify the Company against any and all claims, damage or other losses arising from the operation of vehicles and plant supplied by the Supplier.
- 5.3. The Supplier shall also ensure that any relevant Staff or sub-contractor hold a valid UK driving licence and is not barred or suspended from driving. Any Staff and sub-suppliers required to operate a vehicle or plant provided by the Company shall be required to present evidence of competence and authorisation to drive at the production office.
- 5.4. If the Works require the use of a crane, the Supplier shall ensure that all relevant information, including a site-specific "Lifting Plan" is produced and circulated to all parties. The Supplier shall ensure that a competent person is provided to act as the "Lift Supervisor" (for both "Contract Lifts" and "Crane Hire Only Lifts"). The Supplier shall pay particular regard to ground stability, the avoidance of buried and overhead services and the effects of weather in drafting the Lifting Plan. The Supplier shall not undertake any crane operations without the knowledge and express authorisation of the Company's on-site representative.

- 5.5. The Supplier shall ensure that any Staff or sub-suppliers operating a vehicle on its behalf does so safely and in accordance with any speed limit, curfew or other restriction imposed by the Company.
- 5.6. No person shall operate any vehicle whilst their capacity is impaired by alcohol, prescription medicine or other drugs.
- 5.7. Any use of ATV style buggies (e.g, Kubota / John Deer / Mule ) must include the use of seatbelts if fitted at manufacture or subsequently.
- 5.8. Passengers must not be carried in the load compartment of any vehicle
- 5.9. Any vehicle movements with limited visibility or in high pedestrian areas must use the aid of a banksman

## **6. FIRST AID, ACCIDENTS, NEAR MISSES, ACCIDENT REPORTING AND RIDDOR**

- 6.1. The Supplier is reminded of its duties under the Health and Safety (First Aid) Regulations 1981 to make suitable arrangements to provide first aid care to its Staff whilst at work. Notwithstanding this, the Company shall provide basic site first aid facilities (which may vary during the construction process), which will be outlined during the Supplier's site safety induction.
- 6.2. The Supplier must ensure that its Staff and sub-contractors immediately report any accidents including near misses to the Company's Production Office. The Supplier should also maintain records of any such incidents.
- 6.3. The Supplier shall co-operate with the Company in the investigation of any incident and shall be responsible for making any report required under Safety, Health & Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. Any report made by the Supplier must be shared with the Company.
- 6.4. In the event of a serious accident the Supplier shall ensure that its Staff and sub-suppliers leave all materials, equipment and tools undisturbed (providing they do not cause a hazard) to aid investigation.

## **7. PERSONAL PROTECTIVE EQUIPMENT**

- 7.1. The Supplier shall ensure that all Staff and sub-contractors carrying out the Works are provided with and shall use at all times, suitable and appropriate PPE. Where required by the Company, the Supplier shall comply with any site-wide PPE rules, such as the wearing of hi-visibility vests.
- 7.2. Any persons working onsite in a self-employed capacity shall provide all necessary PPE and equipment that may be required to carry out the works.

## **8. STRUCTURAL SAFETY**

- 8.1. The Supplier shall not remove and shall ensure that its Staff and sub-suppliers do not remove any components, bracing or guy lines of any temporary structures or add any banners or hoarding without consulting the relevant supplier of the structure and/or the Company's event safety co-ordinator, site manager or other designated Company representative.
- 8.2. If the Supplier's Works involve the installation of any structure, then this must be completed in accordance with the "IStructE Guidance on Temporary Demountable Structures" and all other relevant guidance, including "Guidance for the Management & Use of Stages and related temporary event structures if applicable". Maximum structural loads (including lateral loads) shall be clearly identified. An "Adverse Weather Plan", including reference to wind speed shall be provided by the Supplier for use by the Company in operating any structure.

## **9. WORKING AT HEIGHT**

- 9.1. Wherever practicable the Supplier shall design any structure or work operation to avoid the need to carry out work at height. If this is not practicable, the Supplier shall ensure that any such activity is carried out in accordance with the Safety, Health & Welfare at Work (Work at Height) Regulations 2006.
- 9.2. It shall be the responsibility of the Supplier to establish and provide safe means of access, including the provision of suitable PPE to any Staff and sub-contractors who is required to work at height. Furthermore, the Supplier shall ensure that all such persons have received appropriate training and remain competent and capable of carrying out work operations at height.

## **10. WORK EQUIPMENT**

- 10.1. The Supplier shall ensure that any work equipment it provides for use at the event site complies with relevant legislation, is fit for purpose, safe and maintained in good working order.

- 10.2. The Supplier shall ensure that only competent and suitably trained Staff and sub-suppliers are allowed to operate work equipment.
- 10.3. The Supplier must comply and/or must ensure that its Staff and sub-suppliers comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007 (2010) when supplying motorised lifting equipment with or without personnel and supply all the requisite paperwork /certification in accordance with legislation to the Company.

#### **11. USE OF CHEMICALS OR OTHER SUBSTANCES HAZARDOUS TO HEALTH**

- 11.1. The Supplier shall not bring any dangerous substance onto the event site without specific advance permission of the Company. This includes (but is not limited to): oxidising agents; corrosive and toxic materials; pyrotechnics; compressed gases; and volatile fuels.
- 11.2. If such materials are required for the delivery of the Works, then the Supplier shall notify the Company, submit an event-specific risk assessment and take all necessary precautions to protect Staff and sub-contractors, other persons and the environment. The Supplier shall also provide relevant training to all personnel including handling the material(s), PPE, spillage and clean-up equipment.

#### **12. HOUSEKEEPING**

- 12.1. The Supplier shall ensure that its Staff and sub-contractors keep the event site in a safe condition, free from hazards and that all work areas on the site are organised so as not to create a risk to people or the environment. This shall include the avoidance of trip hazards, unprotected edges, low-hanging hazards etc.
- 12.2. The Supplier shall ensure that its Staff and sub-contractors remove all waste materials and packaging from the site, and avoid the contamination of the site (in particular any watercourse) by litter, waste liquids or other materials – including food waste. Where such facilities exist, the Supplier should make use of on-site recycling arrangements, otherwise all waste arising from the Works must be removed from site by the Supplier.

#### **13. FIRE SAFETY**

- 13.1. The Supplier shall not bring to the event site any volatile fuels or other highly flammable materials without the express advance permission of the Company. If such materials are required, and agreed to by the Company, then the Supplier shall ensure that they are safely stored and handled.
- 13.2. The Supplier acknowledges that no petrol generators shall be permitted on the event site and shall not (and ensure that its Staff and sub-contractors do not) bring such generators on the site.
- 13.3. The Supplier shall ensure that no person or organisation working on its behalf (including Staff and sub-contractors) interferes or compromises any fire safety measure; this may include the blocking of egress routes, the disconnection of smoke detectors or emergency lighting or the blocking of firefighting equipment.
- 13.4. The Supplier shall not carry out any hot works (including welding and grinding) without the permission of the Company's event safety co-ordinator or the site manager, and only after suitable fire safety precautions are in place.
- 13.5. Any soft goods, material or tent membrane supplied by the Contractor shall be inherently flame retardant or durably treated to BS 5438: 1989 or other recognised standard. Certificates of compliance must be supplied on request.

#### **14. PERSONAL INFORMATION**

- 14.1 For security reasons, we may require full details of your Name, Address, Place of Birth and Date of Birth for all persons coming to site, including Sub-contractors. By working on our sites, you give your consent for this.



**SUPPLIER'S EVENT HEALTH & SAFETY  
CONTRACT 2018 (THE "EVENT H&S CONTRACT")**

**EVENT NAME: ("the Event")**

Between: Festival Republic Dublin (company number 467959) of Bord Gais Energy Theatre, Grand Canal Dock, Dublin 2 ("**Festival Republic**") and MCD Productions Ltd (company number 348378) of 7 Park Road, Dun Laoghaire, Co. Dublin ("**MCD Productions**").

and  
NAME OF COMPANY  
ADDRESS LINE 1  
ADDRESS LINE 2  
ADDRESS LINE 3  
ADDRESS LINE 4

COMPANY REGISTRATION NUMBER ("**the Supplier**")

Dated: DATE 2018

**Background**

- A. This Event H&S Contract is to be read in conjunction with the following:
  - i) 2018 Pre-Qualification Questionnaire ("**PQQ**")
  - ii) The Commercial Terms between MCD Productions, Festival Republic and the Supplier (which incorporate MCD's Conditions of Purchase and Hire ("**the Conditions**") and the Confirmation Letter
  - iii) The Health and Safety Terms and Conditions

all of which are incorporated into and together constitute "**the Agreement**".

- B. Neither this Event H&S Contract nor the other documents referred to in paragraph A above obviate the responsibility of the Supplier to comply with all relevant legislation and recommended guidance for its specialism and the activities it shall carry out.
- C. An Event H&S Contract must be completed for each event the Supplier is working on.

## **THE AGREEMENT**

- 1.1 In consideration for its appointment as a Supplier to provide services to MCD Productions and Festival Republic at the Event the Supplier agrees that it will fully observe and perform all of its obligations provided in the confirmation letter and in the Agreement generally and warrants that the information provided within the PQQ is accurate and that the Supplier shall carry out the actions and procedures specified within the PQQ and Confirmation Letter.
- 1.2 The Supplier hereby confirms that it has read, understood and agrees to be bound by terms and conditions of the Agreement (as comprised by this Event H&S Contract, Confirmation Letter, the Commercial Terms, the Conditions, the PQQ, the Supplier’s Health and Safety Terms and Conditions and any other document(s) incorporated into the Agreement by reference).
- 1.3 The Supplier acknowledges that strict compliance with the Conditions and the Health and Safety Terms and Conditions is a fundamental condition of the Agreement, and any act or omission by the Supplier in relation thereto shall, without prejudice to any other rights and remedies available to Festival Republic, constitute a material breach of contract and allow Festival Republic to terminate the Agreement immediately in accordance with Condition 18.
- 1.4 Any use of a sub-contractor is subject to prior approval by MCD Productions and Festival Republic. In the event that obligations are to be carried out by a sub-contractor, the Supplier undertakes to procure that such obligations are carried out by that sub-contractor and the Supplier agrees that it shall remain fully responsible and liable for all acts and omissions of any sub-contractor.

## **3. EXECUTION**

By completing and signing this Event H&S Contract you confirm that you have read the Event H&S Contract and other documents forming the Agreement in full and that the information you have provided is correct.

SIGNATURE: .....

DATE OF SIGNATURE: .....

NAME POSITION

NAME OF SUPPLIER

Please complete this document and then email it to the provided email address. If you have any issues, please contact our H&S Team on [Health.And.Safety@festivalrepublic.com](mailto:Health.And.Safety@festivalrepublic.com).

## Festival Supplier Pre-Qualification Questionnaire 2018 (PQQ)

Completion of this PQQ will allow you to become an approved contractor and enable you to work at and/or supply the following festivals:

Biggest Weekend, Steelyard, Download, Malahide Concerts, Finsbury Park Events, Community, Wireless, Marlay Park Concerts, Malahide Castle, Latitude, Longitude, Wilderness, V North, V South, Creamfields, Reading, Leeds, Electric Picnic, and BBC Hyde Park EventsLive in Hyde Park, and any other festivals organised by Festival Republic Limited or its affiliate companies, for the purposes of this document known as “**The Festivals**”.

Completion and submission of this PQQ does not constitute an offer of engagement. Details and references will be checked. Any false or misleading information will disqualify the applicant organisation. Double-click on the grey boxes to type your response. Where it states “Please select”, double-click and select an option from the menu.

<b>Contact Information</b>			
Your name:		Position:	
E-mail address:		Office number:	
Postal address:		Mobile number:	
Name of day to day contact:		Office number:	
Position:		Mobile number:	
<b>Organisation Details</b>			
Trading name: <small>(referred to hereafter as “the Organisation”)</small>		Company registration number:	
Registered name:		Date of registration:	
Registered address:		VAT registration number:	
Name of parent company:		Parent company registration number:	
If the Organisation is a member of a group of companies, please give the name and addresses of all UK/Irish group companies:			
Is the Organisation:	Select organisation type	Please describe the structure under which you are submitting this PQQ:	Please Select
Please provide details of subcontractors that will be used: <small>NB: All subcontractors will be required to complete this PQQ and the sub-contractor's appointment will only be permitted once approval has been provided by Festival Republic.</small>			
Give a brief description of the Organisation's business and the main products or services offered:			
<b>Legal</b>			
Has the Organisation been convicted of any health and safety offence or served with any Enforcement Notice? If yes, please provide full details of the incident, enforcement action and notices serviced, including copy notices.		Please Select	
Has the Organisation attended any industrial tribunals or other proceedings in the last 3 years (including equal opportunities, discrimination, sexual harassment, unfair dismissal, minimum wage legislation)? If yes, please provide full details.		Please Select	

Have any of the Organisation's directors or senior staff ever been convicted of any serious criminal offence (excluding motoring)?	Please Select
Is the Organisation currently involved in any investigation or litigation? If yes, please provide full details.	Please Select
Does the Organisation have any obligations under the ? If yes, please provide full details of steps taken to ensure compliance with the .	Please Select

**References** (Organisations who have worked for Festival Republic in the past 12 months do not need to complete this section unless specifically asked to do so)

Please provide details of two recent relevant contracts which the Organisation has been awarded for the provision of the goods or services similar to those offered to Festival Republic.

	Contact name, telephone number and email address	Start and end dates of contract	Approx value €
1			
2			

Festival Republic reserves the right to seek detailed references from any or all of the referees provided. Permission to do so is assumed unless the Organisation states otherwise above.

**Financial Information** (Organisations who have worked for Festival Republic in the past 12 months do not need to complete this section unless specifically asked to do so)

Please state the Organisation's total annual turnover for the last 2 years.	€ Last Year € Previous Year	Name, address and telephone number of the Organisation's bank, from which a financial reference may be sought:	
Has the Organisation met all its obligations to pay its creditors and staff during the past year?	Please Select	Has the Organisation ever had a winding up order or similar order or ruling made against it?	Please Select
Has the Organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Please Select		

Festival Republic may require the Organisation to provide in an electronic format at short notice the following documents (within 5 days of request). It is not required now, but please tick to confirm your willingness to provide such information:

<input type="checkbox"/> A statement of turnover, profit and loss and cash flow for the most recent year of trading	<input type="checkbox"/> Parent company and/or other guarantees of performance and financial standing	<input type="checkbox"/> A certified copy of the Organisation's most recently audited accounts (for the last two years if applicable)
--	--	--

Does the Organisation (or senior staff) have any financial or family connections with any person employed by Festival Republic or any Live Nation company:

**People Management**

What steps does the Organisation take to ensure staff are competent and safe to carry out the proposed work?	
Outline the Organisations' training and induction processes.	
Who is responsible for training within the Organisation?	

What, if any, recognised employee involvement scheme is followed e.g. Investors in People?		Please give details of trade or professional association membership.	
<b>Insurance</b>			
Please provide a copy of the Organisation's current:			
<input type="checkbox"/> Employers' Liability Insurance certificate (Min £10m)	<input type="checkbox"/> Public Liability Insurance certificate (Min £5m)	<input type="checkbox"/> Professional Indemnity Insurance (If applicable)	<input type="checkbox"/> Medical Malpractice Insurance (If applicable)
<b>Quality Assurance</b>			
Is the Organisation accredited under ISO 9001 or any equivalent standard?		Please Select	

<b>Health &amp; Safety</b>			
Does the Organisation have an appointed person responsible for H&S?		Name & relevant qualification/experience:	
Explain how has the Organisation assessed risks arising from work at festival sites?		Does the Organisation provide staff with work Method Statements and Risk Assessments?	
Could the Organisations' activities present risk to other site users or the public?		Who will be responsible for the Organisation's H&S management on site?	
What first aid arrangements will the Organisation make for their staff whilst working at The Festivals?			
How does the Organisation ensure that sub-contractors are competent to undertake works or services?		Has the Organisation suffered any accidents in the last 3 years?	Please Select
How does the Organisation ensure that its staff are competent to undertake works or services?			

Food businesses only:			
Please provide evidence of registration as a Food Business.		Has the Organisation been involved in court action or served with any Notice relating food hygiene in the last 3 years?	Please Select

<b>Environmental</b>			
Does the Organisation have an environmental policy and management system?	Please Select	What is the Organisation position with respect to the ISO 14001 environmental standards?	Please Select
Has the Organisation had any Notice served or been found in breach of any environmental legislation in the last 3 years?	Please Select		



## Your Comments

Please use this space to provide any further information you wish to be considered in evaluating this PQQ.

## Declaration

I declare that to the best of my knowledge the answers submitted in this PQQ (and any supporting information) are correct and I have authority to submit such answers and related documentation on behalf of the Organisation.

I understand that the information will be used in evaluating the Organisation's suitability to supply goods or services to one or more of The Festivals and, if chosen by Festival Republic as an approved contractor, the answers and documentation provided shall form part of the Organisation's contract with Festival Republic. The Organisation acknowledges and agrees that Festival Republic's discretion as to whether or not the Organisation (and any of its subcontractors) will be appointed is absolute.

This PQQ is not an offer. Nothing in this questionnaire obliges Festival Republic to enter into any contract with the Organisation at any time.

This application relates only to the named company in this questionnaire. In consideration for being considered to provide the services to Festival Republic, the Organisation agrees that, if it is appointed to provide services in relation to The Festivals: (a) it will not subcontract any of its services without the prior written consent of Festival Republic; and (b) it shall procure that no sub-contractor it appoints will further sub-contract its services without the prior written consent of Festival Republic.

Name:		Position:	
Date:		Telephone Number:	
E-mail Address:			

Pre Event Fire Safety Checklist

EVENT: \_\_\_\_\_

SAFETY OFFICER: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ITEM	ACCEPT	ACTION
Marquees (Where applicable)		
Fire certificates (to relevant BS/IS standard)		
Furnishing & fittings certificate (where applicable)		
Structural signoff certificate		
Exit widths are adequate size for capacity		
Emergency exit signage visible & working		
Escape Routes unobstructed		
Electrical Installations		
Installation certificate (ETCI)		
Generators (in public areas) fenced off		
Fire extinguishers at electrical points		
Cable runs (in public areas) covered for trip hazard prevention		
Gas/Catering		
Gas installation certificate from Gas Engineer		
Quantity of gas cylinders at unit is suitable		
Gas cylinders caged & secure		
Safety signage on cage		
First aid firefighting equipment		
Units with Gas 6m apart		
Non peripheral locations fenced at rear		
Stage ( Main & Secondary )		
Stage coverings and side sheeting to relevant BS/IS Standard		
Drapes on Stage to relevant BS/IS Standard		
Min 2 exits remote from each other (if required)		
Exits clear and unobstructed		
Limited combustible materials under stage		
First aid firefighting equipment provided		
Security/Stewards		
stewards trained in fire safety appointed		
Regular patrols/observations arranged (if tents/marquees)		
p.t.o.		

Marlay Park Concerts & Longitude 2018  
Appendix 8 – Pre -Event Fire Safety Checklist

Site overall		
No fuels stored in public accessible areas		
No gas cylinders stored in public accessible areas		
Access for fire appliances checked		
Emergency exits checked ongoing		
NOTES:		

Signed:

Print Name:

This checklist is NOT exhaustive and does not limit the extent of the duties of the Safety Officer.



## **TERMS & CONDITIONS OF ENTRY 2018**

### **GENERAL-**

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

### **REFUNDS -**

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

### **AGE POLICY -**

- a) Under 16's accompanied by an adult. No unaccompanied under 16's are allowed on site.
- b) Under 16's must be accompanied by a ticket holding adult, parent or guardian who is over 18 years old.
- c) Children under 5 (4 years and under) do not need a ticket to the event but must be accompanied by a ticket holding parent or guardian over 18 years old.
- d) You must be able to prove your age with valid identification if requested, failure to do so may result in being refused admission.
- e) Food and Drink will be available for purchase at the Event. We will be operating the Challenge 21 Policy for all alcohol sales on site.
- f) It is illegal for a person over 18 to purchase alcohol on behalf of someone under 18.

### **TICKETS AND WRISTBANDS -**

- a) Tickets/wristbands are non-transferable and only valid when purchased from official agents of the Promoter.
- b) Tickets/wristbands purchased from unauthorised sources will be rendered invalid and refused admission.
- c) There is no re-admission on a Day Ticket. Once on site you cannot leave and re-enter.
- d) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to event).
- e) The Promoter will not issue duplicate tickets for lost or stolen tickets/wristbands.
- f) Tickets cannot be used as part of any marketing, media or sales promotion, without the prior written consent of the Promoter.
- g) If you have obtained this ticket in breach of these Terms and/or if you breach any of these Terms, the ticket will be void and all the rights conferred on you will be void. If you seek to gain entry on a void ticket then we reserve the right to refuse you entry or eject you from the event and you might be liable to legal action for trespass. Void tickets are non-refundable.
- h) The ticket holder is responsible for their ticket prior to entering the event until it is exchanged for a wristband and then responsible for their wristband for the duration of the event.
- i) Tickets for this event have a unique barcode which will be scanned on entry and if found to be duplicated, either in error or for fraudulent gain, only the first instance of the ticket scanned will be admitted regardless of original ownership. Customers may be prosecuted if found to have deliberately duplicated and resold tickets for fraudulent gain.
- j) Wristbands are only valid for entry on the days specified and will not be replaced if removed before the end of the last day of the event.
- k) Wristbands are not transferable and cannot be used by different people on different days.
- l) All tickets and wristbands remain the property of the Promoter until 12pm the day after the last day of the concert.

### **SECURITY**

- a) The Promoter reserves the right to evict a customer or refuse admission, without a refund. Please see the Eviction Policy on the event website.
- b) If you are perceived to be intoxicated, abusive or displaying threatening behaviour, you will be refused entry into the event, even if you hold a valid ticket/wristband.
- c) You may be body and/or bag searched at the entrances, on the site or when leaving. Any person who refuses to be searched by a steward or other person acting on behalf of the Promoter will be refused admission or ejected from site.
- d) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, will be confiscated.
- e) Any person carrying illegal items or carrying out illegal activity will be given to the An Garda Síochána and refused entry.
- f) Anti-social behaviour may lead to eviction. Please act responsibly.

### **DAMAGE/LOSSES**

- a) The promoter is unable to accept any liability for personal or property damages, losses (including confiscations) or injuries sustained at this event - other than caused as a result of our negligence. Any personal property brought to the event is at your own risk.
- b) We may prosecute you if you cause damage to the Venue, the venue's infrastructure, or cause harm to any other person at the Event and/or Venue.

### **BANNED ITEMS**

- a) **The following items may not be brought into the venue** – Smoke & Gas canisters, aerosols over 250ml, airhorns, fireworks, flares, glass, illegal / unidentifiable substances, drugs, 'legal highs', laser equipment/pens, megaphones, nitrous oxide & any associated equipment, sky or 'Chinese' lanterns, sound systems, drones, spray cans, unofficial tabards/high viz jackets, cans, umbrellas, generators and camping equipment. All items will be confiscated.
- b) Bags and / or backpacks larger than A4 will not be permitted into the venue. There are no storage facilities on site.
- c) No drink or alcohol can be brought into the event, with the exception of sealed soft drinks bottles (up to 500ml per person).
- d) Excessive amounts of cigarettes. Only bring enough for personal consumption.
- e) Anyone resisting the confiscation of disallowed items or disregarding these conditions will face eviction.
- f) Unauthorised professional photography or use of professional recording equipment is prohibited and zoom lenses, audio visual or cinematographic devices will not be permitted on site.

### **FIRE AND SAFETY**

- a) Fires are not permitted anywhere onsite. Anyone involved with starting a fire or throwing anything onto a fire will be evicted from site.
- b) Smoking (including e - cigarettes) is not permitted in enclosed public spaces or buildings, including any tents, Arena big tops etc.
- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, lasers, smoke machines, strobe lighting/special effects may take place during some performances.
- e) The use of drones or similar equipment for any reason is strictly forbidden onsite.
- f) The Event is outdoors. You are strongly advised to bring appropriate clothing and footwear to protect against potential inclement weather.

### **HOUSEKEEPING**

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

### **INFORMATION & NOTIFICATION –**

- a) For ticketing enquiries please contact [www.ticketmaster.ie](http://www.ticketmaster.ie).
- b) For disabled access ticketing enquiries please contact ticketmaster on +353 (0) 818 903001 (Ireland/ Republic of Ireland), +353 (0) 333 321 9996 (Northern Ireland & UK) or +353 (0) 818 903001 (International)
- c) For disabled access enquiries please contact – [access@festivalrepublic.com](mailto:access@festivalrepublic.com)
- d) The event website is [www.longitude.ie](http://www.longitude.ie) for further information.

**MARLAY PARK CONCERTS**  
**TERMS & CONDITIONS OF ENTRY 2018**

**GENERAL-**

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

**REFUNDS -**

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

**AGE POLICY – 8<sup>th</sup> and 12<sup>th</sup> July**

- a) No unaccompanied under 16's are allowed on site.
- b) Under 16's must be accompanied by a ticket holding adult, parent or guardian who is over 25 years old.
- c) Children under 5 (4 years and under) do not need a ticket to the event but must be accompanied by a ticket holding parent or guardian over 25 years old.
- d) You must be able to prove your age with valid identification if requested, failure to do so may result in being refused admission.
- e) Food and Drink will be available for purchase at the Event. We will be operating the Challenge 21 Policy for all alcohol sales on site.
- f) It is illegal for a person over 18 to purchase alcohol on behalf of someone under 18.

**TICKETS AND WRISTBANDS -**

- a) Tickets are non-transferable and only valid when purchased from official agents of the Promoter.
- b) Tickets purchased from unauthorised sources will be rendered invalid and refused admission.
- c) There is no re-admission to this event. Once on site you cannot leave and re-enter.
- d) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to event).
- e) The Promoter will not issue duplicate tickets for lost or stolen tickets.
- f) Tickets cannot be used as part of any marketing, media or sales promotion, without the prior written consent of the Promoter.
- g) If you have obtained this ticket in breach of these Terms and/or if you breach any of these Terms, the ticket will be void and all the rights conferred on you will be void. If you seek to gain entry on a void ticket then we reserve the right to refuse you entry or eject you from the event and you might be liable to legal action for trespass. Void tickets are non-refundable.
- h) The ticket holder is responsible for their ticket prior to entering the event. Tickets must be retained at all times during the event.
- i) Tickets for this event have a unique barcode which will be scanned on entry and if found to be duplicated, either in error or for fraudulent gain, only the first instance of the ticket scanned will be admitted regardless of original ownership. Customers may be prosecuted if found to have deliberately duplicated and resold tickets for fraudulent gain.
- j) All tickets remain the property of the Promoter until 12pm the day after the last day of the concert.

**SECURITY**

- a) The Promoter reserves the right to evict a customer or refuse admission, without a refund. Please see the Eviction Policy on the event website.
- b) If you are perceived to be intoxicated, abusive or displaying threatening behaviour, you will be refused entry into the event, even if you hold a valid ticket/wristband.
- c) You may be body and/or bag searched at the entrances, on the site or when leaving. Any person who refuses to be searched by a steward or other person acting on behalf of the Promoter will be refused admission or ejected from site.
- d) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, will be confiscated.
- e) Any person carrying illegal items or carrying out illegal activity will be given to the An Garda Síochána and refused entry.
- f) Anti-social behaviour may lead to eviction. Please act responsibly.

**DAMAGE/LOSSES**

- a) The promoter is unable to accept any liability for personal or property damages, losses (including confiscations) or injuries sustained at this event - other than caused as a result of our negligence. Any personal property brought to the event is at your own risk.
- b) We may prosecute you if you cause damage to the Venue, the venue's infrastructure, or cause harm to any other person at the Event and/or Venue.

**BANNED ITEMS**

- a) **The following items may not be brought into the venue** – Smoke & Gas canisters, aerosols over 250ml, airhorns, fireworks, flares, glass, illegal / unidentifiable substances, drugs, 'legal highs', laser equipment/pens, megaphones, nitrous oxide & any associated equipment, sky or 'Chinese' lanterns, sound systems, drones, spray cans, unofficial tabards/high viz jackets, cans, umbrellas, generators and camping equipment. All items will be confiscated.
- b) Bags and / or backpacks larger than A4 will not be permitted into the venue. There are no storage facilities on site.
- c) No drink or alcohol can be brought into the event, with the exception of sealed soft drinks bottles (up to 500ml per person).
- d) Excessive amounts of cigarettes. Only bring enough for personal consumption.
- e) Anyone resisting the confiscation of disallowed items or disregarding these conditions will face eviction.
- f) Unauthorised professional photography or use of professional recording equipment is prohibited and zoom lenses, audio visual or cinematographic devices will not be permitted on site.

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- c) Excessive exposure to loud music may cause damage to your hearing.
- d) Pyrotechnics, lasers, smoke machines, strobe lighting/special effects may take place during some performances.
- e) The use of drones or similar equipment for any reason is strictly forbidden onsite.
- f) The Event is outdoors. You are strongly advised to bring appropriate clothing and footwear to protect against potential inclement weather.

**HOUSEKEEPING**

- a) Please use the bins and recycling points provided on and off site.
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- c) For disabled access enquiries please contact – [access@festivalrepublic.com](mailto:access@festivalrepublic.com)
- d) For non ticket related enquiries contact – [enquiries@festivalrepublic.com](mailto:enquiries@festivalrepublic.com)

## **SANITATION AND WASTE MANAGEMENT STRATEGY**

### **SANITATION**

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 Marlay Park Concerts and Longitude Festival 2018. 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.

#### **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.

#### **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.
- 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.

#### **Additional Facilities**

Additional toilet facilities will be provided in the following areas:

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

### **Hand Sanitizer Stations**

We will install sanitizer stations at each of the toilet blocks. The sanitizer units throughout the site will be refilled regularly.

## **WASTE MANAGEMENT**

### **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.

The plan provides management of the risks associated with waste accumulation, collection and final disposal with the aim of ensuring;

- that waste does not affect the use of the site before or during the show by blocking emergency access routes or hampering with movement around site, or marring customers enjoyment at the events.
- that waste does not build up causing fire or trip hazards to staff and attendees and does not attract insects or vermin.
- that the contractor is briefed that waste should be collected and removed from the site in all weather conditions.
- that the site is returned to its previous condition as quickly as possible.

### **Waste Management – Event Arena**

#### ***In the Arena***

Within the arena will be:

- Main Stage
- Food Trader units
- Merchandise tents
- Toilet blocks
- Bars

There will also be:

- Production area (offices, and toilets)
- Dressing room area (crew dining tent, dressing rooms, toilets)

### **Waste Streams & Bin Placement**

- Waste types entering the Arena will be tightly controlled at the Entrance point. Spectators will be limited to entering the arena with a 500ml plastic soft drinks bottle; all other food or drinks are to be placed into the confiscation bins, prior to entering the arena.
- Festival Republic has limited traders on acceptable packaging used. Strictly no glass bottles/glasses will be allowed, all cups, food containers, napkins etc are compostable, along with food waste. Traders will dispose of waste generated into 3 bins (recyclables, residual & compostable waste streams). Traders' bins will be positioned behind each trader's unit, and serviced throughout the event by the allocated waste teams.
- Bins are to be placed in public areas around the food concessions, and other locations such as public toilets, bars.
- Body spillage kits and clinical waste containers will be positioned outside First Aid stations.

Cleansing in the arena will take place throughout the event where this is possible. During the event

this will take the form of litter picking of discarded waste which will be placed into sacks. Once full our cleaners will carry these bags to the waste compound.

Cleansing of the production & facilities areas will also take place throughout the event as necessary.

**Clinical & Other Waste Streams**

Clinical and other medical waste containers will be provided.

**Steps to Remove Litter Throughout the Event**

Dedicated staff will operate throughout the site ensuring litter build up at the arena entrance and exit is maintained at a safe level for the patrons and focused on the servicing of the bins and removal of waste to dedicated compounds. Litter picking will be carried out continuously throughout the duration of the event. All waste removed from site will be taken to an approved facility.

**Steps to Prevent Litter from Being Dropped Offsite**

No authorised flyers or leaflets will be distributed in connection with the festival in the local area.



## **NOISE MANAGEMENT PLAN**

### **NOISE MONITORING**

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.

We will ensure compliance with the MNL (music noise level) level agreed through consultation with Dun Laoghaire Rathdown County Council.

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 the Marlay Park Concerts and Longitude Festival the event sound consultant will liaise with officers of Dun 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

### **EVALUATION**

A report including noise monitoring results carried out for the event in relation to the same, will be completed. 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.

# **OPERATIONAL MANAGEMENT PLAN**

## **KEY RESPONSIBILITIES**

### **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; conducting a post event meeting and preparing a debrief report.

### **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 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 on-site inductions and onsite liaison with contractors;
- Evaluate the efficiency of structural and safety arrangements during the event;
- 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.
- Advise and assist with crowd management and public safety issues.

### **Event Manager**

- The planning and delivery of the event via the Production / Licensing Co-ordinator / Offices and contractors.
- Acting as liaison between Marlay Park Concerts / Longitude Festival and Local Authority/ Emergency Services.
- Compliance with licence conditions.

### **Security / Co-ordinator**

- To oversee and co-ordinate the security of offsite, site perimeter, arena, stage and bar security operations
- To liaise with An Garda Síochána in the case of any crime investigation and to co-ordinate assistance in any crime investigation via onsite staff.

### **Site Manager**

- To be responsible for overseeing site preparation prior to event, including the erection of all structures.
- To ensure that the site is organised so that work is carried out with the minimum risk after proper assessment of all factors.
- To ensure that the site is designed with the minimum of risk to attendees after the proper assessment of all factors.

## **Licensing Co-ordinator**

- The submission of information to the relevant agencies.

## **STAFF LIST - Subject to change**

The below list is still to be finalised, any revisions to the below will be circulated to statutory agencies prior to the event along with contact details for key personnel.

Event Controller	Ian Donaldson
Deputy Event Controller	Ange Goliger, Dave Steel, Nicky Hodgson
Event Manager	Ange Goliger
Event Safety Co-ordinator	David Slattery - MSA
Security Co-ordinator	Colin Brown
Deputy Security Co-ordinator	Liam Hogan
Medical Co-ordinator	Tom Giffney – Code Blue
Site Medical Officer	Ronan More O' Ferral – Code Blue
Site Manager	Frank McDaid
Production Co-ordinator	Zarr Samad
Licensing Co-ordinator	Sarah Cox
Security Contractor	Specialized Security, Eventsec Ltd, 1 Plus
Technical Production Manager	Spike Beecham
Backstage Manager	Lisa O' Riordan
Noise Consultant	Aria Acoustics
Bars	Event Bars & Catering (Facilities MGT Ireland) Ltd

## **DRAFT TRAFFIC MANAGEMENT**

### **TRAFFIC MANAGEMENT PLAN (TMP)**

The Traffic Management Plan (TMP) below has been drawn up for Longitude 2018. 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 car parking will be permitted along the Grange Road, Whitechurch Road, 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.

As with 2017 events, the 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.

### **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.

**MARLAY PARK CONCERTS**  
**LONGITUDE**  
**2018**  
**WATER SAFETY PLAN**

**WATER CONTRACTOR**

A competent and experienced contractor will be appointed as the onsite water contractor for Marlay Park Concerts and Longitude 2018.

A Water Supply Manual (plumbers manual) will form part of the contract between us and the provider. This manual will outline the minimum standards and procedures that we require during the installation and maintenance of the water system.

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**WATER DISTRIBUTION NETWORK**

The infrastructure and management of the water supply including water storage tanks will be installed, maintained and managed in accordance with the Water Supply Manual. The manual is designed to ensure that the water supply is wholesome and the hygiene of the distribution network is maintained for the period of supply.

There will be a minimum of 1 drinking water tap per 1000 people onsite, as per the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996. Therefore at least 30 drinking water taps will be provided. The public water points are located in close proximity to the toilet blocks, as drawn on the site plan.

Designated water points will also be provided for use by traders. These will have non return valves.

**Water storage capacity on site (Emergency Back Up)**

There will be one 1,000L storage tank, and one 25,000L storage tank located onsite. The 1,000L storage tank will be located behind crew catering, and the 25,000L storage tank will be located in the production area stage left of the main stage. These tanks are used throughout; however they are continuously refilled. They are connected to the mains water supply, using the water hydrants onsite and are filled using a ball cock system. These tanks, pipe work and connections will all be superchlorinated and flushed prior to use.

**Contingency Water Plan**

In the event that the mains water supply becomes contaminated then the use of that source will be suspended and the contingency supply implemented. The contractor will have a 25,000L potable water tanker on standby with TBC. The filling location would be nominated following consultation with Dun Laoghaire- Rathdown County Council and Irish Water, and will be verified as potable prior to use.

In addition to the tanker noted above Newsrail our onsite concessions management company would have access to additional supplies of bottled water.

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**WATER SOURCES**

The water supply will come from the Main public water supply via the fire hydrants. There will be a number of distribution systems feeding off these. A water distribution map will be drawn up prior to the event.

Non return valves will also be fitted where any connections are made. Non return valves will be fitted to all tap locations as shown in the water supply manual.

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## **STERILISATION, CLEANING AND INSTALLATION**

### **Superchlorination**

This will be carried out in accordance with procedures outlined in the Festival Republic water supply installation manual to ensure that contact times between chlorinated water and infrastructure surfaces are not less than those outlined. Superchlorination of the system will take place and the system will be flushed prior to use. A log of this will be recorded at Appendix B.

### **Installation and connection of water points and water system**

All taps will be fit for purpose. 6 separate contingency taps will be superchlorinated and kept in sealed sterile bags. Should a failure result be received from a tap, this will be swapped over by the water contractor for a contingency tap.

### **Stagnancy**

To prevent stagnancy in the system during the build and prior to the full system being used trickle drains will be implemented at appropriate points to ensure satisfactory flow around the system. This measure should also prevent water temperatures increasing unacceptably.

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## **MAINTENANCE OF WATER POINTS**

### **Monitoring**

For the duration of the event, whilst the public have access to the water points, the system will be monitored by both the water contractor and the Event Safety Team: -

- To ensure the water points are kept clean and free from litter
- To clean the taps on a regular basis
- To report any leaks, blockages etc.
- To ensure that safe ground conditions are maintained around the water points

Litter bins will be placed by water points to encourage concert attendees to not put litter in the water points. The water contractor and the Event Safety Team will check that the water points are functional and will check for leaks, dirty sinks, ground conditions, dirty taps etc.

In addition all staff onsite will receive a staff handbook which will include notes on what to do should they spot a water leak (contact Production Office on Channel 1 or by telephone to let them know the exact location and nature of the leak).

### **Maintenance and remedial works**

The maintenance of the system and any remedial works taken will be logged by the water contractor. Any serious incidents such as a serious leak would be passed to Event Control immediately and the incident would be logged.



## **WATER SAMPLING PROCEDURES**

The sampling technique will be as follows:

Prior to sampling the bottles shall be pre labelled to identify the sample point and with space to fill in the time the sample was taken.

The sampler will ensure that the best possible disinfection of the sample point is achieved having regard to the high transient use of tap nozzles on tap boards and the greater potential for environmental contamination. A chlorine based disinfection method will be used for tap sterilisation. The chlorine solution shall be a 10000mg/ or 1% (w/v) chlorine solution applied using a spray bottle and /or angled nozzle wash bottle to ensure that the chlorine solution is applied to external and internal tap surfaces.

The application bottles containing the chlorine solution should be labelled 'chlorine solution' giving the dilution, stating the date of preparation and include an appropriate warning label.

**WARNING:** The chlorine solution used in this procedure is corrosive and should be handled with care and stored appropriately when transporting. Both gloves and eye protection should be worn when handling this solution. If the solution comes into contact with skin or clothing, the area should be immediately washed with copious amounts of water.

Run the tap for 30 seconds.

Clean the outside of the tap and as much of the nozzle as possible to remove any deposits of grease or dirt, with an alcohol wipe or paper towel moistened with 1% (w/v) or 10000mg/l chlorine solution or other approved anti-bacterial wipes. Where the tap has an open nozzle (no nozzle filter gauze) additional cleaning can be achieved with a clean pipe cleaner style brush which can be used to clean up the nozzle to remove debris

Run the Tap for 90 Seconds

Using the bottle containing chlorine, spray the outside of the tap and inject the inside of the tap spout (Tap nozzles on tap boards should be comprehensively sprayed to ensure that the solution gets inside the outer metal sheath). The sampler should then **wait for approximately 2 minutes** to allow enough contact time for the chlorine to work.

Run for a further 120 seconds.

The sampler must ensure that when the lid is removed from the sample bottle the lid is kept with the internal thread facing down to minimise environmental contamination of the sample. The bottle lid shall be kept in the hand and should not be placed on the floor or other non-sterile surface such as tap boards where environmental contamination is possible. The sample should be taken from a uniform flow rate of water from the tap ensuring that an air gap is left in the bottle and the lid replaced as soon the sample is taken.

The sample bottle will be placed into the clean sterilised cool box immediately. During sampling care should be taken to ensure that dirt and environmental contamination does not get into the cool box.

It is important to ensure that the sampling bottles are kept in the cool box with the lid on until it is needed for filling. The cool box must be taken to the sample point. The lid should be removed to take the bottle out when

required and immediately replaced. Following bottle filling the bottle should be replaced in the cool box immediately.

If a bottle is dropped or accidentally contaminated it should be discarded and a replacement bottle used. If a sealed bottle is dropped and cleaned it should be noted in the log.

When the samples have been taken they will be taken directly to the lab with the filled in sample submission sheet. Samples should be transported in the cool boxes with ice packs to keep the temperature low will be driven immediately to the laboratory for testing.

### **The Water Tests and Results**

The samples taken will be tested for the following

- E. Coli / total coliforms
- Enterococci

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## **SAMPLING**

### **Sampling of sources**

Sampling has been carried out of the water from the water mains to confirm that the water from that source is wholesome at delivery. These samples will be taken at least 14 days before the first event. In addition we will also take 2 samples from the system on Tuesday 3<sup>rd</sup> July 2018 and Monday 9<sup>th</sup> July. The frequency of sampling would be increased if an unsatisfactory result is received.

### **Sampling of drinking water points and distribution system**

Water samples will be collected once the of the water distribution system has been flushed. This will be a representative set of results covering the site, to demonstrate that wholesome water is being supplied at the point of use

### **Chlorine Testing**

Chlorine samples will be taken throughout the day, at the point of use locations around the site to indicate that chlorine is reaching all areas of the site.

The water contractor will be doing the chlorine testing as part of the management of the system. The results will be logged.

### **Actionable Chlorine Readings**

Actionable chlorine readings would be below 0.2 parts per million or above 1 part per million at the end user point at which point the chlorine dose would be upped or reduced respectively. The aim is for 0.5 parts per million and the Event Control will be alerted if readings are between 0 and 0.3 parts per million or above 1.0 parts per million. Chlorine results that are recorded at actionable levels will be communicated immediately.

If the chlorine levels need to be upped or reduced this would be done immediately. Tests would then be retaken at the sites where the previous readings had been actionable.

**Chlorine Sample Log**

A Chlorine Sample Log will be maintained by the water contractor. Any actions taken due to the results of chlorine sampling shall also be noted in the water log. The Chlorine test logs will be submitted following the event and 24 hours prior to the event.

**Appendix A - Chlorine Test Log**

Date \_\_\_\_\_

Taken by \_\_\_\_\_

Sample Location	Site Map Grid Reference	Date & Time	Notes	Target result (mg/l) Aiming for 0.5 (mg/l)
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1
				0.2 – 1

**NOTE: \*\*\*WE ARE AIMING FOR AT LEAST 0.5 PARTS PER MILLION. ANY TESTS RESULTS OF 0 – 0.3 OR GREATER THAN 1 MUST BE REPORTED IMMEDIATELY**

**NB:** this sheet is an example sheet for use on site. Alternative record sheets are acceptable providing the required information is recorded.

**Appendix B - Chlorination Log**

Date / Time	Location of chlorination	Notes

**Appendix C - Guide to Bacterial Results**

Bacterial Indicator parameters	Sample Results	Action to be taken
<i>Escherichia coli</i> (E. coli)	>0	<p>Immediate investigation and contingency action based on results of all samples. Local Authority to be informed of investigation and incident logged in the Water Safety Log (WSL).</p> <p>Supply should be restricted at affected locations if contamination of the water supply is suspected.</p>
Enterococci	>0	<p>Immediate investigation and contingency action based on results of all samples. Local Authority to be informed of investigation and incident logged in the WSL.</p> <p>Supply should be restricted at affected locations if contamination of the water supply is suspected.</p>
Total Coliforms (T. Coli)	1-20	No significant health risk. Likely to be sample contamination. Inform samplers and remind them of sample procedure in WSP. If multiple supply points show results in this range, the water contractor and the Event Organiser will decide whether further investigation is necessary.
Total Coliforms (T. Coli)	20-100	No significant health risk. Disinfect location, inspect distribution route to supply point check chlorine levels at point of distribution, Actions taken where identified as necessary. Actions to be logged In the WSL
Total Coliforms (T. Coli)	>100	<p>Investigation into potential causes carried out. Supply point deep cleansed and disinfected. Distribution route to the supply points inspected. Chlorine levels checked and adjusted where necessary, actions decided based on results of all samples. Local Authority notified and actions recorded in the WSL</p> <p>If the water contractor and the Event Organiser are satisfied the supply is not a risk to health it shall remain in use following cleaning.</p>

## MARLAY PARK & LONGITUDE OFFSITE STEWARDING PLAN

This is working document and as such will continue to be developed, through consultation with An Garda Síochána, Dun Laoghaire Rathdown County Council and Residents Associations.

### WHITECHURCH / TAYLORS LANE

#### Stewarding Positions:



#### 1. Whitechurch/ Taylors Lane

- To deter unauthorised parking and buses/coaches dropping off
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

### PARK AVENUE

#### Stewarding Positions:



#### 2. Park Avenue

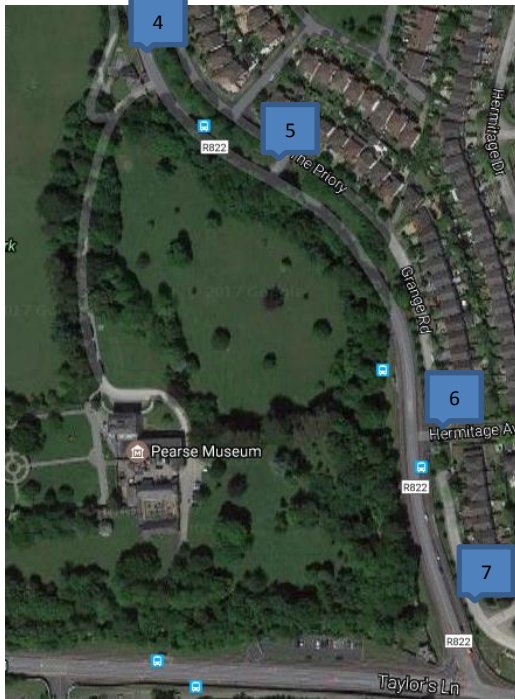
- To deter unauthorised parking and buses/coaches dropping off
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

### 3. Park Avenue / Priory Walkways

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour and littering
- Advise An Garda Síochána and Event Control of any incidents

## **THE PRIORY & HERMITAGE ESTATE**

### Stewarding Positions:



### Hermitage Alley Way



### Briefing notes:

#### 4. The Priory Vehicle Entrance 1

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### 5. The Priory Vehicle Entrance 2

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### 6. Hermitage Av

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour

- Advise An Garda Síochána and Event Control of any incidents
7. Hermitage Walkway / Grange Road
- Provide directional information to concert attendees.
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour and littering
  - Advise An Garda Síochána and Event Control of any incidents

## **EDEN ESTATE**

Stewarding Positions:-



**Marley Grange House**



### **Briefing Notes:**

8. Eden Estate Entrance
- Allow access to vehicles with residents passes only (common sense approach should be taken)
  - Restrict so far as reasonably possible pedestrian access to residents only
  - Provide directional information to concert attendees.
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents
9. Marlay Grange House
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Prevent so far as possible unauthorised entry
  - To act as a visual deterrent to persons entering private property
  - Advise An Garda Síochána and Event Control of any incidents



## MARLAY GRANGE

### Stewarding Positions:-

#### Grange Court Alleyway



#### Marlay Grange Main Entrance



### Briefing Notes:

#### 10. Grange Court Alleyway

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### 11. Marlay Grange Main Entrance

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

### Additional Notes:

Patrol teams to include Marlay Lawn and walkway from Llewellyn and Nuns walk on their routes.

## MARLEY COURT

### Stewarding Positions:



**Briefing Notes:**

12. Grange Manor Road (Barton Road Entrance)
  - Provide directional information to concert attendees.
  - Advise that access to the concerts is via Stonemasons way
  - Restrict so far as reasonably possible pedestrian access to residents only
  - Allow access to vehicles with residents passes only (common sense approach should be taken)
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents
13. Marley Av Field Pedestrian Entrance (Opposite Lorreto Park)
  - Provide directional information to concert attendees.
  - Advise that access to the concerts is via Stonemasons way
  - Restrict so far as reasonably possible pedestrian access to residents only
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents
14. Marley Ct North
  - Provide directional information to concert attendees.
  - Advise that access to the concerts is via Stonemasons way
  - Restrict so far as reasonably possible pedestrian and vehicular access to residents only
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents
15. Barton Rd Roundabout
  - Provide directional information to concert attendees.
  - Advise that access to the concerts is via Stonemasons way
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents
16. Marley Ct South
  - Provide directional information to concert attendees.
  - Advise that access to the concerts is via Stonemasons way
  - Restrict so far as reasonably possible pedestrian and vehicular access to residents only
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents
17. Dargle Valley Stonemasons Way
  - Provide directional information to concert attendees.
  - Advise that access to the concerts is via Stonemasons way
  - Restrict so far as reasonably possible pedestrian access to residents only
  - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
  - Advise An Garda Síochána and Event Control of any incidents

## **LLEWELLYN ESTATE**

### **Stewarding Positions:-**



### **Briefing Notes:**

#### **18. Llewellyn Way**

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **19. Llewellyn Park**

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **20. Llewellyn Cycle Path**

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **21. Llewellyn / Grange Wood Alleyway**

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour. Advise An Garda Síochána and Event Control of any incidents

## **GRANGE WOOD**

### **Stewarding Positions:-**



### **Briefing Notes:**

#### **22. Grange Wood Main Entrance**

- Allow access to vehicles with residents passes only
- Restrict pedestrian access to Grange Wood estate resident pass holder only.
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **23. Grange Wood / Sports Ground Bridge**

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemasons way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

### **Additional Notes:**

Patrol routes should include area along the river between Grange Wood/Elm Way and the Broadford Pitches

## **MARLEY GROVE HOUSE**

### **Briefing Notes:**

#### 24. Marley Grove House

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Prevent so far as possible unauthorised entry
- To act as a visual deterrent to persons entering private property
- Advise An Garda Síochána and Event Control of any incidents

## **HEATHER CLOSE / MARLAY WOOD**

### **Stewarding Positions:-**



### **Briefing Notes:**

#### 25. Marlay Wood / Heather Lawn

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### 26. Bradford Lawn / Stonemasons Alleyway

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

## **BROADFORD ESTATE**

### **Security Positions:-**



### **Briefing Notes:**

#### **27. Broadford Drive / Stonemasons Alleyway**

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **28. Broadford Roundabout**

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **29. Broadford Walk**

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **30. Broadford Hill Alleyway**

- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **31. Chestnut Grove**

- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

32. Broadford Drive Alleyway

- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

33. Broadford Cres Alleyway

- Provide directional information to concert attendees advising that access to the concerts is either via Stonemasons Way or Ballinteer Av only.
- Restrict so far as reasonably possible pedestrian access to residents only
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

34. Broadford Lawn

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

35. Broadford Close

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

36. Broadford Rise 1

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

37. Broadford Rise 2

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

38. Ballinteer Drive

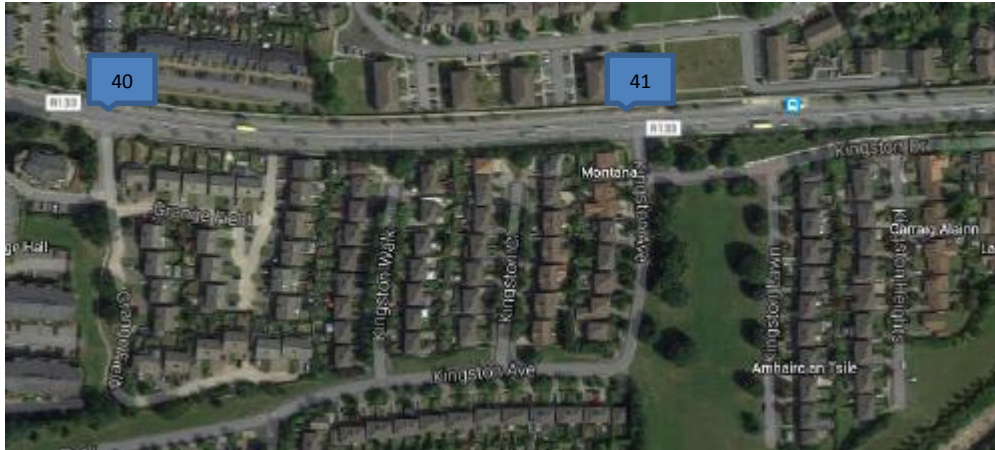
- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

39. Ballinteer Av / Grange Road (Alleyway into field)

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian access to residents only at the pedestrian walkway through the small field at Heather Park.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

**GRANGEFIELD ESTATE**

**Stewarding Positions:-**



**Briefing Notes:**

40. Grangefield

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

41. Kingston Ave

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents



## **LA TOUCHE COURT**

### **Stewarding Positions:-**



### **Briefing Notes:**

#### **42. La Touche Alleyway - Brehonfield Rd Side**

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **43. Brehonfield / Grange Road**

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **44. La Touche Court Main Entrance**

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Advise residents that the alleyways to the rear of La Touche Court are blocked off.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

## **PINE VALLEY**

### **Stewarding Positions:-**



### **Briefing Notes:**

#### **45. Pine Valley**

- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **46. Pine Valley (1-18)**

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Provide directional information to concert attendees.
- Prevent so far as possible unauthorised entry into residents gardens and drive ways
- To act as a visual deterrent
- Advise An Garda Síochána and Event Control of any incidents

#### **47. Pine Valley Playing Fields**

- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

#### **48. Pine Valley / Harold's Grange Road**

- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents and provide updates in relation to unauthorised bus/vehicle parking along Harold's Grange Road

## **GRANGE COTTAGES**

### **Stewarding Positions:**



### **Briefing Notes:**

#### 49. Grange Cottages

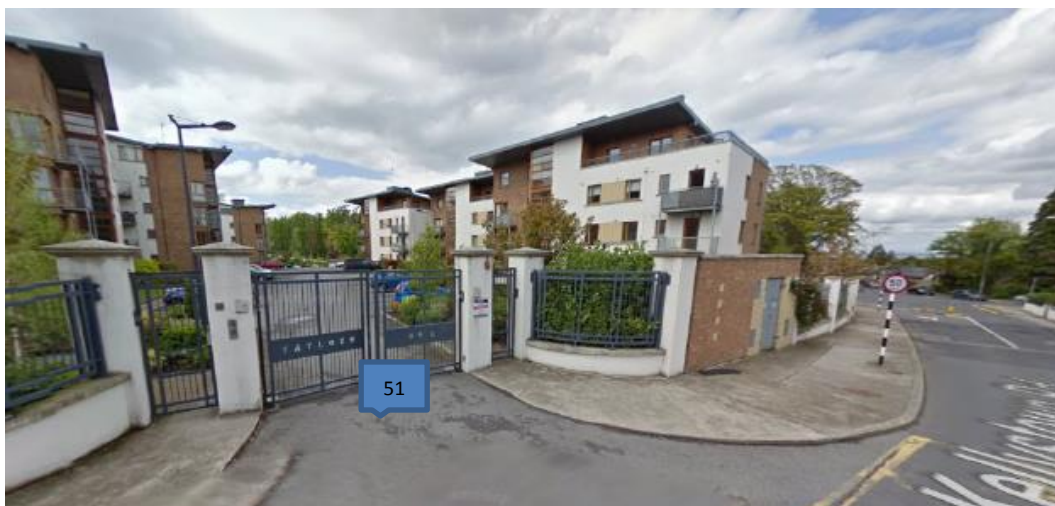
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Prevent so far as possible unauthorised entry into residents gardens and drive ways
- To act as a visual deterrent
- Advise An Garda Síochána and Event Control of any incidents

#### 50. Taylor's 3 Rock Pub

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

## **TAYLORS HILL APARTMENTS**

### **Stewarding Positions:-**



**Briefing Notes:**

51. Taylors Hill Apartments

- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents

**BREHON'S CHAIR**

**Stewarding Positions:-**



**Briefing Notes:**

52. Brehon's Chair / Marlay Nursing Home

- Provide directional information to concert attendees.
- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise An Garda Síochána and Event Control of any incidents