

# Electric Picnic

MUSIC AND ARTS FESTIVAL

## EVENT MANAGEMENT PLAN

### ELECTRIC PICNIC 2022

Stradbally Hall, Stradbally, Co Laois

Version	Date
V1 - Draft	24.01.2022

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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.

### **COVID-19**

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

## **SECTION 2 – APPENDICES**

Appendix 1	Major Emergency Plan
Appendix 2	Trader Fire Risk Assessment Form
Appendix 3	Draft Traffic Management Plan
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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 which will be held at Stradbally Hall. The main entertainment schedule will take place from Friday 2<sup>nd</sup> to Sunday 4<sup>th</sup> September 2022 with some low-key entertainment taking place for early entry ticket holders on Thursday 1<sup>st</sup> September 2022. The anticipated number of people attending the Event is a maximum of 70,000 people each day including guests and children. Early entry on Thursday 1<sup>st</sup> September will be limited to 20,000 attendees.

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 4am each day.

Electric Picnic 2022 will host a new area, which will be known as 'Fishtown'. This will be located in the woodland area close to Hazelwood. The Body and Soul area will now be called 'Mind and Body' and will remain in the same area as previous years. The Mindfield area will also move to be adjacent to the new Mind and Body area. The campsite, arena entrances and arena layouts have been reviewed and amended accordingly to accommodate the additional capacity.

## 1.1 EVENT TIMINGS

### 1.1.1 ENTERTAINMENT TIMINGS

Thursday Evening Entertainment:

There will be low key entertainment from 19:00hrs to Midnight on Thursday 1<sup>st</sup> September 2022. 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 2 <sup>nd</sup> September	14:00hrs	02:00hrs
Saturday 3 <sup>rd</sup> September	11:00hrs	02:00hrs
Sunday 4 <sup>th</sup> September	11:00hrs	00:00hrs

ALL OTHER AREAS		
Date	Opening Time	Entertainment Curfew
Thursday 1 <sup>st</sup> September	18:00hrs	00:00hrs
Friday 2 <sup>nd</sup> September	12:00hrs	04:00hrs
Saturday 3 <sup>rd</sup> September	10:00hrs	04:00hrs
Sunday 4 <sup>th</sup> September	10:00hrs	04:00hrs

### 1.1.2 CAMPSITE TIMINGS

Early Entry Ticket Holder Camping:

From 16:00hrs Thursday 1<sup>st</sup> September 2022. This is limited to a maximum of 20,000 people. An Early Entry Ticket must be purchased in advance.

Family Campervan:

Approx. 150 campervans will be accommodated in the Family Campsite which will be open from 16:00hrs Thursday 1<sup>st</sup> September 2022 until 16:00hrs Monday 5<sup>th</sup> September 2022.

General Campervan:

Open from 16:00hrs Thursday 1<sup>st</sup> September 2022 until 16:00hrs Monday 5<sup>th</sup> September 2022. The campervan campsite facility will be able to accommodate approx. 900 campervans.

Campsites:

Open from 07:00hrs on Friday 2<sup>nd</sup> September 2022 until 16:00hrs on Monday 5<sup>th</sup> September 2022.

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 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 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; 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;
- Coordinating and checking the collection of health and safety information prior to and during the Event, including method statements, risk assessments and completion certificates;
- To oversee the work of the Event Safety Team;
- Coordinating on-site inductions and onsite liaison with contractors;
- 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 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 / Zone Managers

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

## 2.2 STAFF LIST

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

Event Controller (Day)	Luke Cowdell
Event Controller (Night)	Ian Donaldson
Deputy Event Controller	Noel Painting, Dave Steele, Ange Goliger, Chris Burke
Event Manager	Ange Goliger
Event Safety Officers	David Slattery, Brendan Finlay (MSA)
Licensing Coordinator	Pascale Miller
Security Coordinator	Peter Nicholson, Gerry Broadbent, Liam Hogan
Site Manager	Frank McDaid
Medical Coordinator	TBC
Site Medical Officer	TBC
Fire Coordinator / Deputy	TBC
Traffic Coordinator	TBC
Security Contractors	TBC

## 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 Coordinator
- Security Coordinator
- Event Controller or Deputy
- Event Safety Officer
- Licensing Office Personnel
- Security Operators
- 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 in or close to Event Control that can facilitate any onsite statutory agency meetings.

## 3 SECURITY

### 3.1 AN GARDA SÍOCHANA

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



## **3.2 SECURITY AND STEWARDS**

### **3.2.1 SECURITY / STEWARDING COMPANIES**

We will contract security / stewarding companies for the build, break and event days. The 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 & Staffing Deployment Schedule will be produced for the Event. The areas and numbers of deployments will be detailed in this. It should be noted that the placements and numbers need some ability to be fluid to be able to react appropriately to unexpected crowd behaviour.

### **3.2.3 COORDINATION OF SECURITY 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 are 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 PROPERTY**

There will be a lost property facility on site during the Event. Following the Event, there will be a number of lost property open days taking place in Stradbally throughout September and October. There will be an email address for the public to contact should they have any lost items.

### **3.4 SEARCHING AND CONFISCATIONS**

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

If identified, any items which may reasonably be considered for use as a weapon, or which may cause danger or disruption to any other persons at the Event will be confiscated. The Terms and Conditions of Entry and the list of prohibited items are available to Statutory Agencies upon request.

Glass will not be allowed in the arena and all reasonable efforts will be made to enforce this policy through searches and confiscations. 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.

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 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. The tickets will carry a number of security features such as serial numbers, holograms or barcodes. The number of tickets sold will not exceed the capacity. 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 computerised ticketing system would be installed in the Box Office.

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 based on the guidance within the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996, using an occupant load factor of 0.3m<sup>2</sup>/p to determine the occupancy of temporary structures. The yield of this analysis is substantially in excess of the proposed anticipated attendance of 70,000. 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 Fire 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 exit capacity from Arena, determined using an egress flow rate of 109 person / m width / min and a target emergency egress time of 8 minutes. The emergency exits from the arena will be calculated taking all categories into account, which includes the following, attendees, guests and children, performers – 2000, volunteers – 300, staff/crew – 3200, concessions - 1500.

To evacuate 77,000 persons from the arena in 8 minutes the amount of exit width required is 88m (77,000/(109x8)). The amount of exits available is 92.5m which is enough to cater for the maximum capacity of the arena.

Emergency exits from the arena are broken down as follows:

- |                                |                         |
|--------------------------------|-------------------------|
| • Exit A                       | 5m                      |
| • Exit B                       | 5m                      |
| • Exit C                       | N/A                     |
| • Exit D                       | 4m                      |
| • Exit E                       | 4m                      |
| • Exit F                       | N/A                     |
| • Exit G                       | 4m                      |
| • Staff & Family Gate          | 8m                      |
| • Jimmy Hendrix Arena Entrance | 30m                     |
| • Exit H                       | 2.5m                    |
| • Exit I                       | 4m                      |
| • Exit J                       | N/A Terminus field only |
| • Freetown Arena Entrance      | 9m                      |
| • Cosby Arena Entrance         | 3m + 5m                 |
| • Exit K                       | 5m                      |
| • Exit L                       | 4m                      |

**Total = 92.5m**

All exit widths will be finalised onsite, a minimum of 88m will be provided.

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	54x54m	2,023 <sup>(4)</sup>	0.3m <sup>2</sup> /p	6,743	2.5	41m
Cosby Stage (Silent Arena)	36m round	764 <sup>(4)</sup>	0.3m <sup>2</sup> /p	2,546	2.5	18m
Comedy	45x50m Star Point	1,688 <sup>(4)</sup>	0.3m <sup>2</sup> /p	5,627	2.5	35m
Jerry Fish	Woodland Tale 850 m <sup>2</sup>	637.5 <sup>(4)</sup>	0.3m <sup>2</sup> /p	2,125	2.5	13m
Terminus	52x92m	3,424 <sup>(4)</sup>	0.3m <sup>2</sup> /p	11,413	2.5	77m
Theatre	30x40m	900 <sup>(4)</sup>	0.3m <sup>2</sup> /p	3,000	2.5	18m

<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 complete 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 Mind & Body

Exit	Width	Flow rate	Time to Evacuate	Persons
North	12	109	8	10,464
South	12	109	8	10,464
East Emergency Exit	3	109	8	2,616
			<b>Total</b>	<b>22,944</b>

<sup>(1)</sup> It is expected that the maximum capacity in the Mind & Body area at any one time will be circa 10,000 persons, which is easily accommodated for within the exit width provided.

## **4.3 EVACUATION AND EMERGENCY ACCESS**

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

### **4.3.1 EVACUATION PLANNING**

Please see Major Emergency Plan in Appendix 1.

### **4.3.2 EVACUATION REHEARSAL/TABLETOP EXERCISE**

It is intended that a tabletop exercise will take place before the Event in which evacuation will be rehearsed.

### **4.3.3 EMERGENCY EXITS AND MEANS OF ESCAPE**

All exit gates and escape routes will be unlocked and manned by trained and briefed security personnel during the Event to ensure they can be quickly opened if required.

All emergency exit gates will be provided with relevant gate numbers / letters which are identifiable from both inside and outside the arena and will include the running man symbol, the gate numbers / letters will correspond to the site plan. Briefing cards will be produced for emergency exits gates within the arena and each gate will have two stewards in position.

Fire 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 3217:2013+A1:2017 will be provided and available for inspection in the licencing office. All signage will be of an appropriate size.

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

### **4.3.4 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.

## **4.4 CAMPSITE DESIGN**

The campsites are split into zones for ease of identification and location. All campsites are divided into clearly signed and lit areas with facilities including fire lanes, water points, information huts, toilet blocks, Zone Managers 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 possible will provide

access within circa 50m. The finalised layout of the campsite will be agreed with the relevant Statutory Agencies in advance of the Event.

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.

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 Disabled Campsite.

A Campervan Parking Method Plan will be agreed with the relevant Statutory Agencies and included in the Finalised Event Management Plan.

The finalised layout of the campsite will be agreed with the relevant Statutory Agencies in advance of the Event.

## **4.5 FIRE SAFETY**

### **4.5.1 FIRE REPORTING PROCEDURE**

ALL incidents of fire must be reported to Fire Control on the Event radios. The word "fire" is not to be used on any Event Site Radio; code words should be used instead (Refer to codes words noted below).

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

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 brigade.
- 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 fire service attendance:

- 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

## 999/112 Protocol

- In the Event of any security or stewarding personnel discovering a fire, they should immediately notify their control and then the onsite fire team via Fire Control.
- Whilst starting to mobilise their resources the onsite fire 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 Laois County Fire & Rescue.
- Laois County Fire & Rescue 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 Laois County Fire & Rescue, the Event Control Team, Security Coordinators, onsite firefighting team.

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.

### 4.5.2 FIRE SAFETY FOR TRADERS

Traders will be positioned carefully to minimise the risk of fire. The locations of concession units will be as shown on the site plan. Concessions units will be sited an adequate distance apart, the layout will be agreed following consultation with Laois County Fire & Rescue Service.

The Event Safety Team and the Trader Manager 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 Manager 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; and a designated trader campsite will be 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 can be found in Appendix 2.

### 4.5.3 EQUIPMENT AND FIRE POINTS

Electric Picnic will provide an on-site fire team (trained firefighting personnel) at all times whilst the public are on-site from 16:00hrs Thursday 1<sup>st</sup> September until 16:00hrs on Monday 5<sup>th</sup> September 2022. It is their responsibility to respond to all incidents where fire service assistance is required on site, backed up where necessary by Laois County Fire & Rescue Service. Fire cover will be agreed with Laois County Fire & Rescue Service prior to the Event. The operational plan will endeavour to ensure that minimal strain is placed on local resources and that there is adequate provision on site.

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



The Event Safety Team will check the fire extinguishers and other firefighting prior to the arena opening each day to the public. The on-site fire 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.

All food, non-food, Sponsor installations and bar concessionaires are responsible for their own fire-fighting equipment subject to inspection by our onsite Event Safety Team.

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

The campsites are overlooked by fire towers which are manned and equipped with radios, spare radio batteries and extinguishers. The public are advised that campfires are not permitted on-site, this will be monitored by the Fire Tower staff and by a team of security and stewards who will be trained in the use of fire extinguishers. Security and stewarding staff will be briefed on the location of extinguishers within the area which they are working. In addition, security and stewarding personnel will be trained in the use of fire extinguishers. In the Event of any security or stewarding personnel discovering a fire that requires putting out that they are unable to deal with themselves using available fire extinguishers, the correct procedure is that they must contact their control who will mobilise resources.

#### 4.5.4 FIRE SAFETY CAMPAIGN

We will include fire safety messages on our website.

#### 4.5.5 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.

#### 4.5.6 FIRE SAFETY DURING THE LOAD IN AND LOAD OUT

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

#### 4.5.7 PYROTECHNICS AND SPECIAL EFFECTS

If there is a request that some of these effects be included as part of some of the acts' performances, details will be collected in advance and reviewed by the Event Safety Team. It will be a condition of contract with the operator that they are only used in compliance with the Department of Justice Standards (Guidance on organised Fireworks Displays 2006), and other relevant legislation. Specific details will be supplied to Laois County Fire & Rescue and consultation with them and relevant Statutory Agencies will take place in advance. Any pyrotechnics onsite will be stored correctly and safely.

#### 4.5.8 CERTIFICATION

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

- LPG (liquefied petroleum gas) Installation
- Electrical Installation - IS 10101 2020
- Emergency Lighting -
- Lining Materials
- First Aid Fire Fighting Equipment (fire extinguishers, fire blankets, etc.)
- Fireworks / Pyrotechnics
- Temporary Structures (Certified by an Independent Chartered Structural Engineer)

## 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.

## 4.6 STRUCTURES

### 4.6.1 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. Copies of the completion certificates will be kept in the Event Safety file.

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.

### 4.6.2 SUBMISSION OF INFORMATION

EP Republic Ltd 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.

### 4.6.3 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.

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.

Front of Stage Barrier will be erected at the Main Stage using MOJO 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. The front of stage barrier can withstand 5kN per square metre of pressure exerting at right angles at a height of 1.2m. The technical and safety information for the front of stage barrier can be supplied to relevant Statutory Agencies if required.

### 4.6.4 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 upon request.

#### **4.6.5 TIERED SEATING**

There will be four blocks of tiered seating in the main arena, as shown on the site plan. The seating blocks will provide seating for approx. 250 people per block. One block will be dedicated to families with children. 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.

#### **4.6.6 FUNFAIR**

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.

#### **4.6.7 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 provided on request prior to the Event.

#### **4.6.8 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 available to Statutory Agencies upon request.

### **4.7 SWIMMING**

It is proposed that planned swimming activities will take place on the lake at Electric Picnic again this year. Swimming will only take place during hours of daylight; the area will be secured at other times.

A Swimming Safety Plan has been submitted in Appendix 4.

### **4.8 HELICOPTERS AND LOW FLYING AIRCRAFT**

#### **4.8.1 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.

#### **4.8.2 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.

## **4.9 SIGNAGE, ORIENTATION AND INFORMATION**

### **4.9.1 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.

### **4.9.2 INFORMATION POINTS**

Information points and site maps will be located in the campsites and in the arena throughout the duration of the Event. These will be staffed by Electric Picnic personnel to provide information to persons attending the Event.

### **4.9.3 CAMPSITE INFORMATION**

Detailed information regarding camping terms and conditions are included on the tickets and on the website ([www.electricpicnic.ie](http://www.electricpicnic.ie)) Additional terms and conditions for campervans will also be available. The campsites are organised and supervised by zone.

## **4.10 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.

## **4.11 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 including from Gate 5 South West to Gate 3 (a) on the Timahoe Road as well as at the Apiary Gate.

A lighting test will be carried out prior to the Event, a schedule for this will be agreed with Laois Fire & Rescue Service in advance. Relevant Statutory Agencies that wish to attend will be welcome.

#### **4.12 WORKING PRACTICES**

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 Risk Assessment, Health and Safety Policy, and, Health and Safety Terms and Conditions, these are available to Statutory Agencies upon request.

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.

##### **4.12.1 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.

##### **4.12.2 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. EP Republic Ltd 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.

In the Event of a serious incident or dangerous occurrence, materials and equipment will be left undisturbed, providing they do not create a hazard. EP Republic Ltd and the 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.

##### **4.12.3 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.

#### **4.12.4 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.

#### **4.13 VEHICLES AND PLANT SAFETY**

EP Republic Ltd 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.

#### **4.14 FACILITIES FOR DISABLED ACCESS CUSTOMERS**

EP Republic Ltd will arrange for special provisions for Disabled Access customers, including car parking, sanitation facilities, campsite and viewing areas where appropriate.

There will be Accessible Viewing Platforms and toilets at the Main Stage, Electric Arena, Rankins Wood, Cosby, Comedy and Terminus Stages. Disabled Access customers who require a Companion/PA will be entitled to bring their Companion/PA who will be given a complimentary ticket to the Event. Information will be sent out in advance to all Disabled Access customers who request it so that they have advance notification about the various facilities on offer to them. Contact details will be provided for Disabled Access customers to get more information.

### **5 MEDICAL & WELFARE PROVISION & FACILITIES**

#### **5.1 MEDICAL PROVISION**

EP Republic Ltd will provide a comprehensive on-site medical provision to diminish the strain on local resources. The level of provision will be carefully planned in order to cover the levels recommended for the size and nature of the Event. It is intended that the onsite medical provision will be provided by Code Blue.

#### **5.2 MEDICAL OPERATIONAL PLAN**

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

#### **5.3 ONSITE FACILITIES**

The following medical facilities will be provided onsite:

- Medical 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**

EP Republic Ltd engage with and provide onsite support services on site primarily based in the onsite welfare centre staffed by both medical and welfare personnel. EP Republic Ltd also engage with organisations to provide outreach support throughout the site for mental health services, alcohol and drug harm reduction as well as many other supports.

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.

### **6 BARS / CONCESSIONS**

#### **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 21.

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 is available to Statutory Agencies upon request.

## **6.2 CONCESSIONS**

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

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

It is our intention that all food traders for attendees will be coordinated by an appointed trader coordinator. All details for food traders will be collected and will be held by the Trader Manager.

### **6.2.2 MERCHANDISING & NON-FOOD TRADERS**

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

In addition to the non-food traders we will also have official merchandising stalls selling official band merchandise.

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

No off-site casual trading shall be permitted.

For information on trader fire safety see section 4.4 Fire Safety for Traders.

## **6.3 TOBACCO CONTROL**

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

### **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 70,000 attendees. This specification can be altered in line with ticket sales and forecasted attendance.

#### 7.1.1 SANITARY ACCOMMODATION AND WASHING FACILITIES

The requirements for toilets have been calculated as follows:

Event Maximum Attendance	70,000
Ratio of male: female	1:1
Male 50%	35,000
Female 50%	35,000

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 =	350 toilet units
Male	1 toilet per 500 males =	70 toilet units
	1 urinal per 125 males =	280 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 Disabled Access toilets strategically placed around site, typically at each toilet block and at the accessible viewing platform.

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

#### Sanitary Facilities for Staff

Additional toilet facilities will be provided in the following areas:

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

#### 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, Zone 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**

EP Republic Ltd 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. EP Republic Ltd 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 concessions, public toilets and bars.

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

- Litter build up in the arena and at the arena entrance and exit is maintained at a safe level for the attendees.
- The bins are serviced
- The removal of waste to dedicated compounds.
- Litter picking is carried out, where by 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 CONCESSIONS AND BARS

EP Republic Ltd 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 three bins provided behind their concessions as appropriate.
- A Yellow & Red Card Policy will be in place at the event to penalise non-compliance with the above requirements.

EP Republic Ltd will maintain the following standards to ensure the above requirements can be adhered to:

- Bins will be provided behind all food concessions for Food Waste Only, Recyclable, and Not Recyclable waste.
- The bins for Recyclable and Not Recyclable 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 concession.
- The onsite crew caterers are to be provided with 1100l or skips for food waste as appropriate to the quantities.
- Concession 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, and Info Points in the campsites.

### Three Bin System

We will encourage composting and recycling by grouping bins for three waste streams throughout the event. These will be clearly labelled: **Compostable**, for paper plates, wooden cutlery and food scraps; **Recyclable**, for paper, cans, and plastic bottles; and **Not Recyclable**, for crisp packets, plastic straws, wet wipes etc. Bin stations will be monitored by staff to provide guidance to the attendees on which bin to use to prevent contamination. Additional bins will be added where required if specific waste streams are identified.

### Recycling Points

Recycling points will be located in visible places in the campsites where attendees can take their full bags of recyclable and not recyclable waste. There will be separate waste streams for compostable waste where available.

### 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 <500ml into the arena. Drinking water points are also available in back of house and staff onsite are encouraged to bring reusable bottles.

## 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 EP Republic Ltd 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 at any stage 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 Arena or the Late Night Arena Production Managers, who in turn will contact the relevant Stage/Technical Manager to reduce the noise level to the pre-determined 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.

In 2019, two fixed long-term monitoring locations were established as below.

- Location 1: Riverside House, Timahoe Road, Stradbally
- Location 2: House by Gate 2 on R427

In addition to these two fixed positions a further three positions were established where observations and handheld measurements will be taken throughout the festival 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.

Monitoring positions for 2022 are to be agreed with Laois County Council in advance of the Event.

A detailed Noise Management Plan will be sent to Laois County Council. The plan will be available upon request for other agencies.

#### **7.5.2 EVALUATION**

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

### **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 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 LANDLINES**

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

### **8.3 WIRELESS NETWORKS**

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

### **8.4 EMERGENCY COMMUNICATIONS**

Public information can be broadcast immediately at the stage 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. Loud hailers can be used by security and stewards to give information direct to attendees.

Please see Major Emergency Plan in Appendix 1.

### **8.5 PUBLIC COMMUNICATIONS STRATEGY**

Website – the Event website includes a variety of information for customers such as transport, ticket information, prohibited items, Disabled Access information, contact information etc.

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

Event App – there is also an app available for customers to download which will also include a variety of information.

Public Information Mailout – a public information notice is distributed via email by Ticketmaster. This document contains information for those attending such as transport options, prohibited items etc.

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 Disabled Access customer queries.

## 9 TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan will be developed by An Garda Síochána, through consultation with all relevant parties including the Promoter, Laois County Council and transport authorities.

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

Please see Draft Traffic Management Plan in Appendix 3.





# Electric Picnic



## MUSIC AND ARTS FESTIVAL

### APPENDIX 1

### MAJOR EMERGENCY PLAN

## A DEFINITIONS

### Definition of major emergency plan

These plans outline the procedures to be adopted in the event of any emergency or major emergency upon the site for the Electric Picnic 2022. It should be noted that this is the Major Emergency Plan written by Festival Republic for the Electric Picnic 2022 and therefore it sits alongside but does not replace separate Major Incident/Emergency plans that will exist for Laois County Council, the Health Service Executive (HSE) and An Garda Síochána. As per the Electric Picnic's Major Emergency Plan, the roles, responsibilities and procedures outlined below are specific to a Major Emergency at Electric Picnic, and as such need to be agreed with the principle response agencies.

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

These procedures distinguish between -

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

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

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

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## **B FESTIVAL REPUBLIC COMMAND STRUCTURE**

For further information on the Electric Picnic Command Structure, the Operational Management Plan is available upon request.

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

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

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

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## **C COMMUNICATION AND CONTROL**

### **PERSONNEL AND CONTROLS**

#### **EVENT CONTROLLER/DEPUTY**

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

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

<b>ROLE</b>	<b>DAYS</b>	<b>NIGHTS</b>
Event Controller	Luke Cowdell	Ian Donaldson
Deputy Event Controller	Ange Goliger, Noel Painting	David Steele, Chris Burke

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

#### **EVENT SAFETY OFFICER**

The Event Safety Officers for the event will be David Slattery, Brendan Finlay and Grant Masterson. The Event Safety Officer or nominated Deputy will be onsite at all times throughout the duration of the event.

#### **EVENT CONTROL**

Event Control is in Grid Ref V12 and operated under the direction of the Event Control Manager and Security Coordinator during routine operations and the Event Controller and/or their deputies in the event of an emergency. Security Control and Medical Control are also located within Event Control.

Loggers are available to record messages and carry out emergency communication. Decisions about what should be communicated will be made by the Promoter, Event Controller and deputies or the Security Coordinator. There is a dedicated emergency radio channel, CCTV is relayed to Event Control and the various

security and stewarding firms operating onsite can be communicated with via their respective control desks inside Event Control.

The Event Controller/ Deputy and Event Safety Officer will split their responsibilities up to make sure that there is still the ability to run the normal operations of the unaffected parts of the event and site.

#### **ONSITE COORDINATION CENTRE**

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

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

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

#### **SECURITY CONTROL**

Security Control will be in Event Control and will be fully operational throughout the duration of the event and whilst the public are onsite. It will be operated under the direction of the Festival Republic Security Coordinators, Peter Nicholson, Gerry Broadbent and Liam Hogan and will be staffed throughout this time by controllers from the security companies with full security channel logging of all communications, exchanges and permanent monitoring of the emergency channel.

#### **AN GARDA SÍOCHÁNA CONTROL**

An Garda Síochána will be available on site and their control is based in the Event Control compound.

#### **MEDICAL CONTROL**

Medical Control is operated under the direction of the Medical Coordinator and will be fully operational throughout the duration of the event. During routine operations the primary ambulance loading point and the primary triage area will normally be located at the Medical Centre at Grid Ref V12. Any subsidiary or secondary ambulance loading points or triage areas will be directed from Medical Control.

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

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

#### **FIRE CONTROL**

There is a 24-hour onsite firefighting service (Fire Safety Team) staffed by fire fighters on duty from 16:00hrs on Thursday 1<sup>st</sup> September to 16:00hrs on Monday 5<sup>th</sup> September, whilst there are public on site. It is their responsibility to respond to all incidents where fire service assistance is required, backed up where necessary by Laois Fire and Rescue Service.

#### **RVP**

The following RVPs have been established for Electric Picnic Festival

Name	Grid Ref	Nominated person to meet emergency services	Information

RVP1	W9	TBC	ETHANE Site map Escort
RVP2	TBC	TBC	ETHANE Site map Escort

#### **HOLDING AREA**

The following holding areas can be available for a large number of Emergency response agency vehicles if required

- The Quarry – Grid Ref M37 accessed via Gate 3
- The roadway adjacent to Event Control – Grid Ref V12 accessed via Gate 6
- Abbeyleix Road – H14

#### **EMERGENCY HELICOPTER LANDING AREA**

The nearest emergency helicopter landing area would be on the grounds of Stradbally GAA Club.

#### **PRESS AND MEDIA**

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

#### **CONTACT LIST**

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

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### **D PROCEDURES**

#### **TRANSFER OF AUTHORITY**

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

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

#### **EVACUATION**

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

#### **AMBER**

Amber is a state of readiness to warn staff that we may need to evacuate and to trigger assigned roles and actions to prepare. It should be noted that in the event of a quick decision being made to evacuate due to a

clear threat, the amber alert state may be bypassed if we go straight to a full evacuation. The actions outlined below would also apply in this case.

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

“Will the Amber Team report to Event Control” -

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

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

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

“We are on Amber”

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

#### EVACUATION OF THE ENTERTAINMENT AREA

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

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

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

**Sample Message**

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

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

In the event of a full evacuation, the general plan will be to take the crowd out of the arena via the Jimi Hendrix/Freetown/Cosby/Pink Moon and Family Arena Entrances. Emergency service vehicles will enter the site from Gate 6 or one of the other vehicle gates to be determined.

A secondary route to evacuate the arena would be determined based on the location of the incident.

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

**EVACUATION OF OTHER AREAS OF SITE/ ENTIRE SITE**

Due to the number of persons involved and the proximity of the event site, it is unlikely that evacuation of the entire site will be necessary or desirable. Many visitors will have arrived by road and a mass exodus could soon bring traffic to a standstill over a wide area.

The decision to evacuate people from any area of the site to a designated safety area (to be determined on site with respect to the incident) in the event of a Major Emergency will be taken by the Event Controller/Deputy after consultation with the Principle Response Agencies unless formal control of any part of the site, or the whole of the site has been assumed by the Lead Agency, in which case the decision will be made by the Onsite Coordinator for the Lead Agency in consultation with the Event Controller.

Should an evacuation be deemed necessary, any message given out over the public-address systems or stages will be agreed in advance with the Principle Response Agencies and will take into account the point of and method of delivery. The Event Controller/Deputy will then arrange for the message to be delivered as appropriate.

**Sample Message**

"This is an announcement from XXX. Due to unforeseen circumstances, please leave this area as quickly as possible. Please exit in the direction of (INSERT) / Please exit the site using Pedestrian Gate (INSERT) and follow the instructions of An Garda Síochána, Security and Stewards. Do not stop or divert to take personal belongings. We will keep you informed as to when it is safe to come back into this area. Thank you"

In order for the emergency services and An Garda Síochána to gain access to the area, gates not being used for public evacuation (to be decided by the Event Controller/Deputy in consultation with the Principle Response Agencies) will be kept clear.

All stewards on duty in the relevant area will assist the public from that area into the designated safety area as directed by the Event Controller or Deputy. They will secure the area evacuated from the public once the evacuation has taken place. They will also facilitate in conjunction with the Security Coordinator the arrival of the emergency services and ensure they are directed to the location of the incident and are able to work without interference, prevent panic and take other action as appropriate.

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

#### **SPONTANEOUS EVACUATION**

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

#### **EVACUATION DURING INGRESS OR EGRESS**

We recognise that an evacuation may be required during ingress or egress rather than simply when the majority of the audience are in the arena and campsites. The same principles outlined in this plan will still apply and consideration will always be given to existing crowd movements when designating the evacuation route(s) and designated safety area.

#### **MISSING PERSONS**

We will support An Garda Síochána in establishing the identities of any missing person to the best of their ability.

#### **EVACUATION WARDENS/MARSHALS**

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

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

Specific roles that require covering during an evacuation:

- The proposed evacuation route will be checked by the initial evacuation staff before the public are directed that way for lighting and obstacles
- A number of security staff will become scene preservation staff
- Welfare and information staff will be deployed to any designated safety area to deal with queries
- Toilet blocks, showers, backstage areas and disabled platforms etc. will be checked / cleared

#### **EVACUATION CHECKLIST**

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

#### **RESTORATION OF NORMALITY/RECOVERY**

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



the arena over several hours and so repopulating the arena after an evacuation will need to be managed in a way that does not create undue pressure at the arena entrance.

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

Should staff require post incident support, it will be available to them via the onsite Medical and Welfare Tent or it will be arranged if required for a longer term.

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**E) RESILIENCE**

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

## **APPENDIX 1 - AIDE MEMOIRS FOR STAFF, KEY CONTACTS**

### **FOR ALL STAFF**

#### **CRITICAL INFORMATION**

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

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

#### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

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

All managers must additionally:

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

#### **EVACUATION**

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

#### **MAJOR EMERGENCY**

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

## **APPENDIX 2 - AIDE MEMOIR FOR NOMINATED EVACUATION WARDENS AND AREA COORDINATORS**

### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

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

### **EMERGENCY RESPONSE**

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

### **EVACUATION**

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

### **EVACUATION ROUTES**

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

### **EVACUATION DEPLOYMENT OF STAFF**

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

### **EVACUATION RESOURCES**

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

### **EVACUATION KEY POINTS FOR STAFF BRIEFING AT THE TIME**

- Use clear, calm, consistent and repeated messages.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Watch out for members of the public trying to help at the scene.
- They should try and answer any questions the public may have as well as they are able, but the priority is to evacuate the area quickly and safely.

- The route will lead to a designated safety area where there will be more staff specifically deployed to answer questions and assist.
- Take particular consideration to disabled members of the public and parents with children in pushchairs.

#### **ONCE EVACUATION COMPLETE**

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

#### **MAJOR EMERGENCY**

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

#### **FURTHER INFORMATION**

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

### **APPENDIX 3 - STAGE MANAGER EVACUATION ANNOUNCEMENT BRIEFING**

#### **ATTENTION ALL STAGE MANAGERS**

##### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

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

Stage Managers should in addition

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

##### **EVACUATION ANNOUNCEMENTS**

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

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

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

##### **EVACUATION SCREEN MESSAGES**

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

##### **YOUR STAGE**

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

##### **GOOD HOUSEKEEPING**

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

##### **MAJOR EMERGENCY**

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

**APPENDIX 4 - SAMPLE TRANSFER OF AUTHORITY FORM**

**Sample transfer of authority form**

Event \_\_\_\_\_

Location \_\_\_\_\_

**Transfer of authority Event Organiser to XXX**

At (time) \_\_\_\_\_ on (date) \_\_\_\_\_

a major incident or emergency occurred at the above named event namely

(specify incident) \_\_\_\_\_

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

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Rank \_\_\_\_\_

Role \_\_\_\_\_

For XXX

For Festival Republic

**Transfer of authority from XXX to Event Organiser**

At (time) \_\_\_\_\_ on (date) \_\_\_\_\_

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

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Rank \_\_\_\_\_

Role \_\_\_\_\_

For XXX

For Festival Republic



# Fire Risk Assessment

## Food Traders

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

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

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

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

Name / Location of Pitch or Stall

Responsible Persons Name

Business/Company Name

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

Mobile number on site

Email address

Business type & brief description

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

or Sponsor - Games facility

### Section 1 - General

Is your pitch/venue a:

Marquee/Tent

☐

Trailer/Vehicle  
Outdoor / Open

☐

Custom Built  
Other

☐
☐

If other, please describe here:

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

### TRADERS / STALLHOLDERS:

What size is your pitch (in metres)

 M by  M

How much of this space is open for public access?

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

Do you provide a covered seating area?

YES ☐ NO ☐

How many staff will work on the stall at any one time?

Do staff sleep on the premises?

YES ☐ NO ☐

If YES, a smoke detector **must** be fitted in the area where people sleep

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

YES ☐ NO ☐

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

Do you confirm that the stall will be free of trip hazards or other risks?

YES ☐ NO ☐

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

YES ☐ NO ☐

**Section 2 - Fire prevention & Fire safety**

*If you will be using gas please also complete section 3*

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

YES ☐NO ☐

If YES please describe in Notes section below

What is the stall constructed from? Is any sheeting fire retardant?

please describe in Notes section below

Is any stall décor & furnishings treated to be flame retardant?

YES ☐NO ☐

If NO please give information on how the risk of fire is reduced

Evidence of treatment may be required onsite. The Festival reserves the right to conduct flame tests on any such materials.

Is any foam furniture marked as being flame retardant?

YES ☐NO ☐

NOTE: There should be a label or indelible stamp. No Label = NO GOOD!

Do you confirm that you don't use candles or other open flames for lighting or

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

YES ☐NO ☐

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

YES ☐NO ☐

Do you have "no smoking" signage?

YES ☐NO ☐

Are adequate exits provided for the numbers of persons working?

YES ☐NO ☐

Will all exits remain unobstructed?

YES ☐NO ☐

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

YES ☐NO ☐

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

YES ☐NO ☐

Do all electrical appliances show proof of current testing?

YES ☐NO ☐

Have you checked arrangements for waste collection?

YES ☐NO ☐

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

Can you provide assurance that staff will not sleep in your venue?

YES ☐NO ☐

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

YES ☐NO ☐

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

YES ☐NO ☐

Do you use any other flammable substances in your stall?

YES ☐NO ☐

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

Is there any cooking or naked flame within the venue?

YES ☐NO ☐

**Section 2 Notes - You must ensure that the fabric / exterior of your stall is protected from direct heat, open flames etc**



### Section 3 - Gas Installations

Do you have a current inspection certificate for any gas installation and appliances? <small>NOTE: Ensure a copy is available for inspection</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are all gas connections made with crimped fittings with any hoses kept as short as possible?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are gas hoses in good condition with no surface cracks, splits or signs of wear? <small>NOTE: Gas hose must be marked with BS3212</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have staff who have been trained in the safe method of changing and handling gas cylinders?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are gas cylinders stored outside the stall and secured upright?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are gas cylinders kept away from public access and not blocking any exit routes or circulation areas?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are gas appliances securely fixed or stood on a stable non-combustible base?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the stall construction or fabric shielded from the effects of heat from gas appliances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the gas installation in your unit been installed inline with I.S. 820:2019 and you comply with all associated provisions within your unit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

#### Section 3 Notes

### Section 4 - Further Health & Safety

Are you aware of likely noise levels at your trading position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you confirm that noise sources will be properly controlled within your venue/space?		YES <input type="checkbox"/>
Do you confirm that all work at height required to build or dismantle the stall/venue will be carried out safely with the correct PPE?		YES <input type="checkbox"/>

#### Section 4 Notes

**Section 5 Emergency Procedures**

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

YES ☐NO ☐

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

What type of fire extinguishers do you have

Water/Foam ☐Powder ☐CO2 ☐Blanket ☐

Have the extinguishers been tested within the last 12 months?

YES ☐NO ☐

Have staff been trained in how to use the extinguishers?

YES ☐NO ☐

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

YES ☐NO ☐

NOTE: Include the routes immediately outside and around your stall

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

YES ☐NO ☐

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

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

**Section 5 Notes****Section 6 - Notes and Confirmation**

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

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

Signed:

Date

Company:

# *Electric Picnic*



**MUSIC AND ARTS FESTIVAL**

## **APPENDIX 3 DRAFT TRAFFIC MANAGEMENT PLAN**

## **DRAFT TRAFFIC MANAGEMENT**

### **TRAFFIC MANAGEMENT PLAN (TMP) –**

A more detailed Traffic Management Plan will be drawn up by An Garda Síochána and will be included as part of the Final Event Management Plan. The plan will be developed by An Garda Síochána, through consultation with all relevant parties including the Promoter, Laois County Council, and transport authorities.

#### **Approach Routes to Site**

##### **M7 – South Bound:**

- Exit M7 at Ballydavis interchange (Junction 16)
- Cross to new Carlow Rd (Ballyclider) and on to the Broomfield roundabout
- Continue straight at Bloomfield and on to Sheffield, Lamberton Junction and Money Cross (with the exception of coaches and campervans)
- Turn left at Money Cross and follow the signage for the designated parking areas.
- Minibuses and coaches will exit at junction 16 and be directed via the heath into Stradbally, and will use the designated pick-up / drop-off area inside green car park Z.
- Campervans will be directed straight on at Money Cross and turn left at Timahoe onto Timahoe Road. Campervans then turn left again to enter at the Apiary Gate.

##### **N7 (Limerick)**

- Continue onto M7 and exit at Junction 17 and proceed onto the R423 to Meelick.
- Turn right onto Meelick Road, right to Timahoe Road (R426) and right to Sheffield (R425)
- At Sheffield join the Bloomfield roundabout traffic.
- Any campervans on this route will continue to Money Cross and will then continue straight ahead at the junction and turn left onto the Timahoe Road.
- Any coaches and minibuses should continue onto Junction 16 and follow the directions as above.

##### **N8 (Cork):**

- Exit the M8 at junction 4 and follow signage for Durrow and Abbeyleix.
- Travel through Durrow, to Abbeyleix and turn right at Balluroan and onto Money Cross.
- Campervans will turn right at Money Cross and will then continue straight ahead at the junction and turn left onto at Timahoe village.

##### **Portlaoise:**

- Event Traffic will be directed onto the Knockmay Relief Road, onto Clonminham Relief Road, to Abbeyleix Road and Meelick Road.
- Any other traffic will travel via the Stradbally road, onto Bloomfield roundabout and then will turn right at the Bloomfield roundabout for Sheffield/ Money Cross.
- Coaches and minibuses will use the pick-up/drop-off area inside Green Car Park Z.

##### **All Other Routes (Carlow / Athy / Vicarstown / Heath):**

- All event traffic (with the exception of coaches) will travel west on the N80 towards Portlaoise Town
- All event traffic will be directed to turn left at the court square onto the Timahoe Road and will turn left into the Yellow Car Park for cars and right for campervans.
- Coaches will pass through the town and will enter the designated pick up / drop off area just of the N80 beyond the Cork Road junction.

##### **Early Entry Ticket Holder Car Parking:**

Early entry ticket holder car parking will be provided in the Green Car Parks, Yellow Car Parks and Red Car Parks and will be accessed via the routes mentioned above.

##### **Family Car Parking:**

Family car parking this year will be provided in the lands adjacent to the Abbey as shown on the site plan and will be accessed via the N80.

**Site Services:**

Site Services vehicles (i.e. those entering the site for the purposes of servicing site facilities) will enter via the Production / Artist Entrance (Gate 6). Gate 6 is located off Stradbally Main Street and is detailed on the Site Layout submitted with this application.

**Through traffic:**

The section of the Cork Road from Stradbally to Money Cross will be restricted to event traffic, with the exception of residents. Access to the section of the R427 from Vicarstown to the N80 opposite Gate 6 will also be restricted with access permitted to accredited event vehicles, residents and emergency service vehicles only. Passes will be issued to residents in advance.

**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 drop off in the designated area inside Green Car Park Z off the N80.

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

As per last year there will again be a pick-up/drop off area for taxi's and private vehicles inside Green Car Park Z off the N80.

**Parking:**

- Car parking for early entry ticket holders will be open from 16:00hrs on Thursday 1<sup>st</sup> September. These customers will be directed to park in the Green Car Park.
- General car parking will be open from 07:00hrs on Friday 2<sup>nd</sup> September. All parking is free.
- The general campervan, family campervan and family car parking will open on Thursday 1<sup>st</sup> September at 16:00hrs.
- 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 Disabled Access Customers:**

There is a parking and camping area provided onsite for Disabled Access customers who are attending for the weekend. For Disabled Access customers who are attending for the day, there will be a reserved parking area near the entrance within the Green car parks.

**Site Perimeter Gates:**

Gate 1 – Public Crossing Point

Gate 1a – Public Crossing Point

Gate 2 –

Gate 2a – Sponsorship Parking

Apiary Gate – General Campervan

Gate 3 – Campervan Exit

Gate 3a – Trader Access

Gate 4 – Exit Only

Gate 4a – Family Campervan and Weekend Disabled Access customers

Gate 4b – Staff pedestrian entrance

Gate 5 – Secondary Production Gate

Gate 6 – Production / Artist / Site traffic

Gate 7 –

Green Car Park Z – Drop off & pick up - buses, coaches, minibus, taxis and car parking.

Green Car Parks Y, X, W, V – Entrance off the N80 from Portlaoise

Red Car Parks A, B, C – Cork Road – all event traffic from Money Cross and Lamberton  
Yellow Car Park – event traffic from Carlow and Athy  
Family Parking – all family ticket holders parking by the Abbey off Main Street.  
Hunters Lane Gate – Family Pedestrian Entrance

**Lighting:**

Lighting towers will be used to illuminate all car parks, manned junctions, entrances/exits and pedestrian areas during hours of darkness. Additional lighting will be in place on the Timahoe road between Gate 3a and 5.

**Signage:**

Signage will be located on all routes, junctions and parking areas to assist with optimal flow for traffic attending and exiting the event. Additional signage will be available for use if required at any stage.

All access routes to site from the N7 and N80 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 Bus Éireann and Private Coach/Bus operators, to establish ticket sales number, bus number and expected site arrival and departure times.

**Publication of routes:**

Routes to the Festival will be publicised in promotional literature, via local media, on the official website, mail outs, social media sites providing information for the event. Routes will be emphasised and highlighted. We will advise ticket holders that they should follow our routings and not use their satellite navigation systems. 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.

The festival 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.

# *Electric Picnic*



**MUSIC AND ARTS FESTIVAL**

## **APPENDIX 4**

### **DRAFT SWIMMING SAFETY PLAN**

## INTRODUCTION

This Draft Swimming Safety Plan outlines our proposal for planned swimming activities in the lake at Electric Picnic 2022 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 from all sampling locations. Further results achieving an “excellent” classification were obtained in 2016, 2017 and 2018. The results continued to achieve an “excellent” classification in June, July and August 2019. There are no water results from 2020 and 2021 as the event didn’t take place.

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.

We will start collecting the 2021 sampling tests in June. All water sample results will be kept in the Licensing Office and available for inspection on request.

## SAMPLING

The water sampled was decanted into a sterile lab bottle.

The laboratory used for the water testing is and will be, this lab is accredited by INAB:

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



## 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 a demarcated area outlined on the map enclosed at Appendix 4a. 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 area will be located in the same place as 2019 and the years previous, opposite the first location in 2016, which changed so we could clearly define the routes to the swimming area and family camping, removing any temptation to access the family only campsites.

It is anticipated that the rope, marker buoys and weights will be positioned by Blue Response UK. The swimming area will be located between the 2 islands in the middle of the lake, with an entry/exit point on the West side.

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

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 or +44 (0) 7779 978 602

## UNDERWATER SURVEY

An underwater survey of the lake and swimming locations took place on the 1<sup>st</sup> 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 or +44 (0) 7779 978 602

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 were brought in again in August 2019 to cut back the reeds / weeds noted in the underwater survey in 2016.
- A final visual survey was done on the 29<sup>th</sup> August 2019 to check the reeds and banks prior to the festival. Susan conducted the test swim on the 29<sup>th</sup> August.

## 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 and now 2022.

Susan Reynolds from Blue Response UK will be returning in August 2022 to conduct another visual risk assessment of the swimming location, a visual survey of the weeds and to do a test swim.

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.

Aquatic Harvest Ireland will be cutting the reeds again this year prior to Blue Response UK's arrival and again before the show to account for growth over the summer months.

## PROGRAMME / ACTIVITIES

### FREEFORM SWIMMING

Freeform swimming will take place in the area outlined above from Friday 3<sup>rd</sup> September to Sunday 5<sup>th</sup> September. There will be 3 different swim sessions in place; one for families, one for adults and one open swim. Based on feedback in 2016, we amended the swimming times to include an open swim session and early morning swim for adults. The proposed times for 2022 are:

Friday 2<sup>nd</sup> September

Family Only: 13.30 – 16:00

Adult Only: 16:00 – 19:00

Saturday 3<sup>rd</sup> & Sunday 4<sup>th</sup> September

Family Only: 10:00 – 13.30

Adult Only: 09:00 – 10:00 / 16:00 – 19:00

Open Swim: 13.30 – 16:00

The reason for only permitting the activity during these hours is 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 at any one time. The capacity will be monitored and managed by the steward on the entry / exit platform under the supervision of the Blue Response UK Duty Officer (see further below). The steward 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 6 volunteers (on shift 13.30 – 19:00 on Friday 2<sup>nd</sup> September and 10:00 – 19:00 on Saturday 3<sup>rd</sup> & Sunday 4<sup>th</sup> September) 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 2<sup>nd</sup> September and 10:00 to 19:00 Saturday 3<sup>rd</sup> & Sunday 4<sup>th</sup> September 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, co-ordinate 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 Festival Republic) 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 festival by the Health and 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 festival goers in any case.





