



DRAFT EVENT MANAGEMENT PLAN

MARLAY PARK CONCERTS & LONGITUDE FESTIVAL 2022

Marlay Park, Rathfarnham, Dublin 16

Event Management Plan
For MCD Productions Ltd

Version	Date
Version 1	23.02.22

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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.

COVID-19

The Event will be subject to all relevant COVID-19 Public Health Guidance and legislation at the time of the Event.

SECTION 2 - APPENDICES

Appendix 1	Major Emergency Plan
Appendix 2	Trader Fire Risk Assessment Form
Appendix 3	Pre-Event Fire Safety Checklist
Appendix 4	Draft Traffic Management Plan
Appendix 5	Water Safety Plan
Appendix 6	Offsite Stewarding Plan

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1 SUMMARY OF FESTIVAL

It is proposed that 6 Events consisting of music performance will take place in Marlay Park this June and July. Details of the Events are listed below. The maximum number of attendees at the events each day is 40,000.

Marlay Park Concerts

The Marlay Park Concerts will comprise of single day Events. The proposed dates, gate opening times and curfew for the events will be as follows:

Date	Gates Opening	Curfew
Monday 27 th June	16:00hrs	23:00hrs
Tuesday 28 th June	15:00hrs	23:00hrs
Wednesday 29 th June	16:00hrs	23:00hrs

Longitude Festival

Longitude is a three-day multi-stage music festival. The proposed dates, gate opening times and curfew for the events will be as follows:

Date	Gates Opening	Curfew
Friday 1 st July 2022	13:30hrs	23:00hrs
Saturday 2 nd July 2022	13:30hrs	23:00hrs
Sunday 3 rd July 2022	13:30hrs	23:00hrs

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

The Promoters of these events are MCD Productions Ltd who have appointed Festival Republic Dublin Ltd to produce the Events on their behalf.

1.1 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 in so far as is possible, and in particular the provision of routes on the periphery of the park. In addition, disruption to the area in front of the Marlay House and around Boland's Café will be minimised.

1.2 SITE PLAN AND SITE DESIGN

The site plans are, 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.

2 MANAGEMENT STRUCTURE

2.1 KEY RESPONSIBILITIES

Event Controller

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

- Having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner;
- Being involved in the planning meetings with relevant statutory agencies i.e. Local Authority, An Garda Síochána, and HSE etc;
- Ensuring the provision of adequate personnel for the event including stewarding, first-aid and medical staff; conducting a post event meeting and preparing a debrief report.

Event Safety Officer

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

- Act as coordinator on behalf of the Promoter, Event Controller/Deputies and should report directly to the Event Controller/Deputy;
- Should be involved in the planning arrangements to ensure that activities are carried out in accordance with the agreed specification;
- Coordinating and checking the collection of health and safety information prior to and during the event, including method statements, risk assessments and completion certificates.
- Coordinating on-site inductions and onsite liaison with contractors;
- Evaluate the efficiency of structural and safety arrangements during the event;
- Ensuring that the safety details and conditions agreed for the holding of the event are implemented;
- Act as coordinator of technical aspects of the arrangements insofar as they impinge on safety matters;
- Monitor first-aid and rescue tactics for distressed attendees;
- Take any necessary action to alleviate any perceived risks;
- Assisting the Event Controller/Deputy in coordinating safety in response to an incident or major emergency.
- Advise and assist with crowd management and public safety issues.

Event Manager

- The planning and delivery of the festival via the Production / Licensing Coordinator / Site Manager and contractors.
- To ensure that the site is organised, built and managed with the minimum of risk to attendees after the proper assessment of all factors.

Licensing Coordinator

- The submission of information to the relevant agencies
- Acting as liaison between the Marlay Park Events and Local Authority / Emergency Services
- Compliance with licence conditions

Security Coordinator

The Security Coordinator and their Deputy represent the Event in the management, briefing and coordination of all onsite and offsite security and stewarding resources.

- They are independent of the security contractors
- They manage security via the Event Control Tent
- The conduct and oversee all liaison with An Garda Síochána
- They arrange briefings for security and stewarding companies.

Site Manager

- Responsible for overseeing site preparation prior to event, including the erection of all structures.
- Ensure that the site is organised so that work is carried out with the minimum risk after proper assessment of all factors.

Medical Coordinator

The delivery of the Medical Management Plan and the management of the onsite medical response for attendees and staff.

Area Managers

To oversee and manage their area, including all staff, acting as a point of contact for attendees and monitoring standards and issues in their area.

Trader Manager

Coordinating all trading activity including layout, position, compliance with licence conditions, trader health and safety, control of trader vehicle movement.

2.2 STAFF LIST

Any revisions to the below will be circulated to statutory agencies prior to the event along with contact details for key personnel.

ROLE	MARLAY PARK CONCERTS	LONGITUDE FESTIVAL
EVENT CONTROLLER	Ian Donaldson	Ian Donaldson
DEPUTY EVENT CONTROLLER	Dave Steele, Ange Goliger	Dave Steele, Ange Goliger
EVENT MANAGER	Ange Goliger	Ange Goliger
EVENT SAFETY OFFICER	MSA – TBC	MSA - TBC
LICENSING COORDINATOR	Pascale Miller	Pascale Miller
SECURITY COORDINATOR	Peter Nicholson	Peter Nicholson
DEPUTY SECURITY COORDINATOR	Liam Hogan	Liam Hogan
SITE MANAGER	Frank McDaid	Frank McDaid
MEDICAL COORDINATOR	Code Blue - TBC	Code Blue - TBC
SITE MEDICAL OFFICER	Code Blue - TBC	Code Blue - TBC
SECURITY CONTRACTORS	TBC	TBC

***This table is subject to change**

2.3 EVENT CONTROL

A central Event Control Room will be provided onsite, it is from here that the onsite communications system will operate. It is our intention that Event Control will contain Event representatives which may include:

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

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

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

3 SECURITY

3.1 AN GARDA SÍOCHANA

Regular meetings will be welcomed with An Garda Síochána to facilitate the liaison and cooperation 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

3.2.1 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.

3.2.2 DEPLOYMENTS

A Security & Staffing Deployment 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.

3.2.3 COORDINATION OF SECURITY / STEWARDING COMPANIES

The security / stewarding companies will be coordinated by the Security Coordinator based in Event Control. It is our intention that Event Control will contain event representatives which may include:

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

3.2.4 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.

3.2.5 SECURITY STRATEGY

The key objectives of our security strategy will be: -

- 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 coordinated approach with strong management from the Security Coordinator.

3.2.6 SECURITY BRIEFINGS

Security briefing and protocol documents are sent to the security contractors in advance of the Event, along with any relevant site-specific information. On event days the Security Coordinator holds a briefing for Security Managers and Supervisors which An Garda Síochána are invited to attend. It is the responsibility of the security contractors to ensure that their staff are appropriately briefed on our policies and procedures and understand the position that they are undertaking, and to manage them accordingly.

3.3 LOST PROPERTY

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

3.4 SEARCHING AND CONFISCATIONS

Searching will take place at the public entry gates. The priority of the searching operation is to deter, disrupt and detect those attempting to enter the Event with items that are prohibited onsite or illegal items, while simultaneously maintaining good order and public safety as well as an efficient flow rate of customers through the entrance gate.

If identified, any items 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. The Terms and Conditions of Entry is available to Statutory Agencies upon request.

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.

Persons suspected of carrying items that may be used in an offensive or dangerous manner or carrying out illegal activities within any area of the site may be searched.

Marlay Park Events' do not condone the use of, or the dealing in, illegal drugs on site. The policy on drugs is based on three core messages:

- Prevention
- Drug dealers and users
- Welfare and treatment

Information on searching measures and prohibited items is provided to ticketholders in advance of the Event and there will be signage displaying this message at the entrances.

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 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).

4 EVENT SAFETY STRATEGY

4.1 CROWD MANAGEMENT

4.1.1 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.

4.1.2 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 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 after the arena closes to make sure that any remaining ticket holders are directed out and the arena is cleared.

4.1.3 STAGE / ENTERTAINMENT AREA

Pre-recorded music can be played from the stages to help keep attendees 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.

4.1.4 TENTED STAGES

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

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

4.1.5 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.

4.1.6 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 and egress are carefully monitored and managed. There will be CCTV installed at the arena entrances and across the site to enable monitoring of crowd flows.

4.1.7 BRIDGES

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.

4.2 CAPACITY MANAGEMENT

4.2.1 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 site will be fenced along the perimeter with 'steel shield' fencing. There will be exit lanes at the arena entrances for attendees to vacate the arena at all times. There is no readmission permitted at the Marlay Park Concerts and Longitude Festival.

4.2.2 TICKET CONTROL

Tickets will be sold via a computerised system and from the Ticketmaster App. 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.

4.2.3 MARLAY PARK CONCERTS

4.2.3.1 SITE OCCUPANCY CAPACITY

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 over 20,000qm @ 0.5m²/p = 40,000 which will accommodate the proposed maximum audience.

4.2.3.2 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 53m as shown on the site plan.

Exit Route	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
From Grange Road Arena Entrance	7	6,104
From A/B/C	5	4,360
From D	3	2,616
Bridge (Leading to Exit E/F)	15	13,080
From G	2	1,744
From H	3	2,616
From I	5	4,360
From J	5	4,360
From K	8	6,976
	Total Exit Capacity	50,576

Notes:

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.

4.2.4 LONGITUDE FESTIVAL

4.2.4.1 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 Arena Viewing	20,000	0.5m ² /p	40,000
Stage 2	4,565	0.5m ² /p	9,130
Guest Area	600	0.5m ² /p	1,200
	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 venue
2. Once sponsor activations are confirmed details will be added as appropriate.

4.2.4.2 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 Route	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
From Grange Road Arena Entrance	11	9,592
From A	5	4,360
From B	5	4,360
From C	5	4,360
From D	3	2,616
From E (College Road Arena Entrance)	10	8,720
From F	5	4,360
From G	2	1,744
From H	3	2,616
From I	5	4,360
From J	5	4,360
From K	8	6,976
	Total Exit Capacity	58,424

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

4.2.4.3 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	6,104
From A	5	4,360
From B	5	4,360
From C	5	4,360
From D	3	2,616
From E (College Road Arena Entrance)	10	8,720
From F	5	4,360
From G	2	1,744
From H	3	2,616
From I	5	4,360
From J	3	2,616
From K	8	6,976
	Total Exit Capacity	53,192

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.

4.2.4.4 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	4,565	9,130	56 ⁽¹⁾	9,840	11No 6m 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
2. Once sponsor structures are confirmed details will be included where appropriate

4.2.5 EMERGENCY SCENARIOS

Emergency Scenario A: -

The smaller tents are all closed, and all 40,000 attendees are in the Main Arena. 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 via the Grange Road Main Gate (refer to emergency route on site plan).

Exit Route	Exit Width (m)	Capacity @ 109 persons per metre width x 8 mins
From Grange Road Arena Entrance	7	6,104
From A/B/C	5	4,360
From D	3	2,616
Bridge (Leading to E/F)	15	13,080
From G	2	1,744
From H	3	2,616
From I	5	4,360
From J	5	4,360
From K	8	6,976
	Total Exit Capacity	50,576

The above analysis shows that, with all attendees located in the main arena, there is sufficient exit capacity to deal with the 40,000 persons located in the main area.

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
11No. 6m exits	56m (includes for discounting an exit)	9,840	9,130	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 which is more than adequate to deal with the anticipated max capacity expected in this area of the site.

4.3 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.

4.3.1 EVACUATION PLANNING

Please see Major Emergency Plan in Appendix 1.

4.3.2 EVACUATION REHEARSAL / TABLETOP EXERCISE

The Tabletop exercise will take place on date TBC, where evacuation and emergency scenarios will be rehearsed.

4.3.3 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 ISO EN 7010:2020.

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.

4.4 FIRE SAFETY

4.4.1 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 in Appendix 1.

4.4.2 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 electric 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 be carried out in accordance with DFB's Guide to Gas Usage at Events v3 and IS 820:2019. A risk assessment will be completed if there are any deviations from DFB's Guide to Gas Usage at Events v3.

No petrol generators will be permitted on site.

A Trader Fire Risk Assessment form must be completed by each trader. A copy can be found at Appendix 2.

4.4.3 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 correct 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 Fire Safety Advisors will check the fire extinguishers and other firefighting prior to the arena opening each day to the public. The Fire Safety Advisors 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 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. They are sometimes connected to each other to provide backup power and not practicable to separate these. Two extinguishers will be provided at generator points.

4.4.4 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.

4.4.5 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.

4.4.6 PYROTECHNICS AND SPECIAL EFFECTS

If there is a request that some of these effects 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 Document on Organised Pyrotechnic 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.

4.4.7 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 - IS 10101 2020
- 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)
- Hydrant Testing Certification (provided by the Venue) - IS 391 2020

Lining Materials

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.

Contractors are requested to provide certifications for linings that are in the English language and are dated within the last 5 years. Copies of the certification will be kept in the Health & Safety folder on site.

4.5 STRUCTURES

4.5.1 STAGE AND TENT DETAILS

4.5.1.1 MARLAY PARK CONCERTS

It is our intention that the Main Stage entertainment at Marlay Park Concerts will take place on an outdoor stage supplied by Serious Stages www.stages.co.uk.

4.5.1.2 LONGITUDE FESTIVAL

As in previous years it is our intention that the entertainment at Longitude Festival will take place on a combination of outdoor stages, tented stages and sponsor activations.

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

It is anticipated that the big top tents will be supplied by Mobile Structures - www.mobilestructures.co.uk

Staging provided will be designed to allow 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 our agreement 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.

4.5.2 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 Method Statements.

4.5.3 BARRIERS

The Marlay Park Events will use a variety of barriers 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.

The Front of Stage Barrier at the Main Stage & Stage 2 will be erected using MOJO style barrier. The configuration is still to be confirmed and will be updated accordingly on the site plans. Technical drawings will be kept onsite in the Licensing office. 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.

4.5.4 HA-HA COVER

As in previous years the Ha-Ha in the Main Stage arena field will be covered with temporary stage decking. This is designed and built to facilitate pedestrians only, vehicles will not be permitted to drive on the stage decking.

4.5.5 ADVERSE WEATHER PLAN

An Adverse Weather Plan will be in place for 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. The Adverse Weather Plan is available to Statutory Agencies upon request.

4.5.6 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.

4.6 SIGNAGE

4.6.1 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.

4.6.2 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 will be installed in accordance with IS 3217:2013 + A1:2017 will be provided and available for inspection in the Licensing office. All signage will be of an appropriate size.

4.7 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.

Emergency escape lighting will be installed in accordance with I.S 10101 2020.

As a condition of our agreement with the traders, their electric power supply will be supplied and managed by our onsite power contractor.

A completion certificate will be issued by the power contractor and will be kept onsite in the Licensing office. Test certificates will be issued for the electrical system and is available upon request from the Licensing office.

4.8 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.

4.9 WORKING PRACTICES

We are fully committed to safe working practice and will comply with all relevant health and safety legislation. Full details of our working practices and procedures can be found in our Risk Assessment, Health and Safety Policy, and, Health and Safety Terms and Conditions, all available to Statutory Agencies upon request.

All contractors are required to comply with our Contractor H&S Terms and Conditions and submit their own method statements and risk assessments. All contractors and visitors to site will be required to complete the health and safety 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 monitoring and inspections will take place continuously.

4.9.1 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. The Event Controller, Event Safety Officer or a nominated representative will carry out an inspection of the arena prior to opening each day and ongoing inspections of the site.

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

Prior to opening, 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 3.

4.9.2 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.

4.9.3 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.

4.9.4 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. Hazards will be identified and where possible removed. 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.

4.10 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. Visual safety checks will be conducted by staff prior to using any equipment or plant.

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. Drivers are required to use a Banksman when necessary.

4.11 FACILITIES FOR DISABLED ACCESS CUSTOMERS

Festival Republic will arrange for special provisions for Disabled Access Customers, including car parking, sanitation facilities and viewing areas, where appropriate.

There will be Accessible Viewing Platforms and toilets at the Main Stage and Stage 2 (Longitude only). Disabled Access Customers who need to be accompanied by a carer or PA will be entitled to bring them and will be given a complimentary ticket to the event. Information will be sent out in advance to all Disabled Access Customers who request it so that they have advance notification about the various facilities on offer to them. Contact details will be provided for Disabled Access Customers to get more information.

5 MEDICAL PROVISION & FACILITIES

5.1 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.

5.2 MEDICAL OPERATIONAL PLAN

When determining the resourcing levels, consideration will be given to the Health Service Executive Requirements A detailed Medical Operational Plan will be provided and agreed with the HSE. This will be included as part of the Final Event Management plan.

5.3 ONSITE FACILITIES

The following medical facilities will be provided onsite:

- Medical & Welfare Centre
- Main Stage (Right) First Aid Point
- Stage 2 Field First Aid Point (Longitude only)
- Welfare Tent in College Road Car Park (Longitude only)
- Ambulance parking locations
- Roaming medical teams
- Response to the car parks and queues when the site is open to attendees.

5.4 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.

5.5 DOCUMENTATION

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

6 BARS / CONCESSIONS

6.1 BARS

Bars will be provided onsite and can be identified on the submitted site plan. The number of bars and offerings are still to be confirmed with opening times to be agreed with the relevant authorities.

The following bars are planned for the Marlay Park Concerts (still TBC):

- Three Main bars selling draught products, wine / prosecco and water / soft drinks.
- One Guest Area bar.

The following bars are planned for Longitude Festival (still TBC):

- Four Main bars selling draught products, wine / prosecco and water / soft drinks.
- One Guest Area bar
- Two Sponsor bars selling limited spirits.

Any variations from this will be agreed in advance with An Garda Síochána.

Security personnel working at the bars will be given a 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.

The Alcohol Management Plan will be available to Statutory Agencies upon request.

6.2 CONCESSIONS

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.

6.2.1 COORDINATION OF PUBLIC FOOD TRADERS

It is our intention that the Events' food and non-food traders will be coordinated by Newsrail Ltd. Their details and documentation will be collated and held by Newsrail Ltd.

Further information on trader fire safety can be found in section 4.4 Fire Safety for Traders.

6.3 TOBACCO CONTROL

Smoking (including use of electronic cigarettes) will not be permitted inside any enclosed public or working tents, portacabins, structures (such as Front of House and stage viewing areas) or near any fuel sources.

Security personnel will be briefed before events of their responsibilities to prevent public smoking in enclosed areas. Dedicated security personnel will be appointed to assist with tobacco control enforcement. Contact details for these personnel will be given to the Tobacco Control department of the HSE prior to the Event.

6.3.1 SALE OF TOBACCO

Tobacco kiosks on site will be registered for the sale of tobacco products and will comply with current legislation regarding display, offering for sale and age checks.

Retailers will store their tobacco out of view, within a closed container or dispenser only accessible by the retailer and retail staff. Self-service vending machines are prohibited onsite.

All retailers of tobacco products will be registered with the Health & Safety Executive (HSE).

6.3.2 TOBACCO CONTROL SIGNAGE

All working vehicles on site will have "No Smoking" signs visible in them and it will not be permitted for staff to smoke in these vehicles.

Enclosed structures will have "No Smoking" signs displayed. Any marquee style tent where concerts will be held will have no smoking signage displayed, this will be positioned above head height and clearly visible.

We will also put up "No Smoking" signage on portacabin doors (including loos), staff offices, and other enclosed staff areas. All signage will carry the international "No Smoking" sign and will comply with the relevant legislation.

7 ENVIRONMENTAL

7.1 SANITARY FACILITIES

Guidance is taken from Chapter 20 of the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 in the provision of all sanitary facilities at the Event. The minimum sanitary accommodation requirements detailed below have been based on an assumed capacity of 40,000 attendees. This specification can be altered in line with ticket sales and forecasted attendance.

7.1.1 SANITARY ACCOMMODATION AND WASHING FACILITIES

The requirements for toilets have been calculated as follows:

Event Maximum Attendance	40,000
Ratio of male: female	1:1
Male 50%	20,000
Female 50%	20,000

Based on the guidance the number of public toilets provided on-site in both the arena will be in excess of the following-

Female	1 toilet per 100 females =	200 toilet units
Male	1 toilet per 500 males =	40 toilet units
	1 urinal per 125 males =	160 urinals

All toilet blocks will be separated for male and female use and the locations of the toilet blocks will be shown on the site plan. The toilet blocks will be situated carefully to ensure good access for servicing vehicles.

There will be Accessible toilets strategically placed around site, typically at each toilet block and at the accessible viewing platform.

There will be a number of offsite toilets located as below:

- Coach Park
- Luas Shuttle on Stonemason's Way
- Key locations along the Grange Rd / Ballinteer Avenue, on route to the Event site.

SANITARY FACILITIES FOR STAFF

Additional toilet facilities will be provided in the following areas:

- Production and Backstage areas
- Onsite traders will have access to designated toilets blocks

HAND SANITISER STATIONS

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

PROVISION OF SANITARY FACILITIES

It is intended that the servicing of the tanks is carried out by A-Space and the cleaning of the toilets and the replacement of consumables will be carried out by the appointed cleaning contractor for the arena, guest, production and crew toilets.

7.1.2 MANAGEMENT AND SERVICING OF FACILITIES

It is our intention that the polyjohn toilets and urinals will be maintained and serviced throughout the event on a continuous rolling basis.

All toilet blocks in the arena will receive a surface service (replenishing consumables etc), with a full suck as required. It is imperative that a high standard of cleanliness, servicing and replenishment of consumables is maintained throughout the event.

The cleaning contractor will be required to nominate an overall Supervisor to oversee the servicing and cleanliness of all of the toilet blocks onsite.

NOMINATED PERSONNEL TO BE RESPONSIBLE FOR MONITORING THROUGHOUT EVENT

In addition, monitoring, of the standards of the servicing and cleanliness will also be carried out by the Event Controller/Deputy, Site Manager, Event Safety Officer and Zone Managers.

7.2 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.

See Appendix 5 for the Water Safety Plan.

7.3 LITTER & WASTE MANAGEMENT

7.3.1 WASTE MANAGEMENT CONTRACTOR

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

7.3.2 OBJECTIVES

Festival Republic endeavours to deliver events with the least amount of environmental impact as possible. Our commitment to the reduction of waste and increase in reuse and recycling is a priority to us and we encourage our audience, staff and contractors to act in an environmentally aware manner and engage with the sustainability initiatives.

7.3.3 WASTE MANAGEMENT

The waste management arrangements for the event will be planned with the aim of ensuring;

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

Waste types entering the site will be tightly controlled at the entry gates.

Bins will be strategically placed at key locations around the site including entry gates, around food concessions, public toilets and bars.

Dedicated staff will operate throughout the Event to ensure the following;

- Litter build up in the arena and at the arena entrance and exit is maintained at a safe level for the attendees.
- The bins are serviced
- The removal of waste to dedicated compounds.
- Litter picking is carried out continuously, whereby discarded waste is placed into sacks, once full these bags will be taken to the waste compound.
- All waste removed from site will be taken to an approved facility.

7.3.3.1 OFFSITE LITTER

Bins will be placed in strategic locations prior to and for the duration of the event. There will also be a dedicated offsite litter team covering the immediate surrounding areas of the site throughout the duration of the concerts.

Further to this there is a dedicated litter picking team that work throughout the night following each concert, and in the days following the completion of the Event.

The Offsite Zone Managers monitor the local area throughout the duration of the event and report build-up of litter to the Offsite Litter Management team who can respond to this.

There is a dedicated Residents' Hotline operational on Event days where reports of concert related litter in the local area are received and then reported to the Offsite Litter Management Team who deploy cleaning operatives to the area.

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

7.3.4 CATERERS, FOOD CONCESSIONS AND BARS

Festival Republic has limited traders on acceptable packaging.

- Strictly no glass bottles/glasses are allowed, disposable plastic food containers and utensils are prohibited. All cups, food containers, napkins etc. must be compostable. We do not allow bioplastic serve ware or straws as it contaminates the pre-determined waste streams.
- Traders will dispose of waste generated into three bins (mixed recycling, compostable & general waste). Traders' bins will be positioned behind the trader's unit and serviced throughout the event by the appointed waste management contractor.
- 1100l bins for mixed recycling & general waste are to be provided to all bars and concession stands, 240l bins are provided where lack of space dictates smaller bins.
- 240l food waste bins are provided to all concessions stands selling food
- the onsite crew caterers are to be provided with 1100l or skips for food waste as appropriate to the quantities.
- Sufficient colour coded sacks for recycling and food waste are to be provided by the waste contractor to the traders to allow them to separate their waste.

7.3.5 SUSTAINABILITY INITIATIVES

There are several sustainability initiatives that will be applied at this event.

PRE-EVENT COMMUNICATION

We will encourage attendees and staff to limit the amount they bring to the festival and provide information on waste management onsite.

THREE BIN SYSTEM

We will encourage recycling and composting by providing a minimum of three-bin stations throughout the event. These are clearly labelled recycling (paper, cans and plastic bottles), compostable (paper plates, wooden cutlery and food scraps), and general waste (crisp packets, plastic straws, wet wipes etc.). The bin stations are monitored by staff to provide guidance to the attendees on what bin to use to prevent contamination. Additional bins will be added where required if specific waste streams are identified.

PIT CUPS

Paper receptacles will be used to distribute water in the pit area.

DRINKING WATER POINTS

There are drinking water points located at each toilet block. Attendees are permitted to bring a reusable bottle <500ml to the event. Drinking water points are also available in back of house and staff onsite are encouraged to bring reusable bottles.

FOOD TRADERS AND CATERERS

We operate very strict packaging protocols with traders & caterers and ask them to only use compostable food packaging. We also provide food waste bins for their own use back of house.

7.4 ENVIRONMENTAL IMPACT & MONITORING

7.4.1 ENVIRONMENTAL 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
- The Site Manager will also act as the grounds manager and will coordinate 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.

7.4.2 REMOVAL OF TEMPORARY STRUCTURES

The dismantling and removal of all temporary structure associated with the Event, will commence immediately after the event finishes. Any agreed reinstatement works will also take place during this time.

7.4.3 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.

7.4.4 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 such damage has occurred as a result of the event, necessary repair and remedial works will be undertaken.

7.5 NOISE

7.5.1 NOISE MONITORING

An independent qualified Noise Management Consultant will be appointed to monitor noise levels throughout the hours of entertainment to ensure noise levels are not exceeded.

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

- During the event the following will take place –
- Identification of points of control
- Identification of monitoring locations
- Verification of performance systems
- Briefing of sound personnel
- Self-monitoring by operators
- Professional monitoring by the Noise Management Consultant
- Records kept of all noise measurements
- A log made of any complaints
- Procedures for excessive noise

- On-going communications with sound operators

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

A detailed Noise Management Plan will be sent to the Environmental Health Noise Department and to the Local Authority in advance of the Event. The plan will be available upon request for other Statutory Agencies.

The functions that will be carried out at the stages by the Noise Management Consultant are as follows;

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

7.5.2 EVALUATION

A report including noise monitoring results carried out for the event in relation to the same, will be completed. The Environmental Health Officer from the Local Authority shall have access to the results of the monitoring at any time and a copy of these shall be forwarded to them within 3 working days after the Event.

8 COMMUNICATIONS

8.1 RADIO SYSTEMS

Key staff will be issued with an event radio 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 and standard operations.

A log of key radio transmissions on the Security and Event Control channels will be made. Details of incidents and accidents onsite will be recorded in the Control log.

8.2 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.

8.3 WIRELESS NETWORKS

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

8.4 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. Loudhailers can be used by security and stewards to give information direct to attendees.

Please see Major Emergency Plan in Appendix 1.

8.5 LIAISON WITH LOCAL RESIDENTS

All reasonable efforts will be made to ensure that effective communication will be undertaken with the local residents via their Residents' Associations. Festival Republic and Dún 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 across a number of evenings during the planning phase. These will include: -

- Pine Valley
- Taylors Hill Apartments
- 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 (Ballinteer Close) Residents Association
- Hermitage Residents Association
- Kingston Residents Association
- Hermitage (Grange Rd) Residents Association
- Grangebrook Residents Association

8.5.1 RESIDENTS' HOTLINE

The resident's hotline number will be available as a facility for local residents to call in with any concerns, observations or complaints. Local residents will be encouraged to get in touch at any time and all of their concerns will be comprehensively considered. The hotline will be operational during the hours of the Event and will be answered by Festival Republic Event Staff. Where necessary, calls taken can be referred to the Security Coordinator, Event Controller or relevant Statutory Agency. 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 logged on the Complaint Forms.

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

8.6 PUBLIC COMMUNICATIONS STRATEGY

WEBSITE

The Event website includes a variety of information for customers such as transport, ticket information, prohibited items, accessible information, contact information etc.

SOCIAL MEDIA

Event information is posted on social media (Facebook, Instagram, Twitter). Social Media can also be used to post live updates on event days to get a message to the public where required.

EVENT APP

There is also an app available for customers to download which will also include a variety of information.

PUBLIC INFORMATION MAILOUT

A public information notice is distributed via email by Ticketmaster. This document contains information for those attending including travel options, Terms & Conditions of Entry etc.

EMAIL

There is a designated email address for customers to contact with any queries they may have. There is also an email address for any Disabled Access Customer queries.

9 TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan (TMP) has been drawn up for the Marlay Park Events following consultation with the relevant Statutory Agencies.

The TMP covers 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 includes arrangements for vehicle routes, public transport, pedestrian access, car parking and a traffic signage plan.

Please see Draft Traffic Management Plan in Appendix 4.

APPENDIX 1 - MAJOR EMERGENCY PLAN

A DEFINITIONS

DEFINITION OF MAJOR EMERGENCY PLAN

These plans outline the procedures to be adopted in the event of a major emergency on site. It should be noted that this is the Major Emergency Plan written by Festival Republic for the Marlay Park Events and therefore it sits alongside the separate Major Emergency Plans that will exist for Dún Laoghaire-Rathdown County Council, the Health Service Executive (HSE) and An Garda Síochána. As per the Events' Major Emergency Plan, the roles, responsibilities and procedures outlined below are specific to a Major Emergency at Marlay Park, and as such need to be agreed with the Principle Response Agencies.

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

These procedures distinguish between -

- **Emergencies Onsite** – any emergency onsite requiring prompt and coordinated action by event control, onsite security, fire and medical teams and/or external Emergency Services. An emergency may be able to be dealt with by onsite teams without a direct response from the external Emergency Services.
- **Emergencies Offsite** – any emergency offsite but linked to the event requiring prompt action by one or more of the Emergency Services. Resources controlled by the Event Controller may be available to assist but need to do so under the request and command of the external Emergency Services.
- The distinction between onsite and offsite is normally defined as the boundary of the licensed site. The boundaries of offsite are normally the areas that are outside of the control of the Event Controller, such as the public highway.
- **Contingency Plans** – contingency plans are written in relation to a specific event occurring such as the need to stop the music playing or water contamination. They are therefore different from the Major Emergency Plan which rather sets out the command, control and coordination of onsite resources and liaison with the emergency services in a Major Emergency situation.
- **Major Emergency** – The Framework for Major Emergency Management defines a Major Emergency as follows:

A Major Emergency is any event which, usually with little or no warning, causes or threatens death or serious injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principle emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, coordinated response.

Festival Republic will circulate the Major Emergency Plan to the key decision-making personnel responsible for putting appropriate staff at the disposal of the Emergency Services in the event of a Major Emergency. Festival Republic will circulate the different aide memoirs referenced at the end of this document to the relevant personnel onsite. All staff onsite will be briefed in how to raise the alarm and in who they report to in the case of a Major Emergency. The Major Emergency Plan will also be circulated to all Emergency Services and other agencies within the Statutory Agency Group involved in the Event.

B FESTIVAL REPUBLIC MANAGEMENT STRUCTURE

For further information on the events' Management Structure, see section 2 Management Structure in the Event Management Plan.

In the event of a Major Emergency, the additional responsibilities of the Event Controller are:

- To liaise with the Principle Response Agencies and the Security Coordinator
- To mobilise resources to assist Principal Response Agencies via Event Control
- The provision of an onsite Medical Coordinator and medical facilities (sufficient for normal operations and for response to reasonably foreseeable emergencies onsite)
- The provision of stewards (sufficient for normal operations and for response to reasonably foreseeable incidents onsite) to assist at key locations onsite to guide emergency vehicles to and from the emergency, to assist in any cordons which are established by the emergency services, to assist in the management of the crowd, the evacuation of sectors or the evacuation of the site itself
- The provision of a Press Officer, to work alongside Principal Response Agencies to carry out regular media briefings
- The planning and distribution of any onsite messages or information to be given to the public in consultation with the Principal Response Agencies

When the designated Lead Agency takes on the coordination role, the employees and contractors of the Event will work with and under the direction of the Lead Agency. Event Control and their team will manage these employees and contractors.

C COMMUNICATION AND CONTROL

PERSONNEL AND CONTROLS

EVENT CONTROLLER/DEPUTY

The Event Controller is the person responsible for all aspects of licensing and public safety.

The table below is still to be confirmed, and as such is subject to change.

ROLE	MARLAY PARK CONCERTS	LONGITUDE FESTIVAL
Event Controller	Ian Donaldson	Ian Donaldson
Deputy Event Controller	Dave Steele, Ange Goliger	Dave Steele, Ange Goliger

Throughout the duration of the event one of the above will always be onsite and available on radio.

EVENT SAFETY OFFICER

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

EVENT CONTROL

Event Control is in Grid Ref J1 and operated under the direction of the Event Control Manager and Security Coordinator during routine operations and the Event Controller and/or their deputies in the event of an emergency. Security Control and Medical Control are also located within Event Control.

Loggers are available to record messages and carry out emergency communication. Decisions about what should be communicated will be made by the Promoter, Event Controller and Deputies or the Security Coordinator. There is a dedicated emergency radio channel, CCTV is relayed to Event Control and the various security and stewarding firms operating onsite can be communicated with via their respective control desks inside Event Control.

ONSITE COORDINATION CENTRE

An Onsite Coordination Centre will be set up in Event Control in the event of a Major Emergency being declared.

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

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

SECURITY CONTROL

Security Control will be in Event Control and will be fully operational throughout the duration of the event and whilst the public are onsite. It will be operated under the direction of the Festival Republic Security Coordinators, Peter

Nicholson & Liam Hogan (TBC), and will be staffed throughout this time by controllers from the security companies with full security channel logging of all transactions.

AN GARDA SÍOCHÁNA CONTROL

An Garda Síochána will be available on site and are based in Event Control.

MEDICAL CONTROL

Medical Control is operated under the direction of the Medical Coordinator and will be fully operational throughout the duration of the event. During routine operations the primary ambulance loading point and the primary triage area will normally be located at the Medical Centre at Grid Ref K3. Any subsidiary or secondary ambulance loading points or triage areas will be directed from Medical Control.

In the event of a Major Emergency, the method of handing over Medical Control to the HSE and placing the Events' medical personnel at their disposal will be achieved as follows: Upon arrival at the site, the HSE Representative will, in liaison with the Medical Coordinator, assess the situation and having done so will assume command of all Event medical personnel and facilities. The Medical Coordinator will act as Medical Emergency Officer until relieved by a doctor nominated by the HSE.

The main Medical Centre will normally act as a casualty clearing area. In the event of mass fatalities, a body holding area may be organised.

RENDEZVOUS POINT (RVP)

The following RVP's have been established for the Event.

Name	Grid Ref	Nominated person to meet emergency services	Information
RVP1	1L - Production Car Park, just inside the Main Gate (via Grange Rd)	TBC	ETHANE Site map Escort
RVP2	22D - Just inside the College Rd Car Park Gate	TBC	ETHANE Site map Escort

EMERGENCY HELICOPTER LANDING AREA

The nearest emergency helicopter landing area would be (TBC)

PRESS AND MEDIA

In the event of press and media queries received in relation to the Major Emergency, the Event Organisers would aim for strong liaison and consultation and wherever possible, a joint response. Press contacts for each of the Principle Response Agencies and the Event will be included in the Emergency Contact Sheet, which will be circulated in advance of the event.

CONTACT LIST

A full contact list of Key Personnel will be available to the Principal Response Agencies in the event of a Major Emergency and will be available onsite at the time if required in addition.

D PROCEDURES

TRANSFER OF AUTHORITY

Any transfer of authority from the Event Controller to the Lead Agency will be clearly agreed, logged and timed. See form in Appendix 4.

The scene may be restricted to the area surrounding the emergency, rather than relating to the whole of the site and so any transfer of authority in the event of a Major Emergency may be limited to a specific area of the site, rather than the entire site.

EVACUATION

A Major Emergency or a developing emergency or incident that has the potential to become a Major Emergency may well require an evacuation of part or all of the site. It is recognised that we may need to evacuate without declaring a Major Emergency and that we may also declare a Major Emergency that doesn't require any evacuation. Nevertheless, we have included our evacuation procedures here as part of our Major Emergency Plan.

AMBER

Amber is a state of readiness to warn staff that we may need to evacuate and to trigger assigned roles and actions to prepare. It should be noted that in the event of a quick decision being made to evacuate due to a clear threat, the amber alert state may be bypassed if we go straight to a full evacuation. The actions outlined below would also apply in this case.

An announcement will be made on an all channel call out on the radio

"Will the Amber Team report to Event Control" -

The Amber Team are:

Event/Deputy Controllers, Event Control Manager, FR Logger, Licensing Coordinator, Event Manager, Event Safety Officer and Security Coordinator. Most senior member of the PR / Marketing team onsite – all of whom report straight to Event Control when the Amber Team are called.

The Deputy Event Safety Officer steps up into main Event Safety Officer role for routine business.

An announcement will be made on an all channel call out and / or PA system / LED etc as appropriate

"We are on Amber"

- Amber is the "on standby" code for any situation that might lead to an evacuation
- The Amber Team are called to Event Control if not already there
- Event Controller nominates potential evacuation routes / gates / area
- The last check of the relevant evacuation routes will be established by the Security Coordinator and / or a further check will be organised using a response team to sweep evacuation routes for hazards / check lighting / check for suspect packages.
- The Security Coordinator, with Event Control, will dispatch a Response Team to check the designated safety area
- The Stage Managers will be advised to be on standby for a Show Stop
- Arena emergency exits on standby for evacuation – check area clear / including as far along the route as possible
- Local decision to open gate permitted if Event Control cannot be reached, we are on Amber, and there is crowd pressure at that gate
- All staff informed to
 - Clear radio channels of all but crucial information
 - Stay in one location where they can be contacted
 - Managers establish location of staff, ensure their safety, manage them, pass on clear instructions when received as to what is required

EVACUATION OF THE ENTERTAINMENT AREA

The decision to evacuate / invacuate people from the arena to a designated safety area due to fire, structural collapse, bomb threat, public disorder or for any other reason will be taken by the Event controller after consultation with the appropriate authorities. It may not always be necessary to evacuate the entire site; depending on the emergency it may be preferable to evacuate specific areas/venues of the site. However, this procedure is applicable to both full and partial evacuation of the entertainment area.

During the rest of this document, evacuation can be assumed to mean invacuating wherever this is appropriate.

Should evacuation be deemed necessary, any message given out over the public-address systems or stages will be agreed in advance with An Garda Síochána, if possible, and will consider the point of and method of delivery. The Event Controller will then arrange for the message to be delivered as appropriate.

Sample Message

"This is an announcement from the Event Organiser. May I have your attention please. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates

(INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so. We will keep you informed as to when it is safe to come back into the Arena. Thank you.”

An immediate response to rendezvous at the Arena Entrances, Bridges and Emergency Exits will be required by security reserve teams to direct the audience during an evacuation.

In the event of a full evacuation, the general plan will be to take the crowd out of the Grange Road Arena Entrance & College Road Arena Entrance, via the pontoon bridges. Emergency service vehicles will enter the land via the Main Gate on the Grange Road or via the College Road Car Park Gate if deemed more appropriate.

A secondary route to evacuate the Arena would be decided on depending on the location of the emergency.

Stewards on duty inside the Arena will assist the public from the Arena into the designated safety area taking particular consideration of Disabled Access Customers. Security will secure the area evacuated from the public once the evacuation has taken place. They will also facilitate the arrival of the Emergency Services and ensure that they are directed to the location of the emergency and are able to work without interference, prevent panic and take other action as appropriate.

The designated RV point for staff to muster in the event of a full site evacuation will be determined at the time depending on the location of the emergency.

SPONTANEOUS EVACUATION

We recognise that a spontaneous evacuation may start as a result of a real or perceived threat. We also note that in the event of a partial or full evacuation the public may refuse to follow instructions and instead evacuate to their perception of a place of safety as quickly as possible. We also recognise people may want to self-evacuate back out the way they came into the area. We therefore commit to responding in as flexible a manner as possible. Our primary objective in any evacuation will be doing all that we can to ensure and maintain public safety. In the case of spontaneous evacuation, we will do all that we can to protect and maintain emergency access and Event Control. We will also be ready if any secondary waves of spontaneous evacuation occur.

EVACUATION DURING INGRESS OR EGRESS

We recognise that an evacuation may happen during ingress or egress, not only when the audience are in the arena. The same principles outlined in this plan will still apply and consideration will always be given to existing crowd movements when designating the evacuation route(s) and designated safety area.

MISSING PERSONS

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

1. Licensing Office to dispatch a member from the Licensing or Production team to the designated safety area to coordinate a missing person's area with direction from the Deputy Security Coordinator.
2. The area will run an information / coordination service.
3. An Garda Síochána will be informed of this procedure and it will be handed over at an appropriate time.
4. We will support the police in establishing the identities of any missing person to the best of their ability.

EVACUATION WARDENS/MARSHALS

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

- Security Supervisors will perform the role of Evacuation Wardens in each area under instruction from Event Control and all staff work to them
- as few different onsite companies will be involved as possible in the nomination of Evacuation Marshals and Wardens for ease of liaison, control and command. All other companies onsite will be on standby for redeployment as required
- normal static security positions will remain in the same place during an evacuation where it is safe to do so
- normal roving (i.e. response team) positions will be the personnel that will move to wherever needed

Specific roles that require covering during an evacuation:

- The proposed evacuation route will be checked by the initial evacuation staff before the public are directed that way for lighting and obstacles

- A number of security staff will become scene preservation staff
- Welfare and information staff will be deployed to any designated safety area to deal with queries
- Toilet blocks, backstage areas and accessible viewing platforms etc. will be checked / cleared

EVACUATION CHECKLIST

Event Control have an Evacuation Checklist that acts as an aide memoir.

RESTORATION OF NORMALITY/RECOVERY

Once appropriate, we will work with agencies to restore normality. This will be coordinated via the Site Coordination Group under the command of the Event Controller. It is unlikely after a Major Emergency that we would be admitting the public back into the area that has been evacuated, but should that be the case, we will need to ensure that it is safe, that we have all the necessary staff, infrastructure and services restored and that we can repopulate the area without creating further safety issues.

Staff are advised of an offsite RVP in the case of an evacuation in order to regroup to ensure continuity and restoration of normality.

E) RESILIENCE

- In the event of any communication failure, there are radios, mobile phones and landlines onsite as well as contingency communications equipment including back-up generators
- Radio and radio repeaters are on secondary power supplies
- The response to a failure of the communication system would therefore be to move to another form of communication while the technical problems were being investigated and resolved
- Any failure in communication systems will be coordinated by the Production Office in liaison with the relevant contractor
- Contingency mobile phones are available
- Contingency landlines are available inside Marlay House
- All IT information is stored on a remote server
- Alternative workspaces can be organised inside Marlay House, if required
- All key documents are backed up on a remote server

APPENDIX A - AIDE MEMOIRS FOR STAFF, KEY CONTACTS

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

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

AMBER

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

All managers must additionally:

- a) Stay in one location where they can be contacted
- b) Establish the location of their staff, ensure their safety and manage them
- c) Pass on clear instructions when received as to what is required
- d) Go to any pre-agreed amber RV point or carry out any pre agreed amber roles

EVACUATION

- In the event of an evacuation it is vital that instructions given to the public are carefully planned.
- The wrong instructions could lead to panic and injury and so it is vital you only pass on instructions that you have been given by your line manager.
- Evacuation will be via routes communicated at the time depending on the nature of the incident.
- Take particular consideration to vulnerable festival goers – such as disabled members of the public.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Staff should evacuate to a designated RV point.

MAJOR EMERGENCY

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed Onsite Coordinator.
- All instructions will come from Event Control / Production or Licensing and will be clearly identified as being from and on behalf of the appointed Lead Agency.
- Remember that Event Control / Production and Licensing will be receiving an overload of communications so do not contact them unless urgent.

APPENDIX B - AIDE MEMOIR FOR NOMINATED EVACUATION WARDENS AND AREA COORDINATORS

AMBER

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

Evacuation wardens must additionally:

- c) Go to their pre-agreed amber RV point (agree this in advance with all of your staff)
- d) Establish the location of your staff, ensure their safety and manage them
- e) Pass on clear instructions when received as to what is required

EMERGENCY RESPONSE

Please ensure that any emergency response is directed to the location of the incident and help them work without interference and take other action as appropriate. If you are at the scene of an emergency refer to Event Control for instructions.

EVACUATION

- In the event of an evacuation it is vital that instructions given to the public are carefully planned. It is important you wait for instructions.
- The wrong instructions could lead to panic and injury and so it is vital you only pass on instructions that you have been given.
- The public may refuse to follow instructions and make the decision themselves to evacuate and choose their own route. We recognise that evacuation may be chaotic particularly in the current climate. Our primary aim is to do all that we can to ensure and maintain public safety and we may need to respond flexibly.

EVACUATION ROUTES

- You will be instructed by Event Control / Production / Licensing of the need to evacuate and the route that should be used for the evacuation.

EVACUATION DEPLOYMENT OF STAFF

- Brief your staff at the pre-agreed RV point or by radio
- Redeploy them as efficiently and quickly as you can.
- Use a member of staff to act as a marshal through each gate and along each evacuation route. The rest of the crowd will follow. It is easier to lead a crowd than to issue them directions so continue to do this as necessary sending staff to lead the way.
- Use other staff to clear the areas in your zone towards the routes.
- If you have emergency exit gates entering your zone that are not being used for evacuation of the crowd, ensure that they are kept staffed, closed, but unlocked with the staff on the non-public side to assist any emergency services that respond to this gate to enter the zone.

EVACUATION RESOURCES

- There are loud hailers situated at every arena emergency exit, on every arena entrance. These can be used to give messages out to the public, but they should remain in their allocated positions.
- There are contingency loud hailers that can be used elsewhere if required.
- If you require additional resources, contact Event Control.

EVACUATION KEY POINTS FOR STAFF BRIEFING AT THE TIME

- Use clear, calm, consistent and repeated messages.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Watch out for members of the public trying to help at the scene.
- They should try and answer any questions the public may have as well as they are able, but the priority is to evacuate the area quickly and safely.
- The route will lead to a designated safety area where there will be more staff specifically deployed to answer questions and assist.
- Take into consideration the Disabled Access Customers on site.

ONCE EVACUATION COMPLETE

- Once you think that your area is evacuated, arrange for your staff to do a full sweep through (including any toilets / showers / accessible viewing platforms / tents / backstage etc as applicable to your zone) and then evacuate your area yourself along with your staff.
- Staff should evacuate to the agreed RV point.
- Inform Event Control once your area is clear.
- Liaise with Event Control as to the procedure for locking down the evacuated area to prevent people from accessing back into it.

MAJOR EMERGENCY

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed Onsite Coordinator from the Lead Agency.
- All instructions will come from Event Control / Production or Licensing and will be clearly identified as being from and on behalf of the appointed Lead Agency.
- Remember that Event Control / Production and Licensing will be receiving an overload of communications so do not contact them unless urgent.

FURTHER INFORMATION

- The Licensing Office is available to give any further explanation you may require and to help brief your staff.

APPENDIX C - STAGE MANAGER EVACUATION ANNOUNCEMENT BRIEFING

ATTENTION ALL STAGE MANAGERS

AMBER

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

Stage Managers should in addition

- e) Be on standby to stop the show
- f) Stay in one location where they can be contacted
- g) Establish the location of their staff, ensure their safety and manage them
- h) Pass on clear instructions when received as to what is required

EVACUATION ANNOUNCEMENTS

In the event that we have to evacuate your audience / stage, you will be instructed by Event Control to cut the music on your stage instantly and make the following public announcement over your PA:

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

Please do this slowly, calmly and clearly and repeat until your stage / area is completely clear.
Only Event Control or the Production / Licensing Offices have the authority to ask you to do this.

EVACUATION SCREEN MESSAGES

If screen messages have been pre-programmed, then when instructed by Event Control, please ensure that the correct message(s) go up on the screen. The messages are all numbered for ease. Event Control will specify which number of message(s) should be used. Ensure that you know in advance how to do this. Make sure you have an up to date copy of the list of messages in advance.

YOUR STAGE

Please encourage artists and crew to vacate the stage as this sends out a message to the audience that the evacuation is real. Staff should evacuate to TBC

GOOD HOUSEKEEPING

Please ensure that you inform all crew and contractors to not leave unattended bags lying around your area in case they are mistaken for a suspect package.

MAJOR EMERGENCY

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed Onsite Coordinator from the Lead Agency.
- All instructions will come from Event Control / Production or Licensing and will be clearly identified as being from and on behalf of the appointed Lead Agency.
- Remember that Event Control / Production and Licensing will be receiving an overload of communications so do not contact them unless urgent.

APPENDIX D - SAMPLE TRANSFER OF AUTHORITY FORM

Sample Transfer of Authority form

Event _____

Location _____

Transfer of Authority Event Organiser to XXX

At (time)_____ on (date)_____

a major emergency occurred at the above-named event namely

(specify emergency) _____

and as XXX, I am assuming control. During the period of XXX as the Lead Agency, the Organisers and persons working on their behalf, have agreed to work under my direction.

Signed _____

Signed _____

Name _____

Name _____

Rank/Position _____

Role _____

For XXXX

For Festival Republic

Transfer of Authority from XXX to Event Organiser

At (time)_____ on (date)_____

The aforementioned emergency has been resolved, and as XXX, I am returning control to the Event Organiser.

Signed _____

Signed _____

Name _____

Name _____

Rank/Position _____

Role _____

For XXX

For Festival Republic

FIRE RISK ASSESSMENT

FOOD TRADERS

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

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

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

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

Name / Location of Pitch or Unit

Responsible Persons Name

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

Business/Company Name

Mobile number on site

Email address

Business type & brief description

e.g. Clothes trader - t-shirts, hoodies

or Sponsor - Games facility

SECTION 1 - GENERAL

Is your pitch/venue a:

Marquee/Tent

☐

Trailer/Vehicle
Outdoor / Open

☐

Custom Built

☐

Other

☐
☐

If other, please describe here:

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

TRADERS:

What size is your pitch (in metres)

M

by

M

How much of this space is open for public access?

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

Do you provide a covered seating area?

YES

☐

NO

☐

How many staff will work in the unit at any one time?

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

YES

☐

NO

☐

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

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

YES

☐

NO

☐

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

YES

☐

NO

☐

SECTION 2 - FIRE PREVENTION + FIRE SAFETY

If you will be using gas please also complete section 3

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

YES

☐

NO

☐

If YES please describe in Notes section below

What is the unit constructed from? Confirm that sheeting is fire retardant?

please describe in Notes section below

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

YES

☐

NO

☐

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

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

YES

☐

NO

☐

Do you have "no smoking" signage?

YES

☐

NO

☐

Are adequate exits provided for the numbers of persons working?

YES

☐

NO

☐

Will all exits remain unobstructed?

YES

☐

NO

☐

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

YES

☐

NO

☐

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

YES

☐

NO

☐

Confirm that all electrical appliances show proof of current testing?

YES

☐

NO

☐

Have you checked arrangements for waste collection?

YES

☐

NO

☐

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

Can you provide assurance that staff will not sleep in the unit/venue?

YES

☐

NO

☐

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

YES

☐

NO

☐

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

YES

☐

NO

☐

Do you use any other flammable substances in your unit?

YES

☐

NO

☐

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

Is there any cooking or naked flame within the venue?

YES

☐

NO

☐

SECTION 2 NOTES - You must ensure that the fabric / exterior of your unit is protected from direct heat, open flames etc

SECTION 3 - GAS INSTALLATIONS

Do you have a current inspection certificate for any gas installation and appliances? NOTE:Ensure a copy is available for inspection

YES

☐

NO

☐

Are all gas connections made with crimped fittings with any hoses kept as short as possible?

YES

☐

NO

☐

Are gas hoses in good condition with no surface cracks, splits or signs of wear? NOTE:Gas hose must be marked with BS3212

YES

☐

NO

☐

Do you have staff who have been trained in the safe method of changing and handling gas cylinders?

YES

☐

NO

☐

Are gas cylinders stored outside the unit and secured upright?

YES

☐

NO

☐

Are gas cylinders kept away from public access and not blocking any exit routes or circulation areas?

YES

☐

NO

☐

Are gas appliances securely fixed or stood on a stable non-combustible base?

YES

☐

NO

☐

Is the unit construction or fabric shielded from the effects of heat from gas appliances?

YES

☐

NO

☐

Has the gas installation in your unit been installed with DFB Guide to Gas at Events Version 2 and I.S. 820:2019 and you comply with all associated provisions within your unit?

YES

☐

NO

☐

SECTION 3 NOTES

SECTION 4 - FURTHER HEALTH & SAFETY

Are you aware of likely noise levels at your trading position?

YES

☐

NO

☐

Do you confirm that noise sources will be properly controlled within your venue/space?

YES

☐

Do you confirm that all work at height required to build or dismantle the unit/venue will be carried out safely with the correct PPE?

YES

☐

SECTION 4 NOTES

Section 5 Emergency Procedures

Have your staff been instructed in what to do in an emergency?

YES

☐

NO

☐

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

What type of fire extinguishers do you have

Water/Foam

☐

Powder

☐

CO2

☐

Blanket

☐

Have the extinguishers been tested within the last 12 months?

YES

☐

NO

☐

Have staff been trained in how to use the extinguishers?

YES

☐

NO

☐

Are all exit routes kept clear of obstructions, storage or waste?

YES

☐

NO

☐

NOTE: Include the routes immediately outside and around your stall

Do you have a sufficient number of exits and exit signs placed clearly and visibly to show public exit routes?

YES

☐

NO

☐

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

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

Section 5 Notes

Section 6 - Notes and Confirmation

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

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

Signed:

Date

Company:

PRE-EVENT FIRE SAFETY CHECKLIST

EVENT: _____

EVENT SAFETY OFFICER: _____

DATE: _____ TIME: _____

ITEM	ACCEPT	ACTION
Marquees (Where applicable)		
Fire certificates (to relevant BS/IS standard)		
Furnishing & fittings certificate (where applicable)		
Structural signoff certificate		
Exit widths are adequate size for capacity		
Emergency exit signage visible & working		
Escape Routes unobstructed		
Electrical Installations		
Installation certificate (ETCI)		
Generators (in public areas) fenced off		
Fire extinguishers at electrical points		
Cable runs (in public areas) covered for trip hazard prevention		
Gas/Catering		
Gas installation certificate from Gas Engineer		
Quantity of gas cylinders at unit is suitable		
Gas cylinders caged & secure		
Safety signage on cage		
First aid firefighting equipment		
Units with Gas 6m apart		
Non peripheral locations fenced at rear		
Stage (Main & Secondary)		
Stage coverings and side sheeting to relevant BS/IS Standard		
Drapes on Stage to relevant BS/IS Standard		
Min 2 exits remote from each other (if required)		
Exits clear and unobstructed		
Limited combustible materials under stage		
First aid firefighting equipment provided		
Security/Stewards		
Stewards trained in fire safety appointed		
Regular patrols/observations arranged		
(if tents/marquees)		
p.t.o.		
Site Overall		
No fuels stored in publicly accessible areas		
No gas cylinders stored in publicly accessible areas		
Access for fire appliances checked		
Emergency exits checked ongoing		

NOTES:

Signed: _____

Print Name: _____

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

APPENDIX 4 - TRAFFIC MANAGEMENT PLAN

DRAFT TRAFFIC MANAGEMENT PLAN (TMP)

The Draft Traffic Management Plan (TMP) below has been drawn up for the Marlay Park Events. This draft is to be agreed following consultation with the relevant Statutory Agencies.

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

PUBLIC CAR PARKING

All public and private vehicles travelling to the event will be directed to the concert parking facility situated on College Rd. No car parking will be permitted along the Grange Road, Whitechurch Road, Taylor's Lane, College Road, Stonemason's Way and in local residential areas.

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

The entrance into the public car parks will be via College Road only. The advertised opening time for car parks will be 1 hour prior to the gate opening time. A parking stewarding company will be employed to direct and manage onsite parking. A Traffic Coordinator will be appointed to oversee the car and coach park.

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

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

Traffic travelling from the M50 will be advised to exit the M50 at Junction 12 interchange, signposted R823 Ballyboden, and then onto Scholarstown Road. Traffic will then continue onto Taylor's Lane, turn right onto Whitechurch Road and then left onto College Road. The entrance to the car park is on College Road.

We are exploring additional car parking options, which could be utilised for the concerts where a higher number of cars are anticipated. This may include the use of existing public car parks, park and ride linking in with concert shuttles, and offsite parking locations. Details will be included in the final Event Management Plan and will be agreed in consultation with An Garda Síochána and Dún Laoghaire-Rathdown County Council.

DISABLED ACCESS CUSTOMERS' PARKING

Disabled Access Customers will be directed to park in the car park on College Road, and priority parking will be provided.

COACH SERVICES

A free parking facility will be provided in the College Road car park for coaches travelling to the event, following consultation with Dún Laoghaire Rathdown County Council and other Statutory Agencies.

As in previous events, the coach park will have the below in place:

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

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

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

The above recommended route will be advertised via social media, customer mail out and using the coach/bus operator's database.

CONCERT SHUTTLE BUSES

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

LUAS

A shuttle service will run from Dundrum to Stonemason's Way. Following the Concerts, the shuttle service will run from Stonemason's Way to Dundrum.

Alternatively, Balally Luas station is approximately a 35 minutes' walk from Marlay Park.

TAXIS

It is intended that a taxi pick up / drop off and temporary rank will be in place for the festival.

DUBLIN BUS

The following Dublin Bus routes can be used to access Marlay Park. Customers will be advised to check timetables in advance of the concerts as these services won't be operating at the end of the concert. The below routes stop on the Grange Road.

Route 16 – Dublin Airport to Ballinteer (Kingston)

Route 116 – Parnell Square to Whitechurch

Route 14* - Beaumont to Dundrum Luas Station

*Route stops at Ballinteer Shopping Centre which is 15 minutes' walking distance of Marlay Park.

GO AHEAD IRELAND

The following Go Ahead routes can be used to access Marlay Park. Customers will be advised to check timetables in advance of the concerts as these services won't be operating at the end of the concert. The below routes stop on the Grange Road.

Route 161 - Dundrum Road Luas to Rockbrook

Route 175 – Citywest to UCD

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

*Route stops at Ballinteer Shopping Centre which is 15 minutes' walking distance of Marlay Park.

ACCESS AND EGRESS

An appropriate signage, stewarding, and lighting plan will be in place to aide attendees when accessing and egressing the Event.

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

- At 22:00 Taylor's Lane from the junction with Grange Road to its junction with Whitechurch Road shall be closed. Traffic turning right off the Grange Road onto Taylor's Lane shall make their way down Taylor's lane on the opposite side of the road towards Whitechurch Road in a contra flow system. This is to facilitate the stacking of a bus fleet at the Grange Golf Club. No vehicular traffic will be permitted up Taylor's Lane towards Grange Road and shall be diverted left onto Whitechurch Road towards Willbrook Road/Ballyboden Road.
- At 22:15 Stonemason's Way from the junction with the Grange Road to its junction with Broadford Road roundabout shall be closed to facilitate a large footfall of people.
- At 22:15 Grange Road from the junction with Taylor's Lane to Ballinteer Av / Brehonfield Rd junction shall be closed. No vehicles will be permitted to exit any of the housing estates on the Grange Road or from the Lidl car park. All traffic travelling from the College Road shall be directed onto the Grange Road then onto Brehonfield Road and towards the M50 motorway.

- At 22:15 College Road from the junction with Whitechurch Road to the junction with Grange Road will be closed. This is to facilitate the egress of vehicles from the College Road car park. No vehicular traffic will be allowed on College Road. Traffic from Tibbradden/Kilmashogue will be diverted down Whitechurch Road and onwards.
- At 22:15 Grange Road from Sarah Curran Avenue to Taylor's Lane shall be closed. No vehicles, with the exception of residents accessing estates, will be permitted.

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

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

SIGNAGE

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

A schedule of signage including advanced warning signs, VMS, and, vehicular and pedestrian directional signs will be produced in consultation with the relevant Statutory Agencies.

APPENDIX 5 - WATER SAFETY PLAN

WATER CONTRACTOR

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

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

WATER DISTRIBUTION NETWORK

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

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

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

Water Storage Capacity on Site (Emergency Back Up)

There will be one 1,000L storage tank, and one 25,000L storage tank located onsite. The 1,000L storage tank will be located behind crew catering, and the 25,000L storage tank will be located in the Production area Stage Left of the Main Stage. These tanks are used throughout the show and are continuously refilled. They are connected to the mains water supply, using the water hydrants onsite and are filled using a ball cock system. These tanks, pipe work and connections will all be super chlorinated and flushed prior to use.

Contingency Water Plan

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

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

WATER SOURCES

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

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

STERILISATION, CLEANING AND INSTALLATION

Superchlorination

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

Installation and connection of water points and water system

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

Stagnancy

To prevent stagnancy in the system during the build and prior to the full system being used trickle drains will be implemented at appropriate points to ensure satisfactory flow around the system. This measure should also prevent water temperatures increasing unacceptably. This will be closely managed to reduce water wastage, so far as reasonably practicable.

MAINTENANCE OF WATER POINTS

Monitoring

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

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

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

Maintenance and remedial works

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

WATER SAMPLING PROCEDURES

The sampling technique will be as follows:

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

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

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

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

Run the tap for 30 seconds.

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

Run the Tap for 90 Seconds

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

Run for a further 120 seconds.

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

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

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

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

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

The Water Tests and Results

The samples taken will be tested for the following

- E. Coli / total coliforms
- Enterococci

SAMPLING

Sampling of sources

Sampling has been carried out of the water from the water mains to confirm that the water from that source is wholesome at delivery. These samples will be taken at least 14 days before the first event. In addition, we will also take 2 samples from the system one on Thursday 16th June and one on Monday 20th June. The frequency of sampling would be increased if an unsatisfactory result is received.

Sampling of drinking water points and distribution system

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

Chlorine Testing

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

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

Actionable Chlorine Readings

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

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

Chlorine Sample Log

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

APPENDIX A - CHLORINE TEST LOG

Date _____

Taken by _____

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

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

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

APPENDIX B - CHLORINATION LOG

Date / Time	Location of chlorination	Notes

APPENDIX C - GUIDE TO BACTERIAL RESULTS

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

APPENDIX 6 - MARLAY PARK OFFSITE STEWARDING PLAN

This is a working document and as such will continue to be developed, through consultation with the Statutory Agencies and Residents Associations.

WHITECHURCH / TAYLORS LANE

Stewarding Positions:



1. Whitechurch/ Taylors Lane

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

PARK AVENUE

Stewarding Positions:



2. Park Avenue

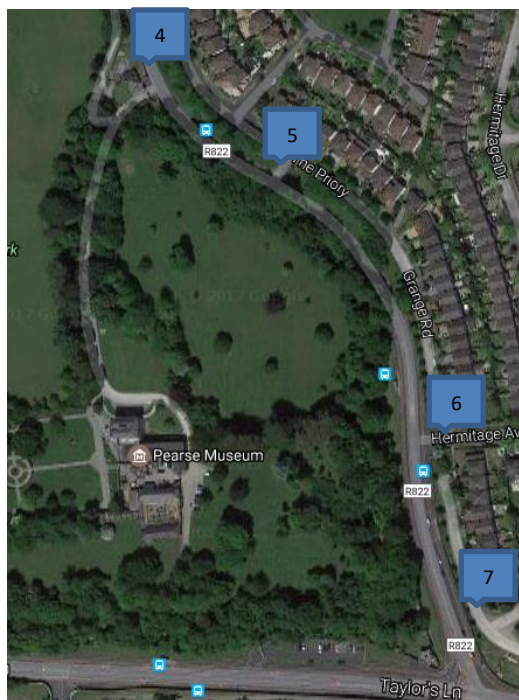
- To deter unauthorised parking and buses/coaches dropping off
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise Event Control of any incidents
-

3. Park Avenue / Priory Walkways

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

THE PRIORY & HERMITAGE ESTATE

Stewarding Positions:



Hermitage Alley Way



Briefing notes:

4. The Priory Vehicle Entrance 1
 - Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise Event Control of any incidents
5. The Priory Vehicle Entrance 2
 - Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise Event Control of any incidents
6. Hermitage Av
 - Allow access to vehicles with residents passes only (common sense approach should be taken)
 - Restrict so far as reasonably possible pedestrian access to residents only
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
 - Advise Event Control of any incidents
7. Hermitage Walkway / Grange Road
 - Provide directional information to concert attendees.
 - Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour and littering
 - Advise Event Control of any incidents

EDEN ESTATE

Stewarding Positions: -



Briefing Notes:**8. Eden Estate Entrance**

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

MARLAY GRANGE**Stewarding Positions: -****Marley Grange Main Entrance****Briefing Notes:****9. Marley Grange Main Entrance**

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

Additional Notes:

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

MARLEY COURT**Stewarding Positions:****Briefing Notes:****10. Grange Manor Road (Barton Road Entrance)**

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

LLEWELLYN ESTATE

Stewarding Positions: -



Briefing Notes:**16. Llewellyn Way**

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

17. Llewellyn Park

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

18. Broadford Roundabout / Broadford Pitches

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

19. Llewellyn / Grange Wood Alleyway

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

GRANGE WOOD**Stewarding Positions:-****Briefing Notes:****20. Grange Wood / Sports Ground Bridge**

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Stonemason's Way
- Restrict so far as reasonably possible pedestrian access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour

- Advise Event Control of any incidents

21. Grange Wood Main Entrance

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

Additional Notes:

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

MARLEY GROVE HOUSE

Briefing Notes:

22. Marley Grove House

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

HEATHER CLOSE / MARLAY WOOD

Stewarding Positions: -



Briefing Notes:

23. Marlay Wood / Heather Lawn

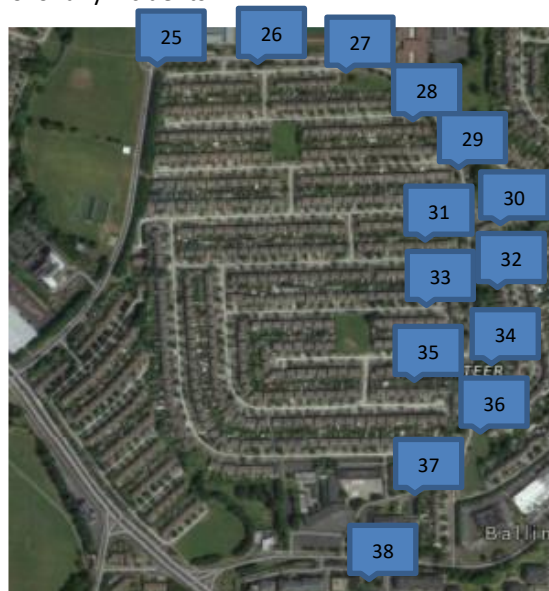
- Allow access to vehicles with residents passes only (common sense approach should be taken)
- Restrict so far as reasonably possible pedestrian access to residents only
- Provide directional information to concert attendees.
- Monitor attendee behaviour and to discourage so far as reasonable anti-social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

24. Broadford Lawn / Stonemasons Alleyway

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

BROADFORD ESTATE

Security Positions: -



Briefing Notes:**25. Broadford Drive / Stonemasons Alleyway**

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

26. Broadford Walk

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

27. Broadford Hill Alleyway

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

28. Chestnut Grove

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

29. Broadford Drive Alleyway

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

30. Broadford Cres Alleyway

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

31. Broadford Lawn

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

32. Broadford Close

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

33. Broadford Rise 1

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

34. Broadford Rise 2

- Provide directional information to concert attendees.
- Advise that access to the concerts is via Ballinteer Avenue

- Restrict so far as reasonably possible pedestrian and vehicular access to residents only (common sense approach)
- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Advise Event Control of any incidents

35. Ballinteer Drive

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

36. The Oaks (Roaming)

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

37. Ballinteer Av / Heather Park (Alleyway into field)

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

38. Ballintyre Estate

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

GRANGFIELD ESTATE

Stewarding Positions: -



Briefing Notes:

39. Grangfield

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

40. Kingston

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

- Advise Event Control of any incidents

LA TOUCHE COURT

Stewarding Positions: -



Briefing Notes:

41. La Touche Court Main Entrance

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

PINE VALLEY

Stewarding Positions: -



Briefing Notes:

42. Pine Valley

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

43. Pine Valley (1-18)

- Monitor attendee behaviour and to discourage so far as reasonable anti-social behaviour
- Provide directional information to concert attendees.
- Prevent so far as possible unauthorised entry into residents' gardens and drive ways

- To act as a visual deterrent
- Advise Event Control of any incidents

44. Pine Valley / Harold's Grange Road

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

GRANGE COTTAGES

Stewarding Positions:



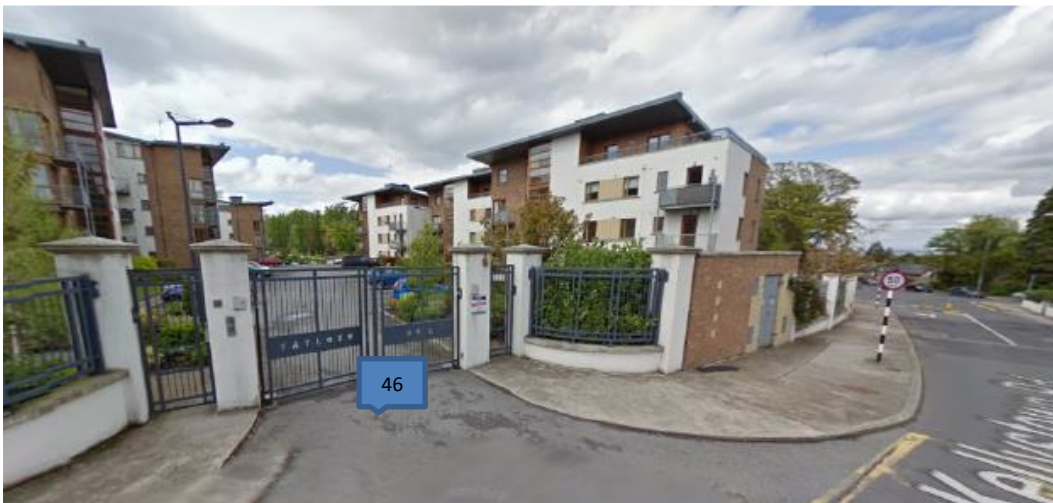
Briefing Notes:

45. Grange Cottages

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

TAYLORS HILL APARTMENTS

Stewarding Positions: -



Briefing Notes:**46. Taylors Hill Apartments**

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

BREHON'S CHAIR**Stewarding Positions: -****Briefing Notes:****47. Brehon's Chair / Marlay Nursing Home**

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