

EVENT MANAGEMENT PLAN



Forest Fest

21st – 23rd July 2023

Killimiy, Emo Village, Co. Laois

Version	Date
V1 - Draft licence application	12.04.2023
V2 - Draft	
V3 - Draft	

TABLE OF CONTENTS

1	DISCLAIMER	7
2	INTRODUCTION AND GENERAL ARRANGEMENTS	8
2.1	INTRODUCTION TO EVENT MANAGEMENT PLAN	8
2.2	EVENT DETAILS	8
2.2.1	EVENT DESCRIPTION	8
2.2.2	EVENT TIMINGS	9
2.2.3	EVENT LOCATION	9
2.2.4	PROMOTOR DETAILS	9
2.2.5	SAFETY CONSULTANTS	10
2.2.6	AUDIENCE PROFILE	10
2.2.7	ATTENDANCE, CAPACITY AND TICKETING	10
2.2.8	COVID 19	10
2.2.9	DRAWINGS	10
3	MEETINGS	11
3.1	PRE-SUBMISSION MEETING	11
3.2	PRE EVENT PLANNING MEETING	11
3.3	POST EVENT MEETING	11
4	EVENT MANAGEMENT, SAFETY AND OPERATIONAL STAFF	12
4.1	ROLES AND RESPONSIBILITIES	12
4.1.1	EVENT CONTROLLER	12
4.1.2	DEPUTY EVENT CONTROLLER	12
4.1.3	SAFETY OFFICER	12
4.1.4	HEADS OF SECURITY	13
4.1.5	MEDICAL CO-ORDINATOR	13
4.2	OPERATIONAL ORGANISATIONAL CHART	14
4.3	CONTRACTORS AND SUPPLIERS	14
5	COMMAND AND CONTROL	15
5.1	EVENT CONTROL	15
5.2	COMMUNICATIONS	15
5.3	CCTV	15
5.4	PUBLIC ADDRESS	15
5.5	LOUD HAILERS	15
5.6	ANNOUNCEMENTS	16

5.7 MEETINGS	16
6 SECURITY PROVISION	17
6.1 PROVISION AND TRAINING	17
6.2 DUTIES OF SECURITY PERSONNEL	17
6.3 IDENTIFICATION AND REGISTRATION OF SECURITY	17
6.4 BRIEFING	17
6.5 ZONE AND ALLOCATIONS	18
6.6 INCIDENT REPORTING	18
7 SAFETY STRATEGY	19
7.1 OBJECTIVES, RISK ASSESSMENTS, CODES OF PRACTICE	19
8 EVENT SAFETY MEASURES	20
8.1 CAPACITY ANALYSIS	20
8.1.1 VENUE HOLDING CAPACITY	20
8.1.2 ENTRANCE CAPACITY	21
8.1.3 EMERGENCY EXITING CAPACITY	21
8.1.4 CAPACITY CONTROL	22
8.2 FIRE AND EMERGENCY SAFETY MANAGEMENT	22
8.2.1 FIRE FIGHTING EQUIPMENT	22
8.2.2 FIREFIGHTING SERVICE	23
8.2.3 FLAMMABLE SUBSTANCES, COMBUSTIBLE WASTE & FURNISHINGS	23
8.2.4 USE OF LPG	23
8.2.5 PYROTECHNICS	ERROR! BOOKMARK NOT DEFINED.
8.2.6 ELECTRICAL INSTALLATIONS AND EMERGENCY LIGHTING	24
8.2.7 SMOKING	24
8.2.8 EMERGENCY EXITS	24
8.2.9 EMERGENCY ACCESS ROUTES	24
8.3 LIGHTING	25
9 TEMPORARY DEMOUNTABLE STRUCTURES AND INFRASTRUCTURE	26
9.1 STAGING, TENTAGE AND MARQUEES	26
9.1.1 WIND AND WEATHER MANAGEMENT	26
8.1.2 CERTIFICATION	26
8.1.3 ERECTION OF TEMPORARY STRUCTURES	26
9.2 BARRIERS AND FENCING	27
9.2.1 FRONT OF STAGE BARRIER	27
9.2.2 TEMPORARY FENCING AND CROWD CONTROL	27
9.3 REMOVAL OR TEMPORARY STRUCTURES	27

9.4	REPAIRS, REINSTATEMENT AND REMEDIAL WORKS	27
10	CAMPsites & CARPARKS	28
10.1	LAYOUT	28
10.2	CAMPING, CARAVAN & CAMPERVANS SITES	29
10.3	CARPARKS	29
10.4	TRAFFIC MANAGEMENT	29
10.5	SECURITY	29
11	ENVIRONMENTAL AND WELFARE	30
11.1	FACILITIES FOR PATRONS WITH DISABILITIES	30
11.2	CONCESSIONS	30
11.3	BARS	30
11.4	SANITATION FACILITIES	31
11.5	POTABLE WATER	32
12	ENVIRONMENTAL MONITORING AND PROTECTION	33
12.1	ENVIRONMENTAL MONITORING	33
12.2	LITTER AND WASTE MANAGEMENT	33
12.3	WATER COURSES	33
13	CROWD MANAGEMENT	34
13.1	TICKETING AND ENTRANCING	34
13.1.1	ADMISSION POLICY	34
13.1.2	ENTRANCE ROUTES AND ENTRY POINTS	34
13.2	SEARCHING	34
13.2.1	PROHIBITED ITEMS	34
13.3	CROWD MONITORING	35
13.4	LOST PERSONS	35
13.5	LOST PROPERTY	35
14	MEDICAL FACILITIES	36
14.1	PROVISION	36
14.2	MEDICAL PLAN	36
14.3	RESOURCES	36
14.3.1	EVENT MEDICAL COORDINATOR	36
14.3.2	EMERGENCY AMBULANCE	37
14.3.3	VOLUNTARY ORGANISATIONS	37

14.3.4	FACILITIES	37
15	EMERGENCY PLANS AND PROCEDURES	38
15.1	EMERGENCY PLANS AND PROCEDURES	38
15.2	KEY PERSONNEL	38
15.2.1	EVENT CONTROLLER	38
15.2.2	EMERGENCY CONTROLLER	38
15.3	ACTIVATION OF THE EMERGENCY PLAN	38
15.4	TRANSFER OF RESPONSIBILITY TO THE EMERGENCY CONTROLLER	39
15.5	ACTIONS IN THE EVENT OF A MAJOR EMERGENCY	39
15.5.1	AN GARDA SIOCHANA	39
15.5.2	LOCAL AUTHORITY	39
15.5.3	HEALTH SERVICE EXECUTIVE	40
15.5.4	EVENT CONTROLLER	40
15.5.5	EVENT SAFETY OFFICER	40
15.5.6	HEAD OF SECURITY	40
15.5.7	EVENT STAFF	40
16	TRAFFIC MANAGEMENT PLAN	41
16.1.1	TRAFFIC MANAGEMENT	41
16.1.2	MEDIA COVERAGE	41
16.1.3	BUS & RAIL LINKS	41
16.1.4	TAXIS	41
16.1.5	EMERGENCY ROUTE	41
APPENDIX A	CONTACT DETAILS	43
APPENDIX B	DRAWINGS	44
APPENDIX C	EVENT RISK ASSESSMENT	45
APPENDIX D	VENUE REGULATIONS	47
APPENDIX E	DUTIES OF SECURITY	48
APPENDIX F	EMERGENCY PROCEDURES	50
APPENDIX G	CHILD PROTECTION POLICY	54
APPENDIX H	LOST CHILD/FOUND CHILD	55

1 DISCLAIMER

This document supersedes all other versions. Please check the revision date and be aware that it is your responsibility to ensure you are working from the latest version.

This document contains information, which is confidential and may be legally privileged and protected from disclosure. It is intended solely for the use of the organisations involved in the event named above and is not for public use.

No other person is authorised to copy, forward or disclose, distribute or retain this document in any form without the written consent of the event management team.

Please note: Phone numbers has been redacted in the Event Management Plan as it is put in the public domain. The next version of the EMP will have all relevant phone numbers added. If you require a contact number before then please contact Sophie Ridley on safentsconsulting@gmail.com 084 129 3662

2 INTRODUCTION AND GENERAL ARRANGEMENTS

2.1 INTRODUCTION TO EVENT MANAGEMENT PLAN

Forestfest Ltd is holding Forest Fest from 21st – 23rd July and the Celtic Emo grounds in Emo, County Laois,

This Event Management Plan is produced by Safents Consulting Ltd and formed part of the Event Licence application to Laois County Council in accordance with Part 16 of the Planning & Development Regulations 2001 (as amended 2015). It includes the following elements:

- Event Management Systems & Responsibilities
- Safety Strategy Statement
- Risk Assessments
- Traffic Management
- Environmental Protection Plan
- Emergency Plans
- Medical Arrangements & Facilities
- Covid strategy
- Site Drawings

This plan will describe the various arrangements for Forest Fest 2023 to ensure its safe and successful execution. It has been prepared in accordance with the relevant Codes of Practice and includes arrangements for health and safety management, risk assessment & emergency planning. It outlines the roles and responsibilities of the organisers and their commitment to providing an event where the health, safety and welfare of the public and the staff are paramount.

2.2 EVENT DETAILS

2.2.1 EVENT DESCRIPTION

Forest Fest is a camping festival featuring live performances from international & Irish artists.

- Acts include Suede, James, Bell X1, The Proclaimers and Peter Hook & The Light. See <https://forestfest.ie/>
- There will be a variety of food traders and bars - an occasional and dance licence will be applied for.
- There will be an open-air stage for the Forest Stage in the main arena, the second stage is Village Stage and third stage is Finnegan's Wake. There is also a Childrens Area and a carnival.
- There will be a variety of camping facilities, such as general camping, glamping and campervan.
- There will be a shuttle bus service provided from Dublin and from Portlaoise,
- Carpark facilities will be provided.

This will be the 2nd year of Forest Fest. Last year's festival was very successful with an attendance of over 4000. This year adds a Trad stage and more camping, campervans and caravans

2.2.2 EVENT TIMINGS

- **Thursday July 20th**

Camping field open 4pm

- **Friday July 21st**

Arena opens 4pm
Bars close 12.30am
Arena closes 1am

- **Saturday July 22nd**

Arena & bars opens 12noon
Bars close 12.30am
Arena closes 1am

- **Sunday July 23rd**

Arena & bars opens 12noon
Bars close 12.30am
Arena closes 1am

- **Monday July 24th**

Camping closes 12noon
Site clear 3pm

2.2.3 EVENT LOCATION

The event location is the Celtic GAA Club, Killimy, Emo, Co Laois. Associated camping & parking will take place in various fields around the village.

2.2.4 PROMOTOR DETAILS

Name: Forestfest Ltd - Phillip Meagher
Address: Fitzmaurice House, Bank Place, Portlaoise, Co Laois
Email: reception@midlandlegal.ie
Telephone: 086 821 5188

2.2.5 SAFETY CONSULTANTS

Name: Safents Consulting - Sophie Ridley
Address: Tig Na Gile, Kilbeg, Glandore, Co. Cork
Email: safentsconsulting@gmail.com
Telephone: 083 129 3662

2.2.6 AUDIENCE PROFILE

Audience profile as follows:

- This audience will be primarily between 25 and 65 yrs old.
- The event will be strictly 18s and over with free but with registered tickets for children up to 12 years of age. All children under the age of 12 must be accompanied by a parent or guardian over the age of 18.
- Male: female ratio is estimated to be 50:50.

2.2.7 ATTENDANCE, CAPACITY AND TICKETING

- Maximum capacity is 10,000 persons plus 1500 artists and staff.
- Maximum standard camping capacity is 7,500 spread over camping, glamping, caravans and campervans.

2.2.8 COVID 19

At the time of submitting this plan it is not clear what, if any Covid 19 restrictions will be in place at event time. Closer to the time a Covid 19 plan will be produced if necessary outlining:

- Compliance with current Covid 19 restrictions & guidance
- A Covid 19 response plan
- A Covid 19 specific risk assessment specifying the mitigation measures to be put into place including those relating to travel to and from the event and in the local environment
- Procedures and protocols for the patrons, staff, crew, artistes and stakeholders present
- Procedures in place if a patron or member of staff or anyone else presents with potential symptoms of Covid 19, & procedures to ensure Covid 19 is considered with each patient
- A detailed medical plan outlining the procedures and facilities required to ensure safe practices in terms of Covid 19 including potential mask wearing, isolation facilities, hand sanitising etc
- A communication plan to inform patrons, staff and artistes what is required of them and what measures are in place in terms of Covid 19

2.2.9 DRAWINGS

Site drawing are in the Appendix and attached separately

3 MEETINGS

There will be a number of meetings with the Local Authority & selected prescribed bodies to facilitate the event planning process.

3.1 PRE-SUBMISSION MEETING

A pre-submission consultation meeting took place with the prescribed bodies & stakeholders prior to the submission of the License Application on October 26th 2022.

3.2 PRE EVENT PLANNING MEETING

There will be a Planning meeting & a Pre Event planning meeting for this event. The following organisations will be invited to the meeting:

- Laois County Council including the Fire Service, Environmental Health, Roads and Planning
- An Garda Siochana
- REMO Health Service Executive
- HSE Environmental Health
- Promoters
- Event Manager
- Event Controllers
- Medical Co-ordinator
- Safety Officer

3.3 POST EVENT MEETING

There may be a post-event debrief if required.

4 EVENT MANAGEMENT, SAFETY AND OPERATIONAL STAFF

4.1 ROLES AND RESPONSIBILITIES

TITLE	NAME	ORGANISATION	CONTACT DETAILS
EVENT CONTROLLERS	Shea McNelis	Stiles Events	087 xxx xxxx
	Mark Dunne	360 Events	083 xxx xxxx
SAFETY OFFICER	Sophie Ridley	Safents Consulting	083 xxx xxxx
PROJECT MANAGER	David Ryan	Stiles Events	087 xxx xxxx
HEAD OF SECURITY Arena	Pat Byrne	Integrity Security	087 xxx xxxx
HEAD OF SECURITY Campsite	Damien Mcgranahan	Integrity Security	085 xxx xxxx
HEAD OF SECURITY Residents			
FIRE SAFETY	Ger Butler	EFAST Fire	087 xxx xxxx
MEDICAL CO-ORDINATOR	Glen Ellis	EFAST EMS	087 xxx xxxx
SITE MEDICAL OFFICER	TBC		
BAR MANAGEMENT	Phillip Meagher	The Gate House	086 xxx xxxx

4.1.1 EVENT CONTROLLER

An Event Controller (Days) & an Event Controller (Nights) will be appointed by the Promoter for the Festival. They has sufficient competence, status and authority to take full responsibility on the day of the event for all matters relating to the event including safety at the site.

The responsibilities of the Event Controller include:

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

4.1.2 DEPUTY EVENT CONTROLLER

The Promoter shall appoint Deputy Event Controllers of equal status and competence to the Event Controller.

4.1.3 SAFETY OFFICER

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

The responsibilities of the Safety Officer are to:

- Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety.
- Be present at all major planning meetings.
- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters.
- Attend the event itself to evaluate the efficiency of structural & safety arrangements.
- Pay particular attention to the crowd densities in primary viewing areas.
- Monitor first aid & rescue tactics for distressed patrons.
- Ensure compliance with Covid 19 plan, if in place
- Take any necessary action to alleviate any perceived risks.
- Recommend emergency procedures to be initiated.
- Conduct a morning & evening liaison meeting

4.1.4 HEADS OF SECURITY

The responsibilities of the Heads of Security are:

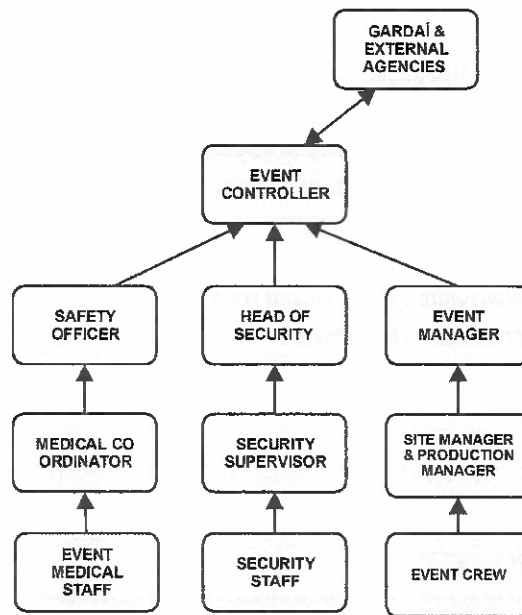
- To be responsible for the operational management of the stewarding and security arrangements for the event, reporting to the Event Controller.
- To ensure adequate stewards & security are in attendance on each day of the event as agreed with the Event Controller & the Superintendent, An Garda Síochána.
- Provide clearly defined roles & responsibilities & operational briefings for all supervisors and staff.

4.1.5 MEDICAL CO-ORDINATOR

The Responsibilities of the Event Medical Coordinator are to:

- Attend the relevant medical planning meetings.
- Coordinate the medical facilities & provision.
- Liaise with all medical agencies.
- Ensure facilities & protocols in place for Covid 19 mitigation & procedures if necessary.
- Act as Ambulance Incident Officer until an officer from the HSE ambulance Service arrives on site.
- Be present at the event from an hour before the gates open until medical services are stood down by Event Control.

4.2 OPERATIONAL ORGANISATIONAL CHART



4.3 CONTRACTORS AND SUPPLIERS

The following contractors and suppliers have been engaged to provide services at the Event.

SERVICE	COMPANY	CONTACT NAME
Security	Integrity Security	Pat Byrne
Sanitation	Envira loo	Adrian Fitzpatrick
Waste Management	Ecokell	Rory O’Kelly
Plumbing Services		Mark Carney
Event Medical	EFAST EMS	Glen Ellis
Fire Safety	EFAST Fire	Ger Butler
Staging	Castle Stage Hire	Dmitri Cepoi
Barriers and Fencing	Castle Stage Hore	Dmitri Cepoi
Tents and Marquees	Byrnes Marquees	Tom Byrne
Power and Lighting	Allgen	John
CCTV	Flood CCTV	Richard Flood
Structural Engineer	Keith Loscher	Loscher Studio Design
Bar Management	The Gate House	Phillip Meagher
Radios	MRL	Johnny

5 COMMAND AND CONTROL

5.1 EVENT CONTROL

Event Control will:

- Be situated in the Production compound.
- House the CCTV facilities.
- Serve as a base for the Event Controller/Deputy Event Controller and Safety Officer.
- Have access strictly limited to members of the Event Management team and the Emergency Services, technical services and any person authorised by the Event Controller.
- Be fitted with site maps, emergency plans & logistical information.

5.2 COMMUNICATIONS

- All senior staff & supervisors will be equipped with two-way radios.
- Staff will be trained in the use of radios.
- Laminated cards will be issued with radio channels listed on one side & key phone numbers on the other.
- A Standard operating procedure in case of radio failure will be agreed with An Garda Siochana.

5.3 CCTV

- CCTV will be provided by a professional CCTV company experienced in events.
- CCTV will be operated from Event Control.
- The monitors will be in Event Control.

Company: Flood CCTV

Contact: Richard Flood

Email: info@floodcctv.ie

Phone:

5.4 PUBLIC ADDRESS

Public address systems will be available in all stage areas & linked via the stage managers to Event Control.

5.5 LOUD HAILERS

Loudhailers will be issued to all Stage Managers & Supervisors in key locations in order to assist with Crowd management & in case of public address failure.

5.6 ANNOUNCEMENTS

Announcements can be made from the music stages, in between performances. All announcements must be authorised by Event Control and, will request the person(s) concerned to come to Event Control.

5.7 MEETINGS

A daily briefing will take place at 11am each day in Event Control to address any issues of the day. Security Supervisors, Safety Officer, and Medical Co-ordinator will attend. Gardaí and other authorities are invited to attend.

An 'exiting' meeting will take place each evening directly after the evening briefing. Relevant security supervisors and Event Safety team will attend. A representative of the Gardaí is requested to attend. This is to plan the exiting strategy. Exiting is recognised as a high-risk point of the event and these meetings particularly address that concern.

6 SECURITY PROVISION

6.1 PROVISION AND TRAINING

A detailed risk assessment will be conducted to determine the security requirements.

Consideration will be given to the recommendations of the Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events. Consideration will also be given to the Private Security Authority requirements of PSA 39:2013 Event Security.

Security staff will have undertaken event specific training and the company will be licensed by the Private Security Authority for event purposes.

6.2 DUTIES OF SECURITY PERSONNEL

Detailed duties of security personnel for specific areas are given in Appendices. All security shall be under the direct control of supervisors who will report to the Head of Security who will report to the Event Controller.

6.3 IDENTIFICATION AND REGISTRATION OF SECURITY

All security personnel will wear hi-vis tabards or jackets with identifying numbers. A list of names & corresponding numbers will be available to the relevant authorities.

All security personnel will sign in at the start & end of the shift. These sheets will be available to An Garda Síochána

6.4 BRIEFING

All supervisors will be briefed by the Event Controller & Safety Officer before the event.

This briefing may be attended by a senior Garda Officer, representatives from Laois County Council & other emergency services.

Additional briefing will be held where necessary.

Supervisors will 'cascade' brief their staff. Areas to cover in briefing:

- Details of the Event
- Risk Assessment
- Audience Profiles
- Emergency Procedures
- Duties of Personnel in Specific Areas
- Exiting Arrangements
- General Information
- Lost Children & Property

6.5 ZONE AND ALLOCATIONS

Security will be allocated to specific areas and zones. A schedule of security shifts and positions will be available to the Gardai.

6.6 INCIDENT REPORTING

All staff will provide written reports of any incidents that may occur in the course of their duties. Incident reports are required when:

- A patron has to be asked to leave or is evicted.
- Involves physical intervention/involvement.
- The Gardai or medical staff have to be called to an incident.
- A patron has anything other than a minor complaint.
- An incident involves safety issues.
- Any incident they are asked to report on by the Head of Security or Event Controller.

7 SAFETY STRATEGY

7.1 OBJECTIVES, RISK ASSESSMENTS, CODES OF PRACTICE

It is the promoter's objective to provide competent trained staff and recognised safety management systems including risk assessments, in order to ensure a safe event with minimum risks to the health, safety & welfare of those attending and working at the Festival.

The planning of this event has been undertaken in accordance with the recommendations of the following codes, guidance, acts & regulations, where these are considered relevant & practicable for this event:

- *Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events*
- *Code of Practice for Safety at Sports Grounds*
- *Code of Practice for Management of Fire Safety in Places of Assembly, Department of the Environment*
- *Fire Safety in Places of Assembly (Ease of Escape) Regulations*
- *Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly, Department of Environment*
- *Fire Services Act 1981 & Amendment 2003*
- *A Framework for Major Emergency Management, PRN.A6/1509*
- *Health, Safety & Welfare at Work Act 2005*
- *Health, Safety & Welfare at Work (Construction Regs) 2013*
- *Health, Safety & Welfare at Work (General Applications) Regs 2007 – 2016*
- *Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19 31.01.2023*

Hazard identification & risk assessment provide the basis for this safety plan. The event specific risk assessment is provided in the Appendices. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

8 EVENT SAFETY MEASURES

8.1 CAPACITY ANALYSIS

The safe holding capacity for the event will be determined by establishing the:

- Holding capacity
- Entrancing capacity
- Emergency exiting capacity

The safe holding capacity will be whichever is the lower of the holding capacity or the emergency exiting capacity. However in this instance although both the holding and the emergency exiting capacity are higher it is proposed to set a maximum capacity of 10,000 persons plus 1500 staff & artistes. See calculations below

Area	Holding capacity	Emergency exiting capacity	Safe Holding capacity
TRAD STAGE AREA	8000	9184	9000
CHILDRENS AREA	3600	3280	3000
MAIN STAGE AREA	14000	9840	9000
STAGE 2 AREA	18200	6560	6000

8.1.1 VENUE HOLDING CAPACITY

As per attached drawings the venue holding capacity is determined by using the available space within the sight lines of stages and other space available for members of the public.

The safe holding capacity is calculated in accordance with the Code of Practice for Pop Concerts by using 0.5m² per person.

Location	Net Viewing Area	Occupancy Load Factor	Capacity - persons
Main Stage field	7000m ²	.05 m ²	14,000
Trad Stage field	4000m ²	.05m ²	8,000
Stage 2 tent field	8100m ²	.05m ²	18,200
Childrens Area	1800m ²	.05m ²	3,600
		TOTAL	43,800

Plus circulation space – bars, concession stands etc

8.1.2 ENTRANCE CAPACITY

Safe and controlled entrancing will be achieved by using a barrier system and stewarding.

On the basis that the audience are likely to enter over 3 hours, the maximum hourly demand should not be more than 4,000 persons an hour. Research has shown that it is possible to process 600-800 people an hour through each ticket lane.

ENTRANCE CAPACITY			
Number of Lanes	Persons Per Lane Per Hour	Entrancing Duration	Entrancing Capacity
Arena Entrance – 8 lanes	600-800	3 hrs	14,400

8.1.3 EMERGENCY EXITING CAPACITY

8.1.3.1 ARENA

The emergency exiting capacity from the Arena is as follows:

EMERGENCY EXIT CAPACITIES						
EXIT	REF	EXIT WIDTH (mm)	UNIT WIDTH (mm)	NUMBER OF PATRONS PER UNIT	EXIT TIME (minutes)	EXIT CAPACITY (persons)
Main Entrance	A1	10000	1000	82	8	6560
Trad Stage left	A2a	4500	1000	82	8	2952
Trad stage right	A2b	4500	1000	82	8	2952
Kids Area	A3	5000	1000	82	8	3280
Walkway	A4	4500	1000	82	8	2952
Boneyard	A5	5000	1000	82	8	3280
Main stage	A6	5000	1000	82	8	3280
Stage 2	A7	5000	1000	82	8	3280
Carnival	A8	5000	1000	82	8	3280
				82	8	
TOTAL						31,816
TOTAL LESS DISCOUNTED WIDEST EXIT						25,256

Total emergency exiting is over 31,000 which exceeds the proposed capacity of 11,500 and produces an emergency egress time of less than 8 minutes, having allowed for a discounted exit. There is ample exiting out of each area for the capacity of the stage in them plus circulation.

This is calculated according to as a unit width being 1000mm and allowing for 82 people over 8 minutes.

The emergency exiting capacity from each of the four main areas of the Arena is as follows:

EXIT	REF	EXIT WIDTH (mm)	EXIT CAPACITY (persons)	TRAD STAGE Exit capacity	CHILDRENS AREA Exit capacity	MAIN STAGE Exit capacity	Stage 2 Exit capacity
Main Entrance	A1	10000	6560				
Trad Stage left	A2a	4500	2952				
Trad stage right	A2b	4500	2952				
Internal exit left		5000	3280				
Internal exit right		5000	3280	9184			
Kids Area	A3	5000	3280				
Internal exit Kids		5000	3280		3280		
Walkway	A4	4500	2952				
Internal exit		10000	6560				
Boneyard	A5	5000	3280				
Main stage	A6a	5000	3280				
Main Stage	A6b	5000	3280			9840	
Internal exit		5000	3280				
Stage 2	A7	5000	3280				6560
Carnival	A8	5000	3280				

Each area's emergency exiting is calculated by adding the exits (internal and external) and discounting the widest – calculated on an unit of 1000m allowing 82 persons over 8 minutes. Each area has ample exiting for the capacity of the area

8.1.3.2 TENTED AREAS

The capacity in each tent/marquee will be agreed with the Fire Officer before occupancy;

Any smaller tents (capacity of 300 and less) will have a minimum of 2 exits of 1.65m each.

8.1.4 CAPACITY CONTROL

All areas and exits will be manned by security. Should an area become 90% full, Event Control will be informed and entrancing restricted to a 1 out 1 in basis.

8.2 FIRE AND EMERGENCY SAFETY MANAGEMENT

8.2.1 FIRE FIGHTING EQUIPMENT

- Fire extinguishers shall be placed in designated fire points, as agreed with the Safety Officer and Laois Fire Service. All extinguishers shall conform to the requirements of I.S. 291:2015+A1:2022
- Current certification on testing & maintenance of all fire extinguishers will be provided by the specialist suppliers & shall be available for inspection.
- Where fire blankets are required, they will conform to IS EN 1869 2019

8.2.2 FIREFIGHTING SERVICE

- A class B tender, a 4-wheel drive vehicle with firefighting capability and a 4-wheel quad with firefighting capability will be available to provide immediate fire cover.
- Minimum 3 crew will be on duty at all times to be agreed with Laois Fire Services
- Firefighting equipment & services will be provided by EFAST FIRE

Company: EFAST FIRE

Contact: Ger Butler

Email: ger.butler@efastirealnd.com

Phone: 087 xxx xxxx

- The Fire Safety team will inspect the concessions before the event starts and throughout the event.
- The Fire Safety team will provide and certify the fire extinguishers and monitor them during the event

8.2.3 FLAMMABLE SUBSTANCES, COMBUSTIBLE WASTE & FURNISHINGS

- Test Certificates in flammability ratings of covering materials used on stage, mixing tower and marquees shall be provided by specialist contractors and will be available for inspection.
- Storage of any combustible materials shall not be permitted on or under any staging. All combustible waste shall be disposed of in appropriate containers.
- All furnishings will conform to the *Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly*.
- All machinery & generators will be fuelled before the public are admitted.
- Fuel will be stored in a non-public area & in appropriate storage containers.
- Flammable substances on site will consist of fuel for electrical generators & propane gas.

8.2.4 USE OF LPG

The use of LPG shall be discouraged onsite, however, if LPG must be used by catering or concessions units the following rules and regulation shall be applied.

- Gas installed shall be tested and certified by licensed gas installer – Tony Walshe Flogas
- All Gas units shall be 6m away from the nearest structure, temporary and permanent.
- Gas cylinders shall be caged.
- Maximum of 2 cylinders shall be permitted at each unit.
- Emergency shut off to be clearly marked and accessible.
- Gas locations to be shown on final site drawing

8.2.5 FIRE SHOW

A fire show is planned for the last evening, Details will be provided to the Fire officer with a specific risk assessment when more details are known.

8.2.6 ELECTRICAL INSTALLATIONS AND EMERGENCY LIGHTING

Installation of generators & lighting will be undertaken by a competent electrician who will provide written confirmation that the installation meets the relevant RECI/10101 standards. This will be available for inspection by the relevant authorities.

Emergency lighting & Illuminated (maintained) exit signage in the structures is to be provided in accordance with I.S.3217:2013 & A1:2017. It will indicate the escapes routes clearly and unambiguously and will provide immediate automatic lighting in the event of a power failure & will last at least 3 hours.

8.2.7 SMOKING

There will be no smoking in any covered area in accordance with current legislation. Signage will be posted to that effect & security will be briefed accordingly. Signage will also be posted in catering & bar units.

The dangers of smoking within personal tents on the campsite will be emphasised to campers both on prior emails and by signage on the campsite. Security and fire fighters will be briefed to pay close attention for any signs of smoking within tents whilst on patrol.

8.2.8 EMERGENCY EXITS

All emergency routes & exits are to be kept free of obstructions & trip hazards and to be readily usable for the duration of the event in order to comply with the Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985. The Emergency Access Routes will be agreed with the Emergency Services.

Crowd control barriers at the entrances shall be removed as soon as is practicable. In the event of an evacuation all barriers to be cleared to the side of an exit immediately.

Before the gates are opened to the public the Safety Officer shall check all exit gates are open and unlocked & that chains, locks etc. are removed so that the gates can be opened quickly in the case of an evacuation.

Emergency exits are to be clearly lit to as to show both the signage and the escape route and the route beyond the exit to a place of safety.

8.2.9 EMERGENCY ACCESS ROUTES

The Emergency Route is marked on the plans. It enters the site at the Main entrance to Celtic Emo and continues all around the perimeter of the site and is shown on the site plans. A protocol will be in place to ensure free access to emergency vehicles in a 'blue light' situation.

8.3 LIGHTING

Lighting towers or individual lights will be placed at the entrances to the site and other key positions on the site egress routes, where necessary. These will be powered by a local electrical generator. Lighting towers & campsite watch towers will be indicated on updated drawings.

The main stage will be fitted with a bank of lights which will light the arena. Additional lighting will be provided for circulation routes by means of festoon lighting and tower lights.

A lighting check will take place on the evening of Wednesday July 19th. The time will be agreed with Laois County Council Fire Officer.

9 TEMPORARY DEMOUNTABLE STRUCTURES AND INFRASTRUCTURE

9.1 STAGING, TENTAGE AND MARQUEES

Temporary structures such as stages, marquees & delay & mixing towers will be constructed by specialist staging & tenting contractors. A list of structures will be provided in the final EMP.

9.1.1 WIND AND WEATHER MANAGEMENT

One of the greatest risks with temporary structures is that of high winds. Contractors will provide a wind management system for their structures; an anemometer will be fitted on the highest point of the main stage and wind speeds will be monitored throughout the event by the staging contractor. Mitigation measures will be applied at the appropriate wind speed.

Companies erecting temporary structures will provide a wind management plan which should clearly state:

- Level 1 wind speed at which speed the structure & the wind speeds require monitoring
- Level 2 wind speed at which speed mitigation measures are taken & what those measures are
- Level 3 at which speed the structure should be closed and evacuation of the area initiated.

All tents & marquees shall be evacuated at the same wind speeds limits as the Main Stage or lower if stated.

8.1.2 CERTIFICATION

A Chartered Engineer will inspect & certify the relevant temporary structures before the event and certification will be available for inspection.

Company: Loscher Design Practice

Contact: Keith Loscher

Email: keith@ldp.ie

Phone:

8.1.3 ERECTION OF TEMPORARY STRUCTURES

All temporary structures will be erected & dismantled in accordance with the Code of Practice for Safety at Sports Ground paragraphs 14.3 - 14.7 & the ISE Guide to Temporary Structures. All temporary structures will be erected by competent contractors on accordance with submitted calculations, plans & specification, and in accordance with their method statements and risk assessments.

9.2 BARRIERS AND FENCING

9.2.1 FRONT OF STAGE BARRIER

The front of stage barrier at all major stages will be constructed of a free-standing barrier, approved for use at outdoor concerts. Engineering reports will be available to confirm that it is capable of withstanding a pressure of 5kN/m run at 1.2m height.

Company: Castle Stage Hire

Contact: Dmitri Cepoi

Email: keith@ldp.ie

Phone:

9.2.2 TEMPORARY FENCING AND CROWD CONTROL

Temporary fencing & crowd control barriers will be used at points to secure the site boundaries, emergency routes, protect structures and facilitate crowd management where necessary.

9.3 REMOVAL OR TEMPORARY STRUCTURES

Removal of all temporary structures will start immediately after the event has finished. Removal of all temporary structures & facilities will be completed within 7 days.

9.4 REPAIRS, REINSTATEMENT AND REMEDIAL WORKS

Any repairs, reinstatement or remedial works required on the site or the surrounding areas as a direct result of event operations will be completed in the time agreed by all relevant authorities.

10 CAMPSITES & CARPARKS

10.1 LAYOUT



1	Arena		Celtic Emo
2	Camping & glamping	Orange	Behind the Pub
3	Campervans	Red	Emo Tyres
8	Campervans	Blue	
6	Caravans carpark	Purple	
7	Camping parking	Pink	
4	Caravans	Yellow	
5	Caravans	Green	
9	Park'n'ride	Blue	

10.2 CAMPING, CARAVAN & CAMPERVANS SITES

All sites will be managed by specific managers and teams who will site each tent, campervan, caravan with the required space between them. Campervan and caravan fields will be laid out with each unit outline in white.

Each site will have its traders, lighting, toilets, drinking water, welfare & First Aid point and Event Control. Camper and caravan sites will also have waste tanks, with the exception of the Green caravan site which will share Yellows facilities as they are adjoining

Lighting will be the means of lighting tower and/or festoon lighting

Each site will have a watchtower and fire points. Fire lanes will be maintained throughout all camping sites and carparks to ensure that emergency services can reach every point if required.

10.3 CARPARKS

All carparks will be managed by specific managers and team who will park each carpark.

Site 9 Blue is a Park'n'ride site for day patrons only. These patrons will be shuttled to the Arena site

10.4 TRAFFIC MANAGEMENT

As detailed below there will be a detailed, robust traffic management plan that will allow patrons to travel to the Arena site safely. This will be lit and where necessary ire along the R419 will be barriered/fenced. Entrances to premises/homes along the R419 will be maintained and security will patrol the walkway to ensure good order and access for residents.

10.5 SECURITY

Each site will have its own team of 24 hour security. They will be briefed in the site specific emergency procedures, position of fire extinguishers, welfare, First Aid, toilets etc.

All persons entering camping sites will be searched. Glass will not be allowed onto campsites.

11 ENVIRONMENTAL AND WELFARE

11.1 FACILITIES FOR PATRONS WITH DISABILITIES

- Most of the site is accessible on hardcore pathways.
- Wheelchair accessible toilets will be provided in each block of toilets.
- Parking & camping for patrons with special needs will be provided in as advantageous position as possible,
- Carers tickets will be provided free of charge on application

11.2 CONCESSIONS

The concessionaires will be managed by a specialist concessions manager:

Company: Block Rockin

Contact: Milja Juretic

Email: milja@blockrockin.ie

Phone:

- All food and beverage units will be in possession of a current certificate/permit from the Health Service Executive Environmental Health Unit.
- All food vending units will be placed at least 3m apart & at least 3m from any trees or vegetation. Gas operated units will be a minimum of 6m from the next nearest unit & will be certified by a licensed gas engineer, Tony Walshe Flogas
- Crowd control barriers or temporary fencing will be used to prevent public access behind the units & to the waste storage areas.
- Units will be provided with waste management facilities and these will be managed appropriately so as not to provide a fire hazard. There will be separate waste management facilities for general, recyclable and food & water waste. 240l bins for general, recyclable, food waste and wastewater will be provided and emptied regularly.
- Each unit will be equipped with the appropriate fire prevention equipment. The Event Fire Safety Officer will inspect each unit before the event.
- Each unit will either be on hard standing or will have its own cleanable floor.
- Trader specific compounds will be provided for all food concessions which will include, trader only toilets, hand wash facilities with hot & cold water, soap & paper towels, wastewater facilities & bins.
- Traders will not be allowed to camp behind their units. Only 1 vehicle for storage, refrigeration etc can be parked behind each unit at the appropriate distance. All camping, caravans, camper vans etc should be removed to the appropriate camping areas

11.3 BARS

Bar facilities will be provided at this event by Forestfest Ltd using an Occasional licence supplied by The Gatehouse(subject to court approval)

The opening times will be as agreed with the relevant authorities and are provisionally:

Friday July 21 st	4pm – 12.30am
Saturday July 22 nd	12noon – 12.30am
Sunday July 23 rd	12noon – 12.30am

There will be crowd control barriers forming queuing lanes into the counter service bars to ensure strict control of the numbers within the bar area.

- Security will ensure that persons appearing to be intoxicated will not be permitted into the queues.
- Crowd control barriers and/or temporary fencing will ensure the area behind the bars are inaccessible to patrons.
- Security and bar staff will check IDs for underage drinkers on a ‘Challenge 21’ basis.
- Drinks are to be served in plastic beakers, bottles (PET) or cans only.
- The bars are to be monitored closely by the Event Safety Officer and the designated Garda officer on site.

Bar locations are shown on the site plan.

11.4 SANITATION FACILITIES

These requirements for toilets have been based on a maximum capacity of 10,000. Male to female ratio 50:50

Sanitation Facilities									
Capacity	%	No. of Persons	No. of Temporary Toilets required	No of temporary urinals required	No of units of temporary toilets being provided in Arena	No. of units temporary urinals being provided in the Arena	No. of temporary toilets being provided in Campsite	No. of units temporary urinals being provided in the Campsite	No. of disabled toilets being provided
Male	50	5000	10	50	15	50	10	50	
Female	50	5000	50		75		50		
Disabled					4		4		4
TOTALS			60	50	94	50	64	50	4

Toilets will be:

- Self-contained chemical toilets with integral hand wash facilities.
- Provided, installed & maintained over the event by a specialist company.
- Clearly signposted throughout venue.
- Situated to avoid areas known to be prone to pooling.
- The requirement for hand-washing facilities will be fulfilled by hand sanitisers being provided in each toilet and in the urinals areas.

Additional Toilet Locations:

- At catering & bar units: 1 WC per 4 no units
- First Aid posts
- Medical centre
- Staff Campsite

11.5 POTABLE WATER

Drinking water facilities will be provided:

- As specially constructed units having multiple tap outlets.
- Provided at the rate of 1:1000 i.e. at least 3 drinking water outlets with 4 taps each in the Arena and at least one outlet with 4 taps each in each campsite.
- The points shall be sign posted & labelled as drinking water.
- Drinking water shall be provided from water tanks and tested prior to the event; these results to be provided to Environmental Health.
- Drinking water points are shown on the site drawings.

12 ENVIRONMENTAL MONITORING AND PROTECTION

12.1 ENVIRONMENTAL MONITORING

The following will be monitored in order to assess the environmental impact of this event on Emo Village:

- Sound levels – will be monitored before & during the event.
- Accumulation of litter – will be monitored at regular intervals, including immediately after the event.
- Any congestion on entrance & exit points to the site particularly at busy times.
- Any major build-up of traffic or problems with parking attributable to the Festival.

12.2 LITTER AND WASTE MANAGEMENT

Bins will be provided and collected & removed by a professional licensed company.

Facilities provided will be:

- 240lt bins around the site including recycling bins.
- 1100 bins for concession unit waste plus a compactor.
- Concessionaires will conform to food waste legislation.
- Litter pickers each day & until the venue is cleaned & rubbish cleared.
- Immediately after the event there will be a comprehensive clean-up of the designated areas & litter will be removed as soon as is practicable to an approved landfill site.
- There will be a final clean up before the site is handed back to Celtic Emo.

A Litter Management Plan & a Waste Management Plan will be submitted to Laois County Council & will be included in the Appendix of the updated EMP.

12.3 WATER COURSES

Any watercourses will be monitored to ensure there is no contamination from concert facilities & infrastructure.

13 CROWD MANAGEMENT

13.1 TICKETING AND ENTRANCING

- Ticket Sales will be in advance and capped at the stated capacity. A limited amount of tickets may be sold on site.
- Persons with a single day ticket will have their ticket scanned and be issued with a wristband. They will not be allowed re-entry.
- Persons with a weekend ticket will have their tickets scanned and be issued with a wristband. They will be allowed re-entry.

13.1.1 ADMISSION POLICY

This is a strictly 18 years old and over event. Children under 12 will be admitted with a parent or guardian but have to pre-registered.

13.1.2 ENTRANCE ROUTES AND ENTRY POINTS

- Patrons will be advised of their designated entrance route. Queues will be maintained in an orderly fashion through queue management barrier systems and stewarding.
- Particular attention has been paid to queueing systems over the last two years & the entrancing systems have been redesigned to take account of changed entrancing patterns.

13.2 SEARCHING

Search Policy for the Event is as follows:

- The search policy for the event will be well publicised and emailed to every patron before the event.
- It will list the banned items.
- A reasonable amount of alcohol will be allowed into the campsite but not into the Arena.

13.2.1 PROHIBITED ITEMS

The list of prohibited items for the Event will be agreed with An Garda Siochana and publicised in advance & emailed to every patron.

13.3 CROWD MONITORING

All Areas will be monitored by means of CCTV and by security & supervisory personnel. Should an area become uncomfortable, security, directed by Event Control, will divert patrons to a different area. In covered areas, security will monitor numbers entering these areas. When the specific area becomes 85% full security will inform Event Control immediately and measures will be taken to divert patrons to other areas & close off that area. Special precautions will be taken when weather is inclement & when very popular artists are on stage.

13.4 LOST PERSONS

Lost persons and those looking for them should be directed to TBC

13.5 LOST PROPERTY

Any property handed into staff will be brought to Event Control. Gardai will be notified of any car keys or valuables. After the event all items in Lost Property will be listed on the Festival's Facebook page. Items will be held on site until July 27th when items of value & age cards will be brought to Portlaoise Garda Station. Passports will be returned to the relevant Passport Office; bank cards will be destroyed & driving licences will be returned to the Driving Licence Service.

14 MEDICAL FACILITIES

14.1 PROVISION

Medical staff & facilities for this event will be agreed with the HSE Emergency Management Office in accordance with the recommendations for the Code of Practice for Safety at Sports Grounds.

14.2 MEDICAL PLAN

A medical plan for the event will be produced following consultation with the following bodies:

- HSE Emergency Management Office
- Irish Red Cross

This will include:

- Number and type of medical & first aid staff; medical facilities as identified by appropriate risk assessment.
- Outline the duties, responsibilities & reporting structure of all medical staff.
- Specify the communications to be used.
- Identify the organisations providing medical services.
- Outline the details of the event as pertaining to the medical cover & staff at the event.
- Arrangements for Patient Report Forms, including submission to Health Services Executive, Emergency Management Office within one month of the event.
- Site & Event medical protocols for dealing with suspected cases of Covid 19
- Site & Event Medical Protocols.
- Major Medical Incident Planning.

14.3 RESOURCES

14.3.1 EVENT MEDICAL COORDINATOR

A Medical Co-ordinator has been appointed by the promoter. He will:

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

Name: Glen Ellis

Email: glen.ellis@efastireland.com

Tel:

14.3.2 EMERGENCY AMBULANCE

HSE Emergency Management Office will agree any requirement for any paramedic led ambulances for the event. The HSE Ambulance Officer will assume the role of Ambulance Incident Officer in the event of a major incident; however, the Medical Co- Ordinator will assume this role until the HSE Ambulance Officer arrives on site.

14.3.3 VOLUNTARY ORGANISATIONS

First Aid will be provided by the Irish Red Cross who will:

- Provide first aid personnel & ambulances as per the Medical Plan
- Deploy First Aid cover to the designated areas
- Deploy ambulances to the designated areas
- Liaise with HSE Ambulance Officer & Medical Control & work under the direction of Medical Control
- Maintain records of all casualties treated

14.3.4 FACILITIES

A Medical centre will be provided in the clubhouse at Celtic GAA. First Aid posts will be provided in each of the campsites.

15 EMERGENCY PLANS AND PROCEDURES

15.1 EMERGENCY PLANS AND PROCEDURES

Emergency plans & procedures for each of the following are contained in Appendices

- In the event of fire
- In the event of a bomb warning
- In the event of extreme weather
- In the event of crowd disturbances
- Show Stop procedures
- Announcements
- Evacuation procedures
- Stand Down
- Coded Messages

15.2 KEY PERSONNEL

15.2.1 EVENT CONTROLLER

The person who has overall responsibility for the management of the event. S/he remains in control unless a serious emergency occurs at which stage s/he hands over control to the Emergency Controller.

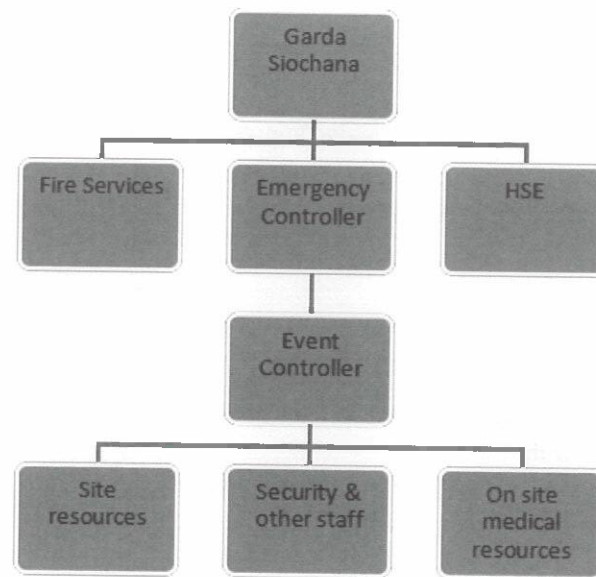
15.2.2 EMERGENCY CONTROLLER

The Emergency Controller is the Senior Garda Officer present who will take over control of the entire operation until or unless other Emergency Services i.e. Ambulance & Fire Service are present, in which case each service will exercise control over its own operation.

15.3 ACTIVATION OF THE EMERGENCY PLAN

A Major Emergency arises if the resources available locally, i.e. on site and in the locality – Medical, Security, Gardai, or Fire Services are not sufficient to deal with the situation.

Once this situation is identified the Event Controller shall hand over control to the Senior Garda Officer present. This Senior Garda Officer will become the Emergency Controller.



15.4 TRANSFER OF RESPONSIBILITY TO THE EMERGENCY CONTROLLER

The transfer of responsibility to an Emergency Controller should be accompanied by a formal statement:

'You are now in control of operations'

and the time of transfer should be logged by both the Event Controller and the Emergency Controller. At this point the Event Controller should support the Emergency Controller with all event resources available.

The Emergency Controller shall immediately confirm the nature & location of the emergency. He/she shall immediately inform the Communications Centre at Garda Regional Headquarters that a Serious Emergency exists, or is imminent, at Emo, County Laois & the Emergency Plan has been activated.

15.5 ACTIONS IN THE EVENT OF A MAJOR EMERGENCY

15.5.1 AN GARDA SIOCHANA

- Gardai will undertake duties assigned in the Major Emergency Plan & in accordance with standard operations procedures.
- Provide advice & direction to the Event Controller.
- Senior Garda officer present to act as Emergency Controller if control is passed over from the Event Controller.

15.5.2 LOCAL AUTHORITY

- The Local Authority including the Fire Service will undertake duties assigned in the Major Emergency Plan & in accordance with stand operational procedures.
- Provide advice & direction to the Event Controller.

15.5.3 HEALTH SERVICE EXECUTIVE

- The HSE will undertake the duties assigned in the Major Emergency Plan & in accordance with standard operational procedures.
- Provide advice & direction to the Event Controller.

15.5.4 EVENT CONTROLLER

- Will remain in the Event Control on being informed of a Major Emergency.
- Will establish communications with:
 - o The Statutory Agencies via radio/telephone/face to face The Safety Officer - located at the scene of the incident.
 - o The Head of Security - located at the scene of the incident.
- Will hand over control of the incident to the Statutory Agencies and provide assistance as required.
- Take command of resources and ensure that assistance required by the Statutory Agencies is provided.
- Brief the Laois County Council officials of the situation and the action being taken.
- Provide briefing information for dissemination to the media.
- Cancel all other elements of the event until normality is restored.

15.5.5 EVENT SAFETY OFFICER

- Will proceed to the scene and take control of all event resources at that location.
- Will advise the Event Controller of the safety implications of the incident.
- Will advise the Head of Security of the safety considerations that should be considered while assisting at the scene.
- Take command at the scene if necessary.

15.5.6 HEAD OF SECURITY

- Will proceed to the scene and report to the Safety Officer for instructions.
- Assist the Statutory Agencies as requested. Reports on assistance rendered to be made to the Event Controller.
- Redeploy security staff from other areas if necessary.

15.5.7 EVENT STAFF

- Will be under the control of the Event Controller.
- Will render assistance when requested through the Event Controller.

16 TRAFFIC MANAGEMENT PLAN

16.1.1 TRAFFIC MANAGEMENT

A road management system will be put into place using a professional traffic management company. Road closures & diversions & traffic calming will be put into place with all necessary Chapter 8 signage etc. Liaison will take place with An Garda Síochána, Port Laois and the Roads Division, Laois County Council. The proposed detailed traffic management plan will be sent to AGS and Roads before the end of April. Advance notice will be given to all residents and users of these roads.

Company: Freeflow Traffic Management

Contact: Brian Brady

Email: Brian.brady@fftm.ie

Tel:

A proposed road traffic system can be found below but as above will be updated and detailed by Freeflow traffic Management and sent to AGS and Laois County Council by the end of April for liaison with these parties

16.1.2 MEDIA COVERAGE

Traffic directions & restrictions & parking arrangements will be highlighted by the promoter by means of press releases and inclusion in social media.

16.1.3 BUS & RAIL LINKS

Bus Éireann have agreed to provide a daily shuttle service from Custom House Quays, Dublin to the site and they will also run shuttle buses from Portlaoise & Port Arlington rail stations, In partnership with Bus Éireann Irish Rail will run special trains to Port Laois and Port Arlington rail stations.

Martleys Coaches will run shuttle buses for the immediate hinterland serving Portlaoise, Port Arlington and Mount Mellick.

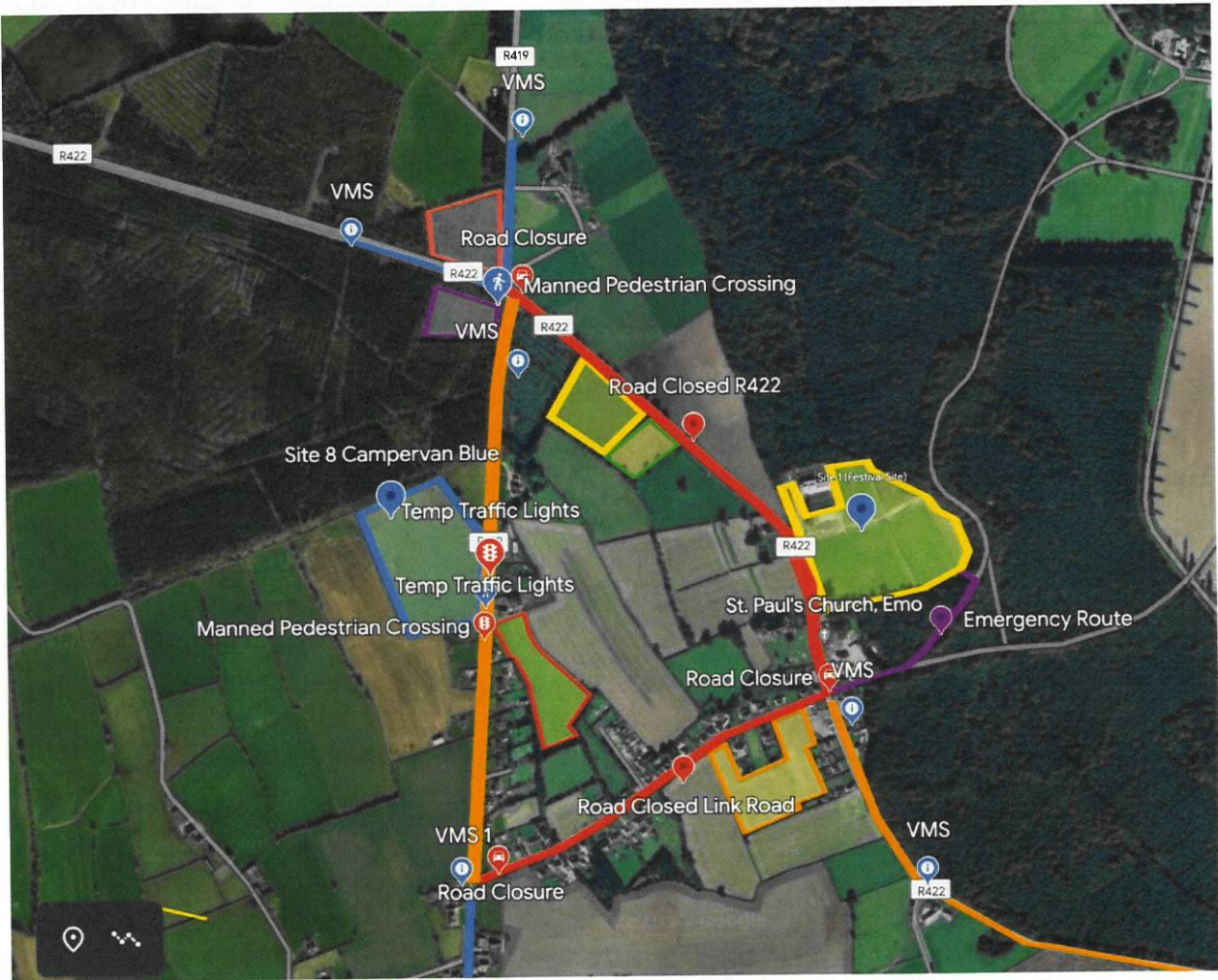
16.1.4 TAXIS

Licensed Taxis will be contacted and asked to run services to and from the event.

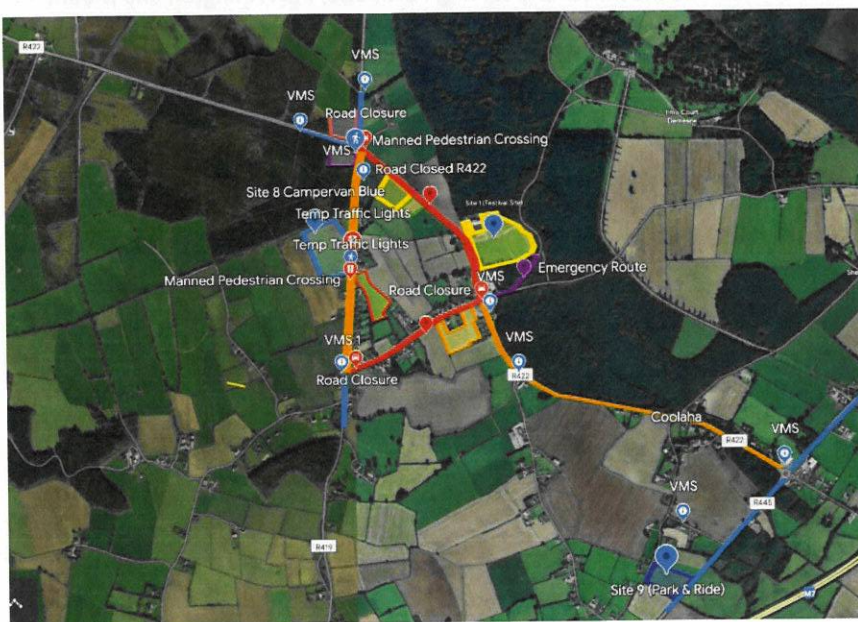
16.1.5 EMERGENCY ROUTE

The emergency route enters the Site at the Main entrance of Celtic Emo and runs around the perimeter of the Arena site. Access will be provided for emergency vehicles in each campsite and emergency routes will run throughout each campsite. Access will be maintained for emergency vehicles to service any requirement within the road closures.

Proposed traffic management Emo Village



Drawing showing Park n Ride Site 9



APPENDIX A CONTACT DETAILS

A CONTACT LIST ON THE FORMAT BELOW WILL BE PROVIDED IN THE FINAL EVENT MANAGEMENT PLAN AND CIRCULATED AS A LAMINATED LIST.

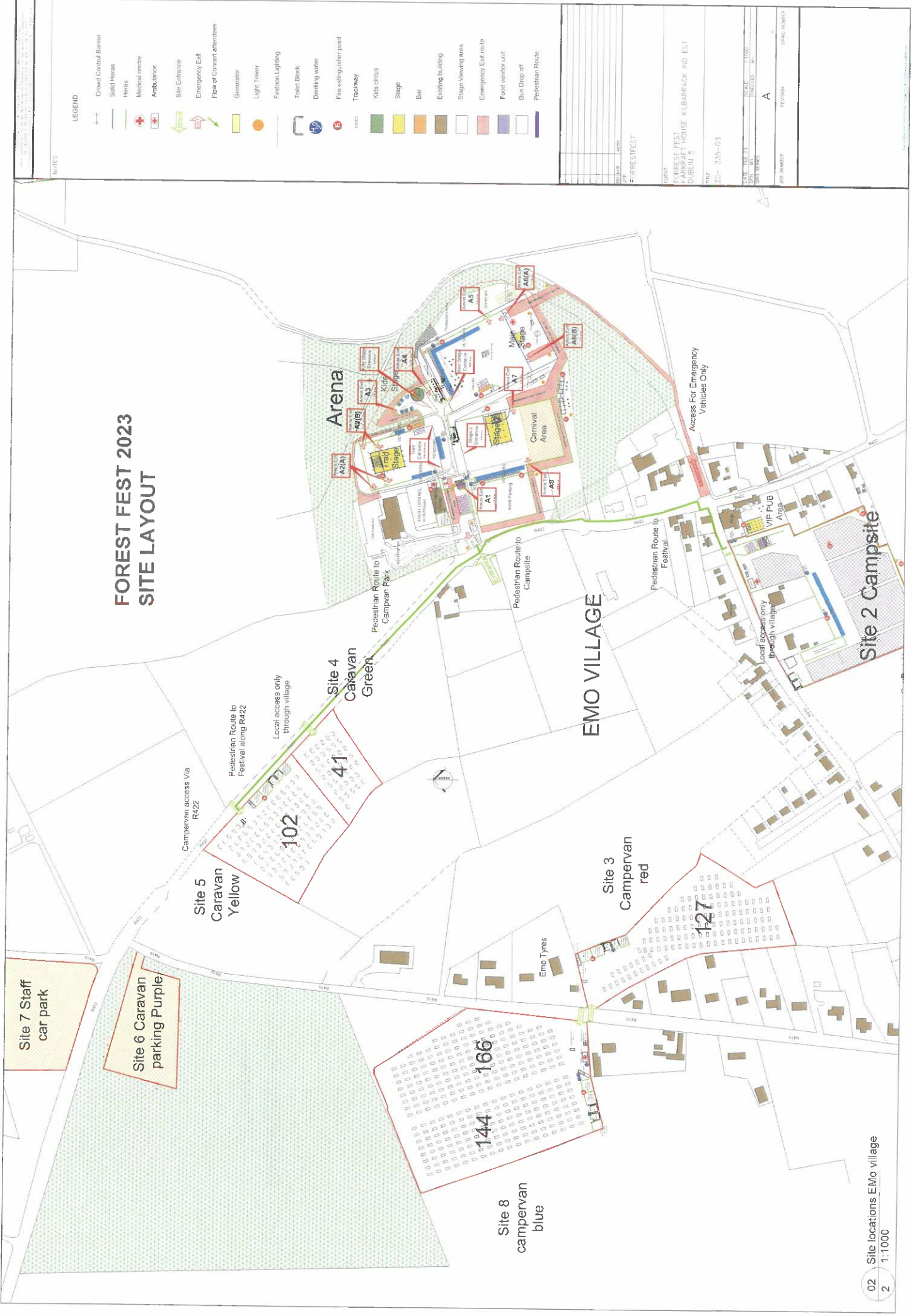
TITLE	NAME	CHANNEL	CONTACT TELEPHONE
EVENT CONTROLLER	Shea McNelis	1	087 XXX XXXX
	Mark Dunne	1	083 XXX XXXX
SAFETY OFFICER	Sophie Ridley	1	083 XXX XXXX
EVENT MANAGER	David Ryan	1	085 xxx xxxx
HEAD OF SECURITY Arena	Pat Byrne	6	087 xxx xxxx
HEAD OF SECURITY Campsite	Damien Mcgranahan	7	086 xxx xxxx
MEDICAL CO-ORDINATOR	Glen Ellis	3	087 xxx xxxx
PRODUCTION MANAGER	Alan Smith	16	086 xxx xxxx
SITE MANAGER	Andrew Burke	4	087 xxx xxxx

APPENDIX B DRAWINGS

Site layout, Site location and Arena layout are also attached separately

1. Site layout
2. Arena Layout
3. Site2 – Campsite Orange
4. Site 3 – Campervans Red
5. Site 4 & 5 – Caravans Yellow & Green
6. Site 6 & 7 – Caravan Carpark Purple & camping carpark Pink
7. Site 8 – Campervans Blue

FOREST FEST 2023 SITE LAYOUT



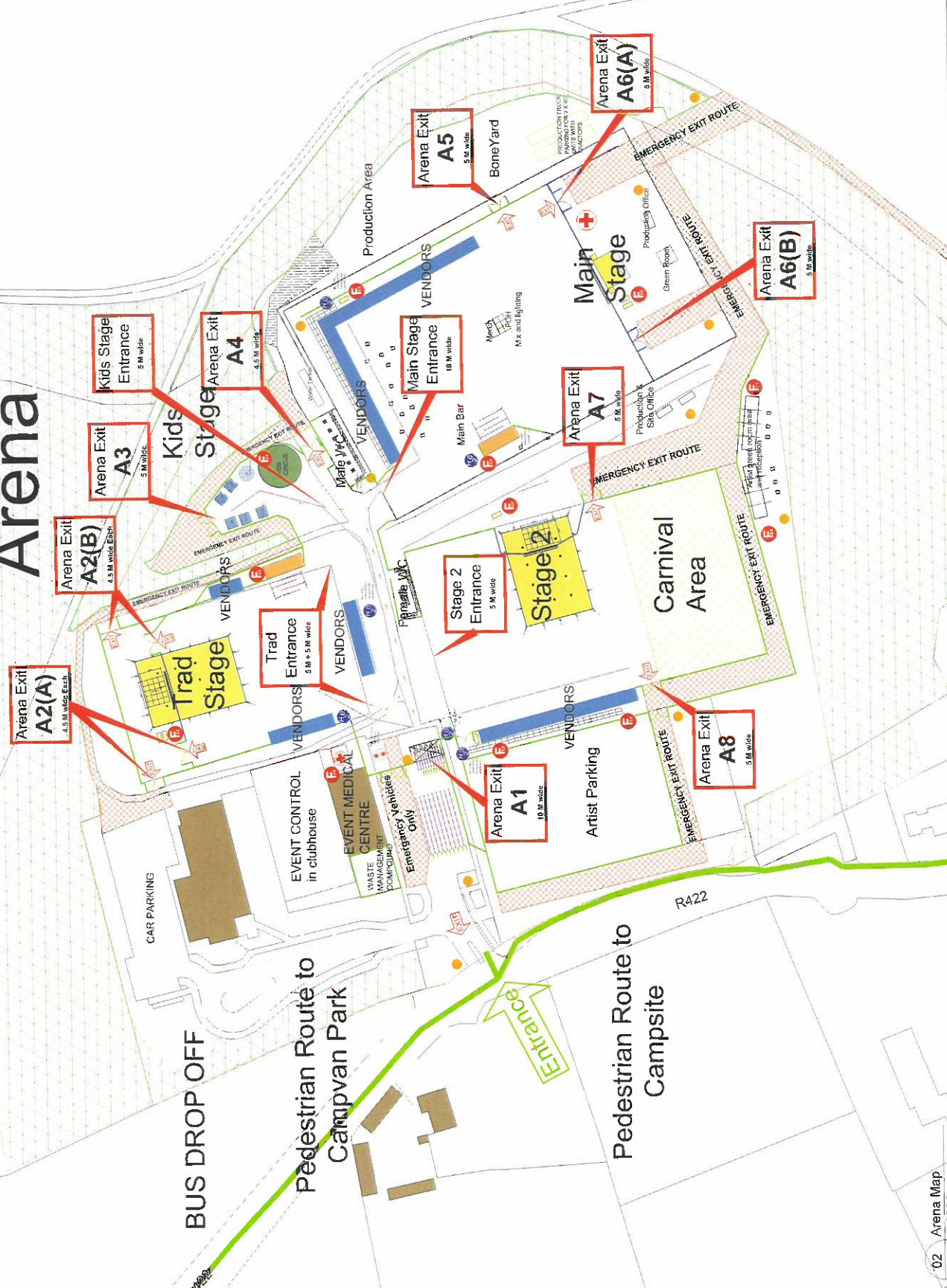
LEGEND

- Crowd Control Barrier
- Solar Heats
- Weras
- Medical centre
- Ambulance
- Site Entrance
- Emergency Exit
- Flow of Concert attendees
- Generator
- Light Tower
- Footoon Lighting
- Toilet Block
- Drinking water
- Fire extinguisher point
- Trackway
- Kids circus
- Stage
- Bar
- Existing building
- Stage viewing area
- Emergency Exit route
- Food vendor unit
- Bus Drop off
- Pedestrian Route

NOTES

DATE	NO.	BY
10/10/20	01	...
DATE	NO.	BY
10/10/20	01	...
DATE	NO.	BY
10/10/20	01	...

Arena



NOTES

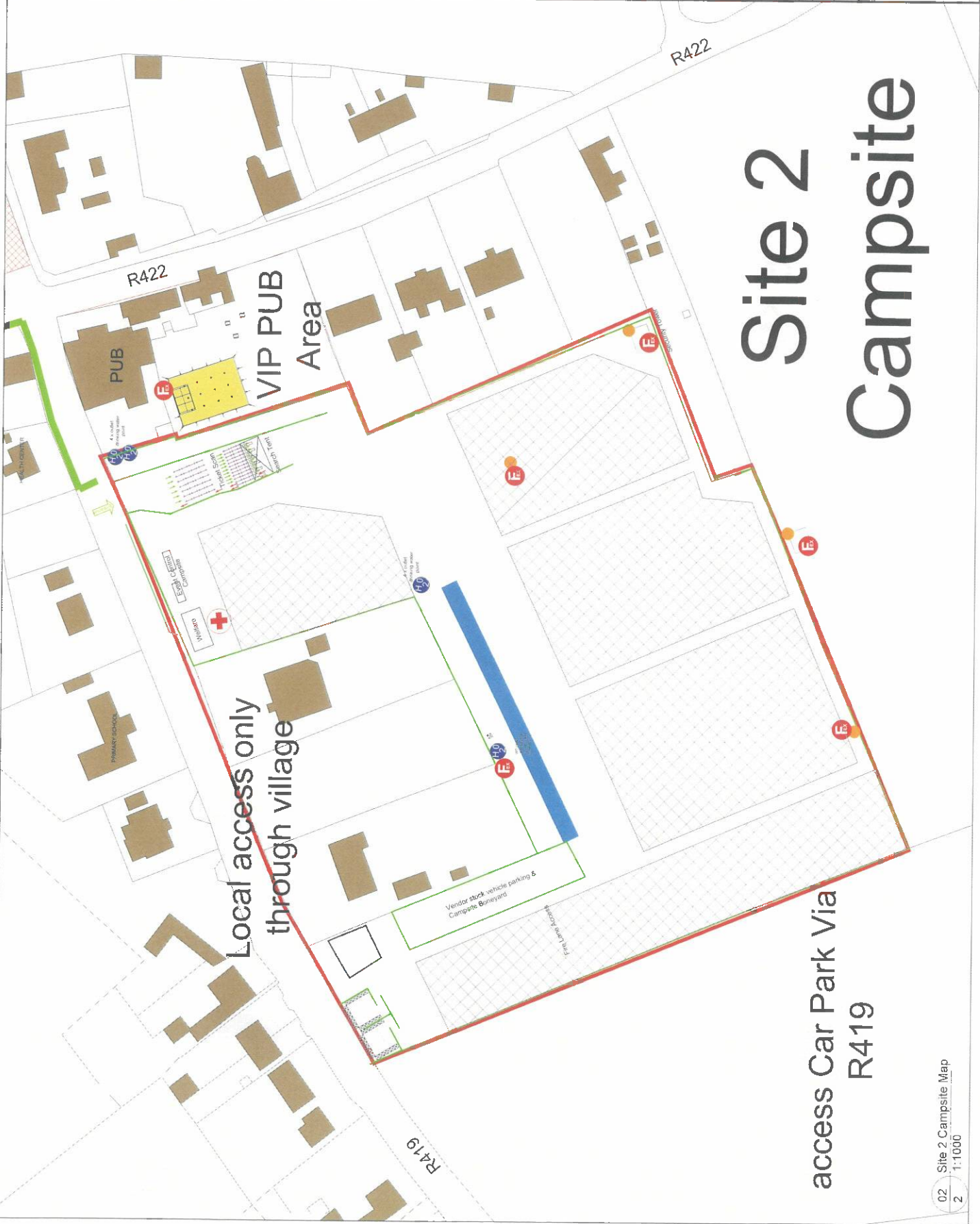
LEGEND

- Crowd Control Barrier
- Solid Hens
- Hens
- Medical centre
- Ambulance
- Site Entrance
- Emergency Exit
- Flow of Gown attendees
- Generator
- Light Tower
- Firestop Lighting
- Toilet Block
- Drinking water
- Fire extinguisher point
- Truckway
- Kids circus
- Stage
- Bar
- Existing building
- Stage Viewing area
- Emergency Exit route
- Food vendor unit
- Big Drop off
- Pedestrian Route

CLIENT: FOREST FEST
 PROJECT: APPRAISAL HOUSE MILBARRACK IND EST
 DUBLIN 5
 TITLE: 2024 - 2025 - 03

DATE: 2024-03-20
 SCALE: 1:1000
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PROJECT NUMBER: [Number]
 DRAWING NUMBER: A

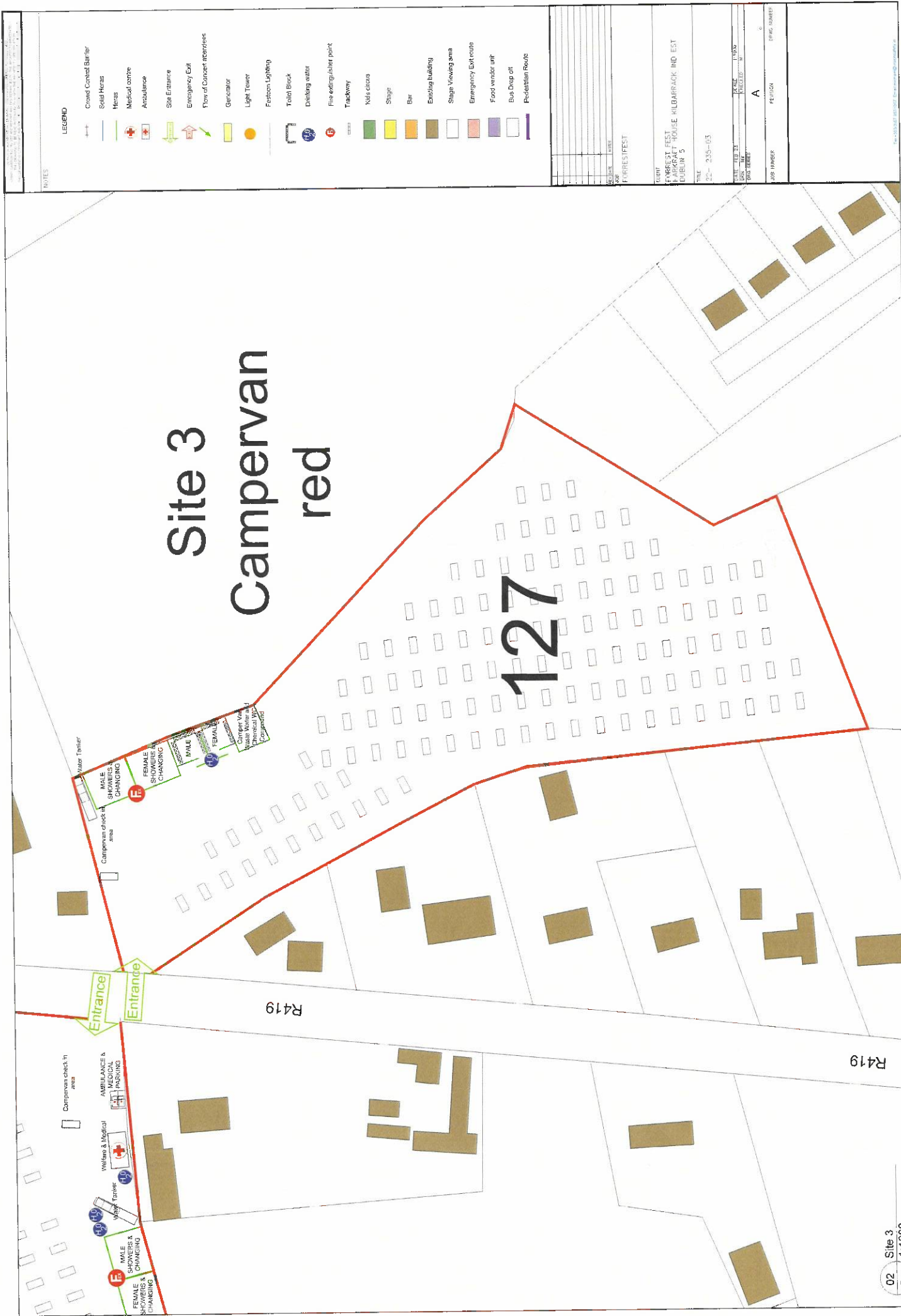


Site 2 Campsite

access Car Park Via
R419

Site 3 Campervan red

127



LEGEND

- Crowd Control Barrier
- Solid Hedges
- Hedges
- Medical cone
- Ambulance
- Site Entrance
- Emergency Exit
- Flow of Concert attendees
- Generator
- Light Tower
- Footcoun Lighting
- Toilet Block
- Drinking water
- Fire extinguisher point
- Trackway
- Kiosk/circus
- Stage
- Bar
- Existing building
- Stage Viewing area
- Emergency Exit route
- Food vendor unit
- Bus Drop off
- Pedestrian Route

NOTES

CLIENT	FORREST FEST
PROJECT	FORREST FEST
LOCATION	FORREST FEST
TITLE	FORREST FEST
DATE	2024-03-03
SCALE	1:1000
DRAWN BY	A
CHECKED BY	A
DATE	2024-03-03
JOB NUMBER	FORREST FEST
DATE	2024-03-03

Campervan access Via
R422

Site 5
Caravan
Yellow

Pedestrian Route to
Festival along R422

Local access only
through village

Site 4
Caravan
Green

102

41

NOTES

LEGEND

- Crowd Control Barrier
- Solid Hoops
- Hoops
- Medical Centre
- Ambulance
- Site Entrance
- Emergency Exit
- Flow of Concert attendees
- Generator
- Light Tower
- Festoon Lighting
- Toilet Block
- Drinking water
- Fire extinguisher point
- Trackway
- Kids circus
- Stage
- Bar
- Existing building
- Stage Viewing area
- Emergency Exit route
- Food vendor unit
- Bus Drop off
- Pedestrian Route

DATE	FILE NO.	SCALE	TYPE
2024-03-03	240218-01	A	REVISED
JOB NUMBER: 235-03			
DRAWING TITLE: FORRESTEST			
CLIENT: LARROTT TEST			
PROJECT: KILBARACK, IND LET			
DUBLIN 5			
JOB NUMBER: 235-03			
SCALE: A			
TYPE: REVISED			

NOTES

LEGEND

- Crowd Control Barrier
- Solid Hires
- Hires
- Medical centre
- Ambulance
- Site Entrance
- Emergency Exit
- Flow of Concert attendees
- Generator
- Light Tower
- Festoon Lighting
- Toilet Block
- Drinking water
- Fire extinguisher point
- Trackway
- Kids circus
- Stags
- Bar
- Existing building
- Stage Viewing area
- Emergency Exit route
- Food vendor unit
- Bus Drop off
- Pedestrian Route

CLIENT
FORREST FEEST
CARRAFT HOUSE KILBRACK IND EST
DUBLIN 5

TITLE
R422 - 035-03

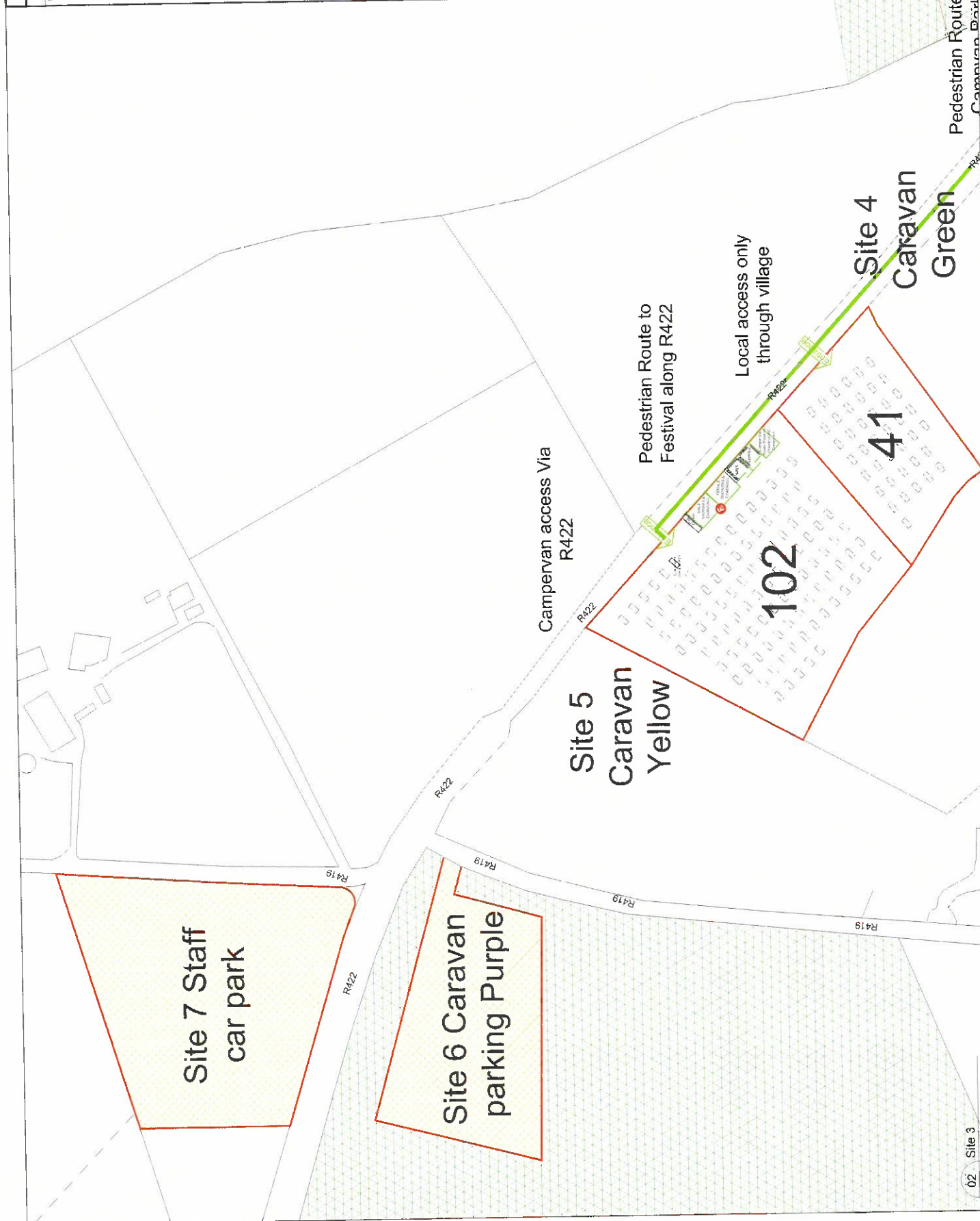
DATE
13/05/2020

SCALE
1:1000

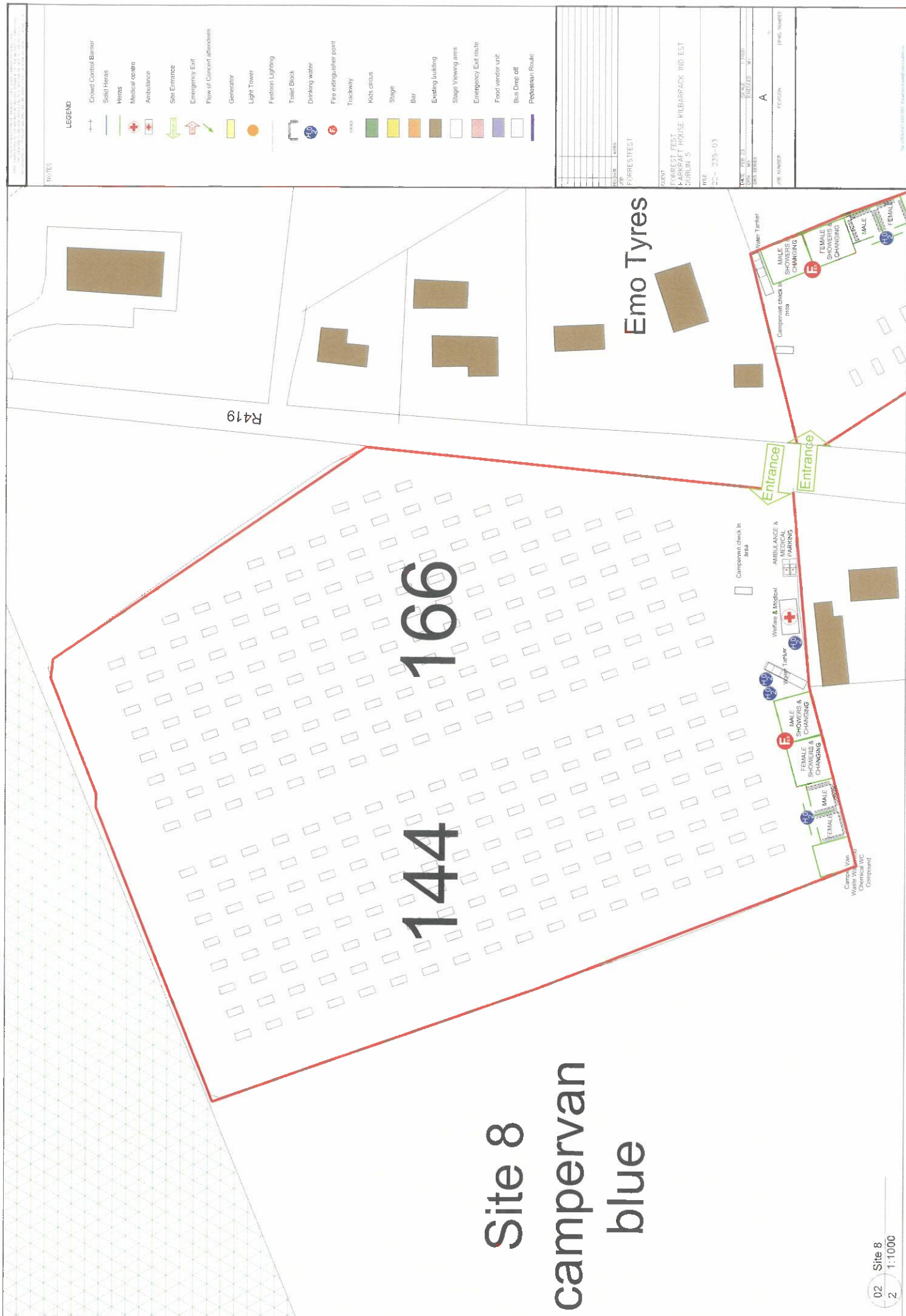
JOB NUMBER
A

REVISION
6

DRAW NUMBER



Site 8 campervan blue



APPENDIX C EVENT RISK ASSESSMENT

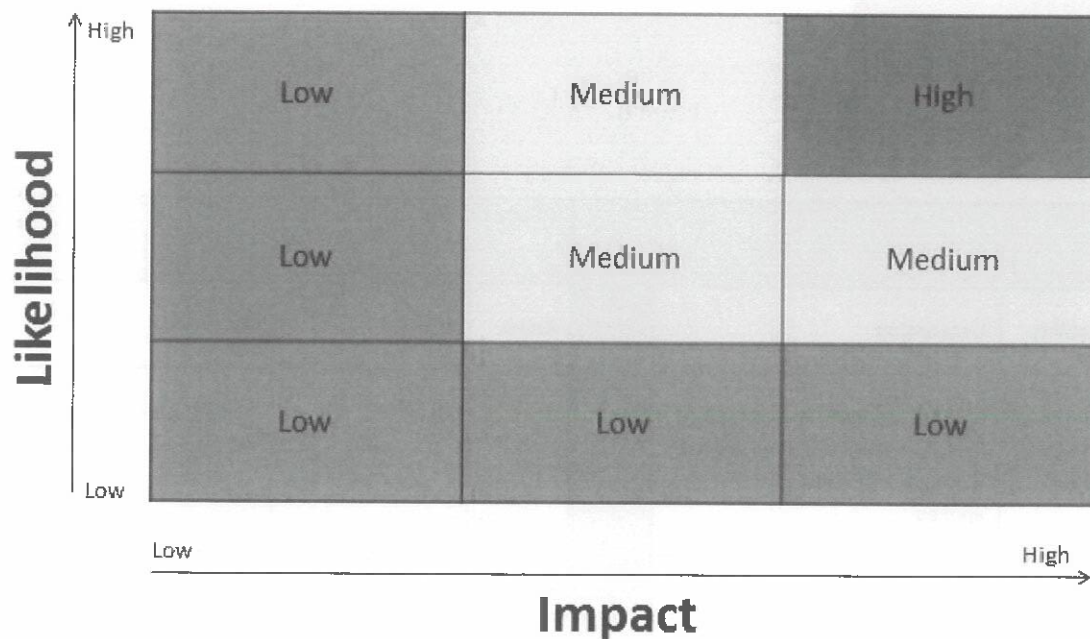
RISK ASSESSMENT FOREST FESTIVAL 2023

Hazard Identification & Risk Assessment provide the basis for this safety plan. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

METHODOLOGY

The risk assessments below specifies residual risks. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The rating given may be interpreted using the matrix below. In order to achieve identified ratings control measures must be implemented completely.

RATING SCALE



Impact/Severity ratings in this example represent:

- High: Major Fracture, Poisoning, Significant Loss of Blood, Serious Head Injury, Or Fatality
- Medium: Sprain, Strain, Localized Burn, Dermatitis, Asthma, Injury Requiring Days Off Work
- Low: An Injury That Requires First Aid Only; Short-Term Pain, Irritation, Or Dizziness

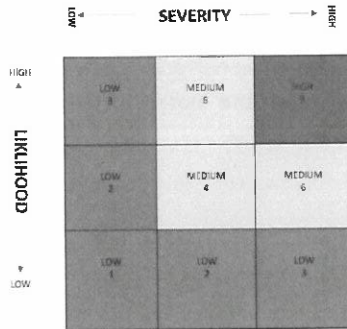
Probability ratings in this example represent:

- High: Certain or Very Likely to happen
- Medium: Probable or Possible
- Low: Unlikely or Very Unlikely

RESULTS

The results of the Risk Assessment are illustrated in the table below.

This is a predominantly general event risk assessment. In the final event management plan when all details are agreed there will be a more detailed event specific risk assessment



Risk Ratings in this assessment represent:

High **is not controlled – must not happen is this format**

Medium **Risk needs to be managed**

Low **Risk is controlled**

LIKLIHOOD			SEVERITY		
Value	Probability	Description	Value	Effect	Description
3	Certain or very likely to happen	Event is perceived as inevitable or likely to occur during the project if mitigation measure are not applied	3	Major	– Death (s) or life changing injury
2	Probable or possible	An event could be reasonably expected to happen in the foreseeable future or there are reasons to suggest it could happen	2	Significant	Serious injury, 3 day injury
1	Likely or very unlikely	There are no reasons to suggest it will happen or it could occur under exceptional circumstances	1	Minor or negligible	Minor injury

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
EVENT SPECIFIC RISKS					
ROAD NETWORK	ROAD TRAFFIC ACCIDENTS, INJURIES, FATALITIES NUISANCE TO LOCAL RESIDENTS & ROAD USERS	PUBLIC PATRONS	<ul style="list-style-type: none"> USE OF PROFESSIONAL TRAFFIC MANAGEMENT COMPANY LIAISON WITH AN GARDA SIOCHANA & LAOIS COUNTY COUNCIL ROAD CLOSURES, DIVERSION, TRAFFIC CALMING & PEDESTRIAN CROSSINGS IN PLACE ADVANCE NOTICE GIVEN TO RESIDENTS & USERS OF ROADS. PEDESTRIANS AND VEHICLES TO BE SEGREGATED BY BARRIER OR HERAS FENCING WHERE WREQUIRED 	FORESTFEST LTD EVENT CONTROLLER SAFETY OFFICER PROJECT MANAGER HEAD OF SECURITY TRAFFIC MANAGEMENT COMPANY	2 X 3 = 6
FIRE DISTANCE FROM FIRE STATION	BURNS FATALITIES	PATRONS CREW	<ul style="list-style-type: none"> FIRE TENDER ON SITE PLUS JEEP & EXPERIENCED COMPETENT FIRE FIGHTERS WATCH TOWERS IN CAMPSITES USE OF PROFESSIONAL SECURITY 	FORESTFEST LTD EVENT CONTROLLER SAFETY OFFICER PROJECT MANAGER HEAD OF SECURITY FIRE SAFETY COMPANY	1 X 3 = 3
NEIGHBOURS & VILLAGE	NOISE NUISANCE TO RESIDENTS	RESIDENTS	<ul style="list-style-type: none"> SOUND LEVELS TO BE KEPT WITHIN LEGISLATIVE LIMITS RESIDENTS LIASION PERSON ENGAGED LIAISON WITH NEIGHBOURING PREMISES & VILLAGE PUBLIC MEETING TO BE HELD TELEPHONE NUMEBER TO BE GIVEN TO RESIDENTS IN CASE OF CONCERNS/PROBEMS DURING EVENT 	FORESTFEST LTD EVENT CONTROLLER SAFETY OFFICER PROJECT MANAGER PRODUCTION MANAGER RESIDENTS LIAISON OFFICER	1 X 3 = 3
COVID	ILLNESS DEATH	ALL	<ul style="list-style-type: none"> IF APPROPRIATE, COVID PLAN WILL BE IN PLACE BASED ON COVID SPECIFIC RISK ASSESSMENT & PUBLIC HEALTH GUIDELINES IN PLACE AT TIME. MEDICAL PLAN WILL INCLUDE MEASURES TO DEAL WITH POTENTIAL COVID PATIENTS 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY	1 X 3 = 3

ADDITIONAL EVENT SPECIFIC RISKS WILL BE ADDED, WHERE NECESSARY AS PLANNING PROGRESSES

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
GENERAL EVENT RISK ASSESSMENT					
PUBLIC SAFETY	INJURY DEATH	ALL	<ul style="list-style-type: none"> PLANNING MEETINGS TO BE HELD BOTH INTERNALLY & EXTERNALLY WITH EMERGENCY SERVICES & OTHER STAKEHOLDERS EVENT MANAGEMENT PLAN IN PLACE & EVENT-SPECIFIC RISK ASSESSMENT TO BE CARRIED OUT EVENT CONTROL SYSTEM TO BE IN PLACE ADEQUATE NUMBERS OF SECURITY, MEDICAL STAFF AS INDICATED BY RISK ASSESSMENT & AGREED IN ADVANCE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER	1 X 3 = 3
FIRE	INJURY BURNS DEATH	ALL	<ul style="list-style-type: none"> ADEQUATE APPROPRIATE FIRE EXTINGUISHERS PROVIDED BY SPECIALIST CONTRACTORS TO IS 291 2022 USE OF LICENSED SECURITY EMERGENCY PLANS IN PLACE & BRIEFED TO ALL KEY STAFF & SECURITY PRE-OPENING CHECK & CONSTANT MONITORING TO ENSURE NO BUILD-UP OF COMBUSTIBLES PLANNING MEETINGS INCLUDING LAOIS FIRE SERVICES PRE-EVENT INSPECTION BY LAOIS FIRE SERVICES EVENT TO BE CONDUCTED IN ACCORDANCE WITH RELEVANT CODES OF PRACTICE ADEQUATE FIRE LANES IN CAMPSITE WATCHTOWERS IN CAMPSITES FIRE FIGHTING TEAM & VEHICLES ON SITE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER	1 X 3 = 3
DELAYS IN RAISING ALARM	INJURY BURNS DEATH	ALL	<ul style="list-style-type: none"> EVENT CONTROL SYSTEM IN PLACE ADEQUATE NUMBER OF 2-WAY RADIOS ON SITE STAFF AND SECURITY BRIEFED AS TO EMERGENCY PROCEDURES, NEAREST STAFF WITH RADIO, NEAREST FIRE POINT & EMERGENCY EXIT EMERGENCY ANNOUNCEMENTS TO BE MADE ON PUBLIC ADDRESS SYSTEM OR LOUD HAILER AS APPROPRIATE WATCH TOWERS IN CAMPSITES 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER	1 X 3 = 3
MEANS OF ESCAPE	INJURY CRUSHING DEATH	ALL	<ul style="list-style-type: none"> ADEQUATE EXITS & ESCAPE ROUTES EXITS TO BE KEPT CLEAR OF OBSTACLES AT ALL TIMES ADEQUATE NUMBERS OF STAFF & SECURITY EMERGENCY PROCEDURES TO HAVE BEEN AGREED & BRIEFED TO STAFF IN ADVANCE CONSTANT MONITORING BY DESIGNATED SECURITY STAFF & EVENT CONTROL 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER DESIGNATED SECURITY STAFF	1 X 3 = 3

Forest fest 2023 | Risk Assessment | v1 April 10 2023

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
VISIBILITY OF ESCAPE ROUTES	INJURY CRUSHING DEATH	ALL	<ul style="list-style-type: none"> ADEQUATE SITE LIGHTING SITE SIGNAGE TO BE CLEAR & APPROPRIATELY SIZED EMERGENCY LIGHTING ADEQUATE SITE LIGHTING MAINTAINED EMERGENCY EXIT SIGNAGE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY SITE MANAGER	1 X 3 = 3
FIRE FIGHTING EQUIPMENT & RESOURCES	BURNS INJURY DEATH	ALL	<ul style="list-style-type: none"> ADEQUATE NUMBERS OF SUITABLE FIRE EXTINGUISHERS TO BE PROVIDED, TESTED WITHIN LAST YEAR & CERTIFICATE PROVIDED ALL FIRE EXTINGUISHERS TO BE IN ACCORDANCE WITH IS 291 2022 & TO STANDARD IS EN3-7 BLANKETS TO BE TO STANDARD IS EN1869:2019 TRAINED FIRE FIGHTERS AS PART OF FIRE FIGHTING TEAM ON SITE WITH VEHICLES 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER DESIGNATED SECURITY STAFF	1 X 3 = 3
LITTER & COMBUSTIBLE WASTE	BURNS INJURY DEATH	ALL	<ul style="list-style-type: none"> PRE-EVENT OPENING CHECKS REGULAR CLEANING OF SITE REGULAR EMPTYING OF BINS NO ACCUMULATION OF LITTER ALLOWED USE OF PROFESSIONAL WASTE MANAGEMENT CONTRACTOR CONTINUAL MONITORING BY SECURITY & EVENT CONTROL 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY SITE MANAGER DESIGNATED SECURITY STAFF	1 X 3 = 3
EMERGENCY INCIDENTS	INJURY DEATH	ALL	<ul style="list-style-type: none"> ALL PERSONNEL TO BE ADEQUATELY BRIEFED RE ROLE IN AN EMERGENCY / MAJOR EMERGENCY. PRE-PLANNING WITH STATUTORY AGENCIES EMERGENCY PLANS IN PLACE AND BRIEFED TO ALL KEY STAFF & CONTINGENCY, AGREED WITH EMERGENCY SERVICES IN ADVANCE EVENT CONTROL SYSTEM & CCTV IN PLACE CONTINUOUS MONITORING & VIGILANCE DURING LIVE EVENT PERIOD AGREED PRESENCE OF AN GARDA SIOCHANA ON SITE PRESENCE OF MEDICAL PROVIDER. 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY	1 X 3 = 3
ACCESS FOR EMERGENCY VEHICLES	DELAY INJURY DEATH	ALL	<ul style="list-style-type: none"> EMERGENCY ROUTES AGREED IN ADVANCE & CIRCULATED TO EMERGENCY SERVICES USE OF CCTV AND EVENT CONTROL SYSTEM TO MONITOR & ENSURE EMERGENCY ACCESS MAINTAINED AT ALL TIMES ENSURE SECURITY ASSIGNED TO MAINTAINED EMERGENCY ROITES ARE WELL BRIEFED & ADEQUATE NUMBERS FIRE LANES IN CAMPSITES USE OF TRACKING WHERE NECESSARY 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY	1 X 3 = 3

Forest fest 2023 | Risk Assessment | v1 April 10 2023

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
TERRORIST INCIDENTS	INJURY DEATH	ALL	<ul style="list-style-type: none"> IMMEDIATE NOTIFICATION TO GARDAÍ UPON NOTIFICATION OF RECEIPT OF BOMB THREAT OR DISCOVERY OF SUSPECT PACKAGE STAFF BRIEFED NOT TO EXAMINE SUSPECT PACKAGE, BUT TO CLEAR THE AREA STAFF BRIEFED ON RESTRICTIONS OF USE OF RADIOS NEAR SUSPECT PACKAGES LIAISON BETWEEN GARDAÍ AND ORGANISERS CONTINGENCY PLAN IN PLACE FOR CORDONING AND EVACUATION OF AFFECTED AREA STRATEGY IN PLACE FOR TOTAL OR PARTIAL EVACUATION USE OF CCTV TO MONITOR GARDAÍ TO ADVISE ON PRESENT THREAT LEVEL, RELEVANT INTELLIGENCE, HOSTILE VEHICLE MITIGATION ETC EVENT ORGANISERS TO ENSURE ALL STAFF AND CONTRACTORS ARE FULLY CONVERSANT WITH EVACUATION AND EMERGENCY PROCEDURES EMERGENCY AND ESCAPE ROUTES ARE BRIEFED TO ALL SECURITY STAFF AGREED PRESENCE OF AN GARDA SIOCHANA ON SITE MEDICAL TEAM/AMBULANCE ON SITE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER	1 X 3 = 3
ADVERSE WEATHER CONDITIONS	INJURY ILLNESS DEATH	ALL	<ul style="list-style-type: none"> SAFETY OFFICER TO MONITOR WEATHER FORECAST PARTICULARLY WIND SPEEDS WIND MANAGEMENT PLAN IN PLACE ANOMOMETER IN PLACE ADEQATE SUPPLIES OF TRACK, MULCH, WATER ETC ON SITE MEDICAL PLAN IN PLACE FOR EXTREMES OF WEATHER 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY MEDICAL CO-ORDINATOR SITE MANAGER	2 X 3 = 6
STRUCTURAL COLLAPSE	INJURY CRUSHING DEATH	ALL	<ul style="list-style-type: none"> ALL TEMPORARY STRUCTURES WILL BE ERECTED & DISMANTLED IN ACCORDANCE WITH CODE OF PRACTICE FOR SAFETY AT SPORTS GROUND PARAGRAPHS 14.3 - 14.7 & THE ISE GUIDE TO TEMPORARY STRUCTURES. ALL TEMPORARY STRUCTURES WILL BE ERECTED BY COMPETENT CONTRACTORS ON ACCORDANCE WITH SUBMITTED CALCULATIONS, PLANS & SPECIFICATION, AND IN ACCORDANCE WITH THEIR METHOD STATEMENTS AND RISK ASSESSMENTS & TO PROVIDE A HANDOVER CERTIFICATE CHARTERED ENGINEER TO CERTIFY ALL TEMPORARY STRUCTURES BEFORE EVENT COMMENCES ANOMOMETER IN PLACE WIND MANAGEMENT PLAN IN PLACE FOR ALL TEMPORARY STRUCTURES PRE-EVENT INSPECTION BY SAFETY OFFICER SAFETY OFFICER TO BE AWARE OF WIND 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER SITE MANAGER CHARTERED ENGINEER	1 X 1 = 3

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Forest fest 2023 | Risk Assessment | v1 April 10 2023

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S =R
			<ul style="list-style-type: none"> IMPACT AND AWARE OF PERMISSIBLE WIND CONDITIONS. IMMEDIATE INSPECTION OF STRUCTURES IN THE EVENT OF ADVERSE WEATHER CONDITIONS 		
UNWANTED ATTENDEES	OVERCROWDING LACK OF RESOURCES		<ul style="list-style-type: none"> ADEQUATE AMOUNT OF SECURITY IN PLACE BARRIER IN PLACE TO DENOTE PERIMETER CCTV IN PLACE ROBUST ENTRY SYSTEM IN PLACE MONITORING BY EVENT CONTROL 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY	1 X 2 = 2
MISUSE OF ALCOHOL & ILLEGAL SUBSTANCES	ILLNESS DEATH	PATRONS	<ul style="list-style-type: none"> ADVANCE PLANNING WITH GARDAI & SECURITY TO PREVENT ACCESS ROBUST MEDICAL PLAN INCLUDING HARM REDUCATION & ADEQUATE MEDICAL RESOURCES 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY MEDICAL COORDINATOR	1 X 3 = 3
NUMBERS OF SECURITY STAFF	INJURY THROUGH LACK OF SECURITY NUMBERS	PATRONS SECURITY	<ul style="list-style-type: none"> NUMBER OF SECURITY TO BE ADVISED BY EVENT SPECIFIC RISK ASSESSMENT & CONSIDERATION OF POP CODE RECOMMENDATIONS NUMBER OF SECURITY TO BE AGREED WITH AN GARDA SIOCHANA 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY	1 X 3 = 3 1
FAILURE OF POWER	INJURY	ALL	<ul style="list-style-type: none"> DUTY ELECTRICIAN AVAILABLE MEGAPHONES AVAILABLE AT KEY POINTS SCREENS / VMS AVAILABLE FOR COMMUNICATION TO PUBLIC MAINTAINED EMERGENCY LIGHTING & SIGNAGE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY SITE MANAGER HEAD ELECTRICIAN	1 X 3 = 3
POWER	ELECTROCUTION INJURY DEATH	ALL	<ul style="list-style-type: none"> ALL ELECTRICAL EQUIPMENT WHICH MAY BE USED ON SITE WILL BE PAT TESTED EVERY 6 MONTHS AND IN GOOD WORKING ORDER NO ADDITIONS TO ANY ELECTRICAL CIRCUITS EXCEPT BY AN APPROVED ECTI ELECTRICAL CONTRACTOR USE OF COMPETENT CONTRACTORS ALL ELECTRICAL INSTALLATIONS TO BE CARRIED OUT TO RECI STANDARDS NO OVERLOADING OF SYSYTEM, BOARDS ETC ENSURE SUITABLE CURRENT & SHOCK PROTECTION IS PROVIDED TO ALL ELECTRICAL CIRCUITS 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY SITE MANAGER HEAD ELECTRICIAN	1 X 3 = 3

Forest fest 2023 | Risk Assessment | v1 April 10 2023

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
EMERGENCY LIGHTING	INJURY	ALL	<ul style="list-style-type: none"> EMERGENCY LIGHTING TO BE CERTIFIED TO I.S. 3217:2013+A1:2017 ALL MARQUEES TO HAVE EMERGENCY LIGHTING & MAINTAINED EMERGENCY EXIT SIGNS ALL EMERGENCY EXITS SIGNS TO BE VISIBLE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY EVENT MANAGER HEAD ELECTRICIAN	
FUEL	BURNS ENVIRONMENTAL DAMAGE	ALL	<ul style="list-style-type: none"> ONLY DIESEL GENERATORS TO BE USED NO PETROL GENERATORS GENERATORS TO BE FUELLED BEFORE PUBLIC ENTRY USE OF SPECIALIST CONTRACTORS ALL FUEL ON SITE TO BE KEPT IN SUITABLE LABELLED CONTAINERS & STORED APPROPRIATELY DIESEL TO BE STORED IN BOWSER 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER SITE MANAGER HEAD ELECTRICIAN	1 X 2 = 2
GENERATORS	ELECTROCUATON BURNS	ALL	<ul style="list-style-type: none"> ALL GENERATORS TO BE EARTHED, BUNDED AND SIGNED OFF BY A COMPETENT & REGISTERED ELECTRICIAN ALL GENERATORS TO BE DIESEL NOT PETROL ALL GENERATORS TO BE FUELLED WHEN PUBLIC NOT ON SITE ALL GENERATORS TO BE BARRIERED OFF FROM PUBLIC ACCESS ALL EMERGENCY STOP BUTTONS TO BE TESTED BEFORE EVENT COMMENCES ALL GENERATORS TO BE 3M FROM VEGETATION OR BUILDINGS ALL GENERATORS TO HAVE APPROPRIATE FIRE EXTINGUISHERS SITED NEARBY 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER SITE MANAGER HEAD ELECTRICIAN	1 X 3 = 3
MEDICAL & FIRST AID	ILLNESS INJURY	ALL	<ul style="list-style-type: none"> FULL MEDICAL PLAN IN PLACE WITH COMPREHENSIVE MEDICAL FACILITIES ON SITE BASED ON RISK ASSESSMENT OF PARTICIPANTS & EVENT PLAN COVID MEASURES IN PLACE WHERE REQUIRED INCLUDING PROTOCOL IF POTENTIAL CASE ON SITE USE OF CPG APPROVED ORGANISATIONS WHERE REQUIRED MEDICAL PLAN AGREED WITH HSE REMO. 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER MEDICAL CO-ORDINATOR	1 X 3 = 3
CATERING	FOOD POISONING ILLNESS	ALL	<ul style="list-style-type: none"> HSE LICENCE REQUIRED INSPECTION BY EVENT SAFETY OFFICER SPECIALISED CONCESSIONS MANAGER IN PLACE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER SITE MANAGER CONCESSIONS MANAGER	1 X 3 = 3

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Forest fest 2023 | Risk Assessment | v1 April 10 2023

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
TOILETS	SICKNESS ENVIRONMENTAL DAMAGE	ALL	<ul style="list-style-type: none"> NUMBERS TO BE SUFFICIENT FOR NUMBER AND PROFILE OF AUDIENCE, LENGTH & TYPE OF EVENT TOILETS TO BE MAINTAINED BY SPECIALIST CONTRACTOR WASTE TO BE REMOVED BY LICENSED CONTRACTOR 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER SITE MANAGER WASTE MANAGEMENT CONTRACTOR	1 X 2 = 2
SLIPS, TRIPS & FALLS	INJURY	ALL	<ul style="list-style-type: none"> CABLES TO BE FLOWN OR RAMPED ALL ITEMS PROUD OF GROUND LEVEL LIKELY TO CAUSE TRIP HAZARD TO BE REMOVED OR FENCED/BARRIERED OFF STAFF TO BE BRIEFED TO BE VIGILANT FOR HAZARDS & TO REPORT DEFECTS SLIPPERY AREA & SURFACES TO BE TREATED BY MATS, MULCH, SAND ETC PRE-EVENT OPENING INSPECTION BY SAFETY OFFICER CLEANING OF SITE BY PROFESSIONAL CONTRACTOR 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER HEAD OF SECURITY SITE MANAGER	1 X 2 = 2
MANAGEMENT OF CABLES	INJURY	ALL	<ul style="list-style-type: none"> CABLES TO BE FLOWN OR RAMPED ALL ITEMS PROUD OF GROUND LEVEL LIKELY TO CAUSE TRIP HAZARD TO BE REMOVED OR FENCED / BARRIERED OFF STAFF TO BE BRIEFED TO BE VIGILANT FOR HAZARDS & TO REPORT DEFECTS SLIPPERY AREA & SURFACES TO BE TREATED BY MATS, MULCH, SAND ETC PRE-EVENT OPENING INSPECTION BY SAFETY OFFICER CLEANING OF SITE BY PROFESSIONAL CONTRACTOR 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER SITE MANAGER HEAD ELECTRICIAN	1 X 2 = 2
USE OF CONTRACTORS	INJURY	ALL	<ul style="list-style-type: none"> USE OF COMPETENT CONTRACTORS CREW BOSSES TO CONDUCT SITE SPECIFIC BRIEFINGS ALL CONTRACTORS TO BE COMPETENT AND EXPERIENCED TO FULFIL THEIR INDIVIDUAL AND TEAM FUNCTIONS. ALL CONTRACTORS TO PROVIDE SITE SPECIFIC RISK ASSESSMENTS & METHOD STATEMENTS ADEQUATE COORDINATION ON SITE TO INCLUDE THE ACTIONS OF ALL CONTRACTORS. ADEQUATE COMMUNICATIONS TO ALL CONTRACTORS REGARDING SITE RULES AND EXPECTATIONS. 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER EVENT MANAGER SITE MANAGER	1 X 2 = 2

Forest fest 2023 | Risk Assessment | v1 April 10 2023

HAZARD OR AREA	RISK	TO WHOM	CONTROL MEASURES	RESPONSIBILITY OF	RR L X S = R
MANUAL HANDLING	INJURY	CREW	<ul style="list-style-type: none"> ALL PERSONS INVOLVED IN HANDLING TO BE CERTIFIED IN MANUAL HANDLING ALL TASKS TO BE ASSESSED BEFORE UNDERTAKING (WRITTEN OR DYNAMIC) 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER EVENT MANAGER SITE MANAGER	1 X 2 = 2
WORKING AT HEIGHT	FALLS INJURY DEATH	CREW	<ul style="list-style-type: none"> USE OF APPROPRIATE PPE INCLUDING DOUBLE CLIP ON WHERE REQUIRED ENSURE THAT WORK EQUIPMENT FOR WORK AT A HEIGHT IS IN GOOD CONDITION BEFORE STARTING THE WORK ENSURE THAT THERE IS A SAFE METHOD OF ACCESS & EGRESS CHECK SURFACE CONDITIONS & OTHER PERMANENT FEATURES LADDERS TO BE TIED OFF SECURELY OR FOOTED LADDERS SHOULD ONLY BE USED AS A WORKPLACE FOR LIGHT WORK THAT IS LOW RISK AND OF SHORT DURATION 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER EVENT MANAGER SITE MANAGER	1 X 3 = 3
USE OF PLANT	INJURY DEATH	CREW	<ul style="list-style-type: none"> ALL CREW TO HAVE APPROPRIATE CERTIFICATION / TICKET FOR PLANT ALL PLANT TO BE CHECKED BEFORE USE ALL DEFECTS TO BE REPORTED IMMEDIATELY USE OF BANKSMAN WHERE REQUIRED KEYS NOT TO BE LEFT IN MACHINES 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER EVENT MANAGER SITE MANAGER	1 X 3 = 3
USE OF HAND TOOLS	INJURY ELECTROCUTION	CREW	<ul style="list-style-type: none"> EMPLOYEES ARE ADVISED OF THE RISKS FROM CONTACT WITH ANY HAND TOOLS ON SITE USE HEARING PROTECTION IN AN ENVIRONMENT WHERE HAND TOOLS MAY BE USED BATTERY OPERATED 12V TOOLS ONLY ALL WARNING INSTRUCTIONS AND SAFETY GUARDS TO BE ADHERED TO / IN PLACE 	FORESTFEST LTD LTD EVENT CONTROLLER SAFETY OFFICER EVENT MANAGER SITE MANAGER	1 X 3 = 3

APPENDIX D VENUE REGULATIONS

1. All persons entering this Venue are admitted only subject to the following Venue Regulations. Entry to the Venue shall be deemed to constitute unqualified acceptance of all these Rules and Regulations.
2. Fireworks, smoke canisters, bottles, glasses, cans, flags, banners, poles and other similar articles or containers, including anything which could or might be used as a weapon, are not permitted within the Venue, and any persons in possession of such an article or container may be refused entry or ejected from the Venue
3. Patrons are not permitted to bring alcohol into the Venue.
4. The climbing of walls, stands or other buildings in the Venue is forbidden.
5. Excessive noise such as that from the use of radio sets or other appliances and behaviour likely to cause confusion or nuisance of any kind including foul or abusive language is not permitted in any part of the Venue
6. Any persons not in compliance with the instructions from a steward may be ejected from the Venue.
7. The Event Management reserve the right of admission.
8. The Event Management reserves the right to refuse admission to or to eject any person who refuses to be searched by a member of the Gardaí.
9. Any person who causes an obstruction and refuses to move may be ejected from the Venue.
10. Cupola Events reserves the right for its servants or agents to remove from the Venue any person who does not comply with the Venue Regulations or whose presence at the Venue could reasonably be constructed as constituting a source of danger, nuisance or annoyance to other patrons.

APPENDIX E DUTIES OF SECURITY

The primary duty of all stewards is to ensure that the public are safely accommodated within the Venue in a planned manner, so as to ensure the safety and comfort of all patrons at the event.

The following are the main duties of stewards under the direction of the Event Controller and Head of Security

- Control and direct patrons who are entering or leaving the venue.
- Assist the diversion of patrons to other parts of the venue, including the closing of turnstiles when the capacity for any area has been reached.
- Prevent overcrowding by ensuring that crowd limits in various parts of the venue are complied with and that gangways and exits are kept clear.
- Monitor the crowd throughout for signs of distress and take action in accordance with written instructions.
- Prevent, in so far as is possible, standing on seats and climbing of fences and other structures. (Where, by virtue of the scale of the incident, stewards are unable to prevent such activity, they should immediately report the matter to Event Control).
- Patrol the venue to deal with emergencies such as raising alarms and extinguishing fires.
- Control entrances, all exit and perimeter fence gates and other strategic points.
- Be aware of the locations of firefighting and medical personnel and equipment in their area.
- Recognise potential hazards and suspect packages and report such findings immediately to the Area Steward Supervisor or to the nearest Garda. In the case of suspect packages radio and mobile phone communications MUST NOT be used in the items vicinity.
- Comply promptly with any instruction given in an emergency by the Garda Control, Event Controller, the Event Safety Officer, or Head of Security
- Identify and investigate any incident or occurrence among patrons and report findings.
- Report to the Head of Security any damage or defect likely to cause injury or danger.
- Undertake duties relating to emergency and evacuation procedures.
- Ensure that all approaches and emergency exits are kept clear and that vehicles are correctly parked.
- Maintain their position at their place of duty under the direction of the Area Steward Supervisor who, if it is considered necessary, can arrange for a replacement.

Stewards positioned at entrances and exit gates (additional duties):

- Control and direct members of the public entering the site undertaking search or ticket check as instructed
- Do not allow patrons, in possession of alcohol or any offensive weapons or those who have consumed excessive alcohol, to enter the site.
- Direct members of the public leaving the ground towards the exits.
- Security staff deployed at gates and entrances are to ensure that these are fully opened in event of emergency and that all padlocks, chains and other fastenings are removed before the event.

Stewards at Front of Stage Area (additional duties):

- Be communicative and friendly with the audience at all times.

- Keep constant watch of the barrier zones for patrons in difficulty and ensure that these are immediately "rescued".
- Keep a constant watch for any patrons in trouble, any crowd sway or any crowd disturbances, inform your supervisor and follow his instructions.

Stewards Staffing Historic Areas/ Sensitive areas:

- ensure that the public do not move onto the historic areas which are out of bounds.

Stewards on Entrance Road to Backstage Areas and Emergency Route:

- Ensure that the access roads are kept free of traffic obstruction at all times.

APPENDIX F EMERGENCY PROCEDURES**EMERGENCY PROCEDURES:**

- A. In the event of fire
- B. In the event of a bomb warning
- C. In the event of extreme weather
- D. In the event of crowd disturbances
- E. Show Stop procedures
- F. Announcements
- G. Evacuation procedures
- H. Stand Down
- I. Coded messages

A ACTION ON DISCOVERY OF FIRE

1. Person discovering fire is to inform Event Control immediately either directly or through nearest member of staff with a radio, clearly stating location of fire.
2. Staff are to tackle fire using appropriate extinguishers, only if safe to do so
3. Supervisor in area is to evacuate the immediate area
4. Event Control are to:
 - a. Alert the Fire Brigade through a 999 call
 - b. Alert all security staff using a coded message clearly stating the location of the fire
 - c. Ensure that onsite Gardai, Medical staff and other members of the Event Management team are aware.
 - d. Despatch the Safety Officer or Deputy Event Controller to the location of the fire.
5. If the fire is not serious the Event Controller, on advice from the Event Management team personnel or the Security Supervisor is to issue the 'stand down' message for the incident,
6. If the fire is serious then the Event Controller in consultation with the Safety Officer & the senior Garda/Fire Officer present will make the decision to evacuate the area/venue, using the Showstop/Evacuation procedures listed below.

B EMERGENCY/SECURITY PROCEDURES IN THE EVENT OF A BOMB THREAT

1. Person receiving bomb threat is to inform Event Control immediately with full details.
2. The Senior Garda Officer, Event Controller & Safety Officer are to evaluate level of threat.
3. Event Controller is to advise Security Supervisor/s to search in designated area/s using coded message
4. Event Controller is to be immediately informed of the full details of any bomb threat.
5. The Event Controller, Senior Garda Officer and Safety Officer are to evaluate all the information received, to determine the veracity of the threat.
6. Security are to search area/s – if nothing is found the Event Controller, in consultation with the Safety Officer and the senior Garda present is to issue the 'stand down' message.

7. If a suspect package is found, Event Control are to be informed immediately, and the Event Controller in consultation with the Safety Officer & the Senior Garda Fire Officer present will make the decision to evacuate the area/venue, using the Showstop/Evacuation procedures listed below.

C EMERGENCY PROCEDURES IN THE EVENT OF CROWD DISTURBANCE

1. Security Supervisor will inform Event Control who will direct additional resources to the specified area, as well as the Safety Officer/Deputy Event Controller.
2. Security channel to be put on alert
3. Event Controller on advice from the Safety officer/Deputy Event Controller will stand down situation using code or will proceed to showstop procedures as follows.
4. In case of crowd disturbances, it often appropriate to seek assistance from the artist in calming down the crowd.(if it is safe to do so)

D PROCEDURES IN CASE OF SEVERE WEATHER

In case of adverse weather conditions – heavy rain and/or high winds, the situation will be monitored by the Event Controller and the Event Organisers in conjunction with the Emergency Services, if present. If these weather conditions are such as to pose a serious danger to public safety, as in the case of high winds, any or all of these following measures may be taken either permanently or temporarily:

- Closing of certain areas e.g. tents, certain fields
- Closing of site car parks and alternative arrangements being made
- Halting of the performances

Obviously, there might be a point during the weekend at which the event would have to be cancelled because it had become unsafe to continue. However, it is not envisaged that adverse weather could be responsible for cancelling the event in advance of the days of the event.

E SHOWSTOP PROCEDURES IN THE EVENT OF CROWD DISTURBANCES, FIRE ON/AROUND THE STAGE, STRUCTURAL COLLAPSE & OTHER SITUATIONS REQUIRING THAT THE SHOW BE STOPPED.

It is to be understood that a 'showstop' may or may not lead to an evacuation of that area or of the site as a whole. An evacuation of the whole site is likely to be a staged evacuation. If following a showstop, the situation is rectified the performance may be restarted.

In the remote event of a concern for public safety, be it bomb threat, fire, crowd disturbance, extreme weather or other incident the procedures are as follows:

The Artist should appoint an authorised representative who is the contact point if a show stop is necessary. This person should have the authority to stop the show and be situated at the stage during the performance.

Besides the artist themselves, the following are authorised to stop a show:

- The Event Controller

- Safety Officer
- Production Manager
- Stage Managers

(A show stop may be requested by any of the Emergency Services but must be carried out by one of the above through the authorised Artist representative.)

Show Stop Procedures

1. Event Controller or Stage Manager contacts Artist representative and explains situation.
2. Stage manager alerts Systems engineers at the front of house and monitors.
3. Lighting director to 'white light' the stage & audience.
4. Artist representative walks onto stage and explains situation to artist and then either escorts them off the stage or asks Artist to make announcement if it is safe and appropriate for him/her to do so.
5. Announcement is made through lead vocals microphone, with an emergency microphone as backup., either by Artist or by stage manager. (Approved announcements are listed at end of this appendix).
6. In the case of a need for public evacuation, stage manager makes appropriate announcement whilst artist, band and crew are escorted to safety.
7. Systems engineer and stage manager to remain at positions until majority of audience have vacated arena
8. If the situation is very urgent, the stage manager is authorised to call a show stop on his/her own authority – letting Event Control know as they are doing it and before any announcement is made for an emergency evacuation

F EMERGENCY ANNOUNCEMENTS

1. *'Ladies & Gentlemen, it become necessary to evacuate this area/arena. Please move quickly & calmly to the nearest Emergency Exit & follow the instructions of the Gardai & security staff'*
2. *'Ladies & Gentlemen. We have to stop the show for the time being. No- one is in any danger; we are having discussions with the Gardai/Fire Service & will restart the show as soon as possible.'*
3. *Ladies & Gentlemen it has become necessary to stop the show temporarily. We will give you more information shortly*
4. *'Ladies & Gentlemen, due to crowd difficulties we are stopping the show temporarily. Please move away from the area of crowd disturbance and obey the instructions of security staff. As soon as the situation is resolved we will restart the show.'*

All stage managers will have copies of these announcements along with show stop procedures

G EVACUATION PROCEDURES

1. If an evacuation is necessary due to a serious fire, bomb threat or other emergency the following procedures would be initiated:
2. The Event Controller would make the following radio announcement to all channels:
'This is a special announcement, Due to an emergency situation in ... it has become necessary to evacuate the site/area. Please move to evacuation positions. Assembly points are as follows Everyone is to turn to channel 1.'
Everyone is to understand to maintain radio silence except for urgent communications.

3. If there was a performance(s) in the specified area, show stop procedures would be initiated
4. Gate/exit stewards would open their gates and secure them open to facilitate orderly evacuation of patrons.
5. In the event of a stage fire or no available PA , each steward will repeat the announcement to those patrons in his/her general area, using a loud hailer if she/he has one. It is important that all announcements be made in a calm clear voice.
6. The Event Controllers and the Senior Garda Officer on site & the Fire Service (if present) will monitor the progress of the evacuation by radio contact with security supervisors and through the CCTV and will issue additional instructions as necessary
7. In the unlikely event of a total evacuation of the site being necessary, this is to be initiated in close consultation with the Senior Garda on site & off site to ensure the necessary Garda preparation off site.
8. In this incident and any emergency declared a major incident the Event Controller will hand over control to the Senior Garda present who will become the Emergency Controller. This handover will be written & signed.
9. In this and any situation where the emergency services are involved festival personnel will fully assist these services as required.

H STAND DOWN

When the potential emergencies above have been dealt with or have turned out to be a false alarm the message will be sent over all radios.

' All units stand downCoded message.... has left the area.'

I CODED MESSAGES

The codes that are being used for fire and bomb threat will be given to the security staff and stewards and key personnel at the staff briefings and will also be given to the Emergency Services and the voluntary organisation.

APPENDIX G CHILD PROTECTION POLICY

Forestfest Ltd recognise and strive to abide by the following guiding principles for Child Protection:

- The welfare of the child or young person should be at the heart of our productions
- To recognise that all children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse
- All children and young people should be treated with care, respect & dignity
- To recognise that all children have the right to be heard, listened and taken seriously
- All staff should recognise that those working at family events may be perceived by children and young people as trusted persons and therefore all staff should abide by these principles
- Ensure communication with children and young people is open and clear
- Assess the risks posed to children when undertaking out activities, as part of the overall risk assessment process
- Ensure all staff understand all procedures concerning children and young people particularly those that concern children that are separated from their parents or guardians
- Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children and to protect staff and volunteers from the necessity to take risks and leave themselves open to accusations of abuse.

Following on from these guidelines we recognise that all staff should be briefed on the event's safety policies concerning children and young people and in particular the procedures if a child or young person should be lost or be found separated from their parents or guardians

APPENDIX H LOST CHILD/FOUND CHILD

LOST & FOUND CHILDREN

In order to safeguard the welfare of a lost/found child and to protect staff the following procedures should be followed.

1. FOUND CHILD

If a child is identified as being without their parents or guardian e.g. if they present themselves to staff or are discovered alone at the events, the staff member should:

- Ask for a colleague to join them
- Reassure the child & ask for their name & details of their parent or guardian
 - Who are you here with?
 - When & where did you last see them?
 - What do they look like?
- Contact Event Control using the word Disney (E.g. 'Event Control Disney from Tented area – please advise')
- Do not use child's name on the radio
- If requested by control and with a minimum of two people accompanying the child at all times, the child may be escorted to the First Aid Post which is the designated lost/found children point
- Staff should not:
 - Touch the child
 - give them anything to eat or drink
 - pass them onto the care of another adult

2. MISSING CHILD

If an adult presents themselves to a member of staff and claims to have lost a child, the member of staff should:

- Ask for a colleague to join them
- Reassure the adult & ask for their name & details of the lost child
 - What is the child's name?
 - What does the child look like?
 - When & where did they last see the child?
 - Where are they from?
- Contact Event Control & use the code word Mr Walt e.g. Event Control I have Mr Walt at the Food & Drink area. Please advise
- Event Control to alert all security to ensure the all exit points from the Park are covered and to look for a lost child on their own trying to leave the Festival
- Do not use either the adults or the child's name on the radio
- If requested by Event Control escort the adult to the designated Lost Children Point at the First Aid Post

3. RE-UNITING

Before a found child is re-united with their claimed parent or guardian, staff should:

- Check with the child - 'Is this who you came here with today?'
- Confirm that the biographical details 'add-up' & trust gut instinct & ask for help if unsure
- Record the details of the incident.

APPENDIX I TRAFFIC MANAGEMENT PLAN

Will be provided to Laois County Council and An Garda Siochana by the end of April.