

# **BIGGEST DISCO**

**LEOPARDSTOWN RACE COURSE**

**15TH JUNE 2024**



**EVENT LICENCE**

**APPLICATION**

**VAL ENTERTAINMENT AGENCY**

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## **SECTION 1 – INTRODUCTION**

Biggest 90s-00s Disco features some of the biggest acts from the 90s and 00s spread over three stages, open air, and in a marquee.

### **1. Applicant details**

Name: Val Entertainment Agency – Val Kalkin  
Address: 7 Knowledge House, Down Business Park, 46 Belfast Road Downpatrick.  
Mobile: 0851010706  
Email: vak@biggestdisco.com

### **2. Dates and duration of proposed event(s)**

The proposed date for the event is:

Saturday 15<sup>th</sup> June 2024

<b>Date</b>	<b>Start Time</b>	<b>Finish Time</b>
Saturday	12:00 hrs	23.00 hrs

### **3. Anticipated attendance**

The expected audience attending the Events will be 15,000. Based on previous shows of a similar nature it is anticipated that the majority of the patrons will arrive between 15:00hrs and 19:30hrs, with the arrival's times peaking at 18:00hrs to 18:30hrs on both days.

The figures (capacity and escape calculations) submitted are based on patrons moving comfortably through the entire venue. Particular attention will be paid at entrance and exit points, the roadways to the venue and at holding area.

The Event Controller will monitor the event capacity at any one time through search, ticket scanning, and a clicker system monitoring the crowd movement in certain areas.

### **4. Audience Profile**

It is expected that this Event will attract an audience ranging from 25 years to 45 years in age with a Male female ratio of 50:50.

This event is strictly an over 18's event and Garda ID will be required for any attendee looking underage. Signage will be in place advising of this policy. It will be the responsibility of security personnel to identify possible minors and to carry out ID checks. The only ID's that are acceptable are a valid Passport, EC Identity Card or National Identity Card as supported by the Gardaí.

**5. Artist Lineup**

Peter Andre  
Vengaboys  
Basshunter  
Sonique  
Haddaway  
Technotronic  
Mauro Picotto  
Five  
Baby D  
Living Joy  
Cappella  
Julia Mcknight  
Dune  
Tomcraft  
ATB  
Ferry Corsten  
Dario G  
Signum  
Space Brothers  
Marcela Woods  
Scot Project  
Bryan Kierney  
John O’Callaghan  
Robin S  
Loubega  
Dj Sash  
Snap  
Modern Talking  
Rednex  
Phats Small  
Alex Party  
Alison Limerick  
Ultra Nate  
TALLA2XC  
Kelly Llorena  
Ultrabeat  
Sandy B  
Micky Modelle

## **6. Sale of Alcohol**

Alcohol will be sold with the permission of the courts at the event. A liquor licence application will be made to the courts for this event.

Patrons will not be permitted to carry alcohol into the event site and cans or bottles found on persons will be confiscated. Bins will be provided at the entrance to collect confiscated items.

## **7. Lost Property**

Lost property found during the show will be available from the designated control room.

After Wednesday 26<sup>th</sup> June 2024 all lost and found will be sent to Cabinteely Garda Station and can be collected from there.

## **8. Weather Plan**

The Promotor will ensure that they provide a duty of care to all attendees and staff, with the well-being of attendees being of highest importance. Extreme weather may be defined as weather that threatens the immediate or long-term safety of individuals, e.g., as a result of extreme rainfall or wind.

Weather conditions will be monitored from Event Control utilising relevant trusted apps, online information and national meteorological sources. If there is a potential for any adverse weather conditions the Event Controller and Safety Officer will take steps to minimise the impact to the attendees of the event and the personnel working at the event. Decisions and actions required will be identified and will be communicated to the Chief Steward, Medical Coordinator, Site Manager and statutory agencies present, who in turn will communicate with their respective teams.

Contractors working at the event will provide adequate information in advance in relation to adverse weather conditions and the necessary controls measures required, and will demonstrate their own applicable contingency plans in their individual risk assessment method statements.

Personnel will be briefed on emergency plans for all elements of the event, including build and de-rig days.

This plan will be expanded closer to event day when weather pattern are more appropriate.

## **9. Newspaper Notice**

Please see appendices for copies of the two newspaper notices.

## **10. Written consent from land/venue owners**

Please see appendices.

## **11. Accompanying Drawings**

The following drawings are appended to this document:

- 24 016 – 01 Site Location 1:2500
- 24 016 – 02 Site Layout 1:1000
- 24 016 – 03 Emergency Exiting Layout ( In Section 3)

## **12. Security Sensitive Information**

Please note that, Section 3 of this application contains detailed information on Emergency Planning, Sensitive and confidential security information such as coded emergency messages (e.g., in the case of a bomb threat) etc.

This specific information should not be disclosed to the public in the interest of security and public safety.

In addition to this application a Statement of compliance and relevant application fee have been submitted to the Local Authority as part of this document.

## **SECTION 2 - DRAFT EVENT MANAGEMENT PLAN**

### **13. Safety Policy**

It is the policy of Val Entertainment and the Leopardstown Race Course Management to make and keep safe the ground and facilities to which patrons are to be admitted and to provide competent staff and safety management systems for the safe admission, accommodation and exiting of those attending the event.

In addition to that of patrons, the health and safety of performers, stewards and those engaged in organising different aspects of the events will be catered for in accordance with the provision of the Safety, Health and Welfare at Work Act 2005 and associated legislation.

Safety Management during the event will be the responsibility of the Event Controller and Safety Officers; and any deviations to the plans as contained in this document, will be the responsibility of the Event Controller and Safety Officers.

### **14. Consultations & Briefings**

#### Pre-Event Consultation

The promoter and his consultants will hold group and individual meetings with the relevant Statutory Agencies and venue management in preparation for the effective safety planning for this event.

#### Event Briefings

All personnel will be trained in the Safety Procedures and Policies by means of appropriate briefing prior to the event. On site briefings shall take place at 10:00hrs on both days

#### Post Event Meeting

A post event debrief meeting will be held if required in the weeks following the events.

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### **15. ROLES AND RESPONSIBILITIES**

The promoter will appoint competent staff to manage the event safely & responsibly:

<b>TITLE</b>	<b>NAME</b>	<b>CONTACT DETAILS</b>
PROMOTER	Val Kalkin	085 1010706
EVENT CONTROLLER	Nigel Cleary	086 9681873
SAFETY OFFICER	John Keogh	087 6811718
PRODUCTION MANAGER	Adam Ashe Browne	085 8829173
SITE MANAGER	Green Means Go	086 9681873
HEAD OF SECURITY	David Henderson	087 2918903
MEDICAL CO-ORDINATOR	Willie Wade	086 2537764
TRADER & CONCESSION MGR	Paulie Malone	085 1453182
VENUE LIAISON	Lauren Conway – ‘Leopardstown Racecourse’	083 8257525
RADIO COMMUNICATIONS	Gerry Dawson	086 2225011
CLEANING	Robert Marsh – ‘Clean your Event’	086 2537764
TOILET SUPPLIER	Tufloo	086 8054681
ACOUSTICS MONITER	Jim Dunne – ‘I acoustics’	086 6057744
STRUCTURAL ENGINEER	Loscher & Co	(01) 517 5959
TRAFFIC MANAGEMENT	Brian Brady – ‘Freeflow’	087 4114159

#### THE PROMOTER

The Promoter shall:

- Comply with Venue Conditions
- Comply with Local Authority Requirements
- Comply with requirements of the Gardaí
- Provide all necessary facilities and resources as required by the Event Controller
- Provide all necessary facilities and resources as required by the Event Safety Officer
- Provide all necessary facilities and resources as required by the Production Manager

#### EVENT CONTROLLER

An Event Controller has been appointed by the Promoter for the Event. They have sufficient competence, status and authority to take full responsibility on the day of the event for all matters relating to the event including safety at the site.

- The responsibilities of the Event Controller include:
- Take overall control & responsibility for the management of the event;
- Call & chair pre-event planning meetings;
- Ensure the implementation of the Event Management Plan;
- Ensure the provision of adequate stewards & security and first aid & medical staff for the event;
- Control the event from the Event Control room from at least one and half hours before the event starts each day until at least one hour after it has finished each day (Event Controller or Deputy);
- Conduct a post event meeting on the event.

#### SAFETY OFFICER



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A Safety Officer has been appointed by the Promoter for the Event. The Event Safety Officer has sufficient status, competence & authority to take responsibility for safety at the venue & has the ability to authorise & supervise safety measures. He/she shall report directly to the Promoter & Event Controller.

The responsibilities of the Safety Officer/Deputy Safety Officer are to:

- Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety;
- Be present at all major planning meetings;
- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters;
- Attend the event itself to evaluate the efficiency of structural & safety arrangements;
- Pay particular attention to the crowd densities in primary viewing areas;
- Monitor first aid & rescue tactics for distressed patrons;
- Take any necessary action to alleviate any perceived risks;
- Recommend emergency procedures to be initiated.

### **HEAD OF SECURITY**

The responsibilities of the Head of Security are:

- To be responsible for the operational management of the stewarding and security arrangements for the event, reporting to the Event Controller;
- To ensure adequate stewards & security are in attendance at each day of the event as agreed with the Event Controller & the Superintendent, An Garda Síochana;
- Provide clearly Defined Roles & Responsibilities & Operational Briefings for all supervisors and staff.

### **MEDICAL CO-ORDINATOR**

The Responsibilities of the Event Medical Co-ordinator are to:

- Attend the relevant medical planning meetings;
- Co-ordinate the medical facilities & provision;
- Liaise with all medical agencies;
- Act as Ambulance Control Officer until an officer from the HSE ambulance Service arrives on site;
- Be present at the event from an hour before the gates open until medical services are stood down by Event Control.

## **16. Stewarding Plan**

### **Chief Steward**

A Chief Steward (David Henderson) will co-ordinate the responsibilities of all stewards and will be in direct contact with the Event Controller / Safety Officer. Mark Foley (086 8876516) will assist as supervisors on the night.

### **Steward Selection**

The security firm 'Profile Risk Management' has been hired for this event. They are experienced in providing services at events of the type proposed. They will cover all areas of the event site and place a DPS or Steward in appropriate locations.

### **Site Zones: Allocation of Stewards**

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The main divisions for stewarding of this event will be split into zones. Each of these zones shall be under the direct control of an Area Supervisory Steward who shall report directly to the Chief Steward:

<b>Location</b>	<b>Senior Supervisor</b>
Zone A Security Supervisor	Main Stage Area
Zone B Security Supervisor	External Event Area, Perimeter and Ticket Check
Zone C Security Supervisor	2nd and 3rd stages area and drop off area.

The Security Supervisor shall ensure that:

- a) A senior steward is appointed to each access / egress point.
- b) Each supervisor has adequate general stewards relevant to the needs of each area.

### **Steward Pre-Event Briefing Meeting**

A briefing meeting/pre-event meeting of supervisors and key stewards will be held prior to the event. This meeting will be attended by the Event Controller, Safety Officer and a Senior Garda Officer who will brief personnel on:

- The expected attendance and any special stewarding requirements arising.
- All arrangements for the safe management of the event.
- Emergency procedures and any special contingency plans.
- The deployment of staff and advice on any specific roles.

Supervisors will brief their stewards under their command on duties and will issue a sheet of instructions to them.

### **Supervisor Identification**

Stewarding Supervisors will wear clothing that makes them easily identifiable e.g., luminous bibs. Each zone within the event site will be under the charge of a supervisor. Supervisors will be issued with mobile radios and headsets to allow transmission of instructions etc.

### **Steward Identification**

All stewards will be easily identifiable by numbered and / or coloured clothing.

### **Duties of Stewards**

Stewards will be provided with written instructions prior to the event. The primary duties of all stewards are to ensure that the public are safely accommodated in an organised manner, so as to ensure the safety and comfort of all visitors to the event.

The main duties of stewards are to: -

- Be aware of the site layout and facilities.
- Control and direct patrons who are entering or leaving the event site.
- Assist in the diversion of patrons to other parts of the event site, including closing access to areas if they reach their full capacity.
- Know and fully understand the evacuation procedures and coded messages.
- Prevent, in so far as is possible, standing/climbing of fences and other structures. (Where, by virtue of the scale of the incident, stewards are unable to prevent
- Such activity, they should immediately report the matter to their supervisor, or the nearest Garda Officer).
- Ensure combustible refuse does not accumulate, especially underneath structures.
- Patrol the venue to deal with any emergencies arising such as raising alarms and extinguishing fires.

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- Control entrances, all exit and other strategic points.
- Be aware of the location of firefighting and medical equipment in the area.
- Recognise potential hazards and suspect packages and report such findings immediately to their supervisor or to the nearest Garda Officer.
- Comply promptly with any instruction given in an emergency by a Garda Officer, the Event Controller/Safety Officer, or the Chief Steward.
- Assist in the prevention of breaches of Leopardstown race Course Regulations.
- Identify and investigate any incident or occurrence among patrons and report findings to the Chief Steward.
- Assist in the prevention of invasion/overcrowding of an area.
- Report to the Chief Steward any damage or defect likely to cause injury or danger to persons in attendance.
- Undertake duties relating to emergency and evacuation procedures.
- Keep all gangways and designated sterile areas clear at all times.
- Ensure that all approaches and emergency exits are kept clear and that vehicles are correctly parked.
- Maintain their position at their place of duty under the direction of their supervisor who, if it is considered necessary, can arrange for a replacement.

### **Training/Briefing of Stewards**

- a) Stewards will or have been given practical instruction and training appropriate to their responsibility.
- b) Stewards will be provided with written instructions outlining the action to be taken in case of an emergency.
- c) Staff and stewards will receive verbal and written instructions from a competent person before the event.
- d) Supervisors will be given a safety checklist of pre-opening issues to be addressed. Before 'gates' open the Event Controller/Safety Officer will check with all area supervisors to confirm they have signed off on all pre-opening checks.

## **17. Managing the Crowd**

### **Ticketing**

Admission to the event will be by ticket only. Advance ticket sales will be strongly promoted for this event, it is anticipated that the majority of tickets will sell prior to the event.

Tickets will be sold and distributed via Ticketmaster set to the agreed ticket capacity; and the numbers sold through Ticketmaster agents will be within this agreed capacity.

Ticketmaster will operate a box office in the queuing area to deal with ticket collections and sales (if the shows has not sold out in advance). The guest list and Ticketmaster box office will close at 19.50 on the night of the show.

### **Admitting Crowd before 'Gates' Opening Time / Early Arrivals**

The venue is situated in Car Park G within the Leopardstown Race Course Facility. Access to the Car Park is from the 3 lane access road into the race course from the exit 15 off the M50 and Carrickmines roundabout.

The Arena/Carpark has three gates into it, Gates A, B, & C.

Gate A will act as Production Access and also as an Emergency Entry Route into the clear circular route around the perimeter of the event site.

Gate B will be used as search and ticket check for public access to the event.

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Gate c will be used as access to drop off area and as an Emergency Entry Route into the clear circular route around the perimeter of the event site.

Patrons will enter the event site via Gate B. Following entry patrons will be directed into a barrier queuing system with a holding capacity of 500 patrons, which will act as a holding area for early arrivals. A section of the Leopardstown Racecourse Road will be used to hold/queue patrons waiting to enter the event.

Patrons entering the event through the Drop Off area will be directed to a holding area prior to search and ticket check.

### Entrance and Queuing Arrangements

A dedicated manager will be appointed to the entrance / queuing area assisted by a team of security personnel. The entrance manager will oversee operations in the area on behalf of the promoter.

Any barriers used at entrances will be removed from the entrance routes to a safe location as soon as is practical, so that the route is fully available (and unobstructed) as emergency exits from the show site, should the need arise.

At the egress barriers will be put in place to ensure a safe exiting from the event.

### Ticket check

Following entry into the queuing system, patrons' tickets will then be checked at the top of the queuing system before entering the Arena. No person will be allowed entry without a ticket or correct accreditation.

### Search

Prior to the ticket check patrons will pass through a search area.

The search area will be set into five lanes using the full width of the access route:

- 4 x General Access
- 1 x Exit Lane

The following items are prohibited:

- Liquids
- Pets (Guide dogs will be permitted)
- Drugs
- Professional recording devices
- Glass items
- Drones
- Cameras

Within the search area the patrons will be divided into male and female lines for the search with both male and female security personnel operating in the area.

Tables will be provided in this area for the bag searches. Male search will consist of a full pat down. Bins and cleaning staff will be in place to ensure the area is maintained and clean at all times.

### Scanning

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Once the search is completed, tickets will then be scanned for entry. Four scanning staff will be positioned at each lane using Ticketmaster scanners. This will allow live information on the number of tickets entered will be available from the Ticketmaster box office during the event.

### Accreditation

Patrons will not be issued with wrist bands and there will be no re-admission. All staff will be issued with wristbands for entry / re-entry to the event site.

### Admission Policy

Security personnel in the area will be vigilant towards any persons under 18 years of age or any member of the public trying to enter the event intoxicated. They will have the appropriate experience required to deal with such situations in a customer friendly manner.

All security personnel will be briefed in advance of the event to be alert for any individual who may behave in a disorderly/antisocial manner. Disorderly conduct is defined as ‘any unreasonable behaviour which having regard to all of the circumstances is likely to cause injury, fear or distress to anybody at the event and includes violent, threatening, abusive, quarrelsome or insulting behaviour’.

A staff member may refuse entry to an individual if they have reasonable belief that permitting the individual to enter would lead to a substantial risk of disorderly conduct or behaviour to themselves, others or property.

Patrons can also be refused entry or service at the bars where a refusal is in good faith and for the sole purpose of complying with the licensing acts e.g., where they are disorderly, where they are drunk or where they are known to be handing over alcohol to persons under 18 years of age.

If an attendee is deemed not fit for entry, the entrance manager will be notified and have the final decision on entry. (S)He will notify the Gardaí as required for assistance, as public safety and the duty of care towards patrons and staff will be the primary concern at his point.

The event operates a no re-admission policy.

### Entrance Facilities

- Bins

Drinking of alcohol will not be permitted in the outside of the venue. Bins will be provided at the entrance for any alcohol / items which are confiscated prior to entry.

- Toilets

Toilets will be in place in the Leopardstown Race Course once patrons pass through the ticket check.

- Signage

Entrance area signage will inform the public of the following:

- This is an over 18s event only.
- ID checks in operation
- Anti-social behaviour prohibited.
- Please follow instructions from stewards at all times in the interest of your safety.

Signage will be in place in the search area also to direct patrons into the correct lanes.

### Egress

Gates will remain open to enable patrons to exit the event throughout the day.

All public will exit via the Leopardstown Race Course access road, barriers will be placed on the roadside in the interest of public safety as agreed with An Garda Síochána.

The event management team shall hold an egress meeting nightly, one hour before the show finishes.

Once the music / performances have finished, patrons will be encouraged to leave the area; bars will close 30 minutes prior to show end so as not to encourage the patrons to remain in the arena. House lights will be switched on and patrons will be guided to the appropriate exits. At the end of the event each day, signage will be in place to direct patrons to public transport within the area.

Stewards will be assisting the public in leaving the event and ensuring that this is done with minimum disturbance to neighbours of the venue.

### **18. Traffic Management Plan**

It is anticipated that a percentage of patrons will arrive at the venue using public transport or taxis. The main vehicle entrances to the event will be from Junction 15 off the M50 and the R113. It is not anticipated that this Event will have an impact on traffic in that area around the Race Course. Any traffic issues surrounding the venue will be monitored by A Garda Síochána. The venue is capable of hosting events with a capacity of over 25,000 and has facilities to deal with such a crowd.

### Parking

The event is expected to attract some vehicular traffic. Parking will be available at the venue, there are 400 car park spaces available to the public within Car Park A at the Race Course Venue. A shuttle bus will be in operation from this car park to event site.

Website, social media and various marketing channels will encourage the patrons to arrive using public transport or taxi.

### Public Transport

- Bus

Dublin Bus will operate normal services to and from the area. Discussion will take place with Dublin Bus and private Bus providers services to provide services to cater for the event. This will be included in the Traffic Management Plan.

- Luas

The Green LUAS lines which service the venue will be,

1. Central Park from the north side of the event which is used for race days at the venue.
2. Carrickmines stop and park and ride, which is the closest and will require a controlled pedestrian walk to and from the venue.

- Taxi

A dedicated taxi picks up area will be located within Car Park G in the event with directional signage in place.

Pedestrian Route

Because of the location of the event pedestrian access will be from public transport which will follow the directions as set down.

**19. Visitors with Disabilities**

Access to Venue

All reasonable care will be taken to ensure that people with disabilities and wheelchair users can get reasonable access the venue (safely) without encountering obstacles or hazards. The approach routes to the event site are all on hard standing ground.

Viewing Platform

Dedicated viewing platforms will be located for the sole use of disabled patrons and the person accompanying them. This area will be easily accessible.

Parking

Existing dedicated parking areas for people with mobility disabilities will be used for the event and are accessible from Gate 3 Patrons are asked to display a disability parking sticker in a visible position so that parking staff can direct vehicles to the dedicated parking areas.

Dedicated Sanitary Facilities

Unisex wheelchair accessible toilets will be available. A portion of the public toilets available will be for people with disabilities at the entrance. They are strictly reserved for people with disabilities.

Assistance for Diabetics

The Medical centre will provide a small number of partitioned areas to facilitate any persons requiring privacy (e.g., those who may need to inject insulin).

Guide Dogs

Guide dogs are permitted.

Assistance

Should any patrons with disabilities need to bring a personal assistant, access will be granted 'free of charge' to the assistant.

**20. Fire Safety Precautions**

Fire Safety Strategy

The Fire Safety Strategy for this event is based on three key areas, i.e., prevention, detection and emergency action. In this regard the following will be put in place:

Prevention:

- All electrical installations will be carried out by a suitably qualified electrician and certified upon completion.
- A team of litter wardens will ensure that refuse does not build up on site.
- All stewards will be given detailed instructions, both verbally and in written format, in respect of fire safety, prior to the event.
- Fire points will be located throughout the venue.

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- The event capacity will be calculated in accordance with the Code of Practice for Safety at Pop Concerts so that patrons can easily be excited from each zone within the venue.
- A full fire safety check will be carried out by the Event Safety Officer; this will be documented and available for inspection on the site. Please see sample Fire Safety Checklist in Appendix.

### Detection:

- A Safety Officer will patrol the venue before, during and after the show.
- All supervisors and stewards will be briefed on fire prevention.
- All supervisors will be on mobile radio communication.
- Firefighting equipment will be available for 'first aid' firefighting purposes.

### Emergency Action:

- All stewards and fire wardens will be briefed orally and in writing on emergency action procedures.
- Dedicated access routes within the venue for emergency access.
- Dublin Fire Brigade will be notified of any significant outbreak of fire.
- Exit signage will be visible throughout the site where required.
- No sleeping accommodations are provided within the site.

### Emergency Access Route(s)

The emergency access routes is:

- TBC (as per normal operations at Leopardstown Race Course)

### Event Capacity

The event will take place in Car park G at Leopardstown Racecourse. There will be a perimeter formed with barriers to cordon off the area of the venue which is being used for this event. This will have the main stage with a hardstanding area capable of holding 15,000 capacity, a second stage within a marquee structure with a capacity of 2,500 capacity, and a third smaller external stage with a hardstanding area capable of holding 5,000 capacity. The 2 smaller stages will have a controlled access/capacity. The holding capacity for the general standing area available to the public is based on an occupancy capacity of 0.5m<sup>2</sup> per person which again is normally used for event situations.

Bar's will be provided within existing facilities throughout the venue

Catering Units will be provided in an island style finger configuration in a central area at the site. There will be space provided behind the catering units to provide access to the units.

Because it is a clear site it will be possible to form a 10-meter-wide sterile route around the site which will provide access to all areas (particular Back stage). Emergency Exits will be formed along this route at appropriate locations.

### Holding Capacities

Holding capacities to individual areas are detailed below:

<b>Performance Area</b>	<b>Holding Capacities</b>
Main Standing Areas	15,000
Stage 2	2,500
Stage 3	5,000



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The occupancy factor used is based on table 3.1 of the Code of Practice for Safety at Indoor Concerts.

The tickets of all patrons entering the site are scanned to avoid attempts to produce counterfeits that could lead to over selling; and to monitor the flows and occupancy. Access to the pit area will be controlled by scanning and wrist banding.

Crowd behaviours and capacities in enclosed areas will be continually monitored by the Event Safety Officer and Event Stewards throughout the event. Queuing for bars and concessions will also be monitored and control systems will be implemented if required.

### Exiting Capacity

Exiting Capacity is based 5mm per person of door width as per Part B of TGD

Exiting Capacity Analysis will be completed upon a survey of the site and the relevant drawings and Report will be signed off by Fire Services

### Emergency Evacuation

In the case of an emergency occurring, the Supervisory staff members will close access to their Zone and to ensure that all emergency exit routes and destinations are clear for the safe dispersal of patrons. Stewards will be placed at all exits during the event.

Upon leaving the venue patrons will then be in the circulation system which is barrier off and external. Therefore, patrons will be able to get to the venue exit or an area of relative safety within the venue with ease.

There are areas of relative safety within the Race Course Complex i.e., Roadways and clear green space. This methodology refers to the use of 'Areas of Relative Safety' within the site if required. "Where escape time is used to access the adequacy of escape routes in the open air, if necessary, along any defined escape routes, and includes passing through any restrictions such as gates and barriers. This does not necessarily include the time taken to negotiate the entire exit route beyond the site, because a place somewhere on the site well away from the source of the fire may often be adequate" Section 4, HM Government Fire Safety Risk Assessments Open Air Events and Venues.

### Hydrants

There are no hydrants available within the site of car park G of the Leopardstown Racecourse. There are 2 reservoirs adjacent to the event site which may become available for water supply for emergency use. The access and procedure for the use of this facility will have to be signed off by the Fire Service personnel. Alternatively, a water supply will be provided by the promoters in the form of a temporary water tanker with sufficient supply of water as determined by DFS.

### Signage

Existing signage suitable for the event is in place at the venue. All exit signs, internal and external, shall be clearly visible to the patrons.

### Fire Fighting Equipment

Fire-fighting equipment will be provided by the Abacus Fire. Fire-fighting equipment will be provided by Abacus Fire Safety. Fire points will be established around the event site comprising of Foam Extinguishers and CO2 Extinguishers. Additional Dry Powder Extinguishers and Fire

## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

Blankets will be sited where necessary. A full list of the firefighting equipment being provided and also their location will be maintained in the event control room.

<b>Area</b>	<b>No. of Fire Points</b>
Stages	3 x 2
Main Stage Mix	1
Bar Location	4
Catering Units	14 x 1 Provided by unit owners

The Safety Officer will ensure that any storage areas will be cleared of combustible materials prior to the event and will monitor fire safety during the congress. Appropriate fire safety signage will be erected as necessary in key locations.

### Fuel Usage

Diesel fuelled generators shall be located so that the exhaust fumes do not cause a nuisance. They shall be refuelled outside of show time.

### Litter & Waste Disposal

The Promoter will engage the cleaning company 'Clean Your Event' to provide cleaning squads throughout each day to collect, bin, and remove litter and catering refuse to avoid a build-up of a potential fire hazard. All staff will wear distinctive uniforms for e. Each night, following event closure, additional staff will go on site to clean the event site.

### Artificial & Emergency Lighting

As the event is taking place within an existing event venue; adequate lighting is in place in the venue; and it is deemed no additional artificial or emergency lighting will be required at the event.

### Certifications

Structural design certificates for temporary structures will be issued by TBC, structural engineer. Copies of this documentation will also be available for inspection at the Organiser's Office on site.

Electrical installations shall be carried out and certified in accordance with RECI regulations. PAT certs will be available for any electrical equipment used.

### Inspections

Provision will be made for statutory authorities to carry out site inspections prior to and during the event if required.

Prior to the opening of the event, site safety inspections will be carried out by the Event Safety Officer. The Safety Officer will continue to make inspections throughout the event / weekend.

### Storage of LPG

There shall be no LPG storage on site.

## **21. Medical Provision**

Please see appendices for the details of the medical operational plan.

## **22. Health & Welfare Issues**

### Sanitary Provision

## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

Clear signs will indicate the positions of sanitary facilities to patrons. Security personnel and stewards will be available to re-direct patrons to other areas of sanitary accommodation, should the need arise.

### **Temporary Sanitary Convenience**

Chemical portable toilets will be provided throughout the event in accordance with the code of practice. The locations and final numbers of sanitary accommodation will be agreed with Dublin City Council environment officer prior to the event.

Chemical toilets will be provided at a ratio of 1 per 100 in accordance with Codes of Practice.

Urinals will be provided at all toilet blocks on site in accordance with code of practice and final numbers will be agreed with environmental officer of Dublin City Council.

A dedicated food handler, backstage and medical staff toilets will also be provided. All toilet units will be fitted with hand sanitizers and serviced regularly.

Directional signage will be in place throughout the site to direct people to the various toilet locations.

Wheelchair accessible toilets will be available at each toilet block throughout the site. Toilets will be in place 24hours before the first show for inspection with DCC Environmental officer.

Final Toilet numbers will be agreed with the environmental officer 24hrs before first show.

Toilet location signage will be erected on 5m scaffolding goal posts and illuminated to ensure good visibility throughout the site. Toilet Signage will measure 3m wide by 1m high in order to achieve maximum visibility throughout the site. Signage will be in place throughout the site prohibiting urinating in public areas.

Security personnel will be briefed to take a first-time eviction policy to anyone caught urinating in public. Security will be proactive and positioned along fence lines to prevent urinating in public areas.

### **Maintenance Staff**

Toilet attendants will be in place at all public toilet blocks throughout the Event Site to provide toilet cleaning services and to rectify any problems should they arise.

### **Water Supply**

In line with the Code of Practice – “A minimum of one drinking point per 1,000 persons is recommended”, 15 drinking points will be in place for the event.

It should also be noted that soft drinks and refreshments will be sold from various units within the event site.

### **Catering & Food Hygiene**

Caterers will be required to remove rubbish on a regular basis to eliminate any potential fire hazard. No glass containers or bottles will be sold to patrons and lids will be removed from plastic bottles prior to sale.

### **Tobacco Control**

## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

‘No Smoking’ signage will be erected in all relevant areas under the Public Health (Tobacco) (Amendment) Act 2002 -2010 and stewards / security personnel in all areas will be briefed accordingly to assist with regulating smoking in these areas.

Security supervisors and stewards will monitor their area for any patrons smoking and will intervene if anyone is smoking in an area where smoking is prohibited and ask them to put out their cigarette.

Security staff and stewards will advise and encourage patrons to move to where they can smoke safely. A friendly, firm and positive approach will be taken when engaging with patrons. If patrons refuse to stop smoking or repeatedly offend, despite being requested by security to stop or to move to an outdoor / dedicated smoking area, then the customer may be liable for eviction from that particular area or eviction from the event if necessary.

### **23. Environmental Monitoring Programme**

#### Environmental Monitoring

Constant environmental monitoring will be undertaken by event staff before, during and after the event. This will involve: -

- Maintaining acoustic levels.
- Regular clearing of litter and rubbish where practicable during the event, and a total clean-up of both the venue and surrounding areas at the conclusion of the event.
- Maintaining the quality of temporary sanitary conveniences throughout the event.

#### Acoustic Levels

‘I acoustics’ under direction of Jim Dunne will record acoustic readings throughout the event. Noise monitors will be positioned at the nearest noise sensitive locations in consultation with the Environmental officer of Dublin City in accordance with current codes of practice. I acoustics will carry out the following.

1. Undertake a pre-event site survey to establish the location of the Nearest Noise Sensitive Location, (NNSL).
2. On the day of the event locate a Type 1 calibrated sound level meter in the vicinity of the NNSL.
3. Connect the meter to a 5G modem.
4. Log onto the NTI portal and view the sound level data as being displayed on the meter.
5. Provide access to this data for both event control and main front of house so as to allow for the monitoring of the sound pressure level at the NNSL.
6. Post event, produce a noise monitoring report detailing the levels recorded at the NN

Ear Plugs will be made available to all staff throughout the event on request. No works are permitted on the grounds of Carpark G Leopardstown Racecourse after midnight.

I Acoustics will monitor noise levels throughout the event and rehearsal days. They will advise the production manager and event organisers throughout the event if the sound level exceeds those outlined in the code of practice. Sound checks will be carried out between the following times for which I Acoustics will be present.

Biggest Disco Saturday 16<sup>th</sup> June 2024 12.00 am 12.00 pm

The noise monitor report will be submitted to Dun Laoghaire Rathdown Council within 3 working

## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

days of the event.

No Truck engines or air conditioning units will be permitted to cause disturbance between 24.00 and 08.00hrs excluding the 01.00 curfew above on Sunday 17<sup>th</sup>.

Working hours for construction phase will be kept to 8am to 8pm daily.

The acoustic levels will be in accordance with the 'Code of Practice on Environmental Noise Control at Concerts' in so far as is practicable. Music levels at the Event will be at a level as required by regulations. Security will patrol perimeter to ensure no loitering or disturbance caused by public.

All of the equipment to be used for the event is prefabricated for safety and speed of erection. No heavy drilling, debris or nuisance which can arise with normal building construction arises in the context of the set up for this event.

### Litter and Rubbish Clean-Up

A professional cleaning contractor will provide cleaning squads throughout each day to collect, bin, and remove litter and catering refuse to avoid a build-up of a potential fire hazard.

Cleaning staff will be provided for the event from 'Clean Your Event' who is the preferred cleaning contractor for the Event. Cleaning staff and road sweeper will be arranged for the perimeter of the venue to ensure the area is kept clean from rubbish.

No Styrofoam or 'hard plastic' cups will be used for distributing drinks at the event; drinks will be dispensed in paper or crushable cups.

All staff will wear distinctive uniforms for easy visibility. Each night, following event closure, additional staff will go on site to clean the event site.

### Remedial Works

It is not envisaged that any damage will occur within the grounds of the Leopardstown Race Course as a direct result of this event. However, should it be established that any damage has arisen to the site as a direct result of this event and negligence by the Promoter, the Promoter will make good any item deemed necessary.

## **24. Control Room & Communications Facilities**

### Central Control Room

A central control room will be provided in agreement with the Leopardstown Race Course Management and An Garda Síochana e.g., the Organiser's Office. The Gardaí and Event Controller will be based here. The control room will manage the different agencies using mobile communications for the event. Separate frequencies will be used for emergency services, security, and operations. All senior event officials will have 'radios'.

### Access to Central Control Room

Access to the Central Control Room is to be strictly limited to: -

- Event Controller and/or his/her Deputy.
- Event Safety Officer and/or his/her Deputy
- Senior Garda Officer
- Technical Operators

## BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024

- Head of Security & Security Supervisors
- Zone Managers
- Any other person the Event Controller considers necessary.

Under all normal circumstances, these personnel should remain in the Control Room unless it is decided to relocate to a designated alternative control centre in the event of an emergency threatening the Control Room location.

Should any of the above personnel - especially the Event Controller or Senior Garda Officer - leave the Control Room, the Deputy Event Controller/Deputy Senior Garda Officer should be on standby.

In case of an emergency requiring total evacuation of the site, the Event Controller will hand over control to the Emergency Controller; the event control room will then transfer to the offices of the Emergency Controller e.g., Cabinteely Garda Station etc. or alternative on-site location at the venue as agreed with all agencies.

### Public Address/Sound System

A public address system will be in place to allow safety/emergency messages to be broadcast. An additional requirement to existing infrastructure shall be a customised sound system to suit the proposed site.

### Telephones

Production and Emergency land lines available and in working order in the Central Control Room and key members of the Event Management Team will have mobile phones as well as walkie-talkie units.

### Radio Communications – MRL

The Communications Manager is to open and maintain radio communications with the following:

- (i) Event Controller
- (ii) Safety Officer
- (iii) Venue Manager
- (iv) Head of Security
- (v) Supervisory Stewards
- (vi) Production Manager
- (vi) Designated emergency maintenance personnel.

### External

- (i) Cabinteely Garda Station
- (ii) Garda Control Point
- (iii) Designated Health Service Executive (East) Control Unit
- (iv) On-site first aid and medical personnel

All communications are to be subsidiary to the main Garda network and as such should be compatible for use without interference with Garda or other networks.

Radio communications equipment will be appropriately safeguarded against disturbance by noise in the event area and surrounding area i.e., Supervisors will be equipped with radios fitted with earpieces to avoid blocking out or misinterpretation of messages.

### Communications Channels

## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

A dedicated radio provider company will be responsible for provision of a communications system on site. A multi-channel/frequency radio communications system is to be used with channels provisionally allocated as follows:

- Ch. 1: Event Control
- Ch. 2: Security
- Ch. 3: Medical
- Ch. 4: Operations / Site
- Ch. 5: Stages
- Ch. 6: Production

Further channels may be allocated as needed. The channel listed above may change depending on frequencies available on site and at that particular time. All to be clarified closer to event. Supervisors will be issued with 'headphone' units to ensure they can hear instructions when the event is taking place.

### **Responsibility**

The Event Controller will be responsible to ensure that the above systems are in place at an appropriate time before the start of the event, and that a specialist be appointed to supervise the technical aspects of these systems.

The external communications, especially with the designated Garda Station, will be a matter for the Gardaí since it will involve their units only. The Event Controller will be responsible to ensure that each person in possession of a piece of communications equipment has received appropriate briefing regarding the use of the equipment.

To this end, it is advisable that the details of operation of the equipment and the procedures for transmitting or receiving both regular and appropriate information will be committed to a Procedures Sheet and issued to each individual together with the actual communications equipment. This sheet will contain:

- (a) Operating instructions for the specific equipment
- (b) Details of call signs and radio channels for the various personnel on the system
- (c) Regular and emergency reporting system
- (d) Recognition of public address coded signals
- (e) Instructions in event of equipment malfunction.

### **Public Address System**

A public address system will communicate instructions to patrons both inside and outside the event site. Loudhailers/megaphones will be available to supervisors as a fail-safe measure and for localised public announcements.

## **25. Temporary Structures / Installations**

### **Production Schedule**

Please see appendices for copy of the production schedule.

### **Temporary Structures/Installations**

The production of this event will involve the temporary installation of: -

- a) Main Stage
- b) Stage 2 Marquee
- c) Stage 3 Trailer Stage

## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

- d) Mojo Barriers used at all 3 stages.
- e) Heras Fencing to permitter.
- f) Crow Control Barriers
- g) Ground Support systems (where required)
- h) Bespoke builds - These shall include bar installation.
- i) Toilets
- j) Signage
- k) Accommodation for Visitors with Mobility Impairment - A standing audience can be subject to crowd sways and/or surging and therefore it is proposed to provide a raised area, providing a clear view, which will not be affected by crowd movement. A temporary ramp will be constructed to allow access.
- l) Fairground Facilities

The design and construction of temporary structures will be signed off by TBC- Structural Engineer.

### **26. Auxiliary Power**

#### Lx Power

- Exit Signs will be a combination of large illuminated temporary exit signs located over the main exits from the event.
- All “EXIT” signs will be lit up to encourage even dispersal from the venue.

### **27. Certification**

Completion certificates as prescribed in the RECI I.S. /10101 : 2020 + AC1 : 2020 National Rules for Electrical Installation shall be issued for temporary work carried out.

### **28. Tests & Inspections**

#### Before The Event

The Safety Officer or her Deputy will undertake the following tasks prior to opening each day:

- a) Check the operation of exit routes and barriers, including mechanisms securing them, to ensure that they can be opened immediately in an emergency.
- b) Ensure tests are undertaken on emergency lighting, standby generator, public address and other communication systems 24 hours before the event.
- c) Inspect and test barriers and monitoring systems to make sure they are in proper working order.
- d) Check that the ground does not contain any accessible items which could be used as missiles.
- e) Check that there are no accumulations of combustible waste and remove any hazardous materials from the site, if possible, or make sure they are safely stored well away from public areas.
- f) Check that all entry/exit routes are clear of obstruction and free from trip hazards, that surfaces are not slippery and that all such routes can be safely and effectively used.
- g) Check that directional signs are in place.
- h) Ensure that sufficient numbers of trained stewards and first-aid staff will be present.
- i) Ensure that first-aid equipment and materials are maintained at the required level.

#### During The Event

The Safety Officer and/or her Deputy will undertake inspections to:



## **BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

- a) Check that there is no accumulation of combustible wastes or other risks/obstructions in escape routes.
- b) Check that exits routes are being kept free of obstruction.

Check that stewards are undertaking their duties to:

- Keep sterile areas clear.
- Prevent overcrowding in smaller parts of the event site.
- Man exits routes/gates.

### After The Event

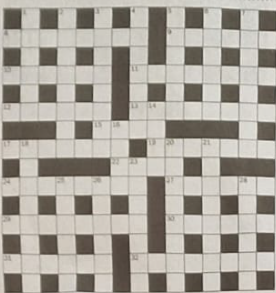
The Safety Officer will after each event closes every evening:

- a) Carry out a general visual inspection for signs of damage which might create a potential danger to the public and take remedial action.
- b) Inspect the ground to ensure that there are no accumulations of combustible waste.

## **29. Appendices**

- Newspaper Notices
- Letter of Consent
- Statement of Compliance
- Fire Safety Checklist
- Medical Operating Plan (TBC)
- Production Schedule (TBC)
- Drawings:
  - 24 016 – 01 Site Location 1:2500
  - 24 016 – 02 Site Layout 1:1000

Simplex No.18,381

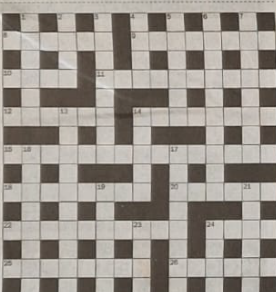


ACROSS 8 Dealer in provisions and supplies for ships (8) 9 Person of exceptional ability (6) 10 Empty, not sold (4) 11 Appropriate, fitting (8) 12 Short-legged hound (6) 13 Flows of water or electricity (8) 15 Consumes food (4) 17 Climbs down attached to a rope (7) 19 Getting money for work (7) 22 Young goats (4) 24 Doing the bare minimum while pretending to be fully committed (8) 27 Attends to customers (6) 29 Chemically inert (8) 30 Protects, watches over (6) 31 Angular unit and college award (6) 32 Taking unlawfully (8)

DOWN 1 Tuesday before Ash Wednesday (9) 2 Something that is similar to something else either in general or in a specific detail (8) 3 It regulates and maintains a constant speed of a machine (8) 4 Cut in three (7) 5 More unusably (6) 6 Hire to work (6) 7 Short statement of news (8) 14 Second-hand (4) 16 Put a question (4) 18 Junior Girl Guides (8) 20 Appointed to a task (8) 21 As a general rule (8) 23 Exceedingly large (7) 25 Again, more (6) 26 Is sure out of these flowers? (6) 28 Concluding (6)

SOLUTION TOMORROW 1. TUESDAY BEFORE ASH WEDNESDAY (9) 2. SOMETHING THAT IS SIMILAR TO SOMETHING ELSE EITHER IN GENERAL OR IN A SPECIFIC DETAIL (8) 3. IT REGULATES AND MAINTAINS A CONSTANT SPEED OF A MACHINE (8) 4. CUT IN THREE (7) 5. MORE UNUSABLY (6) 6. HIRE TO WORK (6) 7. SHORT STATEMENT OF NEWS (8) 14. SECOND-HAND (4) 16. PUT A QUESTION (4) 18. JUNIOR GIRL GUIDES (8) 20. APPOINTED TO A TASK (8) 21. AS A GENERAL RULE (8) 23. EXCEEDINGLY LARGE (7) 25. AGAIN, MORE (6) 26. IS SURE OUT OF THESE FLOWERS? (6) 28. CONCLUDING (6)

Crosaire No.18,458 by Le Corsaire



ACROSS 8 Caller rabbits on about purchasing a whole keg (6) 9 During performance, first person has to be motionless (8) 14 Heard drinks could cause temporary lowering of standards (5) 16 Article overheard argument made by discomfited Lord that 'all we know (5,5) 17 Ignore form attached and discreetly review document (8) 19 Expresses disapproval as short novel contains embarrassing error (3,3) 21 Impunity corrupts analysts, essentially, making them unmanageable (6) 23 Refers to someone blithely rejecting bill (4) 24 Father pulled over at church in the country (4)

SOLUTION TOMORROW 1. HOSTILITY SHOWN BY PARENT TOWARDS PARASITE (6) 2. GOATS LEADING TO LET THEM GO (4) 3. PLANT LIFE GAME, WHICH NEEDS GUIDING (6) 4. ELEMENT EATED DURING QUIT, INCERTLY (4) 5. MASTERS GETTING OFFERING WORK IN CATHEDRAL, FOR INSTANCE (6) 6. KILL, PLAYING HIT AT PLACE IN

FOR TODAY'S CLUES TEXT (EASY, MEDIUM OR HARD) FOLLOWED BY A GRID NUMBER (eg EASY 1A) TO 53307, €0.60 per text. Network charges vary. SP Promotion. 08142212100

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Sudoku. Chess No 15857 by JJ Walsh. Bridge by Steve Becker. Scribble Box. For today's clues text (EASY, MEDIUM OR HARD) FOLLOWED BY A GRID NUMBER (eg EASY 1A) TO 53307, €0.60 per text. Network charges vary. SP Promotion. 08142212100

PUBLIC NOTICES. DEATHS. FAMILY NOTICES. BEALE John (Charleston, South Carolina and formerly of Rathgar, Dublin) March 11, 2024. BEALIE Joy (Joyce) late of Clontarf and formerly of North Strand, Dublin. BIRD Charlie (Ashford, Co. Wicklow) March 11th 2024. KEegan Liam (Glasgow), Co. Dublin 11th March 2024. MURPHY Augustine Gerry (Gerry) (Hawley) - March 11, 2024. O'DONOVAN (née Tommas) Sally (Hawley) - March 11, 2024. RAGHALAIGH (née Turnbull) Alice (Dore) Annemarie - March 11, 2024. DEATHS. BEALE John (Charleston, South Carolina and formerly of Rathgar, Dublin) March 11, 2024. BEALIE Joy (Joyce) late of Clontarf and formerly of North Strand, Dublin. BIRD Charlie (Ashford, Co. Wicklow) March 11th 2024. KEegan Liam (Glasgow), Co. Dublin 11th March 2024. MURPHY Augustine Gerry (Gerry) (Hawley) - March 11, 2024. O'DONOVAN (née Tommas) Sally (Hawley) - March 11, 2024. RAGHALAIGH (née Turnbull) Alice (Dore) Annemarie - March 11, 2024. FAMILY NOTICES. BEALE John (Charleston, South Carolina and formerly of Rathgar, Dublin) March 11, 2024. BEALIE Joy (Joyce) late of Clontarf and formerly of North Strand, Dublin. BIRD Charlie (Ashford, Co. Wicklow) March 11th 2024. KEegan Liam (Glasgow), Co. Dublin 11th March 2024. MURPHY Augustine Gerry (Gerry) (Hawley) - March 11, 2024. O'DONOVAN (née Tommas) Sally (Hawley) - March 11, 2024. RAGHALAIGH (née Turnbull) Alice (Dore) Annemarie - March 11, 2024.





**Leopardstown Racecourse**

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D18 C9V6,

Ireland

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**E** [info@leopardstown.com](mailto:info@leopardstown.com)

**W** [www.leopardstown.com](http://www.leopardstown.com)

12/03/2024

I, Timothy Husbands, CEO of Leopardstown Racecourse, do hereby give consent to:

Val Entertainment Agency Ltd,  
7 Knowledge House,  
Down Business Park,  
46 Belfast Road,  
Downpatrick,  
BT30 9UP

to use our facility "Car Park G" for the purpose of hosting an event 'The Biggest Disco'. Leopardstown Racecourse are the legal owners of the site.

Yours sincerely,



Tim Husbands  
CEO Leopardstown Racecourse

**The Leopardstown Club Limited**

Directors: Nicky Hartery, Suzanne Eade, John Osborne, Paul Dermody, Claire Rudd

**Registered Address:** Horse Racing Ireland, Ballymany, The Curragh, Co Kildare

**Registered in**

**Ireland** Registered

No. 1246 VAT No.

0677853K





Val Entertainment Agency Ltd  
Address: 7 Knowledge House, Down Business Park,  
46 Belfast Road,  
Downpatrick BT30 9UP

13<sup>th</sup> March 2024

Dear Sirs,

As part of Section 231 of the Planning and Development Act 2000, I wish to notify that Val Entertainment Agency Ltd has had no substantial breaches of a licence, or the conditions of a licence, granted by any Local Authority during the past 24 months.

Signed:

V. KALKINS

Val Kalkin on behalf of Val Entertainment Agency Ltd

## **Prior to Event Fire Safety Checklist.**

<b>Gas units Per IS 820 2019 as applicable</b>	<b>Check</b>
Gun metal piping or equivalent robust connections	
Number of Cylinders used no more than 200kgs equivalent per unit	
Gas caged, secure upright and separated	
Gas safety signs present	
Flame arrest/flame failure/ non-return valve fitted	
Slam shut fitted- Large commercial cooking unit.	
Are all parts in good order and free from rust.	
Are all runs of pipe etc safe and don't pose a trip hazard	
Is there 6 metres between units and 3 metres from where it is located to rear of Marquee.	
Emergency shut off by cooking unit and external gas supply (2 shut offs ball valve per cooking apparatus)	
Is there a fryer with non-adjustable thermostatic gas cut off and a wet chemical extinguisher proximal	
Is there gas used to heat water, is it certified.	
Is there gas used to generate power, it is certified	
Cert issued for installation per IS 820 which covers all gas components, appliances and fittings	
Is gas stored on site (Gas depot) and does it comply with IS 3213	
Is there access for fire appliances to cooking area(s)	
Is unit 6 metres from other risks/units and out of path of vehicles etc	
All cooking units C E marked and commercial	
Any generator supplying the unit with electricity, diesel only, with extinguishers	
Cable runs for generators tidy and not a hazard for staff	
There is no public access to gas unit or back of house	
Are gas pipe runs tidy and not a hazard for staff	
Has the RGI reviewed and explained the cooking equipment and safety features to his client	
Efficient removal of rubbish from and around unit	
Cert for extinguishers for unit and for generators supplying units	
Any noncommercial gas units	
Smell of gas, frosting of cylinders, signs of rust on units, Gas shut off when not in use	
Changing of cylinder not done when public present on site.	
Do staff know how to safely change cylinder.	
All staff informed on the safe use, operation and changing of LPG Cylinders	
All staff briefed on procedures to follow in an emergency	
Suitable Fire extinguishers and fire blanket provided and checked	
A copy of safety procedures, gas installation certification visible and available.	
Do you know to inform arriving fire officer that fire involves gas unit (if it occurs)	
Has Catering checklist O1+O2 or N1+N2 been filled as appropriate.	
Is gas located away from extract from kitchen or kitchen hatch.	
Are there any drains, gully's or similar areas that gas could accumulate	
Is there any hidden or internal storage of gas	
Is there clear and safe means of escape which allow safe egress of all	

**BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

Are there any non-standard/specialised gas units and have they been signed off	
Do staff know to call fire brigade in the event of a fire and inform safety officer	
<b>Hydrant review</b>	<b>Check</b>
Is there a test certificate for the hydrants on site i.e. tested within the last year (not public roadway ) to IS 391	
Hydrant location marked, visible, working and accessible	
Has local station been out to do a familiarization	
Has routes been checked and is clear of branches or other impediments.	
Is trackway clear, suitable for weight of appliance and accessible.	
<b>Management Issues</b>	<b>Check</b>
Has the safety officer completed and signed off their checklist.	
A copy of safety procedures, certification visible and available at cooking units	
Extinguishers present at all sound, stage points etc where large amount of electrical equipment is present	
If chainsaw or other equipment is being used has a risk assessment been done	
Are there a mix of extinguishers located around the site and visible at various locations	
Are there decorations, promotional material that is flammable	
All Staff knowledgeable regarding site layout and emergency procedures, use of extinguishers	
Catering Staff knowledgeable regarding unit layout and emergency procedures, use of extinguishers	
Are there sufficient and the correct extinguishers and fire blankets located throughout the site	
Are there caravan on site, do they have gas or detectors. Sleeping risk	
Are the extinguishers in serviceable condition without rust or other issues	
<b>Housekeeping</b>	<b>Check</b>
Is there a build-up of combustible material under or around the stage area	
Is area around cooking tidy and general housekeeping of site to a reasonable standard	
Are all rubbish bags removed regularly i.e. no large build-up of rubbish	
Are there any combustible materials near cooking or ignition source	
<b>Electrics</b>	<b>Check</b>
Are there any over loaded or unsuitable sockets, extension, cabling (e.g. internal used externally)	
No detritus stored near electrics	
Gas/electrical slam shut off working and accessible.	
Is the RECI cert to IS 10101 2020 available for electrics.	
Are PAT certs available for all appropriate electrical appliances.	
<b>Generators</b>	<b>Check</b>
Are the generators in serviceable condition without rust or other issues.	
Are the extinguishers labelled and dated and serviced within the last year	
Generators, earthed, bonded, with 2 extinguishers and sufficient space around them, 3 metres.	
Are the generators properly guarded and the public unable to access them	
Has the emergency shut off for the generators been tested and or signed off.	
Has Safety officer tested a selection of emergency shut off .	
<b>Access and Egress Control Measures</b>	<b>Check</b>
Are there sufficient access controls to prevent greater than permitted ingress	
Are there procedures in place to prevent dangerous build up at entry point.	
Are all exit routes properly guarded from hazards e.g. hallows, rivers etc.	

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Emergency signs visible and large enough all areas	
2 exits marked and illuminated off stage (minimum)	
2 exits and illuminated from all structures, tents etc (minimum) [unless less than 50 persons]	
<b>Access and Egress Control Measures</b>	<b>Check</b>
Manning of escape routes are the security staff clear on what they have to do in an emergency-e.g. open gate	
There shall be no impediment to escape- person seated blocking, temporary CCB, gates not staffed, camera	
Is there emergency lighting, lighting towers and is it sufficient to guide people off site	
Do the exit routes work i.e. following the signs leads to place of safety no contradictions or ambiguities	
Are there controls on numbers in the various areas and do they work e.g. Marquees	
Is there localized overcrowding or a risk of it. i.e. pinch points.	
Are there sufficient separation between crowds in areas to prevent crushes/localised overcrowding.	
Announcements as to what to do in the event of a fire	
No public access to staff/prep area (fenced and secured)	
No public access to cooking units or controls	
Non peripheral locations fenced at rear	
<b>Pyrotechnical and gas effects.</b>	<b>Check</b>
Have you received application for importation license and confirmation of compliance with DoJ Document.	
Have the guidelines set up by DFB been adhered to	
Have you viewed a demo and do you have concerns or are you satisfied with safety procedures	
Has any onsite conditions changed and have these been considered and accounted for	
Are you satisfied with the operator and what is planned	
Are the effects stored safety in an identified vehicle	
Are there any non-standard/specialised gas/liquid units for effects and have they been signed off	
Is there sufficient additional guarding from areas using non diesel fuel equipment or effects	
Is there a spill kits for flammable fuels or effects	
Have fire performers complied with DFB requirements	
<b>Details/Certification to be available to Fire officer (as and if applicable):</b>	
RGI Cert for Installation Certs covers all gas components, appliances and fittings Cooking unit to I.S. 820 2019.	
RGI cert for gas to heat water	
RGI cert and electrical cert for gas generator	
Electric cert to confirm gas slam shut off working electrically-Larger commercial units.	
Electrical cert for electric throughout the site to include generators (bonded and earthed)	
Cert for lining of Marquees, Linings, drapes other linings in last 5 years and in English.	
Cert for extinguishers for all units and throughout the site	
Fire detection and alarm system	
Their own event safety Checklist	
Cert to confirm hydrants tested and meets the standard	
Emergency Lighting	
Cert for staff training general fire safety and use of extinguishers	



## **DFB Outdoor Event Fire Safety Checklist RS1**

Does the event require a licence? Yes  No  EVENT No:.....

Licence App.No:..... (If an outdoor event with an expected audience of 5,000 or more, but not a sporting event, ).

Event Type: Concert  Parade  Fireworks  Other

Artiste/s or Participants: .....

Event Venue:..... Promoter: ..... Even Date:.....

	Yes	No	N/A
<b>1. Safety Strategy:</b>			
• Safe Holding Capacity <u>Calculations</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gridlined dimensioned drawings clearly showing Escape Routes & Exits. Contact number for event controller and event safety officer (incl. Stage, BOH, gates, concessions, 1 <sup>st</sup> aide, toilets etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of Access & Egress for the Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drawings and details for Fire Brigade Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Water supplies i.e hydrant location and Cert IS 391	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of Measures to facilitate Safe Egress, including,			
- emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- exit signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- fire detection and alarm system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- communication/P.A. system, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Casual Trading details, including,			
- unit locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- gas supply installation,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- (Note: Must comply with DFB guide to gas + I.S. 820)			
- fire fighting equipment,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tents & Marquees details, including,			
- holding capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- exit widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- unit locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- cooking equipment installations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- gas supply installation (see previous note)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- fire fighting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- emergency lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- cert(s) for lining material etc. - last 5 years and English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**

- Pyrotechnics, special effects using flames etc, including,
    - site map drawing     
(showing fallout area, spectator area, firing zone, no fly zone, dimensions, gridlines etc.)
    - Pyro-- safety data sheets (SDS)
    - site specific risk assessment
- Yes      No      N/A
- Is management of fire safety provided for, including:
    - steward + Security training
    - fire patrols
    - litter control/refuse disposal on day of event
    - operators registration and related certs.

**2. Site Emergency Plan:**

- Activation of Plan (how and who)
- Key Personnel, and their role
- Contact details of all key personnel
- Evacuation Procedures
- Emergency Scenarios (*Drawings Required*)

**3. Drawings (Gridlined and dimensioned) to show:**

- Access & Egress Routes for Patrons, incl. occupant capacities, exit widths
- Designated Emergency Access & Egress Routes for Appliances, and hydrant, dry riser, control room locations etc.
- At least two emergency scenarios showing location of possible incidents, emergency service access & audience egress
- Location of any casual trading units, tents & marquees, etc.

**4. Confirmation of certification\* for:**

- L.P.G. Installation to I.S. 820
- Electrical Installation`s e.g. generators; PAT certs
- Emergency Lighting System/Exit Signage
- Linings Material stage etc ; Marquees- last 5 years in English
- First-Aid Fire Fighting Equipment
- Fire Detection and Alarm System, Emergency lighting etc.
- Staff Training in use of Fire Extinguishers

\*Suitably qualified and competent person to provide a declaration that all relevant, properly completed, certification has been supplied to him/her.

**5. Licence Details:**

- Has a Licence been Issued
  - Licence Number: \_\_\_\_\_
  - Are there conditions attached to the licence
  - Details of Conditions (if relevant):
- 
- 

Checked By:.....

Date:.....

**Reference Material:-Code of Practice for:**

- Safety at Sports Grounds, Department of Education, January 1996
- Safety at Outdoor Pop Concerts & other outdoor musical Events, Department of Education, Jan 1996
- Safety at Indoor Concerts, Department of Environment and Local Government 1998
- Advisory Handbook for Event Organisers. Events Section, DCC, 2019, Version 5.

**BIGGEST DISCO – LEOPARDSTOWN RACECOURSE – 15 JUNE 2024**



Event Location Plan  
Scale = 1:2500

**Biggest Disco 2024**  
**Leopardstown**  
**(Capacity 15,000)**



(Scale 1:2500)

CLIENT: Vei Entertainment Agency	DATE: March 2024
SCALE: 1:2500	
JOB: Biggest Disco	DRAWN BY: JG
Site: Park St Leopardstown Race Course	CHECKED:
DRAWING TITLE:	DRAWING No:
Event Location 1:2500	24-016 - 01

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