



LAOIS COUNTY COUNCIL  
28 FEB 2024

# Electric Picnic

MUSIC AND ARTS FESTIVAL

## EVENT MANAGEMENT PLAN

### ELECTRIC PICNIC 2024

Stradbally Hall, Stradbally, Co Laois

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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. It covers the following key elements;

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

## **SECTION 2 – APPENDICES**

Appendix 01	Site Emergency Plan
Appendix 02	Draft Traffic Management Plan
Appendix 03	Draft Swimming Safety Plan
Appendix 04	Safeguarding Policy
Appendix 05	Draft Fire Safety Management Plan & Risk Assessment

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# 1. SUMMARY OF EVENT

Electric Picnic Festival (“the Event”) is a music and arts festival event with multiple stages featuring a variety of entertainment including but not limited to bands, DJs, comedians, theatre and cabaret performances held at Stradbally Hall. The main entertainment schedule will take place from Friday 16<sup>th</sup> to Sunday 18<sup>th</sup> August 2024, with low-key entertainment for early entry ticket holders on Thursday 15<sup>th</sup> August 2024. The anticipated number of ticket holders attending the Event is 75,000 people each day. Campervan will be open on Wednesday 14<sup>th</sup> August at 12:00hrs. Family Campervan will be open on Thursday 15<sup>th</sup> August at 16:00hrs. Early Entry camping will open, for up to a maximum of 25,000 people, on Thursday 15<sup>th</sup> August at 16:00hrs.

The most prominent entertainment is to take place on a combination of outdoor stages and big top stages. In addition to this there will be numerous smaller tented structures, stages and areas, for accommodation of various forms of entertainment. Some of these areas will host late night entertainment, which will run until circa 04:00hrs each day.

## 1.1 EVENT TIMINGS

### 1.1.1 ENTERTAINMENT TIMINGS

Thursday Entertainment:

There will be low key entertainment from 19:00hrs to Midnight on Thursday 15<sup>th</sup> August 2024. This will be limited to the woodland stages and late-night entertainment venues only.

Main Entertainment:

The Electric Picnic main entertainment programme for weekend ticket holders and approximate concert start & finish times on each day are provisionally scheduled as follows:

MAIN ARENA STAGES & TERMINUS STAGE		
Date	Opening Time	Entertainment Curfew
Friday 16 <sup>th</sup> August	14:00hrs	02:00hrs
Saturday 17 <sup>th</sup> August	11:00hrs	02:00hrs
Sunday 18 <sup>th</sup> August	11:00hrs	00:00hrs

ALL OTHER AREAS		
Date	Opening Time	Entertainment Curfew
Thursday 15 <sup>th</sup> August	18:00hrs	00:00hrs
Friday 16 <sup>th</sup> August	12:00hrs	04:00hrs
Saturday 17 <sup>th</sup> August	10:00hrs	04:00hrs
Sunday 18 <sup>th</sup> August	10:00hrs	04:00hrs

### 1.1.2 CAMPSITE TIMINGS

Early Entry Ticket Camping:

From 16:00hrs on Thursday 15<sup>th</sup> August 2024. This is limited to a maximum of 25,000 people. Attendees must also have purchased an Early Entry ticket to gain access to the campsites.

Family Campervan:

Approx. 150 campervans will be accommodated in the Family Campervan campsite, open from 16:00hrs Thursday 15<sup>th</sup> August until 16:00hrs Monday 19<sup>th</sup> August 2024.

General Campervan:

Open from 12:00hrs on Wednesday 14<sup>th</sup> August until 16:00hrs Monday 19<sup>th</sup> August 2024. The campervan campsite will be able to accommodate 3,500 campervans.

Campsites:

Open from 07:00hrs on Friday 16th August until 16:00hrs on Monday 19th August 2024.

Sunday Tickets:

A limited number of Sunday only tickets will be available.

If the facilities in the campsites are ready and the completion certificates obtained, we may make the decision to open the campsites earlier than advertised so that early arrivals can be accommodated on-site in the campsites rather than waiting in the car parks and to avoid pressure building at the gates.

The opening of the campsites and car parks will be subject to confirmation that appropriate security, fire and medical cover is in place.

## **1.2 EVENT RISK ASSESSMENT**

A Risk Assessment has been conducted for the event and will be available to the Statutory Agencies.

## **1.3 SITE PLAN & SITE DESIGN**

The site plan is, as with the Event Management Plan, a work in progress document. The finalised plan (as far as reasonably possible) will be circulated to the statutory agencies prior to the Event. It is to scale and suitable for the Event's capacity. 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
- Remaining in Event Control, or a nominated Deputy when required.
- 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 and Event Controller and should report directly to the Event Controller/Deputy;
- Should be involved in the planning arrangements to ensure that activities are carried out in accordance with the agreed specification;
- Evaluate the efficiency of structural and safety arrangements during the Event;
- Pay particular attention to the pit area immediately in front of the stage;
- 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 co-ordinating 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 Event via the Production Coordinator / 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 Event and Local Authority/ Emergency Services
- Compliance with licence conditions

#### Security Coordinator (The duties of the Chief Steward are performed by our Security Coordinator)

- The Security Coordinator and their Deputy represent the Event in the management, briefing and coordination of all onsite 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

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

#### Medical Coordinator

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

#### Fire Coordinator

The delivery of the Fire Management Plan and the management of the onsite fire response for attendees and staff.

#### Traffic Coordinator

The overall management of the car park and transport operation.

#### Trader Manager

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

#### Area Managers / Campsite Management Team

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.

## 2.2 STAFF LIST

The staff list will be finalised in advance of the Event, any revisions will be circulated to Statutory Agencies along with key personnel contact details.

EVENT CONTROLLER	Luke Cowdell
DEPUTY EVENT CONTROLLER	Ian Donaldson, Ange O'Sullivan, TBC
EVENT MANAGER	Ange O'Sullivan
EVENT SAFETY OFFICERS	David Slattery & Bendan Finaly - MSA TBC
LICENSING COORDINATOR	Pascale Miller
PRODUCTION COORDINATOR	Katie Finlay
SECURITY COORDINATOR	Gerry Broadbent
DEPUTY SECURITY COORDINATOR	TBC
SITE MANAGER	Frank McDaid
MEDICAL COORDINATOR	Tom Giffney, Code Blue
DEPUTY MEDICAL COORDINATOR	Code Blue TBC
SITE MEDICAL OFFICER	Dr Phil Darcy, Code Blue
FIRE COORDINATOR	Johnny Fagan, Fire Protection Ireland
SECURITY CONTRACTORS	TBC
TRADER MANAGEMENT	Central Fusion
ALCOHOL LICENSEE	Clondalkin Taverns

## 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:

- Event Control Manager



- Security Coordinator
- Event Controller or Deputy
- Event Safety Officer
- Licensing Office Personnel
- Security Operators
- Volunteer Stewarding Control
- Medical Control
- Fire Control
- Traffic 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 close to Event Control that can facilitate any onsite multi 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 contractors used will be professional and competent operators in the field of event security. The management and supervisors have many years of experience at ensuring safe and secure entertainment at events.

#### **3.2.2 DEPLOYMENTS**

A Security & Stewarding 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 AND STEWARDING COMPANIES**

The security and stewarding companies will be coordinated by the Security Coordinator based in Event Control.

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: -

- Strong liaison with An Garda Síochána to facilitate intelligence sharing and mutual support.
- The interaction of security staff at an early stage with attendees 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 will be sent to security contractors in advance of the Event, along with any relevant site-specific information. On event days the Security Coordinator carries out a Security Managers and Supervisors briefing which An Garda Síochána are welcome to attend. It is the responsibility of the security contractors to ensure that their staff are appropriately briefed on procedures and the position that they are undertaking, and to manage them accordingly.

### **3.3 LOST & FOUND**

There will be a lost and found facility on site during the Event. It will be located beside Welfare and the First Aid Point in the Jimi Hendrix Campsite.

The operating hours are:

Friday 16<sup>th</sup> 13:00 – 00:00

Saturday 17<sup>th</sup> 09:00 – 00:00

Sunday 18<sup>th</sup> 09:00 – 00:00

Monday 19<sup>th</sup> 09:00 – 16:00

An organisation will keep hold of all lost property and continue to reunite items with their owners after the event. Details on the post event operation will be shared in advance of the Event.

### **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 and the list of prohibited items are available to the Statutory Agencies.

Glass will not be allowed in the arena and all reasonable efforts will be made to enforce this policy through searches and confiscations. There will be a decanting facility at the pedestrian gates and bins will be located at the pedestrian gates and arenas entrance for disposal.

Persons suspected of carrying items that may be used in an offensive or dangerous manner or carrying out illegal activities within the arena or other parts of the site may also be searched.

#### **DRUG POLICY**

The Event does 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 EVICTION POLICY**

There will be an eviction policy in place. This is available to the Statutory Agencies. Details will be included on the Electric Picnic website.

### **3.6 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). A copy of the Event CCTV will be provided to An Garda Síochána following the Event.

## **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 Event.
- 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 PEDESTRIAN GATES, ARENA ENTRANCE & SEARCH AREAS**

The pedestrian gates, 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 before the arena closes to make sure that any remaining attendees are directed out and the arena is cleared.

#### **4.1.3 STAGE / ENTERTAINMENT AREA**

Pre-recorded music can be played from the stage to help keep attendees entertained at the opening stages of the Event and between acts. The pit area 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 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.

#### **4.1.5 CROWD MOVEMENTS/EGRESS**

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

### **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. Tickets will be sold via a computerised system. Tickets are digital and ticketholders must download the Ticketmaster app in order to access their tickets. Screenshots will not be accepted as the Ticketmaster app has various security features to prevent touting which include moving graphics and barcodes changing periodically. If a customer's phone has died, been lost or stolen upon arriving to the venue, they can go to the Ticketmaster box office with photo ID and their order number and they will receive a physical ticket.

The number of tickets sold will not exceed the capacity. 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. Tickets will

be exchanged for wristbands for all ticket holders.

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 entire arena and site will be perimeter fenced with 'steel shield' fencing. There will be exit lanes available for attendees to vacate the site at all times.

#### 4.2.2 EXIT CAPACITY

The safe holding capacity for the arena has been calculated using an occupant load factor of 0.3m<sup>2</sup>/p to determine the occupancy of temporary structures as per the Outdoor Event Licence. The yield of this analysis is substantially in excess of the proposed anticipated attendance of 75,000. The margin between venue capacity and number of attendees is designed to facilitate comfort and ease of movement of attendees.

#### VENUE EXIT CAPACITY

Occupancy levels for all venues are set such that under normal circumstances, the floor area, the number and width of the emergency exits and the layout of the structures or arrangement of infrastructure, means that all persons are likely to be able to escape to a place of safety with or without assistance.

The means of escape from all venues on the site will be in accordance with the appropriate guidance documents to ensure all persons can exit as quickly as possible and will consider:

- Maximum numbers permitted based on public area floor area,
- Travel Distances,
- Escape route capacity, and
- Any other matter relevant to specific venue.

Venue exit calculations and drawings as required will be submitted to the fire department and other relevant statutory agencies in advance of the show.

An occupant load factor of 0.3m<sup>2</sup>/p will be applied over the net available viewing area in order to ascertain the maximum potential occupant capacity of each venue. The Home Office Guide to Fire Precautions in Places of Entertainment (Tented Structures) will be used to determine the required exit capacity in each tent, using an emergency egress time of 2.5 minutes from each tented structure.

#### MUSIC ARENA AGGREGATE EXIT CAPACITY

The aggregate widths of the egress gates to be provided in the site boundary will be determined as follows:

The emergency exits from the arena will be calculated taking all categories into account, which includes the following, attendees – 75,000; guests, children, performers, volunteers, staff/crew, traders – circa. 10,000.

Overall Site Emergency exits from the arena are broken down as follows:

1. Exit A	5m
2. Exit B	5m
3. Exit C	N/A (10m)
4. Exit D	7m
5. Exit E	4m
6. Exit F	N/A
7. Exit G	4m
8. Boutique, Access & Family Gate	8m

9. Jimmy Hendrix Arena Entrance	30m
10. Exit H	2.5m
11. Exit I	4m
12. Exit J	N/A Terminus field only
13. Freetown Arena Entrance	9m
14. Cosby Arena Entrance	3m + 5m
15. Exit K	5m
16. Exit L	4m

**Total = 95.5m**

All exit widths will be finalised onsite, however, a minimum of 95.5m will be provided. Based on a capacity of 85,000, evacuation can be achieved in 8.17 mins  $(85,000/109)/8$ , which is deemed acceptable due to the scale of the site.

Due to the scale of the site, the Event Controller, in conjunction with the Emergency Controller (if applicable) would most likely not decide to evacuate the entire site, and but would decide to evacuate attendees from the affected zone to another area of the site, thus not exiting people via all the emergency exits noted above. Some examples of this would be as follows;

- Incident at the Main Stage
  - The first step would be to evacuate patrons back to the campsites, which would be considered a place of relative safety
  - If deemed necessary by Event Controller and Emergency Controller (if applicable), a phased egress from the site would take place
- Incident in Late Night Arena or Woodland Venues
  - The first step would be to evacuate patrons either to the Main Arena or back to the campsites, which would be considered a place of relative safety
  - If deemed necessary by Event Controller and Emergency Controller (if applicable), a phased egress from the site would take place
- Incident in the Campsite
  - The first step would be to evacuate patrons back to the Main Arena, which would be considered a place of relative safety
  - If deemed necessary by Event Controller and Emergency Controller (if applicable), a phased egress from the site would take place
- Incident in Croi
  - The first step would be to evacuate patrons either to the Main Arena or back to the campsites, which would be considered a place of relative safety
  - If deemed necessary by Event Controller and Emergency Controller (if applicable), a phased egress from the site would take place

On the basis of the above analysis, it is deemed acceptable that where a partial evacuation is being undertaken, it is not deemed appropriate to adopt the 8min evacuation rule from the Code of Practice.

#### Routes of egress/escape:

All appropriate precautions will be taken to reduce the potential for injury (such as trip risks) arising from obstructions and other hazards. Escape routes and exits will be kept free of obstruction and will be maintained in a readily usable state for the duration of the Event in compliance with the Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985.

Barriers used at arena entrances will be removed prior to egress. In the Event of an evacuation being initiated these barriers are to be moved immediately to one side to allow unobstructed egress from the site.

Prior to commencement of the Event, a check is to be made of all escape route exits to ensure that chains, pad locks and other locking devices will be removed and that gates can be quickly opened in an emergency situation by the steward manning the gate.

#### Exit Capacity for Main Tented Entertainment Area's

Venue	Tent Area (m)	Net Viewing Area (m <sup>2</sup> )	Occupant Load Factor	Occupant Capacity	Egress Time (minutes)	Exit Widths required <sup>(2)</sup> <sub>(3)</sub>
Electric Arena	76x88m	4,705 <sup>(4)</sup>	0.3m <sup>2</sup> /p	15,683	2.5	86m
Rankins Wood	55x75m	3,093 <sup>(4)</sup>	0.3m <sup>2</sup> /p	10,310	2.5	64m
Three Music Stage (Silent Arena)	38m round	850 <sup>(4)</sup>	0.3m <sup>2</sup> /p	2,835	2.5	18m
Comedy	45x50m Star Point	1,688 <sup>(4)</sup>	0.3m <sup>2</sup> /p	5,625	2.5	35m
Jerry Fish	Woodland Tale 850m <sup>2</sup>	637.5 <sup>(4)</sup>	0.3m <sup>2</sup> /p	2,125	2.5	13m
Terminus	58x100	4,350 <sup>(4)</sup>	0.3m <sup>2</sup> /p	14,500	2.5	88m
Theatre	40m round	943 <sup>(4)</sup>	0.3m <sup>2</sup> /p	3,144	2.5	20m

<sup>(1)</sup> Occupancy load factor is taken as 0.3 unless otherwise stated.

<sup>(2)</sup> 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 1m for 164 persons.

<sup>(3)</sup> All exit widths will be finalised once the structures are built on site.

<sup>(4)</sup> The net viewing area is based on the 75% of the tent total area – this figure takes account of the stages and back of house area as advised by the client.

#### Exit Capacity for Croí

Exit	Width	Flow rate	Time to Evacuate	Persons
North	8	109	8	6,976
South	8	109	8	6,976
Mindfield Entrance	4	109	8	3,488
			Total	17,440

(1) It is expected that the maximum capacity in Croí at any one time will be circa 10,000 persons, which is easily accommodated for within the exit width provided.

## 2.3 EVACUATION AND EMERGENCY ACCESS

Electric Picnic recognise that there are many different circumstances that may require the mass movement of public to preserve life and prevent harm. These different circumstances may give rise to a variety of evacuation types, depending on the nature of the threat. It is noted that the sudden movement of large numbers of people itself presents risks to the attendees and should only be undertaken if there is clear and present danger.

For a site as large and complex as Electric Picnic, the concept of a single full-site evacuation plan, such as one might expect for a cinema or concert hall, for most scenarios is inappropriate. Instead, the organisers shall implement localised evacuation to move people to a place of relative safety.

Electric Picnic has a population similar to that of Galway City and if a full-site evacuation is required, this is likely to take place in phases and then depart the site under direction from the organisers or emergency services.



Simply filling the streets of Stradbally with people from the event site will not be in the best interest of public welfare and is likely to hamper any incident response.

The *Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985*, defines a 'place of safety' as "a place in the open air at ground level in which persons are in no danger from fire." Thus, once people are away from immediate risk, they can be considered to be in a place of safety, even if they remain on the Electric Picnic premises.

In most circumstances it is appropriate to keep the public within the wider event site – it is where they have shelter, food, water and can be addressed by event staff. The table below sets out the various examples comparable to EP.

Any serious incident in an enclosed venue or where people face imminent life-safety threat shall result in localised evacuation, initiated and managed by local resources (stewards, security etc.) – there need not be a delay waiting for communication and decision-making from Event Control or the On-site Coordinator.

	Action	Common example	Electric Picnic
Directed	Immediate dispersal of all persons, but using specific routes only	If a fire or incident threatens an exit route, people should be directed to avoid that route	Fire in trader block to the northwest of Main Arena, prompts evacuation towards the south, and east routes only
Local/Partial	Clear people from area of immediate risk	Incident requiring evacuation of one building does not require every premises in the vicinity to be cleared.	Fire in one of the tented venues would result in the immediate area evacuated. People would be moved to unaffected parts of the arena, campsites and so on. The wider event would probably continue
Phased	Staged removal of people from specific areas in order of risk -common in a large or complex venue	In a multi-storey premises it would be appropriate to evacuate the upper floors first since they are at greater risk – and their exit may be compromised by people evacuating from lower floors at same time	Complete failure of site infrastructure (water/power), prompting closure. Attendees removed from entertainment areas to campsites, to car parks, then disperse. An accelerated version of normal event closure
Full	Immediate dispersal of all persons using all available exit routes	Evacuation of an entertainment space such as a concert hall, using all available exit routes concurrently until all persons have left the premises for a place of safety	As indicated above, there are no circumstances where a full and immediate evacuation of the Electric Picnic site is practicable or an effective response to reasonably foreseeable threat.
Invacuation	Bringing people into the premises from outside	Instances where the threat is outside the venue e.g. extreme weather, active shooter etc.	Serious incident in car park or Stradbally Main St requires public to be brought into the event site to a place of safety within the perimeter.

It is proposed that non-emergency traffic will be permitted to use the emergency access route as it provides vital and important access to all areas of the site. In addition, the public will have designated and manned crossing points across the emergency access route. This is deemed acceptable on the basis that;

- The movement of both vehicles and public is transient in nature and therefore will not have overall impact on the emergency access route
- Security in vicinity of emergency access route will be vigilant to ensure that there is a min 4m clear route on the emergency access route.

#### 4.2.3 MAJOR EMERGENCY PLANNING

Please see Appendix 01 – Site Emergency Plan

#### 4.2.4 EVACUATION REHEARSAL/TABLETOP EXERCISE

The tabletop exercise will take place in July, in which evacuation will be rehearsed.

#### 4.2.5 EMERGENCY EXITS AND MEANS OF ESCAPE

All emergency exits, 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.

All emergency exits will be provided with numbers / letters which are identifiable from both inside and outside the arena and will include the running man symbol. The emergency exit numbers / letters will correspond to the site plan. Briefing cards will be produced for the emergency exits and two stewards will be in position on the arena side.

Emergency exits will be provided in all enclosed structures to give access to the arena with two available from the stage and bar counters.

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 and will be lit by both primary and emergency lighting. 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. Certification stating emergency exit signage and emergency lighting has been installed in accordance with IS 3217:2023 will be provided and available for inspection in the Licensing Office. All signage will be of an appropriate size.

The emergency exits will be checked by the Event Safety Team / Security on an ongoing basis. Internal lit Emergency lighting will be checked by the electrical contractors throughout the Event.

#### 4.2.6 SITE ROADWAYS AND LAYBYS

All permanent and temporary roadways shall be kept clear at all times for emergency service vehicles. Along emergency route and access routes hard-standing lay-bys will be provided for site service vehicles adjacent to toilet blocks and any other areas where site service vehicles may need to stop.

Trader vehicles are not permitted to park on or block these roadways and laybys. Non-compliance with this may lead to vehicles being towed and possible eviction from site (without refund). The Trader Manager and Event Safety Team will be monitoring this throughout the Event.

### 4.3 CAMPSITE DESIGN

The campsites are split and given names for ease of identification and location. All campsites are divided into clearly signed and lit areas with facilities including fire lanes, water points, AIR Hubs, toilet blocks, Campsite Management Offices and their security and stewarding teams. Security/ emergency vehicle access routes to the

campsite will be provided. Pedestrian walkways and fire lanes in the campsites are a combination of stone and grass, and so far as is practicable, will provide access within circa 50m.

Observation towers made of scaffold tower construction will be placed at strategic locations in each campsite area. These will be designated as fire points as well as acting as watchtowers. The towers shall be crewed at all times while the campsite is open to the public. All personnel on the towers will be given radios.

Facilities will be maintained 24 hours a day whilst public are on site and are lit during hours of darkness.

The campsites are incorporated into the site plan with consideration given to vehicle access, segregation of vehicles from campsites and site topography. Ticket holder's vehicles are not permitted into the campsites other than in the separate camping area for live-in vehicles (campervans / caravans etc.) or in cases like the Accessible Campsite.

A Campervan Parking Method Plan will be circulated to the relevant Statutory Agencies and will be included in the Final Event Management Plan.

Patrols of each car park will be undertaken during the hours of darkness by security to ensure there is no unauthorised camping outside the designated camping zones.

The finalised layout of the campsite will be circulated to the relevant Statutory Agencies in advance of the Event.

## **4.4 FIRE SAFETY**

### **4.4.1 FIRE SAFETY OFFICER**

We will appoint an experienced Fire Safety Officer to act as our competent person(s) to conduct the Fire Safety Management Plan. The Fire Safety Management Plan is dynamic and will be reviewed as necessary during the Event.

### **4.4.2 FIRE COORDINATOR**

The Fire Coordinator is responsible for managing the Fire Safety Team and the resources, deployments and responses during the Event. The roles and responsibility of the Fire Coordinator will be as set out in the Fire Safety Management Plan.

### **4.4.3 FIRE SAFETY TEAM**

We will appoint a Fire Safety Team to assist with the management of fire safety. The contracted Fire Safety Provider will be notified to the Statutory Agencies as part of the Event Management Plan. The roles and responsibility of Fire Safety Team will be as set out in the Fire Safety Management Plan.

### **4.4.4 FIRE REPORTING PROCEDURE**

See Appendix 05 – Fire Safety Management Plan for details on the fire reporting procedure.

### **4.4.5 FLAMMABILITY CERTIFICATION**

The following certification shall be kept on site in the Event Safety file and 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)

#### 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.

#### 4.4.5 FIRE BREAKS

The siting of all vehicles, generators, tents, marquees, dressing rooms etc. shall be arranged so as to provide fire breaks. The Fire Safety Team will check that fire breaks are adequate and maintained on an ongoing basis.

#### 4.4.7 FIRE SAFETY FOR TRADERS

All traders are sent fire safety information relevant to their onsite activity and are checked when onsite by our fire safety team and gas inspectors. Further information to be detailed in the Fire Safety Management Plan.

#### 4.4.8 FIRE SAFETY CAMPAIGN

We will include fire safety messages on our website detailing the onsite fire precautions and the action to be taken in case of a fire.

#### 4.4.9 GAS CANISTERS AND AEROSOLS

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

#### 4.4.10 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. The Health & Safety inductions will include a briefing to keep an eye out for fire as structures are built. 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.

#### 4.4.11 PYROTECHNICS AND SPECIAL EFFECTS

See Appendix 05 – Fire Safety Management Plan.

## 4.5 STRUCTURES

#### 4.5.1 STAGE AND TENT DETAILS

The Main Stage is an outdoor stage and will be supplied by Serious Stages [www.stages.co.uk](http://www.stages.co.uk).

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

It will be a condition of contract that all contractors 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. Completion certificates will be available to Statutory Agencies.

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

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

#### 4.5.3 BARRIERS

A variety of barriers will be used in strategic places at the Event. 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 entrances to separate the crowd into lanes. The entrance barrier lanes will be reconfigured in time for egress.

Front of Stage Barrier will be erected at the Main Stage using MOJO (or similar) style barrier and will be designed and developed in consultation with EP Republic and Event Safety personnel. They will be built using the guidance from the Institute of Structural Engineers' guidelines and inspected by the Chartered Structural Engineer. 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.

There will be additional barriers / fences provided within Stradbally Hall estate to prevent patrons entering historical sites or potentially unsafe areas, and to ensure an ordered egress at the show end.

#### 4.5.4 BRIDGES

Temporary bridges may be installed around the site and will be shown on the site plan. The bridges will be installed by a specialist contractor and will be certified by an independent structural engineer. Drawings will be available to Statutory Agencies.

#### 4.5.5 TIERED SEATING

There will be tiered seating in the Main Arena, as shown on the site plan. The seating blocks will provide seating for approx. 250 people per block.

Security personnel will monitor the number of people using the seating to prevent overloading.

The seating blocks will be installed by a specialist contractor and will be certified by an independent structural engineer.

Access beneath the seating will be restricted and these areas will be secured and fenced off. Particular attention will be paid to ensure there is no accumulation of litter or flammable materials being stored beneath the seating. This will be monitored by security personnel carrying out arena patrols.

#### 4.5.6 FUNFAIR & OTHER ATTRACTIONS

Funfair rides will be located in the campsite and arena and will be operated by a specialist contractor. The funfair contractor will be required to complete and provide relevant health and safety documentation as per other contractors. They will also be required to submit the specific risk assessment, safety certificate and insurance for each attraction to ensure compliance with the relevant standards and regulations.

#### 4.5.7 SPONSORS

It is anticipated that approx. 30 Sponsors will have promotional activities across the arena and campsites. The health and safety procedures regarding sponsors will be the same as for all other contractors and traders on-

site. Where any structures are erected, drawings and calculations will be available to Statutory Agencies.

#### **4.5.8 ADVERSE WEATHER PLAN**

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

The Adverse Weather Plan is being updated by the Health and Safety team and will be available to the Statutory Agencies.

## **4.6 SWIMMING**

Swimming activities will take place on Stradbally Lake, during hours of daylight only. The area will be secured at other times.

See Appendix 03 – Draft Swimming Safety Plan.

## **4.7 HELICOPTERS AND LOW FLYING AIRCRAFT**

### **4.7.1 LOW FLYING AIRCRAFT**

We will inform the Irish Aviation Authority about the festival so that they can put measures in place to prevent low flying aircrafts from travelling directly or in close proximity to the festival site.

### **4.7.2 HELICOPTERS**

The safety of helicopter operations will be under the direction of a specialist contractor who will assess the suitability of the flight landing path and the respective landing site.

Firefighting cover at the landing site will be provided by the on-site fire crew.

## **4.8 SIGNAGE, ORIENTATION AND INFORMATION**

### **4.8.1 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.

Clear signage will help festival attendees to navigate themselves, on arrival, during the Event and on egress.

Signage will also be erected to designate egress routes to the following locations:

- Coach / Bus Pick Up
- Pedestrian Egress Routes
- Taxi Pick Up
- Campervan Area
- Campsites
- Car Parks by Coloured Zone

Large site maps will be installed around the site to aid orientation.

### **4.8.2 INFORMATION POINTS/AIR HUBS**

AIR Hubs will be located throughout the general campsites and will be staffed 24hrs for the duration of the

festival. AIR stands for Assistance, Information and Response. Located every 250m, AIR Hubs increase access to festival resources. AIR Hubs will be staffed by local organisations & charities with volunteers actively engaging with the attendees, addressing queries and acting as a source of information. More than just information hubs, AIR Hub volunteers will have the ability to signpost attendees to the relevant safeguarding facilities and call for response, when needed.

An Information Point will provide information to persons attending the event. The information point will have details on the location of facilities, local services, transport and entertainment.

#### 4.8.3 CAMPSITE INFORMATION

Detailed information regarding the campsites are included in the T&C's of Entry and on the website ([www.electricpicnic.ie](http://www.electricpicnic.ie)). Campervan Term's & Conditions will also be available. The campsites are organised and supervised by zone.

### 4.9 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 IS 10101 2020 and any other 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 IS 10101 2020.

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

A completion certificate will be issued by the electrical contractor and will be kept onsite in the Event Safety file. Test certificates will be issued for the electrical system and again will be kept onsite in the Event Safety file.

### 4.10 LIGHTING

All access/exit ways leading to and from the Event site, gates out onto the road, car parks, toilet blocks, first aid points, campsites/ camping areas and campervan campsites 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.

The Mixing Towers and outdoor stages will be fitted with banks of spotlights.

Lighting in tents will have back up emergency lighting units and lit exit signs that are self-contained.

Festoon style lighting mounted on scaffolding or telegraph poles will also be installed to light walkways in the campsites and around other areas of the site.

A lighting test will be carried out prior to the Event. Relevant Statutory Agencies may attend as required.

### 4.11 HEALTH & SAFETY

We are fully committed to safe working practices and will comply with all relevant health and safety legislation.

Full details of our working practices and procedures can be found in our Event Risk Assessment, Health and Safety Policy, and Health and Safety Terms and Conditions, available to Statutory Agencies.

All contractors are required to comply with our Health and Safety Terms and Conditions. Contractors supply 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 inspections will take place regularly.

#### 4.11.1 INTERNAL CHECKLISTS AND INSPECTIONS

Regular and ongoing inspections of structural and health and safety issues, emergency exits, the entrances 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.

#### 4.11.2 ACCIDENT AND INCIDENT REPORTING

The location of the accident file 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. The Event Management Team 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 file and any serious incidents or dangerous occurrences will require an Incident Report Form to be submitted to the HSA.

If there is a serious incident or dangerous occurrence, materials and equipment will be left undisturbed, providing they do not create a hazard. The Event Management Team and Event Safety Team will be contacted immediately, and an investigation will be started. The accident file will be available onsite for inspection at any time.

#### 4.11.3 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 health and safety induction. 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.

#### 4.11.4 COMPETENCIES OF CONTRACTORS' AND SUB-CONTRACTORS'

All contractors and subcontractors will be instructed to inform their staff of safety measures taken to control risks during work. They will be instructed to identify hazards and where possible remove them. Where it is not possible to remove the hazard, the hazard must be controlled.

All employees of contractors and subcontractors will be expected to perform their task in accordance with the site health and safety induction, the Health & Safety Terms and Conditions for Suppliers, plus any briefing or training provided by their employer with due regard for their own health and safety and that of others affected by their tasks.



## **4.12 VEHICLES AND PLANT SAFETY**

Electric Picnic 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. The use of vehicles 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.

## **4.13 FACILITIES FOR ACCESSIBLE CUSTOMERS**

Provision will be made for Accessible Customers, including a dedicated Electric Picnic Accessibility Team.

Accessible infrastructure will include dedicated ingress/egress routes, accessible sanitary facilities, dedicated car parking and accessible viewing platforms at stages.

There will be a separate Accessible Campsite staffed by a dedicated Accessibility Team on site 24hrs throughout the event to assist Accessible Customers. The appropriate level of facilities will be installed in the Accessible Campsite.

An Accessibility Guide will be created for the event. This guide will be sent to Accessible Customers in advance of the event. It contains guidance and information on the dedicated facilities and infrastructure that they can expect to be provided at the event, along with site layout, transport, and travel information.

Accessibility information, including application process, facilities, contact and travel, will be detailed on the Electric Picnic website and in the app, closer to the Event.

# **5. MEDICAL, WELFARE & SAFEGUARDING**

## **5.1 MEDICAL PROVISION**

Electric Picnic have contracted Code Blue to provide comprehensive on-site medical provision to mitigate 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.

## **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.

The Medical Plan will be included as part of the Final Event Management plan.

## **5.3 ONSITE FACILITIES**

The following medical facilities will be provided onsite:

- Medical Control (adjacent to Field Hospital) which will be in communication with the Event Control Room and Garda Control
- Main Medical Centre which will be located near Event Control as per the site plan. The medical centre will act as a referral centre from the first aid posts and mobile teams.
- First aid posts will be located at strategic locations around the site, including the campsites and main

stage pit area.

- Ambulance parking locations
- Roaming medical teams
- Response to the car parks, queues whenever the site is open to attendees.
- X-Ray Facilities

#### **5.4 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.

#### **5.5 BUILD-UP AND BREAKDOWN**

Outside of the hours of onsite cover any incidents on site will be dealt with by one of the nominated First Aiders or transferred to hospital if necessary.

#### **5.6 WELFARE PROVISION**

Electric Picnic will engage with and provide onsite support services on site primarily based in the onsite welfare centre staffed by both medical and welfare personnel. We will also engage with organisations who provide outreach support in mental health, sexual health and harm reduction services.

Persons finding themselves without accommodation will be dealt with by the welfare provider. The welfare facility onsite will have access to a supply of sleeping bags, roll mats and spare blankets etc to ensure that a reasonable number of festival attendees finding themselves in this position can be accommodated comfortably.

#### **5.7 SAFEGUARDING OF CHILDREN & VULNERABLE ADULTS**

Please refer to Appendix 04 – Safeguarding Policy, for information regarding the protection and mental wellbeing of individuals, and safeguarding of vulnerable children/vulnerable persons.

The Safeguarding Operational Plan will be included as part of the Final Event Management Plan.

### **6. BARS & TRADERS**

#### **6.1 BARS**

Bars will be provided onsite at the locations identified on the submitted site plan. The bars are open during specific times which are agreed with the relevant authorities. Bar and off-licence facilities are also being proposed in the campsites.

Security personnel working at the bars will be given specific briefing on their duties. Security personnel will be in position 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 25.

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

There will be clear signage stating that alcohol cannot be taken from the campsites into the arena.

The Alcohol Management Plan will be available to Statutory Agencies.

## **6.2 TRADERS**

Details of all food traders including crew catering, ice cream vans and staff catering will be submitted to the relevant Statutory Agencies prior to the Event. All food trader units will be registered with the local authority / health board in Ireland.

The position of catering units, food & market traders will be marked on the site plan.

### **6.2.1 COORDINATION OF FOOD TRADERS**

All food traders are coordinated by Central Fusion. Details & documentation for each food trader will be collected and held by Central Fusion.

### **6.2.2 MERCHANDISING & MARKET TRADERS**

There will be market traders in the arena and campsites. The market traders are non-food traders that sell a variety of items including clothing, jewellery, and accessories.

There will be a number of official onsite merchandising units selling official band & Electric Picnic merchandise.

### **6.2.3 OFF-SITE CASUAL TRADING**

No off-site casual trading shall be permitted.

## **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.

### **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.

We will also put up "No Smoking" signage on portacabin doors (including toilets), 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 75,000 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 Attendance	75,000
Ratio of male: female	1:1
Male 50%	37,500
Female 50%	37,500

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

Female	1 toilet per 100 females =	375 toilet units
Male	1 toilet per 500 males =	75 toilet units
	1 urinal per 125 males =	300 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 also be a High Dependency Toilet Unit located in the Accessible Campsite.

There will be a number of offsite toilets located in the main car parks and pick up and drop off area.

#### Sanitary Facilities for Staff

Additional toilet facilities will be provided in the following areas:

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

### 7.1.2 HAND SANITISER STATIONS

We will install sanitiser stations at each of the toilet blocks. The sanitiser units will be refilled regularly, as required.

### 7.1.3 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 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, Campsite Managers and Area Coordinators.

## 7.2 DRINKING WATER

Sufficient drinking water points will be placed around the site for adequate supply of potable and wholesome drinking water for attendees 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.

## 7.3 LITTER / WASTE MANAGEMENT

### 7.3.1 WASTE MANAGEMENT CONTRACTOR

Electric Picnic 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. Electric Picnic is committed to enhancing the environment through our operations wherever possible and minimising any negative impact.

### 7.3.2 OBJECTIVES

The objectives of the Waste Management Plan are to:

- Meet the licensing requirements of the event.
- Comply with all pertinent environmental legislation
- Make the event a cleaner, tidier, and safer event by continually managing waste throughout the event.
- Manage all waste in line with the waste hierarchy set out in the EU Waste Framework Directive to minimise waste, exploit all reuse and recycling opportunities to recover its value and therefore minimise disposal to incineration or landfill.
- Identify how performance will be monitored.

### 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 attendees' enjoyment at the Event.
- that waste does not build up causing fire or trip hazards to staff and attendees and does not attract insects or vermin.
- 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 traders, 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, whereby discarded waste will be 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.

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

The following will be sent to Laois County Council in advance of the Event: -

- Litter Management Plan
- Waste Management Plan
- Food Waste Management Plan
- Trader Food Waste Leaflet

#### 7.3.4 CATERERS, FOOD TRADERS AND BARS

Electric Picnic has strict requirements on acceptable food service packaging and waste management as follows:

- Strictly no glass bottles/glasses are allowed.
- All cups, food containers, napkins etc. must be compostable to IS EN 13432:2001. Disposable plastic food containers and utensils are prohibited.
- We do not allow bioplastic serve ware or straws as it contaminates the pre-determined waste streams.
- Food trader staff must dispose of their waste into the bins as provided.
- A Yellow & Red Card Policy will be in place at the event to penalise non-compliance with the above requirements.

Electric Picnic will maintain the following standards to ensure the above requirements can be adhered to:

- Bins will be provided behind all food traders for Food Waste Only, with additional recycling points in these areas for metal tins and cans, hard plastic, clean paper and cardboard, and all other waste.
- The bins for recycling points waste will be 1100l bins unless lack of space dictates that 240l bins must be provided.
- At least one 240l Food Waste Only bins will be made available to each food trader.
- The onsite crew caterers are to be provided with 1100l or skips for food waste as appropriate to the quantities.
- Food trader bins will be serviced by the Waste Management contractor throughout the Event.
- Sufficient bags for Recyclable waste and Food waste will be provided to each food concession unit to allow for separation of 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 Event and provide information on the sustainability initiatives.

### Recycling Bags

We will make bags available for Recyclable and Not Recyclable waste at the Recycling Points in the campsites.

### Bin System

Sufficient bins are to be provided throughout the site to avoid a build-up on litter on the ground. The all areas are to be zoned with supervisors responsible for emptying the bins in these areas.

For all area front of house and back of house (non-food and bar areas) we will provide a one-bin system and all waste will be sorted onsite.

For front of house (food areas) a two-bin system will be provided for food and all-other waste. The all-other waste bin will be sorted on site.

For back of house (food service areas), each trader will have a food waste bin, and a recycling bay will be provided. Each recycling bay will collect four waste streams, metal tins and cans, hard plastic, clean paper and cardboard, and all other waste.

For back of house (bar service areas) a recycling bay will be provided with six waste streams collected; glass, food waste, metal tins and cans, hard plastic, clean paper and cardboard, and all other waste.

### Recycling Points

There will be a number of Recycling Points around the festival site where customers and staff are encouraged to bring their recycling, these recycling points will collect seven waste streams, glass, food waste, metal tins and cans, hard plastic, clean paper and cardboard, vapes, and all other waste.

### Deposit Return Scheme

There will be a deposit on all bar cups and plastic bottles sold. Return points will be located where ticket holders can redeem their deposits. These will be marked on the Site Plan and Public Map.

### Campsite Waste Recovery

The Sustainability department will work with local charities to rescue and reuse any camping equipment left behind as well as liaising with local food banks to ensure any surplus food can be put to good use.

### Pit Cups

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

### Food Traders and Caterers

We operate very strict packaging protocols. All food packaging is compostable and food waste bins are provided to traders and caterers for their own use back of house.

### Drinking Water Points

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

### Disposable and Single Use Vapes

Disposable and single use vapes will be prohibited from entering the site. If attendees do bring disposable vapes on site, there will be recycling receptacles across site to ensure that these are disposed of correctly.

## **7.4 ENVIRONMENTAL MONITORING, REMOVAL & REINSTATEMENT**

### **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 temporary roadways will be utilised to minimise damage to the ground
- The Site Manager will also act as the Grounds Manager and will coordinate/manage the set-up & take-down to ensure minimal impact to the grounds.

### **7.4.2 REMOVAL OF TEMPORARY STRUCTURES & REINSTATEMENT**

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

### **7.4.3 CLEAN UP**

Post Event the Waste Contractor will complete a full clean-up of the Event site; all litter will be removed from site and taken to an approved facility.

A site inspection will be required with the Waste Management contractor and the Event Management Team to identify any problem areas that must be corrected prior to the site being handed over.

### **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.

### **7.4.5 PROTECTION OF HISTORIC SITES / MONUMENTS**

No works shall be allowed to take place within the vicinity of known archeologically monuments.

## **7.5 NOISE**

### **7.5.1 NOISE MONITORING**

An independent qualified noise management consultant will be appointed to monitor noise levels throughout the Event to ensure noise levels are not exceeded. We will ensure compliance with the MNL (music noise level) level agreed through consultation with Laois County Council.

Visits will be made to the monitoring points throughout the times when there is music on the stages. An assessment will be made to determine if the predetermined noise level is exceeded. If the predetermined noise level is being exceeded, a further assessment will be made off site as to the stage, stages, area or areas of the site which are causing the predetermined noise level to be exceeded.

If the acoustic consultant finds that the predetermined noise level is being exceeded, he will contact Event Control with his findings. Depending on where the breach has occurred Event Control will contact either the



Main Arena or the Late Night Arena Tech Production Managers, who in turn will contact the relevant Stage/Technical Manager to reduce the noise level to the predetermined level. Once the level has been reduced that information will be passed back to Event Control to confirm that the appropriate action has been taken.

Two fixed long-term monitoring locations are established as below.

- Location 1: Oldmill, Stradbally
- Location 2: Killaloohan, Stradbally

In addition to these two fixed positions a further three positions were established where observations and handheld measurements will be taken throughout the event as below:

- Location 3: House at Raheenduff
- Location 4: House on R427 Vicarstown Road outside Stradbally
- Location 5: R427 traveling from the Stradbally/Portlaoise Road towards site, last house before Paintball Entrance.

A Sound Management Plan will be included with the Finalised Event Management Plan.

#### 7.5.2 EVALUATION

Laois County Council shall have access to the results of the monitoring at any time, however, a report including noise monitoring results carried out for the Event will be completed and sent within 3 working days post event.

### 7.6 LIAISON WITH LOCAL RESIDENTS

All reasonable efforts will be made to ensure that effective communication will be undertaken with Local Residents via the Residents Committee.

## **8. COMMUNICATIONS**

### **8.1 RADIO SYSTEMS**

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

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

### **8.2 MOBILE PHONES**

Mobile phone companies will put up booster masts to improve coverage during the events.

### **8.3 LANDLINES**

Landlines will be installed in the Licensing and Production Offices as well as in Event Control. A full landline, mobile and radio channel 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.

### **8.4 WIRELESS NETWORKS**

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

### **8.5 EMERGENCY COMMUNICATIONS**

Information can be broadcast immediately on the stage screens by the Stage Manager, who will take instruction from Event Control. This could be used if required in the Event of an incident or major emergency. Loudhailers can be used by security and stewards to give information direct to attendees.

Please see Appendix 01 – Site Emergency Plan.

### **8.6 PUBLIC COMMUNICATIONS STRATEGY**

Website – the Electric Picnic website includes information for customers such as transport, ticketing, prohibited items, Accessibility, terms & conditions 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.

Electric Picnic App – there is an Electric Picnic app for customers to download which will include information from the website and the public map and stage times close to the event.

Public Information Mailout – a public information notice is distributed to every ticketholder via email by Ticketmaster. This document contains information for those attending such as transport options, prohibited items etc. We also publish the information notice on our website and via social media.

Email – there is a designated email address for customers to contact with any queries they may have. There is a separate dedicated email address for Accessible customer queries.

## **9. TRAFFIC**

### **9.1 TRAFFIC MANAGEMENT PLAN**

The Traffic & Transport Management Plan will be developed by An Garda Síochána and EP Republic, through consultation with all relevant parties including Laois County Council, traffic management companies and transport authorities.

The TMP will 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 Appendix 03 – Draft Traffic Management Plan



# Appendix 01

# SITE EMERGENCY PLAN

**Version 1**  
**Issued 19/02/2024**

**Submitted by:**  
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## SITE EMERGENCY PLAN

This plan and associated procedures have been developed using guidance from A Framework for Major Emergency Management, and its procedures underpin an effective response to any major emergency. A Major Emergency by definition will require a multi-agency response in order to bring it to a satisfactory conclusion.

It should be noted that this plan is written by Electric Picnic and therefore it sits alongside but does not replace separate Major Incident/Emergency plans that will exist for the Principal Response Agencies (Laois County Council, the Health Service Executive (HSE) and An Garda Síochána). A Major Emergency can only be declared by one of the Principal Response Agencies and our contractors and their staff will work with and under the direction of the appointed Onsite Coordinator from the Lead Agency.

In the event of a Major Emergency, swift decisive action is required to secure help and care for those involved. Our initial response will focus on the key strategic objectives of our Major Emergency Response Procedures. This ensures the purpose of our response will be the preservation of life, the prevention of further harm and further escalation and the safety of our responders and workforce.

## MAJOR EMERGENCY – DEFINITION

We have adopted the definition from A Framework of Major Emergency Management:

*A Major Emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal 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.*

The decision to declare a Major Emergency will always be a judgement made in a specific local and operational context, and **there are no precise and universal thresholds or triggers.**

## IDENTIFYING A MAJOR EMERGENCY – METHANE/ETHANE

Electric Picnic will use the 'Methane' model to help identify and develop shared situational awareness:

- M** – Major Emergency Declared?
- E** – Exact Location
- T** – Type of Emergency
- H** – Hazards present or suspected
- A** – Access: routes that are safe to use
- N** – Number, type, and severity of injuries
- E** – Emergencies services present and those require

## MAJOR EMERGENCY COMMAND ARRANGEMENTS

Electric Picnic has adopted the following Internationally recognised command structure that can be easily understood by the Statutory Agencies and Emergency Services:

- **Gold (strategic level)** – The level of management that is concerned with the broader and long-term implications of the emergency and which establishes the policies and framework within which decisions at the tactical level are taken.

- **Silver (tactical level)** - The level at which the emergency is managed, including issues such as, allocation of resources, the procurement of additional resources, if required, and the planning and co-ordination of ongoing operations.
- **Bronze (operational level)** – The level at which the management of hands-on work is undertaken at the incident site(s) or associated areas.

It is acknowledged that whilst also adopting a strategic, tactical and operational approach, the Statutory Agencies in the Republic of Ireland do not apply the Gold, Silver, Bronze terminology.

**Gold (Strategic) Commander** – Is in overall command of the FR Response, sets the strategic objectives/direction and overall response framework for the emergency.

- Set, review, and communicate strategy
- Approves the Tactical Plan, offering guidance, direction, and support where necessary
- Attends the On-Site Co-ordination Group (If On-Site) and Consults with the Principal Response agencies
- Considers setting tactical parameters within which the tactical response can operate
- Reviews the resilience of the response and plans for this
- Plans beyond the immediate response phase to address recovery and a return to normality
- Develops communication and media strategies

**Silver (Tactical) Commander** – directs the tactical response to the emergency, developing a tactical plan which is based on an understanding threat and risk, allocating tasks to Bronze (Operational) Commanders, and coordinating their activity and efforts to resolve the emergency

- Undertake a risk assessment of the emergency
- Formulate a tactical plan to deliver the strategic objectives based on the risk assessment
- Establish shared situational awareness with other agencies
- Appoint and coordinate the activity of Bronze Commanders
- Ensure responders are briefed effectively
- Regularly evaluate threats, hazards, vulnerabilities and reviews the tactical plan
- Regularly review, assess, and disseminate updated information and plans
- Attend the On-Site Co-ordination Group meetings

**Bronze (Operational) Commander** – working closely with other responding agencies, ensures rapid and effective actions are implemented on the ground to save lives and minimise harm.

- Translates the requirements of the tactical plan into activity on the ground, coordinating and directing resources to specific tasks.
- Makes initial and ongoing assessments at the scene, providing (M)ETHANE updates to inform Silver and share situational awareness.
- Briefs staff on tasks, actions, and requirements
- Co-locates with Bronze Commanders of other agencies at agreed location to coordinate agency responses.
- Considers the security of the scene, identifies, and agrees triggers, signals, and arrangements for emergency evacuation
- Considers Health, Safety, and Welfare of staff during emergency

## **MAJOR EMERGENCY STRATEGIC OBJECTIVES**

All Major Emergencies require a specific Gold Strategy which will take account of the specific emergency, risks, and other environmental factors. However, in order to facilitate a rapid and focused response to any Major Emergency, the following Initial Strategy has been developed;

### **Initial (Gold) Strategy**

- Preserve Life
- Ensure the Safety of attendees at the event
- Ensure the safety of those working at the event
- Respond effectively to any given emergency
- Protect property
- Safeguard the wider environment
- Minimise the impact on the local community
- Restore normality as soon as possible
- To achieve the above whilst encouraging a high degree of public confidence through the professional conduct of staff

### **Joint working and Interoperability**

Our response to any major emergency will be optimised through effective joint working. In order to support interoperability, we will build joint working into our operational arrangements. Our event control will provide suitable and agreed arrangements for the colocation of Emergency Services so that they can benefit from the information and intelligence available within event control.

Our operational communication arrangements will provide the facility for a 'Command Channel' to ensure key commanders have a suitable platform to communicate during a major emergency.

An important aspect of our planning and preparedness is a multi-agency table top exercise. This event will take place ahead of the festival and will cover a range of scenarios which will test agency's response and interoperability.

### **Lessons Learned and Feedback**

Our Major Emergency Plan and Procedures will be kept under review to ensure they are adapted in light of lessons learned or feedback. Any major emergency will be subject of formal debrief and review, in addition to the regular and established debrief and feedback processes.

## **THE AIM OF ELECTRIC PICNIC'S SITE EMERGENCY PLAN AND PROCEDURE**

Referring to the Major Emergency Management framework, Electric Picnic's Site Emergency Plan and Procedure are designed to be flexible allowing for whichever response is required. Therefore, it does not discuss particular responses, instead, provides a statement of factors that bear on ways and means by which strategic objectives can be achieved. A plan which is too specific will become impractical if that specific scenario has not occurred.

## **ESTABLISHING INTEGRATED EMERGENCY MANAGEMENT: WITHIN ELECTRIC PICNIC'S SITE EMERGENCY PLAN.**

**Training** - Scheduled training (prior to the event) for all Strategic Coordinators and key players based joint decision-making models to test and develop decisions. This will enable those to Anticipate, Assess, Prevent and Prepare for a Major Emergency.

**Table Top** – We will hold a Table Top event bringing together all responding parties (Security, Medical, Fire, Health Service Executive (HSE), Local Authority, An Garda Síochána, Management) to enable response and

recovery based on different scenarios.

## **EVENT CONTROL**

We will establish an Event Control. This will operate under the direction of the Event Silver (Most likely the Event Controller) in the event of a Major Emergency. It will be available as an On-Site Coordination Group location if required during a Major Emergency. Security Control, On-Site Medical Control and On-Site Fire Control are located within Event Control. Loggers are available to record messages and carry out emergency communication.

There is a dedicated emergency radio channel which is recorded. Where in operation CCTV is relayed to and monitored by controllers in Event Control. Security and stewarding companies can be communicated with via their respective control desks inside Event Control.

## **SITE EMERGENCY OPERATIONAL PLAN**

A Site Emergency Operational Plan will be circulated to relevant agencies in advance of the Event.

### **Communication**

The main form of communication is via radio. A full directory of radio channels is listed in the Site Emergency Operational Plan. It will also contain a list of the mobile phone numbers of key personnel from the Event, the Emergency Services and key member of the Principal Response Agencies.

In the event of a major emergency, Electric Picnic will have a supply of contingency mobile phones available to key personnel to ensure a backup means of communication.

### **RV Points**

RV points will be identified, marked on the site plan, and listed in the Site Emergency Operational Plan.

### **Transfer of Authority Form**

This will be included in the Site Emergency Operational Plan.

The Site Emergency Operational Plan will be submitted with the Final Event Management Plan.

## **PREPARING TO RESPOND**

### **AMBER STAGE**

Amber is a state of readiness to warn staff that Electric Picnic may need to evacuate and to trigger assigned roles and actions to prepare. This may be bypassed if the decision is made to go straight to a full evacuation. Refer to the Site Emergency Operational Plan for RV Points. The announcement will be made on an all channel call out on the radio.

### **The Amber Team:**

Event Silver (Event Controller/Deputy), Event Control Logger, Licensing Coordinator, Event Manager, Security Coordinator, Deputy Security Coordinator and the most senior member of the PR / marketing team onsite.

### **What To Do In Amber Mode:**

- Standby
- Await for further instruction from Event Control
- All staff informed to:
  - Clear radio channels of all but crucial information
  - Stay in one location where they can be contacted



Managers / Supervisors establish location of staff, ensure their safety, manage them, pass on clear instructions when received as to what is required.

### **EVACUATION WARDENS**

In the event of a Major Emergency, it may be necessary to evacuate partially or fully. This can only be instructed via the Event Gold or Silver. If Electric Picnic evacuate the site or an area, the following measures will be taken:

- risk assessments so public/staff are directed to a safe or safer place
- liaison with local authorities and anyone affected in the surrounding areas
- area managers will be well instructed on the hot, warm and cold areas to ensure a safe evacuation

Electric Picnic acknowledge that the public may choose to do their own thing and not follow instructions. Therefore, it is paramount to ensure a strong management structure to direct and assist as much as possible. As well as Area Managers, Electric Picnic will identify Evacuation Wardens prior to the show which can be activated when required. Once activated, all security or staff on the ground work to them. These will be chosen depending on the nature and location of the Major Emergency. A directory of Evacuation Wardens mobile phone numbers and radio channels will be held in the Site Emergency Operational Plan.



**Appendix 02**

**DRAFT TRAFFIC  
MANAGEMENT PLAN**

**Version 1**  
**Issued 26/02/2024**

Submitted by:  
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## **DRAFT TRAFFIC MANAGEMENT PLAN**

A Traffic Management Plan will be drawn up and included as part of the Final Event Management Plan. Electric Picnic, An Garda Síochána, Laois County Council have developed a Traffic Working Group for the 2024 edition of the Event to review and revise the Traffic Management Plan in line with this years' site layout changes. All relevant agencies, organisations and transport authorities will be involved in the planning process.

### **Event Routing**

We will advise ticket holders that they should follow the Event routings. Routes will be emphasised and highlighted. Routes to the Event will be publicised via local media, on the official website, mail outs, social media sites providing information for the event. They will be informed that they may end up unable to enter site due to changes to the routes and road closures that their sat navs will not tell them about.

### **Coaches, Buses and Minibuses**

Roadside parking and disembarking will not be permitted. All coaches, buses, minibuses including the shuttle buses from Portlaoise, carrying patrons to the event must follow the stipulated routes and use the designated pick up and drop off area off the N80.

### **Taxis, and Public Pick up/Drop off**

There will be a designated pick-up and drop off area for taxi's and private vehicles off the N80.

### **Parking**

- All car parking is free.
- Campervan & Caravan tickets are supplementary tickets.
- All parking facilities will be appropriately illuminated during darkness.
- It is essential that maximum usage is made of the designated car parking area and that vehicles enter and park without delay as delays will lead to traffic congestion on approach routes.
- Roadside parking will not be permitted in any area; tow trucks will be utilised to remove any roadside parking.

### **Parking provisions for Accessible Customers**

There is a parking provided onsite for Accessible Customers who are attending the Event.

### **Site Perimeter Gates**

Gate 1 – Public Crossing Point

Gate 1a – Public Crossing Point

Gate 2 – Site Services Gate

Gate 2a – Site Services Gate

Gate 3 – Site Services Gate

Gate 3a – Trader Access

Gate 4 – Exit Only

Gate 4a – Accessible Customers

Gate 5 – Secondary Production Gate

Gate 6 – Production / Artist / Site Traffic / Emergency Services

Gate 7 – Emergency Service Access

### **Lighting**

Lighting towers will be used to illuminate all car parks, manned junctions, entrances/exits and pedestrian areas during hours of darkness.

### **Traffic Signage**

Traffic signage will be located on all routes, junctions and parking areas to assist with optimal flow for traffic attending and exiting the event.

All access routes to site will be clearly signposted so that attendees of the Event can make their way to site along the designated access routes with minimal confusion. To achieve this, a signage schedule will be drawn up and will include both

Variable Message Signage (VMS) and Static Signage and will be developed in conjunction with the An Garda Síochána and Laois County Council.

**Road Sweeper**

We will arrange for a road sweeper to be available on standby to be called in if necessary, during the event and until the site has been vacated. The sweepers will be kept on standby for use to clean roads in the immediate vicinity of the site as deemed necessary by An Garda Síochána.

**Advanced Ticketing and Travel Data**

Geographical ticketing data from Ticketmaster will be obtained prior to the event. This information will also be provided to An Garda Síochána.

Advanced information will also be obtained from Private Coach/Bus operators, to establish ticket sales number, bus number and expected site arrival and departure times.

The audience will be strongly encouraged to travel to site by public transport. This message will be pushed on our website, and any advanced travel information and press releases.

**Harvest Traffic**

Consideration will be given to local Harvest traffic, and it will be factored into the arrangements for the event traffic management.



# Appendix 03

# DRAFT SWIMMING

# SAFETY PLAN

Version 1  
Issued 19/02/2024

Submitted by:  
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**INTRODUCTION**

This Swimming Safety Plan outlines our proposal for planned swimming activities in the lake at Electric Picnic 2024 and includes details of the facilities, infrastructure, staffing and control measures that will be deployed to ensure that the activities are safe and enjoyable. This document has been prepared by EP Republic with reference to the Bathing Water Directive (2006/7/EC) and “Management of Open Water Swimming Events” and in consultation and agreement with Blue Response UK.

## **WATER QUALITY**

The water in the lake at Stradbally Hall was first tested for Escherichia coli (Ecoli) and Intestinal Enterococci (Enterococci) in May 2016 to check that it would pass the standards outlined in the Bathing Water Directive for designated bathing water. The results were classified as “excellent” under the Directive every year that they were tested.

It should be noted that the lake at Stradbally Hall is not designated bathing water and as such is not therefore required to comply with the Bathing Water Directive. The only use of the lake as a swimming lake will be during Electric Picnic and Stradbally Hall is private land. There is no suggestion therefore that the lake will become a designated bathing water in the future as the number of days per year when the lake is used is less than 4. We will however comply with the standards for water quality outlined in the Directive as best practice.

Should there be any factors that might have an effect on water quality such as very heavy rainfall causing a significant run off from the surrounding land then this will be noted, and additional testing will be undertaken. Should the results fail under the Directive before the festival, then the swimming activity will revise its entry policy, upon agreement with the Water Safety Manager (Susan Reynolds, Blue Response UK).

Revised entry policy to be implemented as below, or as agreed:

- Swimmers must be aged 18 aged and over
- Swimmers who choose to enter the water do so at their own risk

Signage will be prominently displayed at the entrance jetty as below, or as agreed:

- Water Quality - additional display which reads '**not sufficient**'.
- '**Swimmers must be at least 18 years of age due to current water quality classification**'.
- '**Anyone who is considered to be immuno deficient is advised not to swim**'.
- Signage displaying the historic daily water quality will also be displayed.

In addition to testing for Enterococci and Ecoli, on the advice of our Water Safety Team we will test for phosphorus, in order to give an indicator of any agricultural influence that may encourage algal growth. We will test for phosphorus again in August, prior to the event.

Further testing will take place in 2024. All water sample results will be kept by Licensing team and are available on request.

## **SAMPLING**

The water sampled is collected from the designated swim area and decanted into a sterile lab bottle. The laboratory used for the water testing is ALS Life Sciences, accredited by INAB:

ALS Life Sciences  
Lismard Business Park,  
Timahoe Road,  
Portlaoise,  
Co. Laois

## **STRADBALLY LAKE**

The lake at Stradbally Hall is manmade, spring fed and at the level of the water table. From the landowner's observations even in times of heavy rain during the spring and summer, the ditches do not feed the lake because the crops in the fields further upstream absorb the majority of the water. It is not a tidal lake and the only waves and tides in the lake are therefore created by wind.

The area around the lake (the campsites) is used outside of the festival by the landowner, with the land directly behind the lake being used for crops and the other for light horse grazing. The lake itself is used as a fishing lake. The fishing tenant has confirmed it contains brown and rainbow trout as the main species.

### **LAKE SURVEY AND LAYOUT**

It is proposed that the swimming activity takes place in Stradbally Lake, between the 2 islands, with an entry/exit point on the West side. The swimming area is outlined on the map enclosed at Appendix 5a. The swimming area will be located in the same place as 2023 and the years previous (2017, 2018, 2019, 2022). We changed the 2016 location in order to clearly define the routes to the swimming area and family camping, removing any temptation to access the family only campsite. The area where swimming is permitted will be marked out with swimming rope to ensure that the whole lake is not accessed but rather only the area that has been surveyed and designated as the swimming area.

The swimming rope, marker buoys and weights will be positioned by Blue Response UK.

The rope, marker buoys and weights will be installed by:

Blue Response UK  
www.blueresponseuk.com  
Maryland Farm, Watermill Lane, Bexhill-on-Sea, East Sussex TN39 5EB  
Tel +44 (0) 1424 251 482

### **UNDERWATER SURVEY**

An underwater survey of the lake and swimming locations took place on the 16th June 2016 and was carried out by;

Susan Reynolds  
Blue Response UK  
[www.blueresponseuk.com](http://www.blueresponseuk.com)  
Maryland Farm, Watermill Lane, Bexhill-on-Sea, East Sussex TN39 5EB  
Tel +44 (0) 1424 251 482

Blue Response UK have carried out the water and route surveys for Latitude, The Monster Swim at Lochness, and the Big Sea Swim.

The Underwater Survey used scanning technology to provide information on any underwater hazards and a comprehensive mapping of the depths. The depth map and survey report were conducted. Key findings are available on request.

### **POST 2016 UNDERWATER SURVEY**

- No large objects have fallen into the lake and there is no sign of bank collapse or run off from the fields.
- Aquatic Harvesting Ireland return yearly to cut back the reeds / weeds noted in the underwater survey in 2016.
- Swim Manager conducts a visual survey to check the reeds and banks prior to the swimming activity opening.
- Swim Manager & Lifeguards conduct a test swim prior to the swimming activity opening.

### **VISUAL RISK ASSESSMENT; BLUE RESPONSE UK**

Susan Reynolds from Blue Response UK conducted a visual risk assessment in 2016 in order to plan the lifeguard provision. This survey informed the plan for infrastructure required along with the lifeguarding provision and

the rescue and evacuation plan. This was then adapted onsite during the 2016 activity. The learnings from the initial risk assessment and the 2016 activity have informed the plan for 2017, 2018, 2019, 2022, 2023 and now 2024.

In 2016, the visual RA suggested we use the opposite side (west) of the lake for swimming activities as the water was deeper resulting in less agitation of the water. When we moved the location in 2017, it lined up with Blue Response UK's suggestion.

Blue Response UK will conduct a visual risk assessment of the swimming location, a visual survey of the weeds and to do a test swim prior to the festival. Once these are complete and the Swim Manager has signed the swim area off, the swimming activity can open.

Aquatic Harvesting Ireland will be contracted to remove the weeds within the swimming area and along the banks following the family route.

## PROGRAMME / ACTIVITIES

### **FREEFORM SWIMMING**

Freeform swimming will take place in the area outlined above from Friday 16th August to Sunday 18th August. There are 3 swim sessions; Family Swim, Adult Swim & Open Swim.

The proposed swimming times are:

- Friday 16th August  
Family Only: 13.30 – 16:00  
Adult Only: 16:00 – 19:00
- Saturday 17th & Sunday 18th August  
Family Only: 10:00 – 13.30  
Adult Only: 09:00 – 10:00 / 16:00 – 19:00  
Open Swim: 13.30 – 16:00

Swimming will only take place during daylight hours to ensure maximum visibility of the lake and the swimmers for both the lifeguards and the swimmers themselves. The capacity of the swimming area will be limited to 80 swimmers and will be monitored and managed by the lifeguard on the entry / exit platform under the supervision of the Swim Duty Officer (see further below). The lifeguard will maintain a clicker note of how many swimmers are in the lake at any given time in order to assist in the event of a required evacuation.

The swimming has gained in popularity since the first year and a queuing system was implemented to include the following:

- Walking route from Jimi Hendrix Campsite to the Swimming area, a wide enough track cleared of vegetation. The route is fenced off from neighbouring campsites.
- Management of the queue by volunteers who will go through the safety rules with swimmers in the queue, and check that children are accompanied.

The swimmers in the swimming area will be highly visible from the lifeguarding positions and so a visual sweep of the area will be done throughout the period of swimming by the lifeguards including at the end of the swimming session at 19:00 to ensure that all bathers have left the area.

## **ENTRY AND EXIT**



- The entry / exit will be constructed using floating pods, which will be built by the Civil Defence.
- There will be an entry point and an exit point on the jetty and the supervisor will assist with the swimmers entering and exiting.
- The steward and the supervisor on the jetty will ensure the jetty is never crowded so allow safe ingress and egress to the lake.
- If it becomes busy on the jetty, the security will manage the queues and will have the ability to hold swimmers at the registration area inside Jimi Hendrix during the adult swim.
- The perimeter of the lake will be fenced using wooden posts and sheep fencing, with a dedicated opening at the swimming entry point. In addition, there will be security positioned on the lake.

## **SWIMMERS**

Although the water quality tests already completed demonstrate that the water meets the standards required under the Bathing Water Directive, for anyone with a reduced immune system the risk is much higher of health complications from the contraction of a water borne illness and so swimmers will be notified of this prior to entering the lake.

Children up to the age of 12 will be required to be in the care of a guardian over 18 while freeform swimming with a 1:1 child to adult ratio. If the lifeguards have any concerns about the competency of a swimmer, whether a child or an adult, they may decide to ask them to do a test swim near the entry / exit jetty. This remains at the discretion of the Duty Officer.

Anyone that is intoxicated will not be permitted to swim and this will be assessed as part of the registration/ vetting process which will take place in Jimi Hendrix Campsite for general weekend camping customers and at the lake for boutique customers and family campers. Swimmers will be asked to sign a disclaimer as part of this process to indicate that they understand the swimming terms and conditions. This will be overseen by the Swimming Volunteer Team and security. Swimmers will receive a supplementary wristband so they can be easily identified. The Duty Officer will continue to brief the security throughout their shift. We will ensure that we provide a proper brief and we will be clear with their company what we expect from them. If they are not suitable for the role, we will replace them.

Swimmers will also be briefed to raise their arm if they require help as a simple visual indicator to the lifeguards.

## **LIFEGUARDS, SAFETY BOATS, DUTY OFFICER**

Blue Response UK will provide the lifeguards for the lake as a whole, and specifically for the swimming area. Blue Response UK will provide crew that are suitably qualified to perform a rescue if required working under the supervision of the Duty Officer.

## **SECURITY AND LIFEGUARD PROVISION OUTSIDE DEDICATED SWIMMING HOURS.**

There will be lifeguarding provision on the lake as follows: -

2 lifeguards on duty during daylight hours, providing cover from 07:00 -22:00, this is supplemented as below during swimming sessions.

Provision includes a Supervisor and life buoys situated around the lake at regular intervals.

There will be 24-hour security and lifeguard surveillance in the vicinity of the lake, this will comprise of a minimum of 2 personnel. Security will be briefed on being extra vigilant of patrons trying to access the lake out of hours.

The swimming route gate in the Jimi Hendrix campsite will be closed outside of swimming hours. This point also will be manned by security to prevent access to the lake from general weekend camping.

## LIFEGUARD PROVISION FOR FREEFORM SWIMMING

During the hours of the freeform swimming which are 13.30 – 19:00 Friday 16th August and 09:00 to 19:00 Saturday 17th & Sunday 18th August the lifeguard provision from Blue Response UK will be:

- 1 Swim Supervisor on duty in a static role on the lifeguard chair on the jetty looking over the bathing area and lifeguard team as a whole. From these positions they will supervise the team, coordinate rescues and to liaise by radio with the other lifeguards.
- 1 lifeguard on duty in a static role on the lifeguard chair on the jetty looking over the whole swimming area
- 4 lifeguards on a paddlecraft spread out along the outside of the bathing area to respond as required.
- 2 lifeguards on a RIB patrolling the perimeter of the bathing area. The RIB will be able to assist in any rescues within the bathing area as well as respond to those outside of the bathing area if required.
- All lifeguards will be briefed that they must not get distracted from observation; however, the lifeguard positioned at the jetty will be able to assist festival goers in safe entry / exit if necessary.
- 1 x Duty Officer who will be land based
- Total lifeguarding staff dedicated to the swimming activity = 8 plus Duty Officer

Maximum capacity of swimming area = 80 swimmers at any one time meaning a ratio of 1:10 dedicated lifeguards to swimmers.

The total number of lifeguarding staff onsite from Blue Response UK will be 18.

The lifeguarding provision has been programmed to ensure that all lifeguards are given breaks from watching swimmers on rotation. In addition, the Duty Officer and Swim Supervisor are briefed to step in and take up a position if someone is struggling to maintain alertness.

## LIFEGUARDING KIT

The following kit will be available from Blue Response UK

4 paddle crafts will be strategically positioned on the outer side of the bathing area lane ropes. These will be the primary craft responding to any bather in distress/needing assistance. The use of non-engine powered craft allows the user to get to the swimmer quickly with a reduced potential of harm to other swimmers.

A motorised boat will be provided to ensure that anyone entering the water outside of the bathing area can be reached and escorted back to land. It will also be available to assist the lifeguards in taking swimmers back to land should they need assistance, reducing disruption in the normal supervision of each zone.

In addition to the above equipment Blue Response UK will supply:

- Rescue tubes
- Throw lines/bags
- Basic first aid kits
- Foil blankets and fabric blankets (to treat for cold/hypothermia)
- AED, oxygen and airway management kit
- Whistles
- Underwater torches
- Divers knives
- 2 x life rings

## LIFEGUARD MONITORING ZONES OF BATHING AREA

The lifeguards will each be assigned a zone to monitor in order to comply with the 10:20 system. The 10:20 system is a 2-step standard that states that each lifeguard should be able to scan their zone of responsibility every 10 seconds and respond to someone in their zone in trouble within 20 seconds. The lifeguarding zoning

will be achieved using the positions outlined above.

### **THE ROLE OF THE DUTY OFFICER AND SWIM SUPERVISOR**

Blue Response UK will provide a Duty Officer. The Duty Officer will be responsible for overall management of lifeguard team and queuing systems, liaising with event management, security, volunteers and the medical team to ensure the safety and wellbeing of lake users during the official hours of swimming. In order to do this the Duty Officer will have on their person at all times during operating hours, an event radio, mobile phone with a list of relevant numbers (list to be supplied by Electric Picnic) as well as standard Blue Response UK Communications equipment. The Duty Officer will be a point of contact for any queries from swimmers.

The Duty Officer will predominantly be based around the swimming area however can be mobile if needs be in order to fulfil their role.

In addition, the Duty Officer will always be assisted by a Swim Supervisor during the designated swimming hours. The Swim Supervisor will be static in a lifeguard position on the highchair and will ensure the safety and wellbeing of the lifeguard team as well as being another set of eyes on the water. The Swim Supervisor will not normally leave the area however if they do, the Duty Officer will cover their position for them. One or the other of these personnel must be at the swimming area at all times whilst swimming activity is taking place.

### **DECISION MAKING PROCESS TO CANCEL SWIMMING**

The decision to cease the swimming activity due to water safety issues would be made by the Duty Officer in consultation with their staff and with Licensing and Event Control. If the Duty Officer is not available, the Swim Supervisor is empowered to liaise on their behalf. The Duty Officer will also monitor water safety.

The decision to cease the swimming due to water quality would come under the remit of the Water Safety Team in consultation with Licensing and Event Control.

The decision to cease the swimming due to other health and safety issues such as high winds, or storms would come under the remit of the Water Safety Team, Event Safety Team and Event Control.

See further under Cancellation below.

### **QUALIFICATIONS OF LIFEGUARDS**

Personnel will be trained in line with the teachings of the Royal Life Saving Society (RLSS), Surf Life Saving GB (SLSGB) or Lifeguard Ireland.

Powerboat helms will be trained in line with the teachings of the Royal Yachting Association or SLSGB and will be experienced in operating in the same kind of environment.

The Duty Officer and Swim Supervisor will be senior members of Blue Response UK, competent for this role.

All members of the lifeguard team will be required to attend staff training on the Friday morning prior to the bathing area opening. Training will be comprised of:

- Conscious and unconscious casualty rescue with paddle craft
- Conscious and unconscious casualty rescue with rescue tube
- Emergency EVAC
- CPR
- Communication systems
- Acclimatisation and familiarisation to the water temperature and environment

## **PROP GUARDS**

Blue Response UK use prop guards on their powered boats having conducted their own risk assessment of whether they are appropriate or not. Their powerboat training is in line with the Royal Yachting Association's national standard – Powerboat Level 2 (also known as The National Powerboat Certificate). In Blue Response UK's opinion, you should use a prop guard to protect someone in the water.

Blue Response UK has designed the layout to operate in by positioning the powered boat outside of the swimming area as default. The helms they will use are all experienced in this type of operation with people in the water and will act appropriately.

## **RESCUE PLAN**

### **RESCUE FROM THE SWIMMING AREA DURING THE NORMAL SWIMMING ACTIVITY**

In the event of a rescue being required by a swimmer in the swimming area during the freeform swimming, the procedure would be as follows: -

1. The lifeguard spotting the person needing help would immediately contact the Swim Supervisor using the Blue Response UK internal radio system or whistle signal in order that they could command and co-ordinate the rescue including liaison with any other onsite personnel such as the Duty Officer, Medical and Security Control as required.
2. The options for response include rescue tubes, throw lines, and throw bags, contact rescue and the crewed paddle craft. The lifeguard at the scene would make the decision about the best form of immediate response with the Swim Supervisor taking over the coordination role such as the need to request further personnel from other parts of the lake (being mindful not to compromise the monitoring provision in other areas as a result).
3. The Swim Supervisor may also instruct the use of whistles and / or loud hailer to get the attention of other swimmers to request that they move out of the water in order not to compromise the rescue operation.
4. Further resources such as the powered boat and other safety boats are available if required. The powered boat would only be used if absolutely necessary in the swimming area due to the danger to other swimmers.

### **RESCUE FROM OTHER PARTS OF THE LAKE**

In the event of a rescue being required by someone in the lake outside of the swimming area, the procedure would be as follows: -

1. The lifeguard spotting the person needing help would immediately contact the Duty Officer using the Blue Response UK internal radio system in order that he or she could command and co-ordinate the rescue including liaison with any other onsite personnel such as Medical and Security Control or the Swim Supervisor as required.
2. The options for response include life buoys, torpedo buoys, throw lines, throw bags, contact rescue and the powered boat or paddle craft. The Duty Officer would make the decision about the best form of response which would normally be the powered boat outside of the swimming area in order to affect a quick response. The Duty Officer may need to request further personnel from other parts of the lake (being mindful not to compromise the monitoring provision in other areas as a result).

### **PEOPLE ENTERING OTHER PARTS OF THE LAKE OUTSIDE OF THE SWIMMING ACTIVITIES BUT NOT REQUIRING RESCUE.**

In the event of someone entering other parts of the lake where swimming is not permitted or outside of the hours of permitted swimming either inadvertently or purposefully but not requiring rescue, initially the lifeguard spotting the issue will radio the Duty Officer who will contact Security Control for assistance and coordinate other lifeguard resource as necessary. They will ask the person to get out of the lake, offering assistance if required using a lifebuoy or other rescue aid. If rescue is required at any time, then the rescue plan as outlined above will come into action.

## **EVACUATION**

In the event of an evacuation of the swimming area being required, the procedure would be as follows: -

1. The Duty Officer or Swim Supervisor would contact Security Control to advise them that an evacuation of the lake was required and to request additional deployment of security on both banks of the lake along with a medical response on standby at the scene as a precaution.
2. The Duty Officer or Swim Supervisor would manage the evacuation from the water in liaison with Event Control and Security Control.
3. The Duty Officer or Swim Supervisor would establish communication links with all of their lifeguarding personnel in order to supervise their role during the evacuation, calling for radio silence except for any urgent or relevant transmissions.
4. The paddle crafts would be deployed to the boundary of the swimming area in order to assist (being mindful that swimmers may have breached into these areas to evacuate).
5. The powered boat would remain roving to assist.
6. The Duty Officer or Swim Supervisor would raise the alarm with the swimmers using the standard signal of one long whistle. A member of security briefed by the Duty Officer would then use the loud hailer to repeat the following message throughout the evacuation from the bank.

**Due to unforeseen circumstances the lake must be evacuated.**  
**Please swim over to the entry / exit point and wait your turn to climb out of the water.**  
**Do not attempt to exit the water using other routes.**  
**Lifeguards are available to assist.**  
**If you need assistance, please raise your arm in the air.**

7. The Duty Officer would liaise with the steward on the entry / exit platform to get their latest figure for the number of swimmers in the lake. The steward is briefed to click people into the lake throughout their shift. This will ensure that everyone is accounted for in the evacuation.
8. The Duty Officer or Swim Supervisor will task their lifeguards to supervise different areas of the lake as required and assist in the evacuation. Typically, the person positioned at height will remain in situ until the evacuation is complete as they have the best overall view of the area. If the evacuation is related to lightning however then they will need to relocate.
9. Once the evacuation is completed the Duty Officer or Swim Supervisor will satisfy themselves that everyone is out of the lake. This may require a tour of the swimming area and wider lake by powered boat if conditions are appropriate.
10. It should be noted that there are other options for evacuation on the arena side along with other exit points outside of the swimming area on the same East bank should evacuation via the normal entry / exit point not be suitable due to the nature of the incident requiring evacuation.

## **CANCELLATION**

Swimming in the lake may need to be cancelled in the event of adverse weather, other safety concerns or water quality issues. Any cancellation of swimming activities will be done in consultation with the Licensing Office and Event Control. Blue Response UK will be informed about the cancellation along with Security Control.

If the decision to cancel the next swimming session is made outside of the hours of swimming activity, then information will be circulated by the Licensing Office onsite via twitter updates, Facebook, our website, the Information Tent and the Electric Picnic App, informing ticket holders that the swimming is cancelled. This information will also be circulated to the relevant security and stewarding companies, staff allocated to the swimming activity. Security provision would remain on the lake as a matter of precaution.

The Duty Officer would base themselves in the vicinity of the entrance to the swimming area to help communicate the cancellation and to ensure all staff were adequately briefed by their controls.

If the decision to cancel the swimming is made while it is ongoing, then depending on the severity of the safety issue, it may be necessary to evacuate the lake in which case the evacuation procedures outlined above will be followed. Information that the swimming activity has been cancelled will be circulated following the same procedures as outlined above.

## **WEATHER**

Swimming will also be cancelled in the case of inclement weather including electrical storms or in the case of winds which may create waves that make the conditions difficult for swimming. Any wave higher than 0.2m can make conditions more difficult for open water swimming and this can be caused by a wind speed of only 6km/h. Should wind speeds reach 6km/h therefore, the situation will be monitored by the Duty Officer. Wind speeds are checked as part of the overall management of the event and live information is received throughout the duration of the Event by the Event Safety Team who will liaise with the Duty Officer. The 30:30 rule will be used when lightning is seen. This involves counting the time lapse between lightning being seen and thunder heard. If it is 30 seconds or less, (i.e. 10km away) the lake will be evacuated immediately. If no lightning can be seen but thunder can be heard, this will be assumed to be within 10km so will also prompt an evacuation. A minimum of 30 minutes after the last lightning seen or thunder heard will be left before consideration is given to reopening the lake for swimming. A storm is likely to move at about 40km/h giving a maximum of 15 minutes from the 30 second marker to achieve a full evacuation. The intention is that the evacuation should be achieved in less than 10 minutes.

It is worth stating that in the case of heavy rain or other bad weather, it is very unlikely there will be any desire for swimming by attendees in any case.

Appendix A - Location





**Appendix 04**

**SAFEGUARDING**

**POLICY**

**Version 1**  
**Issued 23/02/2024**

**Submitted by:**  
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3Arena, North Wall Quay, D01 EW90

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**ELECTIRC PICNIC** have developed this policy to illustrate our statement of intent towards the protection of the well-being and human rights of children, young people and vulnerable adults, and to outline the strategies that we have put in place to safeguard customers and staff from abuse, which includes harm, and neglect.

We believe that no one should ever experience abuse of any kind, and that we have a duty of care to protect the welfare of all customers and staff and ensure that everyone has an equal right to protection from abuse. This includes children and vulnerable adults, regardless of age, disability, gender, race, domestic situation, religion or belief, sexual orientation.

#### **WHAT SAFEGUARDING IS**

The National Standards for Adult Safeguarding were put in place by The Health Information and Quality Authority (HIQA) and the Mental Health Commission (MHC). The national standards are underpinned by key principles, which are as follows -

- Empowerment – enabling people to acknowledge their own wishes and make their own choices
- A rights-based approach – people’s rights should be promoted and protected by health and social care services
- Proportionality – planning and responding at an appropriate level
- Prevention – preventing harm from taking place
- Partnership – working with people and agencies
- Accountability – logging, transparency and did we do everything that we could?

#### **DEFINITIONS**

**CHILD:** Under the Child Care Act 1991 a child is defined as “a person under the age of 18 years.”

**VULNERABLE ADULT:** A vulnerable adult is one at risk of abuse or neglect, someone who needs care and support and is unable to protect themselves. This can be a temporary situation, such as intoxication or distress, as well as a permanent one. There can be varying invisible reasons, such as difficulties with communication and understanding, poor memory and inappropriate behaviour.

#### **WHAT IS ABUSE**

Abuse is mistreatment by way of harm or neglect that violates a person’s human and civil rights. This can vary from treating someone with disrespect in a way that significantly affects the person’s quality of life, to causing actual physical or mental suffering. Abuse may consist of a single act or repeater acts.

#### **FACTORS THAT CAN EXACERBATE THE RISK TO ABUSE INCLUDE -**

- Age
- Bereavement or another trauma
- Adjustment – for example, after being in prison, hospital, or the armed forces
- Substance misuse
- Health status
- Emergency aftermath
- Dependence on other people for support and help
- Sensory impairment
- Language barriers
- Insecure immigration status
- Physical and / or learning difficulties

#### **MAIN TYPES OF ABUSE:**

- Discriminatory – unfair treatment or actions based on “difference” e.g., age, race, sex, disability etc
- Emotional or psychological – threats, humiliation, controlling, intimidation, verbal abuse etc
- Financial and / or material – stealing money or possessions
- Modern slavery – trafficking, domestic servitude etc
- Neglect and / or acts of omission – failing to meet and / or provide access to people’s basic needs

- Physical – hitting, slapping, inappropriate sanctions etc
- Sexual – touching a person when and / or where they did not consent, or could not consent or into which they were compelled to consent
- Domestic abuse – may include all the above and so called “honour-based violence”
- Organisational – habitual ways of doing things, which cause hurt / harm

### **SAFEGUARDING COORDINATOR**

At Electric Picnic we will appoint a designated safeguarding lead known as the Safeguarding Coordinator.

The Safeguarding Coordinator will:

- be responsible for implementing this policy and liaising with festival senior management and the Licensing Coordinator on safeguarding.
- Liaise with the multi-agency group on safeguarding
- Sit across the various social care agencies working at Electric Picnic. This is to ensure that all social care agencies are briefed on and are following this policy and our Safeguarding Operational Plan

### **POLICY OBJECTIVES**

We will seek to keep children and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a Safeguarding Coordinator for Electric Picnic.
- adopting child protection and safeguarding best practice through our policy, our on-site resources, and our safeguarding briefings for staff.
- providing effective management for staff and volunteers through supervision, support, training and so that all staff know about and follow our policies, procedures confidently and competently.
- recruiting and selecting staff safely, ensuring all necessary checks are made
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding in advance of the event, during the event and post event via all our digital channels as well as physical signage around the site.
- making sure that children and vulnerable adults know where to get help on site via our help map and other sign posting resources.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- using our procedures to manage any allegations against staff appropriately
- building a safeguarding culture where staff and customers alike treat each other with respect and are comfortable about sharing concerns.

### **WELFARE AND SOCIAL CARE AGENCIES**

At Electric Picnic there will be a Welfare Team who assist the festival goers with any form of support they may require. The Welfare Team are drawn from the care field and amongst them are social workers, substance abuse workers, youth workers and sexual health advisors.

The Safeguarding Coordinator and the Welfare Team may be supported by voluntary/social care agencies (Agencies TBC). As previously mentioned, the Safeguarding Coordinator sits across all these agencies to ensure consistency and transparency across all social care interactions, particularly on safeguarding.

### **STAFF**

Through the implementation, monitoring and review of this policy we aim to secure the long-term welfare of employees and to protect those at work against risks arising from our activities. We will therefore endeavour to take all reasonable steps to ensure the objectives of this policy are met and that necessary resources are allocated to accomplish our goals with staff and crews as well as the public. The Safeguarding Coordinator will be available to deal with any on site safeguarding or welfare issues.

**SAFEGUARDING OPERATIONAL PLAN**

This policy is supported by our Safeguarding Operational Plan which goes into more detail on specific procedures such as reporting incidents and contains a list of key contacts. The Operational Plan is unique to this event and will be updated and reviewed throughout the planning period. The Safeguarding Operational Plan will be shared with the Statutory Agencies in advance of the Event.



**Appendix 05**

**FIRE SAFETY**

**MANAGEMENT PLAN**

**&**

**FIRE RISK ASSESSMENT**

**Version 1**

**Issued 27/02/2024**

**Submitted by:**  
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**All enquiries to:**  
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## EVENT INFORMATION

<b>Fire Safety Team</b>	Fire Protection Ireland
<b>Fire Coordinator</b>	tbc Fire Protection Ireland
<b>Fire Safety Officer</b>	tbc MSA
<b>Fire Equipment Provider</b>	Abacus Fire & Safety
<b>Event Safety Team</b>	Event Safety Officer (MSA), Event Safety Advisors and H&S Office
<b>Event Management Team</b>	Event Manager, Site Manager and Site Offices
<b>Date of Event</b>	Thursday 15 <sup>th</sup> – Monday 19 <sup>th</sup> August 2024
<b>Event Details</b>	<p>Electric Picnic Festival is a music and arts event taking place across 3 days from Friday 16<sup>th</sup> – Sunday 18<sup>th</sup> August 2024 at the Stradbally Hall Estate in County Laois. The anticipated number of people attending the Event is 75,000 people each day. Low-key entertainment for early entry ticket holders, limited to 25,000 attendees, will take place on Thursday 15<sup>th</sup> August 2024.</p> <p>Electric Picnic is an over 18's event (with the exception of children aged 12 and under). Children aged 13-17 years old are not permitted to attend. The audience is likely to comprise of equal numbers of males and females.</p> <p>Vulnerabilities  LPG Cylinders  Use of Stage Pyrotechnics  Mobile Food Traders  Membrane and Tented temporary structures  Use of Fire works  Fuel storage  Cylinder storage  Use of generators and lighting towers  Temporary electrics  Open fires  Car Parking  Temporary accommodation  Drapes, materials and furnishing</p>
<b>Date of Preparation</b>	26.02.24
<b>Date of Review</b>	

## 1. Abbreviations & Terminology

- **EMP** – Event Management Plan
- **FSA** – Fire Services Act 2003
- **RVP** – Rendezvous Point
- **FFE** - Firefighting Equipment
- **FST** – Fire Safety Team
- **FSMP** – Fire Safety Management Plan
- **LFRS** – Laois County Fire & Rescue Service
- **LPG** – Liquefied Petroleum Gas
- **Small fire** – A small fire, that does not require fire service attendance and can be extinguished with a fire extinguisher i.e. Small bin fire.
- **Wooded area fire** – A fire incident that requires fire service attendance i.e fire in a wooded area
- **Fire Coordinator** – Responsible for overseeing Fire Safety Team
- **Competent Person** – a person with the knowledge, experience, and skills to assess in undertaking preventative and protective measures in fire safety.
- **Responsible Person** – As defined by the **FSA**, the person ultimately responsible for fire safety.
- **Means of Escape** – any point of escape such as an exit door or emergency gate, that allows people to evacuate an area during immediate danger.

## 2. Overview of Event & Objectives

This document sets out how Electric Picnic shall meet duties imposed by the **Fire Services Act 2003 (FSA)**. The Fire Safety Management Plan details how arrangements are implemented, controlled, monitored, and reviewed to ensure fire safety standards are maintained.

The objectives of the Fire Safety Management Plan is to:

- To plan adequate resources, equipment, and personnel to deal with the range of fire safety issues expected as highlighted in the risk assessment to protect life, maintain safety, and protect property.
- To plan to manage incidents at the Event as far as it is safe and appropriate to do so and to arrange offsite response from the local fire service within a safe timeframe when it is not.
- To expand on the overall Event Risk Assessment to further outline the resources, deployments, procedures, and briefings that mitigate the risks from fire.  
Identify adequate and appropriate fire safety measures to minimise the risk of injury or loss of life.

The Fire Risk Assessment that accompanies this document has been drawn up to identify hazards that may arise during the build, the Event and takedown of Electric Picnic.

Initial assessment is carried out by the Event management team & reviewed by the Fire Safety Officer and Fire Safety Team to allocate a level of risk based on the likelihood and potential severity of harm, outlining how such risks should be mitigated or controlled and set out the residual risk remaining, after full implementation of the control measures.

### **3. Roles & Responsibilities**

#### **EVENT ORGANISER**

Electric Picnic is responsible for protecting people attending the Event from the risk of fire. This includes employees, contractors, the public, or any other person who has a legal right to be there.

Responsibilities also include:

- Emergency pre planning.
- Ensuring so far as reasonably practicable, put in place, and maintain, appropriate fire safety measures.
- Appointing a competent onsite Fire Safety Provider to ensure compliance with the **FSA**.
- Holding key decision-making responsibilities during the Event.
- Coordinating and checking the collection of health and safety information prior to and then during the Event. Final approval of this plan in conjunction with external stakeholders.
- Coordinating and carrying out site inductions and imparting safety information
- Ensuring that fire provisions for the build & break are suitable and sufficient.

#### **EVENT SAFETY OFFICER**

- Coordinating and directing the safety management of the Event including monitoring of standards, liaison with agencies, reporting, auditing in liaison with the Event Licensing team.
- Review of venue occupancy calculations
- Review of documentation as required.

#### **FIRE SAFETY OFFICER**

**The Fire Safety Officer is responsible for:**

- The review of this plan and its implementation onsite through the management chain.
- Liaise with Fire Coordinator to confirm that the fire safety resources, deployments and response are suitable and sufficient, as per the EMP.
- Review the fire safety controls outlined in the FRA and FSMP.
- Liaise with the relevant LFRS & Fire Safety Team.

Fire Safety Officer qualifications, training, and experience details included in the Final Fire Safety Management Plan.

#### **FIRE SAFETY TEAM**

The Fire Coordinator will be on duty at the Event from **Wednesday 14<sup>th</sup> – Monday 19<sup>th</sup> August**.

**The Fire Coordinator is responsible for:**

- The review of this plan and its implementation onsite through the management chain.
- Managing the fire safety resources, deployments and response during the Event.
- Implementing / checking the fire safety controls outlined in the FRA.
- Carrying out a dynamic risk assessment to check the adequacy of the control measures, resources and procedures live in order to make any proportionate improvements required.
- Respond to fire incidents.

- Monitoring and maintaining, where required, fire extinguishers / fire points across the Event site during the live Event period.
- Deploy appropriate Firefighting capabilities and resources to any fire incidents.
- Liaise with the Fire Safety Officer the LFRS.
- Ensure that appropriate resources through Event Control are in place if a Major Emergency is declared.
- Monitoring of Event for fires.
- Conduct and record fire safety patrols.
- Conduct and record fire safety inspections for example of food traders, gas compound.
- Monitor emergency access routes, fire lanes, fire breaks and gates are kept clear.
- Monitor that final fire exits will open in the direction of travel and be able to be opened easily.
- Monitoring waste accumulation & reporting any concerns.
- Logging of all activities (e.g. Incidents / patrols / inspections / checks. etc)
- Liaising with the onsite Event Safety Team to discuss any issues.

Fire Safety Team qualifications, training, and experience details included in the Final Fire Safety Management Plan.

#### **FIRE EQUIPMENT PROVIDER**

- Distribution of fire extinguishers / fire points across the Event site during the build period.
- Provide fire extinguishers requirements for Partners, Bars, Stages
- Collection of fire extinguishers post Event.

#### **SECURITY & STEWARDS / CAMPSITE MANAGERS & VOLUNTEER**

##### **STEWARDS / ARENA MANAGER**

Security / Stewards will take a proactive fire prevention approach and must be fully briefed on their duties and responsibilities.

- Ensure emergency exits and escape routes are clear at all times.
  - Complete Fire Lane Checklist twice a day
- Raising the alarm in the Event of a fire – following the correct procedure.
- If trained and are happy to do so use a fire extinguisher as a first response to a small fire or aid escape.
- Location of fire extinguishers in their working area.
- Identifying vulnerable people who may need assistance escaping in the Event of a fire.
- Monitor the use of flares from the crowd
- Monitoring and removal of prohibited items
- Observation towers to be staffed during public attendance.

### **4. Fire Safety Liaison**

#### **PRE EVENT**

- The Fire Coordinator will ensure they liaise with the LFRS, Local Authority and Electric Picnic. This includes:
  - Consultation and agreement with the overall Fire Safety Management Plan & FRA
  - Consultation and approval of the fire safety personnel and equipment resources planned for the Event.



- Agreeing procedures for emergency calls received offsite relating to fire safety issues at the Event.
- Clarity on liabilities and the extent of the Fire Coordinator responsibilities (i.e., timing, geographical footprint covered by the Event response, arrangements during arrival / ingress and egress / dispersal).
- Attend Tabletop exercise

### **EVENT LIVE**

- Liaising with onsite Event Safety Team regarding high-risk activities for example fireworks / pyro / fire displays / helicopter landings etc.
- Continuously updating Event management team on any incidents / findings.
- Liaison with LFRS
- Liaison with Trader Management Team if necessary after trader inspections
- Attending daily onsite meetings
- A member of the Fire Safety Team will sit in Event Control for the duration of the Event.

### **POST EVENT**

- Detail any fire incident investigation and reporting requirements.
- Attend debrief meetings & submit debrief report

## **5. Fire Safety Personnel**

Fire cover will be agreed with LFRS prior to the Event and details will be included in the Final Fire Safety Management Plan.

The Fire Operational Plan will endeavour to ensure that minimal strain is placed on local resources and that there is adequate provision on site.

## **6. Resources**

### **BUILD & BREAK**

Fire extinguishers on site for the build and break from Wednesday 17<sup>th</sup> July – 01 September 2024.

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.

All staff at the Event for build and break will be briefed to monitor for fires and report any problems via the Production Office. There is no fire response capability on site beyond the use of the extinguishers during the build and break period when the Fire Safety Team will not be onsite, so any incidents during that time requiring a fire service attendance will be reported via Emergency number 999.

Staff are advised to contact LFRS during the build / break for the following incidents:

- A tent or structure involved in fire.
- Any fire incident where there are persons believed trapped.
- Any fire incident where an explosion is witnessed or reported.
- Any fire incident where cylinders, canisters or gas are involved.

- Any vehicle fire or fire near vehicles.
- Any fire that is obviously beyond the capabilities of a fire extinguisher.
- Any fire in a wooded area.
- Any smell of gas or gas leak.

## **EVENT LIVE**

### **Vehicles and Equipment**

Firefighting vehicles based at the Event and information on capabilities & equipment will be included in the Final Safety Management Plan.

### **Water Supply**

Water Supply infrastructure, equipment and capacity information will be included in the Final Safety Management Plan.

### **Fire Extinguishers**

An adequate number of fire extinguishers, suitable to the risk and in accordance with the recommendations of IS 291 2022, and manufactured to the appropriate standard such as IS EN3-7, shall be provided throughout the venue (incl. marquees) for the duration of the build, live Event and break. There will be an appropriate distribution of extinguishers across site, including at stages, emergency exits, venues, backstage areas and campsite fire points.

Fire extinguishers will be supplied by an approved competent contactor. The Event Safety Team will check the fire extinguishers and other firefighting equipment prior to the arena opening on the first day to the public. The Fire Safety Team will check the fire extinguishers and other firefighting equipment prior to opening the campsites and the arena. Fire extinguishers and other firefighting equipment will be maintained and refilled as required throughout the Event.

Fire points locations are outlined in the Fire Extinguisher Allocation. The location and type of equipment will be reviewed by the Fire Coordinator based on the Fire Risk Assessment of the Event. All extinguishers supplied will be in date for their service, maintained and inspected to ensure that they are compliant with Fire Services Act 2003.

### **Fire Extinguisher Allocation**

- The Fire Risk Assessment for the Event will determine the location of fire extinguishers.
- Fire Extinguishers should be located in conspicuous positions, available at all times for immediate use.
- **Allocated at specific staffed locations Observation Towers / Emergency Exits.**
- In enclosed spaces, extinguishers should generally be sited in such a way that it is not necessary to travel more than 30 metres from the site of a fire to reach an extinguisher (Class A risk). For flammable liquid, cooking oil/fat or electrical risks the travel distance should not exceed 10 metres (Class B and Class F risk).
- Where there are accommodation/sleeping risks for staff, a provision of FFE and means of raising the alarm will be in place.

- Food traders, Market traders, Sponsor installations and Bars are responsible for their own firefighting equipment, subject to inspection by the Event Safety Team.

The Fire Safety Team is responsible for the refill or replacement of extinguishers on site, reporting to the Licensing Team on when and why an extinguisher was used.

### Signage

- All signage and directional arrows within structures will conform to the appropriate standards including S.I No. 132/1995 and ISO EN 7010 2020.
- Enclosed venues/structures will have illuminated running man signage directing people to the emergency exit, with two available from the stage and bar counters.
- All signage will be of an appropriate size.

### Other Firefighting Equipment

Observation Towers are strategically located across the campsites and car parks, operational for the duration of the Event. Observation Towers are manned 24hrs and equipped with radios, spare radio batteries and extinguishers. The public are advised that campfires are not prohibited on site, this will be monitored by the Observation Tower staff and by security and stewards who are trained in the use of fire extinguishers.

Full details on other firefighting equipment will be included in the Final Fire Safety Management Plan.

### Monitoring and Means of Alarm

During the Event, all staff will be briefed to monitor fires and report all incidents of fire on the Fire Channel 14. Staff can use a variety of means to report a fire – radio, phone, face to face or any other means of communication at their disposal.

In the Event of a large-scale fire that requires evacuation, emergency messaging will be communicated via;

- Stage Screens
- Stage PA
- Arena Entrance Tannoy
- Loudhailers
- LED Signage

## 7. Event Procedures

### AUDITING / INSPECTIONS

Site inspections will be carried out by the Fire Safety Team and Event Safety Team throughout the show and recorded. See table below.

Area	Inspected By	Recording System	Recording Frequency
e.g. Traders	e.g. Fire Safety Team	e.g. On Track	e.g. Daily
Bars			
Venues & Structures			

Staff & Crew Catering			
LPG Storage			
Campsites (Fire Lanes checks)			
Emergency Exits			
Lighting (inc. venues)			
Areas of high interest			

### **HIERACHY OF REPORTING / HOW TO RECORD FINDINGS**

- All site inspections will be recorded
- Fire Safety Team will submit daily stats / report to Licensing office.
- Food Traders will complete the Trader Fire Risk Assessment and submit to Licensing Office.
- Any discharged fire extinguishers to be reported to Licensing Office.
- Any major findings to be directly reported to onsite Event Safety Team.

### **REPORTING A FIRE**

ALL incidents of fire must be reported. Fires should either be reported as [REDACTED] or [REDACTED] dependent on their severity.

Should staff become aware of a fire they are briefed to inform their supervisor immediately and to follow the below protocols:

Use the following codes, as appropriate:

- [REDACTED]: For a small fire that can be dealt with by a fire extinguisher.
- [REDACTED]: For a large fire requiring attendance by the Fire Safety Team.
- Inform the public in the immediate area and direct them away from the scene.
- Attack the fire with the nearest suitable equipment (if safe to do so).
- Leave whenever danger threatens.
- Report all fires to Fire Control - even if you have extinguished it.

The following fire incidents would require immediate attendance by the Fire Safety Team:

- A tent or structure involved in fire
  - Any fire incident where there are persons believed trapped
  - Any fire incident where persons have been injured
  - Any fire incident where an explosion is witnessed or reported
  - Any fire incident where cylinders, canisters or LPG are involved
  - Any vehicle fires
  - A substantial fire within a concession unit
  - Any smell of gas or gas leak
  - Any fire that is obviously beyond the control of an extinguisher.
  - Any fire in the proximity of the trees
- ALL [REDACTED] incidents must be reported to Fire Control.

- [REDACTED] must be reported to Fire Control for information only.

If you have any doubts for the safety of yourself or others, contact **FIRE CONTROL OR EVENT CONTROL** stating a [REDACTED] status.

When reporting any incident, do not return to your own radio channel until told to do so by Fire Control.

#### **999/112 PROTOCOL**

- Any security or stewarding personnel discovering a fire should immediately notify their Control and then the Fire Safety Team via Fire Control.
- Whilst starting to mobilise their resources the Fire Safety Team should inform Event Control that they are attending a call.
- Event Control personnel must then ensure that all activation information and stand-down calls are directly passed to LFRS.
- LFRS will contact Event Control should a 999/112 call be received directly, to pre-alert and to obtain an onsite situation report.
- A meeting will be held in advance of the Event to discuss the operating and communication protocols in detail to eliminate any ambiguity or misunderstanding. This meeting will include representatives from LFRS, Event Controllers, Security Coordinators, Fire Safety Team, Event Safety Team & the Licensing Office.

If security staff, stewards or others become aware of a [REDACTED] within the arena, campsites or car parks – Fire Control must be informed immediately, and a firefighting crew mobilised to the incident. If necessary, the fire will still be tackled in the first instance with available fire extinguishers.

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

#### **TRAINING**

Fire Extinguishers training for food and market traders, Partnerships Team and key security staff.

#### **OTHER CONSIDERATIONS**

Any hot works on site will require approval prior to commencing by the Health & Safety Team via a Permit to Work system.

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

#### **PYROTECHNICS & 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 on organised Fireworks Displays 2006), and other relevant legislation.

All details of proposed pyrotechnics will be supplied to LFRS and consultation with them, and the relevant Statutory Agencies will take place in advance of the Event. Any pyrotechnics onsite will be stored correctly and safely.

### **TRADER FIRE SAFETY**

Traders will be positioned carefully to minimise the risk of fire. The locations of trader units will be as shown on the site plan. Trader units will be sited an adequate distance apart, the layout will be agreed following consultation with LFRS.

The Event Safety Team and the Trader Management Team will monitor trader 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 IS 290 2019. The Event Safety Team and Trader Management Team will check the traders' compliance with fire safety guidelines on an on-going basis. Traders will be advised that camping in tents behind food units is not permitted, a designated staff campsite is provided.

No petrol generators will be permitted on site.

A Trader Fire Risk Assessment form must be completed by each trader. A sample of the form will be available to the Statutory Agencies.

## **8. Evacuation Strategy**

Evacuation plans will be submitted as part of the Event Management Plan and detailed within the following documents –

Appendix 1 – Site Emergency Plan

Appendix 1.1 – Site Emergency Operational Plan (Final Event Management Plan)

## **9. Marquees and Tented Structures**

### **MARQUEES AND TENTED STRUCTURES**

Each marquee and tented structure over a certain size will be subject to an individual fire safety calculations and form part of the overall fire risk assessment for the Event. The time for evacuation is aimed at 2.5 minutes for tented structures.

New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to BS 7837. Fabrics tested to BS 5438, tests 2A and 2B, with a 10 second flame application time in each case continue to be acceptable. (The method of test described in BS 7157 is also acceptable).

Linings and drapes should conform to BS 5867: Part 2, other sheet materials should be Class I surface spread of flame in accordance with BS 476: Part 7. Materials should be free of flaming molten droplet characteristics and should not readily support combustion. All membranes and fabric should be so labelled.

Those not certified will be subject to a 10 second flame test. Any items that fail this test will be prohibited from the site or treated with FlameEX and certified accordingly.

### **EMERGENCY LIGHTING**

Emergency escape lighting to IS 10101 2020 will be provided within all enclosed venues. Where appropriate, emergency lighting will also be provided on external escape routes.

Certification stating emergency exit signage and emergency lighting has been installed in accordance with IS 3217:2023 will be provided and available for inspection in the Licensing Office.

All exits will be clearly signed as 'Exit #', will be illuminated and will include the running man symbol and will be lit by both primary and emergency lighting.

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. Enclosed venues will have lit exit signs that are self-contained.

Signs will be of a sufficient size to be visible across the venue.

## **10. Additional Documents**

### **Following documents are available to Statutory Agencies:**

- Trader Fire Risk Assessment
- Prohibited Items List
- Pre-Event Fire Safety Checklist
- Observation Tower Briefing
- Fire Lanes Checklist

## **11. Fire Risk Assessment**

### **CONTENT**

#### **Assessment**

#### **Evacuation Procedures**

- A** Inadequate means of escape

#### **Means of giving warning in the Event of a fire**

- B** Failure of means of raising alarm

#### **Provision of firefighting equipment**

- C** Poor provision of firefighting equipment or lack of trained personnel

#### **Failure of emergency lighting**

- D** Failure of emergency lighting

#### **Control of Ignition Sources**

- E** Fire accidents due to the supply of flammable equipment (eg canvas) and other sources of ignition
- F** Explosions from car fire
- G** LPG and gas containers and aerosols
- H** Fire in the arena
- I** Fire in sleeping accommodation.
- J** Fire from pyrotechnics or any other special effects

#### **Provision of Escape Signage**

- K** Failure of provision of escape signage

#### **Fire Safety Facilities and Procedures onsite incl Staff Training**

- L** Failure of fire safety facilities and procedures

#### **Provision of fire safety information to staff and contractors onsite**

- M** Failure of provision of fire safety information to staff

#### **PAT testing and electrical safety**

- N** Fire arising from failure of electricity safety



## Assessment

### RISK LEVEL

Treatment of risk is dependent upon the description ascribed:

<b>High</b>	Risk must be controlled immediately to avoid death or major loss
<b>Medium</b>	Further action necessary to control risk
<b>Low</b>	Control measures acceptable
<b>Negligible</b>	No further action required

Each assessment identifies two risk ratings:

- the **Initial Risk Rating** which assesses the hazard in its raw state i.e., with no controls in place
- the **Residual Risk Rating** which indicates the resulting danger once the identified control mechanisms have been implemented.

Ratings are described according to **likelihood** of occurrence and potential **severity**:

	Probable	Likely	Possible	Unlikely	Remote
Catastrophic	High	High	High	Medium	Medium
Major	High	High	Medium	Medium	Low
Moderate	Medium	Medium	Medium	Low	Low
Minor	Medium	Low	Low	Low	Negligible
Insignificant	Low	Low	Negligible	Negligible	Negligible

## SEVERITY DESCRIPTORS

To reduce rating subjectivity, severity and likelihood descriptors are set out below:

Nature of Risk	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Health and Safety</b>	Injury not requiring treatment	Injury requiring minimal medical attention	Injury requiring three or more days off work	Serious injury, hospitalisation or fatality	Multiple fatality or life-changing injury
<b>Social, cultural, reputational or media</b>	Minor social impacts or local complaints	Media attention or medium-term social impacts	Local media attention with potential impact on current venue	National media attention. Future Events affected	Sustained international media outcry. Cancellation of Event(s)
<b>Legal</b>	Minor or technical non-compliance	Breach of regulation leading to potential enforcement action	Litigation or prosecution leading to fine. Enforcement affects show	Serious breach of regulation or major litigation. Enforcement affects multiple shows	Significant prosecution, Class Action litigation. Severe impact on future Events
<b>Financial</b>	None or insignificant financial impact	Minor financial impact to the Event	Compensation or fines potentially affecting the Event budget.	Major financial litigation affecting the delivery of the show	Huge financial loss, with future Events cancelled. Severe Impact on the business
<b>Environment</b>	Negligible adverse effects on biological or physical environment	Moderate short-term effects, not impacting ecosystem functions	Medium-term environmental effects and effects on eco-systems	Serious medium to long term environmental effects	Very serious long-term and irreversible environmental impairment

## LIKELIHOOD DESCRIPTORS

Probable	Likely	Possible	Unlikely	Remote
Incident has occurred* repeatedly before and is expected to occur again.	Incident has occurred* more than once before and is liable to occur again.	Incident has occurred* previously and could occur again.	Incident not known to have occurred, but occurrence is conceivable.	Technically feasible, but no known instance or expectation of occurrence.

\*Incident may have occurred at a different Event or location

## EFFECTIVENESS OF CONTROLS

The **Effectiveness of Controls** score is a scale from 1 to 5 which indicates how likely the stated control measures are to mitigate risk. Those controls which rely on information or behavioral change only are likely to have a low score, whilst those which enact design and engineering controls, or other collective measure shall score more highly.

## Evacuation Procedures

<b>Job or operation</b>	<b>Evacuation Procedures</b>		
<b>Hazard</b>	Inadequate means of escape		<b>Ref: A</b>
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

**Methods to Control the Risks**

Emergency exits leading to a place of safety will be provided in all structures, enabling safe unhindered access to the Event, and if necessary, the public will be marshalled to an RVP.

Means of escape from enclosed structures will be by signed and lit exits. Escape routes will have adequate signage, will be adequately lit (including emergency lighting at arena emergency exits) and will be kept clear from obstruction.

During the opening times of the arena all emergency exits will be unlocked and staffed by stewards. All emergency exits will be clearly signed and lit.

RVP's will be designated during the planning phase, however the location of these may change on the ground, depending on the issue and subsequent evacuation route chosen.

There will be a sufficient number of emergency exits and adequate floor space for the maximum permitted capacity in the Event site to evacuate safely.

Tent exit calculations including the capacity for each tented structure are prepared.

Capacities of the site as a whole and individual specific tents will be reviewed in the planning stages by the Event Management Team. During the Event the Event Safety Team and other key personnel will monitor venue capacities.

Where reasonable the escape routes, fire precautions and management of systems will be adequate to facilitate the safe evacuation of Accessible Customers from the area in a fire emergency. Security will also be available to assist in an emergency situation.

Emergency lighting is fitted by our electrical contractor and will be certified daily by their competent person. All works will be completed in accordance with IS 10101 2020 and IS 3217:2023 and any other relevant standards. Test certificates will be issued and kept in the Event Safety file.

All emergency exits will be provided with numbers / letters which are identifiable from both inside and outside the arena and will include the running man symbol. The emergency exit numbers / letters will correspond to the site plan. Emergency exits will open in the direction of travel and be able to open easily. Emergency exits will be manned by two stewards, positioned on the arena side. Any temporary

structures including but not limited to grandstands will be designed and built to ensure safe evacuation can take place.

Fire lane checks in the campsites will be conducted twice daily by Campsite Volunteer Stewards and will be recorded. These will be kept onsite in the Licensing Office. If any tents are found blocking fire lanes, they will be removed by security.

Key personnel, staff and contractors will be trained in the escape strategy for the Event site via the Site Emergency Plan briefings.

This will be monitored by the Event Safety Officer and other key personnel.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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## Means of giving Warning in the Event of a Fire

<b>Job or operation</b>	<b>Means of giving warning in the Event of a fire</b>		
<b>Hazard</b>	<b>Failure of means of raising alarm</b>	<b>Ref:</b>	<b>B</b>
<b>People at Risk</b>	<b>All</b>	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	<b>Multiple Fatality</b>	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

The observation towers and CCTV cameras provide a good vantage point for a continual fire watch throughout the Event in the arena, campsites and car parks. In addition, all key personnel, security and stewards on the ground will be briefed to monitor for fires at all times in the site rules and health & safety induction.

During the load in and load out, staff will be briefing to monitor for fires when infrastructure is erected and will finish once the infrastructure is decommissioned.

There are a number of different ways that staff can raise the alarm including via radio communication, telephone or face to face.

To then raise the alarm to the public, there are further communication channels available including stage announcements, use of loud hailers, face to face communication, LED signage, stage screens and social media.

In addition to our internal communication system public information can also be broadcast at all tents and stages by the Stage Managers, who will only take instruction from the Event Controller (Event Silver) or Event Director (Event Gold).

There will be information on the Electric Picnic website:

On discovering a fire:

1. Evacuate the surrounding area
2. Raise the alarm by contacting a member of staff
3. Do not go close to the fire
4. Await stewards instructions

This will be monitored by the Event Management Team, Event Safety Team, and other key personnel.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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## Provision of Firefighting Equipment

<b>Job or operation</b>	Provision of Firefighting Equipment		
<b>Hazard</b>	Poor provision of firefighting equipment or lack of trained personnel	<b>Ref:</b>	<b>C</b>
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

Firefighting equipment will be provided by an approved contractor.

Fire appliances will be provided to the site for the Event period.

Fire points with extinguishers will be established at all exit points for the arena, at strategic points within the arena, stages, campsites and production areas. Fire points will be clearly signed.

Pre Event and live Event checks will be made and recorded by the Fire Safety Team and any empty extinguishers found will be replenished. Staff will be briefed that any discharge of extinguishers must be notified to the Fire Safety Team for replacement as soon as possible and the Licensing Office must be notified.

All portable fire extinguishers will be maintained and test in accordance with current standards and test records will be kept by the Fire Equipment Provider.

A fire extinguisher allocation will be prepared.

This will be monitored by the Fire Safety Team and other key personnel.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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## Failure of emergency lighting

<b>Job or operation</b>	Failure of emergency lighting		
<b>Hazard</b>	Failure of emergency lighting	Ref: D	
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

A combination of maintained and non-maintained emergency escape lighting at the following locations:

- Arena emergency exits
- Tent exits
- Other key areas onsite

All work will be carried out by competent and experienced electrical contractors. All works will be completed in accordance with IS 10101 2020 and IS 3217:2023 and any other relevant standards.

Emergency lighting will have a separate power supply to the primary lighting supply.

Contingency portable tower lights are available throughout the site and can be moved to different areas onsite if required.

The festoon runs in the campsites are powered by a number of different generators and are configured so that if one generator failed, there would still be another run of festoon in that particular campsite powered by a separate supply.

<b>Effectiveness of Controls:</b>	4	<b>Residual Risk Rating</b>	<b>Low</b>
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## Control of Ignition Sources

<b>Job or operation</b>	Control of Ignition Sources		
<b>Hazard</b>	Fire accidents due to the supply of flammable equipment (i.e. canvas) and other sources of ignition	<b>Ref:</b>	E
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

Combustible materials onsite will be kept to a minimum.

Flame certificates of all backdrops and other relevant materials will be obtained and checked in advance and can be submitted to LFRS if required. Flame certificates for big tops and marquees will meet the flammability standard of BS 5438: 1989 and / or other relevant standards. All curtains and drapes supplied and used by Electric Picnic or their contractors will carry flame retardancy certification or be inherently flame retardant. Any artificial or dried foliage will be flame retardant. The Licensing or Health & Safety Office will maintain this information online for inspection.

Food caterers will be told to breakdown all bulky waste, keep the area around their pitch clear and not supply cardboard to Event goers for use to make fires.

All enclosed public or working spaces onsite, the stages and the LPG area will all be designated as no smoking including for the use of electronic cigarettes.

Traders will be located onsite with the guidance of the Event Management Team & Trader Management Team in order to ensure that any arising fire risks are kept to a minimum. Trader units will be sited an adequate distance apart, the layout will be agreed following consultation with LFRS.

Bins are provided throughout the site and litter pickers will work on site continually to reduce the amount of rubbish.

Small amounts of fuel such as petrol, will be stored in jerry cans, kept in a designated area and secured (chain and padlocked) ensuring they are out of direct sunlight. The location should be in a well-ventilated area to prevent build-up of explosive vapours. Correct signage must be displayed, and a **fire extinguisher (foam)** must be located nearby.

<b>Effectiveness of Controls:</b>	4	<b>Residual Risk Rating</b>	<b>Low</b>
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<b>Job or operation</b>	<b>Control of Ignition Sources</b>		
<b>Hazard</b>	Explosions from car fire		<b>Ref: F</b>
<b>People at Risk</b>	All	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	<b>Multiple Fatality</b>	<b>Initial Risk Rating</b>	<b>Medium</b>

**Methods to Control the Risks**

Separate car parks will be provided so that there is no mixture of tents and vehicles together at any time (other than in the Campervan and Accessible campsites, which will be monitored).

We do not allow sleeping in vehicles parked in the car parks, which will be monitored by traffic / car park stewards and security.

Observation Towers will be provided at strategic points to provide a good vantage point for monitoring.

No unauthorised open fires are allowed onsite during the Event. No fires will be allowed near any vehicles and staff will monitor and enforce this. No fires are allowed in the campervan campsite.

Grass length will be assessed and cut if necessary.

Litter pickers will work to reduce the accumulation of litter.

Any vehicles that block access lanes will be towed away.

This will be monitored by key personnel and the Fire Safety Team.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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<b>Job or operation</b>	<b>Control of Ignition Sources</b>		
<b>Hazard</b>	<b>LPG and gas containers and aerosols</b>	<b>Ref: G</b>	
<b>People at Risk</b>	<b>All</b>	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	<b>Multiple Fatality</b>	<b>Initial Risk Rating</b>	<b>Medium</b>

#### Methods to Control the Risks

It is unlawful to transport more than 333kg LPG without an ADR certificate and therefore we require that all traders and caterers purchase their onsite LPG from DS Gas.

Onsite traders and caterers will not be permitted to bring their own LPG to site. Daily deliveries and collection of LPG will be made to and from traders by DS Gas. For spares, there will be an LPG store in a secure, non-public area. This store will be kept clearly marked as a no smoking area and it will be a condition of contract with DS Gas that it must comply with the standards laid down by Liquid Gas Ireland, namely:

- The storage area will be secured against attack from vandals
- Warning signage will be in place to show the hazards associated with LPG
- Cylinders will be stored in an upright position (unless their labelling indicates that they can be stored otherwise). All cylinders must be stored with blanking plugs fitted and tightened
- There will be clear access to all cylinders
- Firefighting facilities will be available
- The store and its surroundings will be kept free of ignition sources and combustible materials including vegetation
- The storage area will be located away from open drains

Empty canisters will be marked as such by DS Gas and kept separate to full ones.

Camping gas canisters are not permitted onsite. Staff will be briefed to collect any confiscated or discarded canisters for removal to the LPG store. The Fire Safety Team will be called to respond in the case of any damaged containers.

All traders using gas onsite will be inspected by the gas safety inspectors.

This will be monitored by key personnel and the Fire Safety Team.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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<b>Job or operation</b>	<b>Control of Ignition Sources</b>		
<b>Hazard</b>	<b>Fire in the Arena / Event site</b>	<b>Ref: H</b>	
<b>People at Risk</b>	<b>All</b>	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	<b>Multiple Fatality</b>	<b>Initial Risk Rating</b>	<b>Medium</b>

**Methods to Control the Risks**

No unauthorised fires are allowed in the arena, which is part of the Terms & Conditions of Entry.

Security and stewards, along with the Arena / Campsite Managers and Fire Safety Team, will monitor for any campfires in the Arena/ Event site and put them out.

Firefighting equipment will be distributed by the Fire Equipment Provider in various locations around the Event site, including stages and venues.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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<b>Job or operation</b>	<b>Control of Ignition Sources</b>		
<b>Hazard</b>	<b>Fire in staff sleeping accommodation</b>	<b>Ref: 1</b>	
<b>People at Risk</b>	<b>All</b>	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	<b>Multiple Fatality</b>	<b>Initial Risk Rating</b>	<b>Medium</b>

**Methods to Control the Risks**

Battery operated smoke alarms are fitted in all mobile home and caravan sleeping accommodation. This will be monitored by the Event Safety Team.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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<b>Job or operation</b>	<b>Control of Ignition Sources</b>		
<b>Hazard</b>	<b>Fire from pyrotechnics or any other special effects</b>		<b>Ref: J</b>
<b>People at Risk</b>	<b>All</b>	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	<b>Multiple Fatality</b>	<b>Initial Risk Rating</b>	<b>Medium</b>

**Methods to Control the Risks**

There may be some pyrotechnics at the Event, programmed in consultation with the relevant Statutory Agencies. They will only be used using the appropriate guidance.

Flares and smoke bombs and other similar effects are prohibited from the Event site under our Terms and Conditions of Entry. Security will be briefed to search for these items to try and confiscate them before they enter the site.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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## Provision of Escape Signage

<b>Job or operation</b>	Provision of Escape Signage		
<b>Hazard</b>	Failure of provision of escape signage	Ref: K	
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

Illuminated emergency exit signs will be provided at all tent exits. The arena emergency exits will be signed.

The Event Safety Team and other key personnel will conduct daily checks to ensure that the signage is still in place. All exits will be clearly signed, lit and will be installed in accordance with IS 10101 2020 and IS 3217:2023.

<b>Effectiveness of Controls:</b>	4	<b>Residual Risk Rating</b>	<b>Low</b>
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## Fire Safety Facilities and Procedures onsite incl Staff Training

<b>Job or operation</b>	<b>Fire Safety Facilities and Procedures onsite incl Staff Training</b>		
<b>Hazard</b>	Failure of fire safety facilities and procedures		Ref: L
<b>People at Risk</b>	All	<b>Severity</b>	<b>Major</b>
		<b>Likelihood</b>	<b>Unlikely</b>
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

All staff and equipment are provided by the Fire Safety Team, lead by the Fire Coordinator. For further information see hazard C above.

Fire appliances and equipment information will be included in the Final Fire Safety Management Plan & Fire Risk Assessment.

Fire Control will be manned 24hrs from 14.00 on Thursday 15<sup>th</sup> August to 16.00 on Monday 18<sup>th</sup> August 2024.

The location of the Fire Control will be in the Event Control Tent.

Regular checks will be made by the Fire Safety Team and empty extinguishers found will be replenished. Any discharge of extinguishers must be notified to the Fire Safety Team for replacement as soon as possible. All portable fire extinguishers will be maintained and test in accordance with current standards and test records will be kept by the Fire Safety Team.

The Fire Safety Team will be run by an onsite Fire Control with 24hrs for the duration of the Event. Fire Control will establish communication and procedural links with LFRS.

This will be monitored by the Fire Safety Team and other key personnel.

<b>Effectiveness of Controls:</b>	<b>4</b>	<b>Residual Risk Rating</b>	<b>Low</b>
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## Provision of Fire Safety Information to Staff and Contractors onsite

<b>Job or operation</b>	Provision of Fire Safety Information to Staff and Contractors onsite		
<b>Hazard</b>	Failure of provision of fire safety information to staff	Ref: <b>M</b>	
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

All contractors and staff that are working onsite go through our health and safety process. Compliance with this system is a condition of their contract of employment onsite. These documents outline safety management onsite and include fire safety. In addition, key points are reiterated via the Site Rules signage displayed onsite and during the health & safety inductions.

Traders and caterers are issued with a Traders Pack. The Fire Safety Team, Event Safety Team and Trader Management Team will inspect the traders onsite for evidence of fire safety precautions outlined in the fire safety information provided via the Trader Pack. Include in the Trader Pack, the Fire Trader Risk Assessment is designed to lead the caterer or trader through a live risk assessment of their onsite facilities and procedures.

Traders that are using LPG are inspected by the onsite gas inspector, Event Safety Team and Fire Safety Team. Their firefighting equipment is inspected by the Event Safety Team and Fire Safety team.

The Event Management Team and Trader Management Team will be involved in the location of traders in order to ensure that they are positioned with due regard for fire safety.

Security and stewarding staff are issued with fire safety briefings.

Fire safety along with prohibited items information are included on the website, the Terms & Conditions of Entry and in the vicinity of the campsite gates via onsite signage.

This will be monitored by Security, Stewards, Licensing Office and the Health & Safety Team and other key personnel.

<b>Effectiveness of Controls:</b>	4	<b>Residual Risk Rating</b>	<b>Low</b>
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## Electrical Safety

<b>Job or operation</b>	Electrical Safety		
<b>Hazard</b>	Fire arising from failure of electricity safety	Ref: N	
<b>People at Risk</b>	All	<b>Severity</b>	Major
		<b>Likelihood</b>	Unlikely
<b>Potential Outcome</b>	Multiple Fatality	<b>Initial Risk Rating</b>	<b>Medium</b>

### Methods to Control the Risks

In portacabin offices and in other areas where office equipment, lighting, and domestic equipment is used, staff and contractors will be briefed that regular visual checks should be made on plugs, cable wear and the safe layout of cables etc.

If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, the electrical contractor should be called and the appliance taken out of use.

Plugs should not be overloaded. This will be monitored by the Health & Safety Team and the Site Offices.

<b>Effectiveness of Controls:</b>	4	<b>Residual Risk Rating</b>	<b>Low</b>
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