



**OPW Guidelines for**  
**Event Safety Management Plans**  
**at Heritage sites including**

**Phoenix Park**  
**St Stephens Green Park**  
**Iveagh Gardens**  
**Irish National War Memorial Gardens**

**Updated Nov 2009**  
**Park Superintendents Office**

The **Event Safety Management Plan** 3 sets of all documents/drawings should be submitted with an application and include the following:-

- **Details& description of the Event Proposed**
- **Details of organisation/company/Police Certificate of Character**
- **Details of Charity/Commercial Nature of event with Financial Statement etc**
- **Names and responsibilities of the event controller, event safety officer and their deputies**
- **Draft site emergency plan**
- **Draft traffic management plan**
- **Draft safety strategy statement**
- **Draft environmental monitoring programme**
- **Risk Assessment of Site / Course**
- **Draft Set-up & take Down**
- **Provision for making good of any damage to the Park (including flora and fauna)**

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A detailed breakdown of the plan should take into consideration the following factors depending on the event site the proposal relates to and expected numbers.

### **1.0 General**

- 1.1 Description of the event
- 1.2 Qualifications/competencies of event Promoters
- 1.3 Current tax clearance certificate
- 1.4 Verification where charitable status is claimed. Also in this context a certified financial statement by an accredited Auditor will be required of distribution of all revenue generated by an event.

### **2.0 Safety Policy**

- 2.1 Safety Policy Statement
- 2.2 Safety Planning & Management
- 2.3 Pre event meetings
- 2.4 Post event meeting

### **3.0 Key Personnel**

- 3.1 Garda Siochana
- 3.2 Local Authority personnel
- 3.3 Eastern Health Board/Ambulance Service
- 3.4 Civil Defence
- 3.5 Supervisory Stewards
- 3.6 Event planning & Management Personnel
- 3.7 O.P.W.

### **4.0 Responsibilities of Key Personnel**

- 4.1 Event Controller
- 4.2 Deputy Event Controller
- 4.3 Emergency Controller
- 4.4 Event Safety Officer
- 4.5 Deputy Event Safety Officer

- 4.6 Venue Management Team
- 4.7 Production Manager
- 4.8 Chief Steward

## **5.0 Stewarding Plan**

- 5.1 Duties of Stewards
- 5.2 Steward Identification & Deployment
- 5.3 Steward Pre-Event Briefing
- 5.4 Training /Briefing of Stewards
- 5.5 Site-Zones/ Allocation of Stewards

## **6.0 Traffic Management Plan**

- 6.1 Pre event set up – road/gate closures, route for event traffic, diversions, signage
- 6.2 Event – ditto
- 6.3 Post event – ditto
- 6.4 Briefings for residents and institutions in the Park – minimum of 1 month's notice in writing
- 6.5 Access arrangements for residents and institutions in the Park
- 6.6 Parking arrangements for crew
- 6.7 Emergency service access/egress routes
- 6.8 VIP and other accredited parking
- 6.9 Roads to be coned off

## **7.0 Crowd Control**

- 7.1 Access to Park
- 7.2 Access to various locations within the Park
- 7.3 Vehicular Access to Site
- 7.4 Ticket Checks
- 7.5 Public Address System
- 7.6 Barriers / Cones etc
- 7.7 Front of Stage Enclosure
- 7.8 Monitoring the Crowd
- 7.9 Meeting Point
- 7.10 Egress routes

## **8.0 Spectators with Disabilities**

- 8.1 Access to Venue
- 8.2 Parking
- 8.3 Viewing area
- 8.4 Assistance
- 8.5 Dedicated Sanitary Facilities

## **9.0 Emergency Plan**

- 9.1 Definitions
- 9.2 Purpose of Emergency Plan
- 9.3 Activation of Emergency Plan
- 9.4 Emergency Controller
- 9.5 Park Emergency Zones
- 9.6 Emergency Access & Egress

## **10.0 Emergency procedures**

- 10.1 Fire
- 10.2 Bomb Threat
- 10.3 Crowd Disturbance
- 10.4 Evacuation Procedure

## **11.0 Medical Provision**

- 11.1 Operational Plan
- 11.2 Eastern Region Ambulance Service
- 11.3 St. Johns Ambulance
- 11.4 Civil Defence
- 11.5 Medical Centre
- 11.6 Site Medical Officer
- 11.7 Doctor Service
- 11.8 First Aid Points
- 11.9 Ambulance Parking Locations
- 11.10 Identification of Medical Staff
- 11.11 Toilet Facilities for Medical Staff

## **12.0 Health & Welfare Issues**

- 12.1 Sanitary Provision
- 12.2 Maintenance Staff
- 12.3 Drinking Water
- 12.4 Acoustic Levels
- 12.5 Catering
- 12.6 Lost Children
- 12.7 Lost Property

## **13.0 Fire Safety Precautions**

- 13.1 Fire Equipment
- 13.2 Catering Units
- 13.3 Special Effects
- 13.4 Litter & Waste Disposal
- 13.5 Stage
- 13.6 Grass Cutting

## **14.0 Environmental Monitoring**

- 14.1 List of protected structures and measures to protect same
- 14.2 Protection measures and monitoring of same for Flora & Fauna
- 14.3 Grass/ground protection
- 14.4 Litter clean up
- 14.5 Water monitoring

## **15.0 Control Room & Communication Facilities**

- 15.1 Central Control Room
- 15.2 Public Address/ Sound System
- 15.3 Telephone
- 15.4 Radio Communications

- 16.0 Temporary Structures**
  - 16.1 Structure / Installations
- 17.0 Lighting & Auxiliary Power**
  - 17.1 Lighting levels
  - 17.2 Certification
- 18.0 Testing & Inspection**
  - 18.1 Before, During & After the Event
- 19.0 Wet Weather Contingency Plan**
- 20.0 Notification of Park Institutions/Residents and also resident groups on the perimeter of the Park**

## **Appendices**

- A Maps/ Drawings
  - Site Location Map
  - Event Location Layout
- B Event Emergency Plan
- C Traffic Management Plan
- D Production Lead up & dismantle
- E Contact Names & Phone Numbers
- F Steward Sheet
- G List of Signs & Locations
- H List of Barriers & Locations
- I Risk Assessments
- J Emergency Plan