

EVENT MANAGEMENT PLAN

MARLAY PARK CONCERTS 2018 LONGITUDE FESTIVAL 2018

Marlay Park, Rathfarnham, Dublin 16

Draft Event Management Plan
For MCD Productions

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SECTION 1 - EVENT MANAGEMENT PLAN

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

- Event Management Structure and Responsibilities
- Event Safety Strategy
- Medical Provision and Facilities
- Site Security and Stewarding
- Traffic Management Plan
- Emergency Plans
- An environment monitoring programme for before, during and after the proposed event.
- Provision for the full clean-up of the area and for any remedial works arising from any damage caused to public property, facilities or amenities associated with the event.

SECTION 2 APPENDICES (these are currently all in draft format)

Appendix 1	Major Emergency Plan
Appendix 2	Trader Fire Risk Assessment Form
Appendix 3	Adverse Weather Plan
Appendix 4	Health and Safety Policy
Appendix 5	Health and Safety Terms and Conditions
Appendix 6	Health and Safety Contract
Appendix 7	Pre – Qualification Questionnaire (PQQ)
Appendix 8	Pre- Event Fire Safety Checklist
Appendix 9	Terms and Conditions of Entry
Appendix 10	Sanitation and Waste Management Plan
Appendix 11	Draft Noise Management Plan
Appendix 12	Operational Management Plan
Appendix 13	Draft Traffic Management Plan
Appendix 14	Water Safety Plan
Appendix 15	Offsite Stewarding Plan

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1 SUMMARY OF FESTIVAL

It is proposed that 5 events consisting of music performance will take place in Marlay Park this July. Details of the events are listed below.

The anticipated number of audience attending the events each day is 40,000.

MARLAY PARK CONCERTS

The Marlay Park Concerts 2018 will comprise of 2 single stage concerts consisting of music performance.

The proposed dates and gate opening and finishing times for the events will be as follows:

Date	Gates Opening	Finish Time
8 th July 2018	16:30hrs	23:00hrs
12 th July 2018	16:30hrs	23:00hrs

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

LONGITUDE FESTIVAL

Longitude is a 3-day multistage music festival. The proposed dates and gate opening and finishing times for the events will be as follows:

Friday 13th July 2018	Saturday 14th July 2018	Sunday 15th July 2018
Gates: 13:30hrs	Gates: 13:30hrs	Gates: 13:30hrs
Show: 14:00hrs	Show: 14:00hrs	Show: 14:00hrs
Curfew: 23:00hrs	Curfew: 23:00hrs	Curfew: 23:00hrs

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

The promoters of this event are MCD productions who have appointed Festival Republic Dublin Ltd to produce the events on their behalf.

MARLAY PARK

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

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

2 PUBLIC SAFETY

2.1 CROWD MANAGEMENT

AIMS OF THE CROWD MANAGEMENT OPERATION

The public safety objectives of the crowd management operation are: -

- To maintain a safe environment for members of the public / staff / artists working at the festival.
- To ensure only authorised ticket and pass holders gain access to the relevant areas.

- To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.
- To take necessary action to prevent and deter unauthorised fires.

ARENA ENTRANCE & SEARCH AREAS

The arena entrance and search areas will be kept completely clear of all obstacles, a queuing system will be defined by the use of crowd barrier, several lanes will be set up to speed ease of entry staffed by stewards who will do a ticket check and security who will manage the crowd and carry out searches.

The arena entrance set up has been reviewed this year and some of the changes will include:-

- Bigger entrances and search areas
- Improved signage
- Additional queuing space
- Extra security and stewarding control points
- A meeting point inside both of the entrances

The arena entrance barriers will be broken down for egress and the crowd movement can be monitored on CCTV and by security personnel. A sweep of the arena will be done by security before the arena closes to make sure that any remaining ticket holders are directed out and the arena is cleared.

STAGE / ENTERTAINMENT AREA

Pre-recorded music can be played from the stages to help keep ticket holders entertained at the opening stages of the event and between acts. The pit area at the main stage will be staffed by security with medical personnel adjacent to the main pits. The pit will be kept clear of anyone other than authorised personnel.

SECURITY / STEWARDING COMPANIES

We will contract security / stewarding companies for the build, break and event days. The security contractors used will be professional and competent operators in the field of event security. The management and staff have many years of experience at ensuring safe and secure entertainment at events.

DEPLOYMENTS

A security / stewarding schedule will be produced for the event. The areas and numbers of deployments will be detailed in this. It should be noted that the placements and numbers need some ability to be fluid to be able to react appropriately to unexpected crowd behaviour.

CO-ORDINATION OF SECURITY / STEWARDING COMPANIES

The security / stewarding companies will be co-ordinated by the Security Co-ordinator based in Event Control. It is our intention that Event Control contain event representatives which may include:

- Security Co-ordinator
- Event Controller or Deputy
- Health and Safety Coordinator
- Licensing Office Personnel
- Security Operators
- Medical Control
- Offsite Stewarding Controller
- Desks will be provided for representatives from the Local Authority + An Garda Síochána as requested

This will facilitate close and continued liaison between all the key personnel and contractors leading to a rapid co-ordination of response and redeployments, flexibility, management and supervision being maintained throughout the event.

A space will be available in or close to Event Control that can facilitate any onsite statutory agency meetings.

CROWD SWAY/SURGES

Our Security / stewarding placements, CCTV and pit spotters together with the stage barrier set up mean that we have made all reasonable endeavours to ensure that the crowd are carefully monitored and managed in all instances including any crowd sways or surges.

CROWD MOVEMENTS/EGRESS

Our security / stewarding placements, CCTV and egress spotters together with the site layout mean that we have made all reasonable endeavours to ensure that crowd movements / egress are carefully monitored and managed. There will be CCTV installed at the arena entrances to enable monitoring of crowd flows.

2.2 CAPACITY MANAGEMENT

ENTRY AND EXIT OF THE AUDIENCE / ACCESS CONTROL

Public admission to the event will be by ticket only. On entry to the site tickets will be scanned electronically which will enable the ticketing manager to calculate the number of public onsite at any given time.

The entire arena will be perimeter fenced with 'steel shield' fencing. There will be exit lanes available for attendees to vacate the site at all times, however there will be no readmission to the event.

TICKET CONTROL

Tickets will be sold via a computerised system. The tickets will carry a number of security features such as serial numbers, holograms or barcodes. The number of tickets sold will not exceed the capacity.

Should we have a situation where the event has not sold out prior to the day of the event we would sell tickets on site, to maximise the selling of the event. The computerised ticketing system would be installed in the Box Office.

MARLAY PARK CONCERTS – 8th July 2018

The arena offers over 20,000sqm of available audience viewing space. The capacity of the site is calculated on the following basis;

The audience viewing area identified on the site plan shows an area of 20,000qm @ 0.5m²/p = 40,000 which will accommodate the proposed maximum audience.

AGGREGATE EMERGENCY EXIT CAPACITY FROM THE ARENA

The emergency exit width required based on an evacuation time of 8 minutes (Code of Practice for Safety at Outdoor Pop Concerts) and a maximum occupant capacity of 40,000 persons is 46m. The actual exit width provided from the concert site is 52.5m as shown on the site plan.

Name	Width (m)	Exit Capacity
Arena Entrance	11	9,592
Exit A	5	4,360
Exit B	3.5	3,052
Exit C	13	11,336
Exit D	5	4,360
Exit E	5	4,360
Exit F	5	4,360
Exit G	5	4,360
Total	52.5	45,780

Note

- 1) Exit capacity based on an 8 minute evacuation time.*
- 2) The maximum capacity of the arena is 40,000 people which is well below the arena exit capacity.*
- 3) Exit widths will be maintained from the exit from the site to a place of safety.*

MARLAY PARK CONCERTS – 12th July 2018

The arena offers over 20,000sqm of available audience viewing space. The capacity of the site is calculated on the following basis;

- Audience viewing area = 18,500sqm @ 0.5m²/p = 37,000.
- Golden Circle viewing area = 1,500sqm @ 0.3m²/p = 5,000.

The combined viewing areas will accommodate over the proposed maximum audience of 40,000 people.

AGGREGATE EMERGENCY EXIT CAPACITY FROM THE ARENA

The emergency exit width required based on an evacuation time of 8 minutes (Code of Practice for Safety at Outdoor Pop Concerts) and a maximum occupant capacity of 40,000 persons is 46m. The actual exit width provided from the concert site is 52.5m as shown on the site plan.

Name	Width (m)	Exit Capacity
Arena Entrance	11	9,592
Exit A	5	4,360
Exit B	3.5	3,052
Exit C	13	11,336
Exit D	5	4,360
Exit E	5	4,360
Exit F	5	4,360
Exit G	5	4,360
Total	52.5	45,780

Note

- 4) Exit capacity based on an 8 minute evacuation time.
- 5) The maximum capacity of the arena is 40,000 people which is well below the arena exit capacity.
- 6) Exit widths will be maintained from the exit from the site to a place of safety.

LONGITUDE – 13th – 15th July 2018

SITE OCCUPANCY CAPACITY

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

Venue Area/ Stage No.	Net Viewing Area (m ²)	Occupant Load Factor ⁽¹⁾	Occupant Capacity (persons)
Main Stage Arena			
Main Viewing	20,000	0.5m ² /p	40,000
Stage 2	4,085	0.5m ² /p	8,170
Stage 3	526	0.5m ² /p	1052
Stage 4	380	0.5m ² /p	760
Red Bull Stage	300	0.5m ² /p	600
Maximum Proposed Occupancy			40,000

Note:

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

AGGREGATE EXIT CAPACITY FROM EVENT SITE

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

Exit	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
Grange Road Arena Entrance	11	9,592
A	5	4,360
B	5	4,360
C	5	4,360
D	3.5	3,052
E (College Road Arena Entrance)	10	4,360
F	5	4,360
G	5	4,360
H	5	4,360
I	5	4,360
	Total Exit Capacity	51,884

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

AGGREGATE EXIT CAPACITY OUTSIDE THE LONGITUDE SITE

Exit Route	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
From Grange Road Arena Entrance	7+4 (11)	9,592
From A	5	4,360
From B	5	4,360
From C	5	4,360
From D	3.5	3,052
From E (College Road Arena Entrance)	10	8,720
From F	5	4,360
From G	2	4,360
From H	4	3,488
From I	5	4,360
	Total Exit Capacity	48,396

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

TENTED VENUES EXIT CAPACITY

Tent	Egress Time (Mins)	Net Area (m)	Venue Capacity (OLF 0.5m ² /p)	Proposed Aggregate Exit Width (m)	Exit Capacity	Exit Width
Stage 2	2.5mins	4,085	8,170	42 ⁽¹⁾	6,888	8No 6m exits
Stage 3	2.5mins	526	1052	8.0 ⁽¹⁾	1,312	2No. 2m 1No. 6m 1No. 4m
Bar 2 & DJ Area	8mins	600	1200	1.5	1,308	2No. 1.5m exits
Guest Area	8min	600	1200	1.5	1,308	2No. 1.5m exits

Note:

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

EMERGENCY SCENARIOS

Emergency Scenario A: -

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

Exit	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
Grange Road Arena Entrance	11	9,592
A	5	4,360
B	5	4,360
C	5	4,360
D	3.5	3,052
E College Road Arena Entrance	10	8,720
F	5	4,360
G	5	4,360
H	5	4,360
I	5	4,360
	Total Exit Capacity	42,292

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

Emergency Scenario B: -

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

Exits Available within Stage 2	Proposed Exit Width Available	Exit Capacity (persons)	Venue Capacity	Minimum Exit Width Required
8No. 8m exits	56m (includes for discounting an exit)	9,184 person	8,170	50m

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

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

The aggregate capacity through these two exits is 13,080 persons (approx.) which is more than adequate to deal with the anticipated max capacity expected in this area of the site.

2.3 EVACUATION AND EMERGENCY ACCESS

Emergency access routes to the arena and the site will be provided. Emergency routes will be kept clear of obstructions. The Event Safety Team will be carrying out inspections throughout the event to ensure emergency routes are kept clear. Details will be logged.

EVACUATION PLANNING

Please see Major Emergency Plan in Appendix 1.

EMERGENCY EXITS AND MEANS OF ESCAPE

All exit gates and escape routes will be unlocked and manned by trained and briefed security personnel during the event to ensure they can be quickly opened if required. Following consultation with Dublin Fire Brigade, security personnel positioned on the exit gates will have undergone an Egress and Evacuation training course in advance of events to ensure competencies in case of emergency evacuation.

All emergency exit gates will be provided with relevant gate numbers / letters which are identifiable from both inside and outside the arena and will include the running man symbol, the gate numbers / letters will correspond to the site plan.

Fire exits will be provided in all enclosed structures to give access to the arena with two available from the main stages and bar counters. All signage and directional arrows within structures will also conform to the appropriate standards including S.I No. 132/1995 and BS5499-4: 2000.

Exit signs will be lit by both primary and emergency lighting. The emergency exits will be checked by the Event Safety Team on an ongoing basis. Emergency lighting will be checked by the electrical contractors on a daily basis.

2.4 ORIENTATION

EVENT SIGNAGE

All access and egress routes, sanitary accommodation, drinking water and first aid points will be adequately lit and signposted. Signs will be clear, visible and adequately illuminated at night and safety signs will conform to legislative requirements. Consideration will be given to the positioning of site signage to ensure that it does not impinge or distract from emergency signage.

2.5 FIRE SAFETY

FIRE REPORTING PROCEDURE

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

FLAMMABILITY CERTIFICATION

All floor coverings, wall coverings, curtains, drapes, fabric, and decorations in furnishings supplied and used will carry flame retardancy certification or be inherently flame retardant.

Copies of the certification will be kept in the Licensing Office.

Certifications for linings will be in English language and generally dated within the last 5 years (where practicable)

FIRE SAFETY FOR TRADERS

Traders will be positioned carefully to minimise the risk of fire. Concessions using gas fired cooking equipment will be sited at least 6m from any other unit. Concessions units using electrical powered cooking equipment are to be sited 3m away from any other unit.

The Event Safety Team and the Trader Manager will check the traders' compliance with the guidelines.

Qualified gas engineers will carry out inspections on every food trader before opening to the public. Installation of LPG on site will so far as is reasonably practicable be carried out in accordance with DFB "Guide to Gas Usage at Events".

No petrol generators will be permitted on site.

A trader fire risk assessment form must be completed by each trader. A sample of the form can be found at Appendix 2.

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

EQUIPMENT AND FIRE POINTS

Appropriate distribution of fire extinguishers will be provided for all stages, emergency exits, mixing desks and backstage areas. An adequate number of fire extinguishers, suitable to the risk and in accordance with the recommendations of IS 291 2015 and are to be manufactured to the appropriate standard such as IS EN3-7 and shall be provided throughout the venue (inc Marquees).

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

Generators will be adequately earthed and signed off by a competent and registered electrician.

A 3m metres space will be provided around generators i.e. not against buildings or other structures.

Following discussion with a registered electrician on this matter, it is deemed acceptable that generators are situated adjacent to other generators as there is the same inherent risk with both and not practicable to separate these.

Two extinguishers will be provided at generator points.

GAS CANISTERS AND AEROSOLS OVER 250ml

Gas canisters and aerosols (over 250ml) are not allowed onsite. Security will confiscate any gas canisters or aerosols found at the arena entrance.

FIRE SAFETY DURING THE LOAD IN AND LOAD OUT

Fire extinguishers will be in all areas with a generator, site offices and catering facilities when they are in use. Any LPG that is used and stored onsite during the load in and load out will be stored correctly and safely. Any pyrotechnics that are delivered during the load in will be stored correctly and safely.

PYROTECHNICS AND SPECIAL EFFECTS

We anticipate that some of these effects may be included as part of some of the acts' performances. Details will be collected in advance and reviewed by the Event Safety team. It will be a condition of contract with the operator that they are only used in compliance with the department of Justice Standards (Guidance on organised Fireworks Displays 2006), and other relevant legislation. Specific details will be supplied to Dublin Fire Brigade and consultation with them and relevant statutory agencies will take place in advance.

CERTIFICATION

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

- LPG (liquefied petroleum gas) Installation
- Electrical Installation
- Emergency Lighting
- Lining Materials
- First Aid Fire Fighting Equipment (fire extinguishers, fire blankets, etc.)
- Fireworks / Pyrotechnics
- Temporary Structures (Certified by an Independent Chartered Structural Engineer)

All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations and filling materials used in furnishings supplied and used will carry flame

retardancy certification to the relevant standards or will be inherently flame retardant. The details of all such materials will be held onsite in the Licensing Office.

EXIT AND DIRECTIONAL SIGNS

Site design and size will be consistent throughout the venue. All exits will be clearly signed as 'Exit #', will be illuminated and will include the running man symbol. All signage and directional arrows within structures will also conform to the appropriate standards including Safety, Health and Welfare at Work (General Applications) Regulations 2007. Certification stating emergency exit signage and emergency lighting has been installed in accordance with IS 3217:2013 will be provided and available for inspection in the licencing office.

All signage will be of an appropriate size. Consideration will be given to the positioning of other site signage to ensure that it does not impinge or distract from emergency signage.

2.6 STRUCTURES

STAGE AND TENT DETAILS – MARLAY PARK CONCERTS

It is our intention that the entertainment at Marlay Park Concerts will be on an outdoor stage.

It is anticipated that the main stage will be supplied by Serious Stages www.stages.co.uk

STAGE AND TENT DETAILS – LONGITUDE FESTIVAL

It is our intention that the entertainment at Longitude Festival will take place on an outdoor main stage and three stages within temporary structures.

It is anticipated that the main stage will be supplied by Serious Stages www.stages.co.uk and the remaining stages will be built by Actavo www.actavo.com

Staging provided will be designed to provide for a minimum of two exits. Such exits will be sited as far from each other as is practicable and will be sited so as to give access away from the audience. The exits will be kept clear from obstruction by equipment and cables etc at all times by security personnel.

It will be a condition of contract that all contractors will sign a completion certificate relating to their structure. The Event Safety Team will ensure that the completion certificates for all temporary structures are signed off prior to the public being allowed on site. Copies of the completion certificates for all temporary structures will be kept in the Licensing Office.

All temporary structures will be designed to possess adequate strength and stability for their use. Handrails will be provided for any stairways and will be considered for other areas such as ramps. Measures will be taken so the ramps are slip resistant. The temporary structures will be erected by competent contractors in accordance with their submitted plans.

SUBMISSION OF INFORMATION

Festival Republic will obtain documents, plans and calculations relating to the stages and other temporary structures where relevant, as well as their risk assessments and safety method statements.

BARRIERS

At Marlay Park Concerts and Longitude Festival a variety of barriers will be used in strategic places. Heavy duty crush barriers will be used to protect front of house towers, speaker stacks, marquee poles etc and that crowd channelling barriers will be used in areas such as the Arena Entrance to separate the crowd into lanes. The Arena Entrance barrier lanes will be reconfigured in time for egress.

Front of Stage Barrier will be erected at the main stage using MOJO style barrier, and will be designed and developed in consultation with the promoter and safety personnel. They will be built using the guidance from the Institute of Structural Engineers' guidelines. The front of stage barrier can withstand 5kN per square metre of pressure exerting at right angles at a height of 1.2m. The technical and safety information for the front of stage barrier can be supplied to relevant statutory agencies if required.

ADVERSE WEATHER PLAN

An adverse weather plan will be in place throughout the event and it will incorporate information from and for all relevant contractors. It will include and outline of actions to be taken at specific wind speed trigger points. The Event Safety Team will check that periodic wind measurements are taken throughout the event.

Please see Adverse Weather Plan in Appendix 3.

BRIDGES

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

2.7 LIGHTING

All access/exit ways leading to and from the site, gates out onto the road, car parks, toilet blocks and first aid points will be illuminated by the provision of suitable lighting systems. Sufficient portable lighting equipment will be available to address any areas of inadequate lighting on the approaches to the event site.

A lighting test will be carried out prior to the event, relevant statutory agencies that wish to attend will be welcome.

2.8 ELECTRICS

A temporary electrical system will be set up on site using temporary generators and wiring systems. All work will be carried out by competent and experienced electrical contractors. All works will be completed in accordance with the relevant standards.

Emergency lighting will be provided on all arena and tent exits and other key areas around the site and will have a separate power supply to the primary lighting supply. Lighting will be provided in all marquees.

As a condition of contract between traders and ourselves, their electrical power supply will be supplied and managed by our onsite electrical contractor.

A completion certificate will be issued by the electrical contractor and will be kept onsite in the Licensing Office. Test certificates will be issued for the electrical system and again will be kept onsite in the licensing office.

2.9 VEHICLES AND PLANT SAFETY

Festival Republic will give instruction to all staff, contractors and traders on vehicles and vehicle movement during the build, break and event stages through the Site Rules and inductions. The use of buggies on the site and backstage will be limited to essential use and will be controlled in the interest of the safety of staff, attendees and visitors to the area.

Only fully certificated workers will be permitted to use the plant supplied. Their certification will be checked at the Production Office before keys are distributed. Any drivers found driving carelessly, dangerously or without a Banksman (when required) will be disciplined and may be fined.

2.10 MEDICAL PROVISION & FACILITIES

MEDICAL PROVISION

Festival Republic will provide a comprehensive on site medical provision to diminish the strain on local resources. The level of provision will be carefully planned in order to cover the levels recommended for the size and nature of the event. It is our intention that all onsite medical provision will be provided by Code Blue.

MEDICAL OPERATIONAL PLAN

A detailed medical operational plan will be provided to and agreed with the HSE. This will be included as part of the Final Event Management plan.

ONSITE FACILITIES

The following medical facilities will be provided onsite:

Medical Control

Main Medical Centre

Main Stage pit area

Stage 2 Arena First Aid Point (Longitude only)

Ambulance parking locations

ROLE OF THE MEDICAL CO-ORDINATOR

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

SITE MEDICAL OFFICER

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

- Report to the Event Controller/ Deputy and safety officers
- Co-ordination with the Event Medical Co-ordinator regarding the treatment and discharge/transfer of patients.
- Overall clinical responsibility for the patients
- Review all patients prior to transfer off site.
- Be present on site at least an hour before the gates open to public and
- Remain on site until such a time as medical operations are stood down.
- Know the location and staffing arrangements of the First Aid Posts and the medical centre, and details of ambulance cover.
- Be easily identifiable in a high visibility tabard or jacket
- Be available by radio at all times & ensure any movements are made known to medical control
- Liaise closely with the medical co-ordinator, HSE EMO, and the voluntary agencies if required.
- Act as the medical incident officer in the occurrence of a major emergency

VOLUNTARY ORGANISATIONS

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

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

BUILD-UP AND BREAKDOWN

Outside of the hours of onsite cover any incidents on site will be dealt with by the assigned First Aider, or transferred to hospital if necessary.

LOCATION

It is our intention that the main Medical Tent will be located in the Arena. There will also be a First Aid Post behind the stage. There will be a first aid presence at the stage, an additional first aid post in the Arena. There will be a medical response to the car parks, queues whenever the site is open to ticket holders.

DOCUMENTATION

A log will be kept of all actions and decisions made by the onsite medical provision. This will be held confidentially by the provider.

MEDICAL, AMBULANCE AND FIRST-AID PROVISION

When determining the resourcing levels, consideration will be given to the Health Service Executive Requirements. The medical resourcing levels will be agreed following consultation with the HSE, and a detailed operational plan will be included in the Final Event Management Plan.

2.11 ALCOHOL

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

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

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

Security Personnel will be provided to:

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

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

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

An Alcohol Management Plan will be included in the Final Event Management Plan.

2.12 FACILITIES FOR DISABLED TICKET HOLDERS

Festival Republic will arrange for special provisions for disabled persons, including car parking, sanitation facilities and viewing areas where appropriate.

There will be a disabled viewing platform and toilets at the main stage and stage 2 (Longitude only). Disabled ticket holders, who need to be accompanied by a carer, will be entitled to bring their carer who will be given free entry into the event. Information will be

sent out in advance to all disabled ticket holders who request it so that they have advance notification about the various facilities on offer to them. Contact details will be provided for disabled ticket holders to get more information.

2.13 – 2.16 HEALTH AND SAFETY

We are fully committed to safe working practices and a copy of our Health and Safety Contract, Health and Safety Policy and Health and Safety Terms and Conditions are included in the following appendices.

Appendix 4 – Health and Safety Policy
Appendix 5 – Health and Safety Terms and Conditions
Appendix 6 – Health and Safety Contract
Appendix 7 – Pre – Qualification Questionnaire

We will comply with all relevant health and safety legislation. The Health and Safety documents contain full details of our working practices and procedures.

All phases of the event including the load in, the event itself and the load out will be given equal status as far as health and safety are concerned. All contractors are required to sign our Health and Safety Contract and comply with our Health and Safety Terms and Conditions before their contract is considered binding. All contractors supply their own method statements and risk assessments.

All contractors and visitors to site will be required to complete the H&S induction with our Event Safety Team before commencing work on site. Work on site will be monitored by the Site Manager and the Event Safety Team and safety inspections will take place regularly.

2.13 INTERNAL CHECKLISTS AND INSPECTIONS

Regular and ongoing inspections of structural and health and safety issues, emergency exits, the arena entrance and egress, emergency lighting, emergency access lanes, stair and ramp guards where appropriate, trip hazards, décor, lights, sound systems, curtains, drapes, furnishings, fabrics, floor surfaces, sanitary facilities, drinking water, stage safety, fire points, traders and general housekeeping will be carried out by the Event Safety Team or other key personnel.

Routine maintenance checks will be carried out by the appropriate contractors.

Visual safety checks will be conducted by staff prior to using any equipment or plant. Regular checks of plant will be conducted by the Site Manager or the Event Safety Team. Checks of emergency access lanes will be carried out on a regular basis. The Event Safety Coordinator or a nominated representative will carry out an inspection of the arena prior to opening each day and ongoing inspections of the site.

Prior to opening the site, the Event Safety Team will complete a Pre Event Fire Safety Checklist. This will be available for inspection by agencies in the Licensing Office.

A copy of the Pre- Event Fire Safety Checklist is included in Appendix 8.

Contractors, sponsors and staff employed on the site will be provided with detailed health and safety information via the health and safety documentation in advance of the build.

2.14 ACCIDENT AND INCIDENT REPORTING

The location of the accident book will be notified to all employees. All accidents and near miss incidents must be reported and it is a condition of contract with all contractors and staff that they must report any accidents and near miss incidents immediately. Festival Republic and the Event Safety Team will be notified and appropriate preventative action will be taken. All near misses and accidents will be recorded in the accident book and any serious incidents or dangerous occurrences will require an Incident Report Form to be submitted to the HSA.

In the event of a serious incident or dangerous occurrence, materials and equipment will be left undisturbed, providing they do not create a hazard. Festival Republic and the Event Safety Team will be contacted immediately and an investigation will be started. The accident book will be available onsite for inspection at any time.

2.15 COMPETENCIES OF DIRECTLY EMPLOYED STAFF

All directly employed staff will be informed of safety measures taken to control risks during work. Hazards will be identified, and where possible removed. Where it is not possible to remove the hazard, the hazard will be controlled. Safety information will be given during the briefing. All employees will be expected to perform their task in accordance with the information and briefing provided with due regard for their own health and safety and that of others affected by their tasks.

2.16 COMPETENCIES OF CONTRACTORS' AND SUB-CONTRACTORS'

All contractors and sub contractors will be instructed to inform their staff of safety measures taken to control risks during work. They will be instructed to identify hazards and where possible remove them. Where it is not possible to remove the hazard, the hazard must be controlled. All employees of contractors and sub contractors will be expected to perform their task in accordance with the information, briefing and training provided with due regard for their own health and safety and that of others affected by their tasks.

3 SECURITY

3.1 AN GARDA SÍOCHANA

Regular meetings will be welcomed with An Garda Síochána to facilitate the liaison and co-operation during the planning, the event itself and post event for the debrief. An Garda Síochána will be notified at the earliest opportunity in the case of any relevant incidents.

3.2 SECURITY AND STEWARDS

SECURITY AIMS AND OBJECTIVES

The aims and objectives of the security plan in relation to crime and disorder are:-

- To prevent and deter incidents of crime.
- To deal positively and proportionately with any incidents of disorder / anti-social behaviour.
- To provide an eviction service from site.
- To ensure the security of onsite infrastructure, bars, stages etc.

SECURITY STRATEGY

The key objectives of our security strategy will be: -

- Strong liaison with An Garda Síochána to facilitate intelligence sharing and mutual support.
- The interaction of security staff at an early stage with ticket holders in a positive and friendly manner.
- The use of response units to react quickly to reports of incidents.
- The eviction of persons attempting to cause problems or stirring up large groups of people to behave in an anti-social manner.
- The use of a co-ordinated approach with strong management from the Security Co-ordinator.

3.3 LOST PROPERTY

Lost Property will be handed to An Garda Síochána in the Lost Property Tent onsite. There will be an email address for the public to contact should they have any lost items.

3.4 DRUGS POLICY

The policy on drugs is based on three core messages:

- Prevention
- Drug dealers and users
- Welfare and treatment

Marlay Park Concerts and Longitude Festival does not condone the use of, or the dealing in, illegal drugs on site. There are a number of platforms that will be utilised in order to get the message out. Signage at the entrances will state "You may be body and/or bag searched at the entrance (Bag size restrictions in place). This may include the use of handheld metal detectors. Any item(s), which may reasonably be considered for use as a weapon, or which may cause danger or disruption to any other persons at the event, will be confiscated. Persons suspected of carrying items that may be used in an offensive or dangerous manner, or carrying out illegal activities within the arena or other parts of the site may be searched. Do not bring drugs including legal highs to the event, you will be rejected/evicted from the event and handed over to An Garda Síochána if found in possession."

3.5 CCTV

The CCTV will be recorded continuously and security staff will be on duty throughout the event and the CCTV will be monitored.

The event camera footage will be kept by us for 12 months (unless subject to ongoing investigations in which case it will be kept until no longer required). A copy of the event CCTV will be provided to An Garda Síochána following the event.

3.6 SEARCHING AND CONFISCATIONS

Searching will take place at the arena entrance for items that are prohibited onsite. The conditions of entry state that searching will be carried out and there will be signage with this message at all the entrances.

The Terms and Conditions of Entry are included in Appendix 9.

Glass will not be allowed in the arena and all reasonable efforts will be made to enforce this policy through searches and confiscations. Bins will be located at the arena entrance for disposal.

4 ENVIRONMENTAL

4.1 SANITARY FACILITIES

Please see Sanitation and Waste Management Strategy included in Appendix 10.

4.2 DRINKING WATER

Sufficient drinking water points will be placed around the site for adequate supply of potable and wholesome drinking water for ticket holders throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water. The water systems will be installed by competent contractors. Installations will be cleaned, sterilised and free from debris prior to connection to any mains or tanked water supply.

The water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitation of the points and checks for leaks, damages, flooding or blockages.

Sufficient sanitary accommodation units and hand sanitation units will be placed in suitable locations around the event site for the provision of sanitary for ticketholders throughout the event. This will be in accordance with guidance laid out in the relevant legislation or guidance. Sanitary accommodation units will be regularly emptied throughout the event by a competent licensed contractor.

Please see Appendix 14 for the Water Safety Plan.

4.3 NOISE

A Draft Noise Management Plan has been included in in Appendix 11. A Final Noise Management Plan will be included in the Final Event Management Plan.

4.4 LITTER

Please see Appendix 10 for the Sanitation and Waste Management Plan.

4.5 LIAISON WITH LOCAL RESIDENTS

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

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

These include:-

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

RESIDENTS HOTLINE

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

It is proposed that this facility will be operational from 11:00 – 00:30hrs on each of the event days.

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

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

4.6 TRADERS

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

CO-ORDINATION OF PUBLIC FOOD TRADERS

It is our intention that all food traders for ticket holders will be co-ordinated by: Newsrail Ltd. All details for food traders will be collected and will be held by Newsrail Ltd.

4.7 ENVIRONMENTAL IMPACT & MONITORING

Monitoring of the environmental impact of the event will be on-going, with particular consideration to the following:

- Disposal and build-up of litter
- Standards of sanitary facilities
- Noise levels
- Crowd build up outside of the venue
- Traffic congestion and unauthorised parking
- Where necessary track way will be utilised to minimise damage to the ground
- Festival Republic will engage a suitably qualified grounds manager to coordinate/manage the set-up & take-down to ensure minimal impact to the grounds.
- Prior to the commencement of building the bridges across the waterways Festival Republic will agree the positioning with Dun Laoghaire Rathdown parks department, giving consideration to the flora and fauna.

REMOVAL OF TEMPORARY STRUCTURES

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

CLEAN UP

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

DAMAGE TO PROPERTY OR AMENITIES

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

5 MANAGEMENT STRUCTURE

Please see Appendix 12 for Operational Management Plan.

6 COMMUNICATIONS

6.1 RADIO SYSTEMS

Key staff will be issued with an event radio, contact list and instructions for radio use. All workers issued with radios will also be given a radio channel list which shows which channel everyone is on; this will enable our more experienced workers to liaise directly with each other minor issues.

6.2 LANDLINES

Landlines will be installed in the Licensing and Production Offices as well as in Event Control. A full telephone contact list for the individual Emergency Services and key event personnel will be held confidentially and circulated to An Garda Síochána and the Statutory Agencies in advance of the event.

6.3 WIRELESS NETWORKS

Wireless networks or equivalent will be installed for working personnel at various locations throughout the site, subject to survey.

6.4 EMERGENCY COMMUNICATIONS

Public information can be broadcast immediately at the stages by the Stage Managers, who will take instruction from Event Control. This could be used if required in the event of an emergency or major incident. Loud hailers can be used by security and stewards to give information direct to ticket holders.

Please see Major Incident Plan in Appendix 1.

6.5 RECORD KEEPING

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

7 SITE PLAN AND SITE DESIGN

The site plan is, as with the Event Management Plan, a work in progress document. The finalised (as far as reasonably possible) will be circulated to the statutory agencies prior to the event. Safety provisions and access /egress plans are carefully worked out prior to the event. The plan uses a grid for ease of reference and takes sight lines, topography and crowd movements into account.

8 TRAFFIC

TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan (TMP) has been drawn up for the Marlay Park Concerts and Longitude Festival. The draft is to be agreed following consultation with An Garda Síochána, Dun Laoghaire Rathdown County Council and other Statutory Agencies.

The TMP will cover all aspect of vehicle and pedestrian access to and egress from the site during the load in and load out as well as for the event itself. The TMP will include arrangements for vehicle routes, public transport, pedestrian access, car parking and a traffic signage plan.

Please see Draft Traffic Management Plan in Appendix 13.