

# Treoraí Bainistaíochta Sabháilte O cáide

## Event Safety Management Guide

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**GAA**

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**Event Safety Management Guide**



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## Background

The National Infrastructure and Safety Committee (NISC) has been working for some time in consultation with Event Safety Representatives from each county in relation to implementing best practice for safety at GAA sports grounds. In response to comprehensive audits of many of these GAA facilities and subsequent seminars and workgroups which have taken place all over the country with relevant Ground Management teams it was felt that a concise booklet providing an overview of effective and compliant safety management would be of great benefit to all involved in running events. From provincial level to county boards level, from our county grounds to our club grounds it is imperative that all concerned take real responsibility for ensuring the Safety and Health of our staff, volunteers and of course our patrons. This booklet or *Event Safety Management Guide* is not intended as a safety manual but rather as a safety guidebook which outlines in a readable manner some of the key safety issues at GAA grounds in Ireland.

## 1. Introduction

This *Event Safety Management Guide* is a general safety guide for Ground Management throughout the country. It outlines the main duties of key personnel responsible for organising events in GAA grounds and the planning involved to ensure that the safety of all staff and patrons is of primary importance. It identifies and highlights a variety of important safety risks and explains in a common sense manner the appropriate control measures that are required to manage these risks. It also illustrates the importance of running and reviewing events and sets out some of the basic principles of emergency planning.

The *Event Safety Management Guide* aims to produce a uniformity of safety best practice standards in each ground throughout the country. Along with providing a practical guide for operating safe events this guide should assist each ground in producing their own unique Event Safety Management Plan. Included with this booklet are two generic documents in soft copy format.

- The **Generic Safety Statement** is a template for each ground to set out their Safety Policy and compile all elements of Health and Safety in one document.
- The **Generic Event Safety Management Plan** deals specifically with the safe and efficient management of events. This guide will be particularly useful in assisting Ground management in completing this document.

It is important to note that this document incorporates general principles from both the Code of Practice for Safety at Sports Grounds (Blue Guide) and the NI Guide to Safety at Sports Grounds (Red Guide). This particular national guide should be read in consultation with these and other relevant documentation and resources many of which are listed in appendix 1 of this guidebook.

### **Warning:**

***The contents of this handbook are subject to periodic review in light of best practice, government legislation and regulations. Ground Management should always consult such legislation and regulations and/or professional advice in addressing any health and safety concerns.***





## 2. Ground Management Responsibilities

### 2.1 Introduction

Responsibility for the safety of spectators and staff at each GAA ground lies with Ground Management. Below are the main roles and responsibilities which the Event Controller, Safety Officer and Chief Steward must fulfill (the lists are not exhaustive). The Local Authority, Gardaí/PSNI and Health Board have an important role in ensuring appropriate safety standards are achieved and will also take control in an emergency situation. Ground Management however hold the primary responsibility for safety in the ground.

### Competence

A person is deemed to be a competent person where:-

*“...having regards to the task that he or she is required to perform and taking account of the size of the hazards(or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken”.*  
(Safety, Health and Welfare at Work Act. 2005).

### 2.2 Event Controller

An Event Controller must be appointed by Ground Management for each event and should be of sufficient competence with relevant experience and authority to take full responsibility on the day of the event for all matters relating to the event including safety at the ground. A Deputy Event Controller of equal status, experience and competence must also be appointed.

The primary duty of the Event Controller during the course of the event is to ensure that all of the elements which contribute to the comfort and safety of the patrons are interacting efficiently. The Event Controller retains control unless a serious emergency occurs, at which time responsibility is handed over to the Emergency Controller (see section 9.2 Emergency Controller). In the case of an emergency this handover must be documented on the Emergency Handover Form (appendix 7).

Event Controllers should have FETAC level 5 stewards training or equivalent however, it is preferable that all Event Controllers would have a Professional Health and Safety Qualification e.g. Certificate (level 7) / NEBOSH qualification or better. In addition qualification relative to Emergency Planning is also desirable.

Some of the key duties of the Event Controller include:

- The overall responsibility for the management of the event.
- Ensuring that pre event and post event meetings are held in consultation with the Fire, Police (Gardaí) and Health Services.
- Ensuring the provision of adequate personnel for the event such as stewards, gatemen, stiles men in accordance to the relevant Codes of Practice and event risk assessment.
- Remaining at Central Control Room before, during and immediately after an event until stand down is given.
- Liaising with Stadium Safety Officer, Chief Steward and other members of the event management team.
- Holding of a post-match de-brief to ensure that actions have been put in place for all incidents or problems.

### 2.3 Safety Officer

A Safety Officer must be appointed for each venue and have sufficient competence and authority to take responsibility for safety at the ground. Safety should be the sole responsibility of the Safety Officer and a deputy should also be appointed for each event. All Safety Officers should have FETAC level 5 stewards training or equivalent however, it is preferable that all Safety Officers would have a Professional Health and Safety Qualification e.g. Certificate (level 7) / NEBOSH qualification or better.

Some of the key duties of the Safety Officer include:

- Ensuring compliance with the Codes of Practice for Safety at Sports grounds and any other relevant guides or legislation (see detailed list in appendix 1).
- Drawing up and implementing a programme of checks, inspections, tests, training and remedial works so as to eliminate or minimise the potential risk to spectators and staff.
- Keeping appropriate records of checks, inspections and tests on all structures, installations and equipment.
- Ensuring that records of staff training are kept.





- Attending all pre event planning meetings and post event meetings.
- Being in direct radio contact with the Central Control Room and the Event Controller.
- Ensuring all exit gates are manned and unlocked at all times.
- Carrying out pre events checks for every event and ensuring that remedial action has been taken for non-conformances.
- Ensuring all medical provisions such as ambulances, medical personnel and medical equipment are in place.
- Producing an Event Safety Management Plan incorporating contingency planning, medical and stewarding provisions and risk assessments. (see contents page in appendix 4)

#### 2.4 Chief Steward

The Chief Steward is responsible for co-ordinating the responsibilities of all stewards. The Chief Steward reports directly to the Event Controller.

Some of the key duties of the Chief Steward include:

- Attendance at all pre event planning and post event meetings with the Gardaí / PSNI.
- Controlling all stewards from a central point and ensuring that an effective means of communication is in place.
- Designating supervisory stewards to each sector of the ground e.g. deck, vomitory, car park and other general duties as required.
- Briefing all stewards in advance of each event.
- Ensuring all accident and incident report cards are collected after each event and handed over to the Stadium Safety Officer.
- Mobilising stewards to assist the emergency services in the case of a serious incident or activation of the emergency plan.

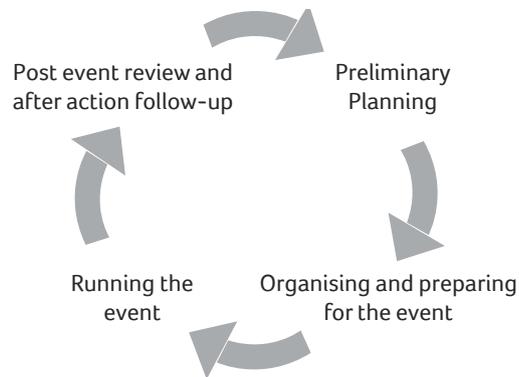
*Note: As the Chief Steward and Event Controller have different roles and functions, one person should never be assigned to both posts for the same event.*

## 3. Planning for Events

### 3.1 Introduction

Planning for events is vital for success and organisers must be aware that no plan will survive its first contact with reality, so flexibility is required. Responsibility for patrons at sports grounds lies at all times with ground management and a coordinated approach with statutory authorities will assist in this process.

During the planning stage, organisers should adopt a systematic approach to how the event will unfold. By breaking an event into smaller component parts, one can identify the elements and issues that require attention. Regardless of whether a ground has run a number of events or planning its first, the process remains the same and covers planning, action and control. A typical event management cycle takes the following format:



### 3.2 Preliminary Planning

Lead agencies e.g. Local Authorities, Gardaí / PSNI and Health Services must be notified in advance of major or one off events by ground management. In addition, ground management should formally establish (and chair) a liaison committee comprising of representatives of the lead agencies as mentioned above, along with key members of the ground management i.e. the Event Controller and Safety Officer or suitable deputies. Accurate minutes of all meetings should be maintained.

In the six counties this function can be managed through the local Safety Advisory Group (SAG) for the venue which is facilitated by the local authority and has all the emergency services represented.





The liaison committee should develop a practical and site specific event safety management plan dealing with all aspects of the event including contingency and emergency planning. This is normally communicated through a formal pre event meeting. The following contingency plans would be considered the minimum required for hosting events:

- Stopping or delaying an event
- Various emergency situations including fire, bomb threat/suspect parcel, damage to structures etc.
- Possible crowd disturbance, crowd surge/crushing, pitch invasion
- Coping with an exceptionally large number of spectators arriving late at the ground
- Failure of any detection, warning, lighting or communications system , including Public Address System or other equipment

A generic Event Safety Management Plan is enclosed in this document to assist ground management in this process. This document can be supported by Standard Operating Procedures (SOP's), ground regulations, risk assessments etc. Contingency plans can also be found in appendix 8.

### **3.3 Organising and Preparing for the Event**

In order for ground management to control and supervise the safety management operation, a clear chain of command is required. It is necessary for ground management to appoint an Event Controller, Safety Officer and Chief Steward who are charged with safety management during an event.

Both the Code of Practice for Safety at Sports Grounds (Blue Guide) and the NI Guide to Safety at Sports Grounds (Red Guide) go into detail the type of activities that should be considered under safety, stewarding, structures, installations and components. However the following items should also be considered as they will help contribute to the overall success of an event:

- Budget
- Sponsorship
- Staffing/team
- Logistics
- Equipment
- Catering
- Media

### 3.4 Running the Event

When the public are on site the Event Controller should ensure that there is an adequate number of stewards and external personnel to cover all entrances and exits including emergency exits and other strategic points or areas.

Other items that require attention are set out below:

- Ensure that exit gates are staffed at all times when the public are in the grounds so that in the event of an emergency they can be easily opened i.e. Physically remove all locks and never leave them hanging in position unopened; entrances around the stadium for Emergency Services, including the Gardaí / PSNI, should be identified and agreed in advance.
- Medical provision is adequate for the expected attendance
- Consult with the Gardaí / PSNI and arrange adequate Policing and Garda facilities and ensure that, where the Gardaí / PSNI are to be present at the ground, there is a clear understanding of the division of duties and responsibilities between them.
- Ensure that all gangways and exit routes are unobstructed and capable of being used to their full capacity at all times when the public are in the ground.
- Check the ground for any accumulations of combustible litter, especially below stands and in exit routes, and for any source of potential missiles.
- Proper documentation of the event in the form of an event log.

### 3.5 Post Event Review and After Action Follow Up

A de-briefing meeting should be held soon after the event as valuable lessons can be learned with a view to improving future events. After each event carry out a general visual inspection for signs of damage and if necessary arrange a post event management meeting with the Liaison Committee to review the operation of the plan and to formulate any changes considered necessary from the experience of the event.

The responsibility of keeping comprehensive and accurate records lies with ground management. The following records should be kept after each event:

- attendance figures
- event log
- all inspections and tests, and defects noted and the remedial/other action taken
- any accident or reported incident which might have led to an accident
- post event minutes





### 3.6 Insurance

Insurance is one of the most important considerations in organising an event. The law requires all event organisers to have Employers Liability for employees including volunteers and Public liability cover for our patrons. All affiliated units of the Association are covered by the GAA Property & liability Insurance policies. Paid contractors / service providers / vendors engaged to provide services at the venue must provide evidence of current Employers & Public Liability insurance with an indemnity noted to the club/county board/ provincial council. Failure to adhere to any regulatory / statutory requirements will void GAA Insurance covers.

## 4. Providing a Safe Venue

### 4.1 Introduction

The movement of patrons to and from a venue safely is a fundamental challenge for Ground Management. If adequate provisions have not been put in place it can lead to over-crowding, surging and even crushing. The use of turnstiles have been of huge importance for many years but there are many other safety systems in modern grounds which need to be considered, maintained and tested such as a fire alarm detection system and public address system. Also covered in this section are the structural features of the ground and buildings which if ignored can be a very serious safety hazard. The use and positioning of correct safety signs is also a key element of any safe venue.

### 4.2 Ingress and Egress

An adequate number of entrances and exits should be provided for the anticipated attendance which should help to ensure the desired flow rate. Inappropriate positioning, width or impeded flow rate may create bottlenecks, which will increase the risk of crowd congestion, slips, trips and falls and crush type injuries. The number, location and operation of turnstiles are vital in ensuring an even flow of patrons into the ground. A reliable mechanism for counting patrons is essential to avoid over capacity in the ground or a specific section of the ground particularly terraced areas. It is important to note that if there are insufficient turnstiles at a ground or if there is no accurate counting system in use the capacity of the ground must be reduced accordingly. As with all safety systems each turnstile must be checked before each event.

Continuous and unimpeded egress routes, free of any bottlenecks must be maintained at all times to ensure the safe movement of patrons out of the ground. This is particularly important when the entire crowd leave at the same time or in an emergency evacuation scenario. Exit widths must be carefully planned in consultation with the Codes of Practice and in all areas the minimum width of any exit route is 1.1 metres. The capacity of the ground is bound by the calculations of egress time and these are detailed in the Codes of Practice.

Appendix 1 refers to regulations on the use of signs for the venue. It is important that all statutory safety signs adhere to these regulations particularly those relating to the safe egress of patrons whether in normal or emergency mode. All approaches to the venue should be well sign-posted from parking areas and public transport points. Closer to the ground properly situated and clear signage will serve to enhance the flow rate and ensure that patrons do not create congestion in any particular area. They will also assist stewards in directing crowds both outside and inside the ground.





The Event Safety Management Plan for any particular event must safeguard pedestrians from traffic movement in the vicinity of the grounds particularly in relation to live traffic. Temporary stands or trading points must not be allowed to obstruct pedestrian movements. Ground Management should liaise with the Gardaí / Police in relation to the development of a traffic management plan.

Other important factors to consider in relation to safe ingress and egress to and from grounds are:

- Turnstiles, exit doors and exit gates should all be checked before patrons enter the ground.
- Programme sellers and other vendors should not be permitted to impede access / egress routes.
- Cater for people with disability /mobility issues. This may require the provision of ramps and ensuring that access facilities are wide enough to allow free movement.
- All exit gates must be unlocked and manned at all times.

### 4.3 Life Safety Systems

#### Maintenance and Testing of Fire Safety Systems

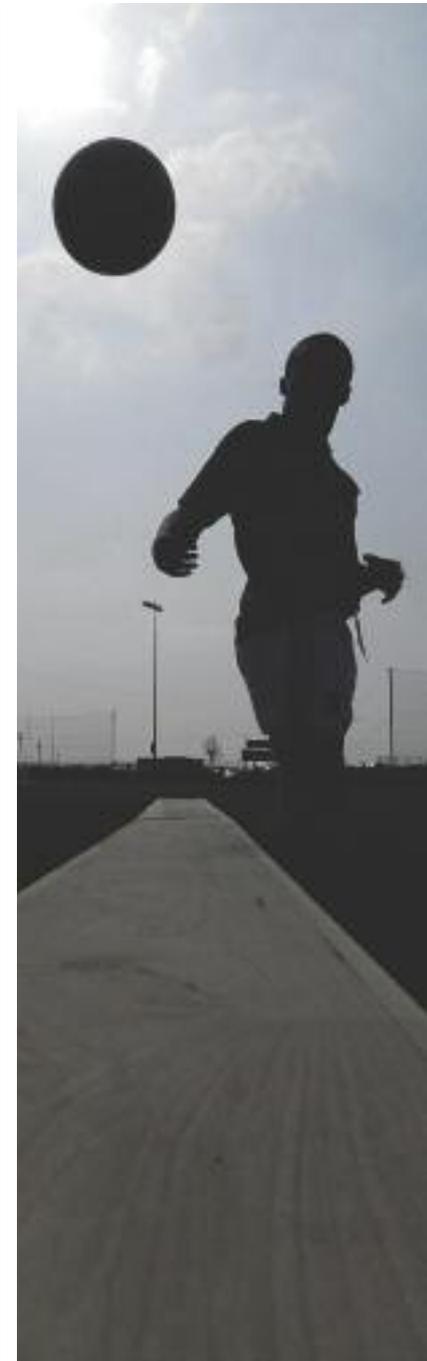
It is the responsibility of the Safety Officer, to ensure that all fire safety equipment is correctly installed and properly maintained.

- (i) *The fire detection and warning system and any associated public address system, fire fighting equipment and the emergency lighting system should be installed, tested and maintained in accordance with the relevant standards.*
- (ii) *Arrangement should be made for all fire safety systems to be inspected and maintained regularly by competent persons.*
- (iii) *A record of all tests and checks should be properly maintained in suitable log books.*
- (iv) *Other systems to consider if appropriate are sprinkler system, dry risers, hydrants, smoke extract system, fire dampers, CCTV and gas detection system.*

#### 4.4 Fire Prevention

Fire poses a major safety risk, particularly where large crowds are present, (e.g. in a confined area of an elevated covered stand/terrace). Proper precautions must be taken to reduce all identified hazards to acceptable legislative levels. Below is a non-exhaustive list of the main control measures in fire prevention at grounds:

- Identify risk areas and remove or reduce the risk early.
- Voids under stands, where an accumulation of litter is possible should be either completely sealed off, or entirely open in order to allow access for removal of waste.
- Erect signage and label fire lanes and exits clearly, keep them clear of vehicles and other objects at all times.
- Keep rubbish containers/bins as empty as possible.
- Do not let combustible rubbish materials be stored beside catering units or stage areas.
- Liaise with local fire authority.
- Provide training to fire marshals and stewards.
- Have a tested method of raising the alarm for events.
- Hazardous materials such as fuels, fertilizers, weed killers and paints should be kept locked in a fire resistant room.
- It is imperative that escape routes, including the street area immediately outside of the stadium, are available for use at all times when the ground is occupied.
- Catering or sales outlets, hospitality tents or toilet facilities should not be located where they, or any queue they attract, obstruct an escape route.
- Materials and furniture should not be stored within escape routes.
- Ensure that exit doors can be easily and immediately opened, that exit routes are free from obstruction and adequately lit and that combustible materials and waste has been removed.
- Before the public are admitted to the ground, the safety officer is responsible for ensuring that all necessary fire safety features are available and in effective working order and that no undue fire risks are present.
- All exit doors are unlocked and readily available for use
- Fire doors are not wedged or propped open
- Exit routes and exit signs are adequately illuminated and where two power supplies provided e.g. mains and battery, both are operative.





## Fire Plan

The training of staff in fire precautions aims to ensure that, in the event of fire each member of staff takes the appropriate actions to safeguard the occupants and facilitate their safe evacuation.

Stewards with specific responsibilities in the event of fire should receive instructions and training appropriate to their role, including instruction and training in the use of hand fire fighting equipment provided on the premises.

The purpose of the Fire Safety Plan is to ensure that all stewards, staff, etc. know how to act on the discovery of fire or the raising of the fire alarm. If a fire is discovered or suspected there are certain actions that need to be carried out quickly and effectively. In broad terms these actions are as follows: -

- (i) Operate the fire alarm system and alert the event controller (via radio contact) or the Gardaí/PSNI in the vicinity, to the emergency. It is the responsibility of the Event Controller to contact the fire brigade and other emergency services. Facilities to call the Fire brigade should be provided in the central control room.
- (ii) Establish the location and apparent extent of the fire and assess the situation i.e. is it safe to treat the fire?
- (iii) Organise and effect the safe movement away from the fire and/or evacuation of the public.
- (iv) Take steps consistent with the safety of the individuals to fight the fire or contain it.
- (v) Assist the fire department on their arrival to enable them to attack the fire effectively and in particular inform the fire department of the safety and whereabouts of the occupants of the ground.

The relevant local fire authority should be consulted regarding the Fire Safety Plan for each ground.

#### 4.5 Structural Safety

A structural audit should be carried out annually to examine all relevant areas of the ground. The Safety Officer should ensure that all recommendations of remedial work are carried out and that visual checks take place before each event and are recorded.

The testing of crush barriers, guardrails and other guarding are dealt with comprehensively in the Codes of Practice. It is important that these are tested appropriately by a structural engineer as they are a key safety element in the ground particularly in terraced areas.

Most venues may have a certain amount of temporary structures in or around the ground such as temporary seating, staging, marquees or stalls. These structures should be certified by a competent person or structural engineer to ensure that they are stable and do not pose a risk to public safety.

One of the common hazards which often goes unnoticed at many grounds are items such as equipment, signs and damaged structures such as roofs which are located at heights. If items or debris, regardless of size fall from considerable heights the risk to patrons beneath is very high. At least once a year or more if very bad weather has occurred, a structural engineer should conduct a full inspection of the ground for such hazards. In strong winds all areas particularly at heights should be monitored to ensure they are stable.

#### 4.6 Lighting

Many grounds now hold night time events and the provision of suitable lighting is important in all areas inside and outside the venue, from car parks to all entry and exit routes. A risk assessment should be carried out at night before an event to determine the areas that require lighting and an electrician employed to repair or install additional lights. The testing of house lighting, floodlighting and associated power supplies such as generators together with emergency back-up lighting is an integral part of the Safety Office's checklist.





## 5. Medical Facilities and First Aid

### 5.1 Introduction

Ground management should ensure that proper medical services including First Aid and contingency medical provision are available. Ground management should liaise with the medical services in order to determine the required health facilities at any given event. However, it is recommended that for an expected attendance of over 5,000 an ambulance service will be provided at the event. Inter County games or other events a doctor should be designated as Ground Medical Officer where the attendance is expected to be over 5,000.

Through liaising with the Health Services prior notice can be given to hospitals of the expected numbers at the event which should serve to enhance the prompt treatment of casualties in the event of an emergency.

### 5.2 First Aid Facilities:

Properly equipped First Aid Posts should be provided in all grounds. Details should be included in all match programmes and announced over the public address system. Advice should be sought from the Health Services in relation to the number location of First Aid Posts taking into account the scale and nature of the event. Designated First Aid Posts /Medical Treatment Rooms should be 15 square metres up to 15,000 capacity and should ideally be increased to at least 25 square metres for capacities in excess of 15,000. First Aid/medical treatment rooms should have adequate lighting, heating and ventilation in addition they should also have adequate storage facilities for all equipment.

Ground Management are responsible for ensuring that an adequate number of First Aiders are on duty depending on the expected attendance. At least one person trained in First Aid should be present per 2,500 spectators.

**A defibrillator should be available on site for all games.**

### 5.3 Ambulances:

For an anticipated crowd in excess of 5,000 arrangements should be made by ground management for one fully equipped ambulance to be in attendance and be able to deal appropriately with cardiac emergencies throughout the ground.

Additional ambulance units will be required depending on the expected capacity of stadium. Guidelines are outlined in the relevant Codes of Practice however if in doubt the advice of the Health Board should dictate what will be required.

## 6. Environmental Safety

### 6.1 Introduction

Public Health issues are monitored and regulated by Environmental Health Officers. They cover a number of areas of health and safety and must be considered very important as the consequences can have a very detrimental effect on the safety of staff and patrons alike, although the signs may not always be immediately obvious.

### 6.2 Food Safety

HACCP (Hazard Analysis & Critical Control Point) is a system that allows the caterer to identify and control any hazards that could pose a danger to the preparation of safe food. It involves identifying what can go wrong, planning to prevent it and making sure that it is being done. HACCP is a legal requirement.

Food should be stored so that cross contamination of different types of food such as meat and poultry cannot occur. Refrigerators and freezers should not be overloaded and cleaned and defrosted regularly. Temperature controls must be in place and monitored at all times and in the case of hot food must be kept at a temperature of at least 63 degrees Celsius. A suitable thermometer should be used in a hygienic manner to carry out regular checks on food.

In relation to occasional food stalls such as ice cream stalls, hot dog/baked potatoes stalls, burger/fish/fries stalls and other ethnic food stalls must be licensed with the Health Services. The event organiser is responsible for details of all such stalls to the Health Services in advance of the event.

### 6.3 Water

For concerts or similar events the provision of free drinking water is very important as the audience may assemble in a packed warm environment. Dehydration can become a serious problem very quickly which can lead to people fainting increasing the likelihood of being trampled on.

Drinking water where possible, should be supplied from the rising main and a minimum of one drinking water point per 1,000 people should be provided and should be dispensed through spring loaded standpipes. A suitable non-slip surface that is adequately drained at all drinking water supply areas should be provided.





In the event of the water main not being used for supply, tankers must be employed and Ground Management must ensure that they have a system in place to ensure that the water supply is fit for human consumption throughout the course of the event. Inform / liaise with the Health Services / Environmental Health Officer in this regard.

Prior to the event all taps must be adequately sanitised and cleaned. Run all taps for at least 2 minutes prior to the commencement of the event ensuring that any stagnant water is run out of the system. Food grade solutions can be used as a disinfectant e.g. 'Milton' /similar products are acceptable for the purpose of sanitising taps.

#### **6.4 Sanitary Facilities**

The number and positioning of toilets and the division between the sexes, including toilet accommodation for the disabled, must be agreed with the Local Authority and Health Board in accordance with the Building Regulations. They should be easily accessible and have clear signage both on the toilets and on directional signs to get there. On event day it is necessary to have adequate maintenance on site should any problems arise. The use of a non-slip floor is recommended and regular cleaning and inspections are required (and logged) to eliminate the occurrence of slips or falls which could result in injury and/or potential claims. Each unit must also be provided with a hand wash facility.

Ideally toilets should discharge to an existing disposal system however temporary drainage arrangements may be acceptable to the Local Authority. Under no circumstances should waste be discharged into the ground.

#### **6.5 Waste Management**

Arrangements must be made for the cleaning of the venue, prior to, during and after the event. Adequate bins should be provided in the appropriate locations such as catering areas ensuring there is no build-up of combustibles at any stage. Recycling facilities should be available at each ground and specific requirements put in place for the disposal of medical waste. At no point should rubbish pose a fire safety risk by either blocking or impeding exits or stored in such a manner as to provide a ready-made source of ignition.

#### **6.6 Noise**

Ground management should be aware of the local community in relation to noise levels in the stadium, such as public announcements and entertainment. The local Authority are responsible for implementing the Environmental Protection Agency Act, 1992 but in most cases common sense and good judgement will avoid any unnecessary disturbance.

In terms of concert events a full risk assessment should be provided by the relevant event technicians. Where loud music is part of the entertainment there may also be a need to provide hearing protection for staff in certain parts of the ground.

### 6.7 Smoking

It is very important that each ground identify all areas of the grounds where smoking is permitted and in what areas smoking is prohibited. As places of work GAA grounds are subject to the legislative requirements of the **Public Health (Tobacco) (Amendment) Act 2004**. Therefore each ground should formulate a policy which is within the scope of the legislation and which can be enforced within reason by Ground Management. In defining areas of the grounds the following excerpt from the 2004 Act describes specifically areas which are exempt from the smoking ban. All other areas are not exempt and control measures must be put in place to ensure compliance with the legislation.

*Section 16 (7) this section shall not apply to-*

*(c) subject to paragraph (d), a place or premises, or part of a place or premises, that is wholly uncovered by any roof, whether fixed or movable.*

*(d) an outdoor part of a place or premises covered by a fixed or movable roof, provided that not more than 50 per cent of the perimeter of that part is surrounded by one or more walls or similar structures (inclusive of windows, doors, gates, or other means of access to or egress from that part).*

This legislation can be viewed in full on [www.otc.ie](http://www.otc.ie)

In producing a Smoking Policy for your ground the following control measures should be considered:

1. Identify designated smoking areas and prohibited smoking areas in policy document and distribute to all staff.
2. Document actions taken for those found in breach of the smoking legislation. This could be one warning followed by ejection from the grounds. These incidents should be documented and in the case of ejection a member of the Gardaí will be required.
3. Signs, public announcements, tickets and match programmes should be used to advertise the policy.
4. All stewards and staff should be briefed on the smoking policy and related procedures. Ideally designated 'Smoking Wardens' should be used to implement the stadium policy





## 7. Communications

### 7.1 Introduction

There should be a communications system capable of clearly relaying essential messages to both staff and spectators in all parts of the ground, in place, in both normal and emergency conditions. The sophistication of the system should be in keeping with the size of the event i.e. the anticipated attendance. Organisers should ensure that they have a backup system in place e.g. serviceable 'loud hailers' in order to cover a communications systems failure.

### 7.2 Control Room

A Control Room should be located to give a good direct view of the major part of the ground.

Communication facilities in the Control Room should include:

- Radio communication facilities / control base.
- External and internal telephones (land lines) connected with various offices and other sections to facilitate communication of messages concerning public safety, in event of failure of the radio communication system.
- Facilities for receiving information on numbers (via turnstile counting system), admitted to each section of the ground.
- Fire alarm system repeater panel.

Access to the Control Room should be limited to:

- Event Controller and/or Deputy Event Controller
- Safety Officer
- Senior Garda / PSNI Officer
- Technical Operators
- Public Address Announcer
- Any other person the Event Controller considers necessary

Under all normal circumstances, these personnel will remain in the Control Room unless it is decided to relocate to the designated alternative control centre in the event of an emergency threatening the Control Room location.

### 7.3 Public Address System

Important announcements relating to crowd safety should be preceded by a loud signal in order to grab the attention of the crowd. This signal should be distinct from all other signals and made known to the crowd before the start of the event/game. In addition match day /event programmes should contain relevant/ useful information detailing emergency and first aid arrangements for members of the public. The public address announcer should be in close proximity to the Event Controller and ideally remain in the Control Room with the Event Controller and Senior Member of the Gardaí/PSNI. Decisions on the broadcast of messages will be made in consultation with the Event Controller. In the event of mains failure, provision should be made for an alternative power supply.

### 7.4 Radio System

A multi-channel or frequency radio communication system should be in place for the event to facilitate radio communications between the following key match-day personnel:

- Event Controller / Deputy
- Safety Officer / Deputy
- Council Liaison
- Stewards / Stiles and Gates Personnel
- Administrative / Maintenance Services
- Medical / First Aid
- Public Address

### 7.5 Other Communications

Consideration should be given to how the following means of communications can also be utilised and documented in the Event Safety Management Plan.

- Internal phone system
- Mobile phones
- Loudhailers and megaphones
- Big screen and television monitors
- Match programmes, leaflets, signs and notices





## 8. Stewarding

### 8.1 Introduction

The primary role of a steward is to **STEWARD** and **not to spectate**.

Effective stewarding should:-

- Ensure ease of ingress and egress for spectators.
- Prevent overcrowding in all sections of the ground.
- Reduce the likelihood of incidents and accidents.
- Help to disperse spectators in such a way as to reduce crowd pressure.
- Provide a valuable resource in the case of an emergency situation.

For games and other open-air events where adequate numbers of competent voluntary stewards are not available, a core of professionally qualified / paid stewards should be engaged and deployed to maximum effect.

### 8.2 Roles and Responsibilities

#### General duties of Stewards:

- Control or direct spectators who are entering or leaving the ground.
- Prevent overcrowding by ensuring that crowd limits in various parts of the ground are complied with and that gangways and exits are kept clear.
- Recognise crowd densities, signs of crowd distress and crowd movements to report to Event Control.
- Ensure safe dispersal of spectators on the terraces or viewing slopes.
- Log all incidents and accidents and report them to Steward Supervisor.
- Man exit gates at all times until stand down is given by Event Control.
- Assist the Gardaí / PSNI as appropriate or as requested with crowd control.
- Undertake duties relating to emergency and evacuation procedures.
- Assist Gardaí / PSNI at barriers, checking tickets and giving information to patrons approaching the ground.
- Give immediate assistance to the Gardaí / PSNI and other emergency services in the event of an emergency and also when requested by the Gardaí / PSNI.
- Remain in their designated area unless directed otherwise by the supervisory stewards.
- Keep gangways and designated sterile areas clear at all times.

- Assist with pitch invasion prevention as appropriate.
- Be readily identifiable by the wearing of colour coded, numbered sur- coats / bibs, distinctive from those worn by Gardaí / PSNI and Emergency Services.
- Participate in all training and briefings as required by Ground management.

### 8.3 Training

All stewards should be trained to FETAC level 5, NCFE Level 2 or equivalent. The Event Management Organising Committee should provide the resources for FETAC Level 5 training / Sport NI supported NCFE Level 2 or similar training for all stewards so far as is reasonably practicable.

All stewards on each event day will be briefed by a member of the Ground Management Team, usually the Safety Officer or Chief Steward.





## 9. Emergency Planning

### 9.1 Introduction

Accompanying this guide is a generic Event Safety Management Plan produced for all GAA grounds in the country. Many elements already in this guide will enable Ground Management and Safety Officers in all counties to prepare their own plan which is absolutely essential. Whilst Ground Management is responsible for the planning and operation of safe events, should a major emergency occur, the Principle Response Agencies eg: the Gardaí/PSNI, Local Authority and Health Boards will deal with the particular situation.

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

### 9.2 Emergency Controller

Appendix F, section 3.2 of The Code of Practice for Safety at Sports Grounds defines the Emergency Controller as *'the Senior Garda Officer present who will take over control of the entire operation until or unless other emergency services, i.e., Health Boards and Fire Authorities are present, in which case each service will exercise control over its own operations.'*

Once a serious emergency (actual or potential) is identified the Event Controller shall transfer responsibility for control to an Emergency Controller. The transfer of responsibility shall be accompanied by a formal statement e.g. *"You are now in control of operations"* and the time of transfer shall be logged by both the person relinquishing control and the person assuming control in the Emergency Controller Handover Form (Appendix 7). Thereafter the Event Controller shall act to assist him in the provision of all resources that are available to him.

### 9.3 Functions of Emergency Services and Ground Management

#### Functions of the Gardaí

- Activation of the Procedures in all its stages. Saving of life in conjunction with the other emergency services.
- Establishment of an Operational Site Control Centre.
- Traffic and Crowd Control.
- Maintenance of Law and Order.
- Sheltering and / or Evacuation (including the issuing of public alerts).
- Preservation of the Scene, collection of evidence, and investigation of the incident.
- Arrangements in respect of the dead.
- The provision of a Casualty Information Bureau to collate and disseminate casualty information.
- Provide an Emergency Telephone Service, if necessary, in accordance with pre-determined arrangements.
- Securing the site (including the Rendezvous Point and Holding Area) and layout thereof and controlling access thereto.
- Exercise of certain Local Authority functions pending a Local Authority response to the Emergency.
- Informing the public as necessary, and on the advice of the competent authorities of actual or potential disasters arising from the Emergency.
- Participation in the Coordinating Group.

#### Functions of the Health Board

- Activation of the Procedures.
- Provision of all health services.
- Provision of medical advice and assistance.
- Provision of pre-hospital emergency care at the scene and during transportation to designated hospitals.
- Triage of casualties to determine priorities for evacuation.
- Casualty evacuation and ambulance transport.
- Provision of hospital treatment including psychiatric assistance.
- Provision of community, medical and welfare services.
- Certification of the dead and provision of forensic support for the Gardaí/PSNI
- Notification of all appropriate hospitals.
- Assemble and transport medical team(s).
- Critical Incident Stress De-Brief and psychological services.
- Provision of community care services through the Community Care General Managers.
- Co-ordinate General Practitioner services.
- Notify and task Private Ambulance companies.
- Notify Blood Transfusion Service Board.
- Participation in Coordinating Group.



## Safety and General

### REGULATIONS Public Amusement

1. All persons entering this ground are admitted only subject to the following Rules which are designed to protect the Health and Safety of all persons to be on ground. Entry to the ground shall be deemed to constitute an agreement to accept all of the above Rules.
2. The management reserves the right of admission.
3. The instructions of the stewards must be obeyed at all times.
4. All persons entering the ground agree to be searched by a member of the Security Forces.
5. Every person (including infants) entering the ground must have a ticket.
6. The following are not permitted:
  - 6.1 Entry upon the pitch or engaging in conduct that causes or is likely to cause injury or harm to, or otherwise interferes with, disrupts, hinders or delays a person playing in, or forming or otherwise having a role in a match at this ground.
  - 6.2 Any unauthorised contact with the boundary wall surrounding the pitch or intrusion on to the pitch. Any such unauthorised contact or intrusion constitutes a violation of property.
  - 6.3 The throwing of food or other objects, stanch or other buildings. Such an act or conduct is a trespass to property.
  - 6.4 Throwing of objects onto the pitch.
  - 6.5 Smoking or latrine use in any gangway or aisle.
  - 6.6 Behaving in an offensive or indecent manner.
  - 6.7 Bringing of alcohol into the ground.
  - 6.8 Bringing into the ground of fireworks, missiles, explosives, rockets, gas can, gas, flares, banners, poles, electric appliances, posters, and other articles or materials, including anything which could or might be used as a weapon.
  - 6.9 Excessive noise such as that from the use of radios or other appliances and behaviour likely to cause confusion or nuisance of any kind including foul or abusive language.
7. If a person commits a trespass, reasonable force may be used to prevent, restrain or remove any person.
8. Where a person is in breach of any of these rules, and where the management believes that a person constitutes a source of danger to others, or to the ground, such person may be refused entry, such person may be removed and any property taken from the ground and reasonable force may be used for that purpose.

### Functions of Local Authority

- Activation of the Procedures.
- To save life in conjunction with the other emergency services.
- Extinguishing of fires.
- Containment, neutralisation and clearance of chemical spills and emissions.\*
- Protection and rescue of persons and property.
- Maintenance of Local Authority Services (e.g. roads, fire cover, protection of water supplies) during the emergency.
- Provision of access to the site of the emergency.
- Forensic support to Gardaí/PSNI
- Advice on sheltering and / or evacuation.
- Accommodation and welfare of evacuees and persons displaced by the emergency.
- Site clearance, demolition, clean-up operations removal and disposal of debris.
- Provision of food and rest facilities for all personnel responding to the emergency.
- Control and direction of activities of all agencies within the "Danger Area" at an emergency.
- Participation in the Coordinating Group.

### Functions of Ground Management

- Place all facilities in the Ground at the disposal of the Emergency Controller.
- Provide areas suitable for collection of casualties, first aid treatment etc.
- Provide drawings of the stadium to the Emergency Controller.
- Place all available personnel at the disposal of the Emergency Controller.

### 9.4 Event Safety Management Plan

Regardless of the scale or type of emergency that occurs it is vital that before, during and after the emergency occurs all internal and external stakeholders are familiar with the site specific Event Safety Management Plan. The plan should be drawn up in consultation with the various emergency services. It should be available in the Event Control Room at each event and reviewed entirely at least once a year and tested in the form of a drill or table top exercise. As already discussed there is a CD included with this guide which should be completed by Ground Management in advance of any event of over 5,000 people. In appendix 4 is a contents page which outlines the various areas that need to be covered. Appendix 8 also covers contingency planning for very serious incidents which may or may not result in handing over control to the Emergency Controller.

## Appendices Cover Note

The appendices below are not intended as a complete set of resources from which a Safety Statement and Event Safety Management Plan can be constructed. However they should provide some useful advice and templates which can assist Safety Managers in producing ground specific safety documentation. NISC are currently in the process of making these and many other useful resources available to all county boards through the GAA website and for the purpose of this guide only a limited amount of information was included.



## Appendix 1 Legislation and Guidance

Outlined below are some key pieces of legislation and guidance documents to assist you in developing your own safety management system in order to comply with current legal obligations.

### Legislation & Regulations

- Safety Health and Welfare at Work Act 2005
- Safety Health & Welfare at Work (General Application) Regulations 2007
- Safety, Health and Welfare at Work (Construction) Regulations 2006
- Safety, Health and Welfare at Work (Signs) Regulations 1995
- The Safety at Sports Grounds (NI) Order, 2006
- The Fire Services Act 1981 & 2003
- Licensing of Indoor Events Act 2003

### Approved Codes of Practice

- The Noise of Music 2009 – Guide lines on compliance with Noise legislation.
- Code of Practice for Working in Confined Spaces 2001
- Guide to the Construction Regulations 2006
- Code of Practice for Outdoor Pop Concerts and other Musical Events 1996
- Code of Practice for Safety at Sports Grounds, 1996
- The event safety guide (Purple guide) a guide to health, safety and welfare at music and similar events
- Guide to safety at sports grounds (Green guide): Department of culture media and sport
- A Guide to risk assessments requirements – Health and safety executive: Available from UK Stationery Office
- Temporary demountable structures: Available from The Institution of Structural Engineers British Standard BS 7671: 1992
- Requirements for electrical installations: Available from British Standards Institute

### Other

- A Framework for Major Emergency Management, 2006.

### List of useful websites

[www.hsa.ie/eng/Legislation](http://www.hsa.ie/eng/Legislation)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.irishstatutebook.ie](http://www.irishstatutebook.ie)

[www.hsa.ie/.../Guidelines\\_on\\_Risk\\_Assessments\\_and\\_Safety\\_Statements.pdf](http://www.hsa.ie/.../Guidelines_on_Risk_Assessments_and_Safety_Statements.pdf)

## Appendix 2 Sample Incident Report Card

### INCIDENT/ACCIDENT REPORT CARD

#### What constitutes an incident?

Seat / Ticket irregularities  
Spectator Accidents, Slipping, Falling  
Calling for First Aid  
Spectator Disagreements  
General Complaints  
Breaches of Ground Regulations  
Breach of Smoking Regulations  
Breach of Health & Safety Regulations

#### REMEMBER

Where accident/incident results in injury to any person also complete Incident/Accident Report Form overleaf.

If nothing to report show "NIL", sign and return this card to the Head Steward who in turn will issue to the Event Controller.



## Appendix 3 Sample Ground Safety Regulations

### Health and Safety Ground Regulations

1. All persons entering this ground are admitted only subject to the following Rules (which are designated to protect the Health and Safety of all entrants to the ground). Entry to the ground shall be deemed to constitute unqualified acceptance of all of these Rules.
2. The management reserves the right of admission.
3. The instructions of the stewards must be obeyed at all times.
4. All persons entering the ground agree to be searched by a member of the Garda Síochána.
5. Every person (including infants) entering the ground must have a ticket.
6. The following are not permitted:
  - 6.1 Entry upon the pitch or engaging in conduct that causes or is likely to cause injury or harm to, or otherwise interferes with, disrupts, hinders, or distracts a person playing in, refereeing or otherwise having a role in a match at this ground.
  - 6.2 Any unauthorised contact with the boundary wall surrounding the pitch or incursion on to the pitch. Any such unauthorised contact or incursion constitutes a trespass to property.
  - 6.3 The climbing of floodlights or other pylons, stands or other buildings. Such behaviour constitutes a trespass to property.
  - 6.4 Throwing of objects onto the pitch.
  - 6.5 Remaining or loitering in any gangway or aisle.
  - 6.6 Behaving in an offensive or indecent manner.
  - 6.7 Bringing of alcohol into the ground.
  - 6.8 Bringing into the ground of fireworks, smoke canisters, bottles, glasses, cans, flags, banners, poles, distress signals, laser pointers and similar articles or containers, including anything which could or might be used as a weapon.
  - 6.9 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.
  - 6.10 Smoking in non-designated areas
7. If a person commits a trespass, reasonable force may be used to prevent, restrain or terminate any trespass.
8. Where a person is in breach of any of these rules, or where the management believes that a person constitutes a source of danger to others, or to the ground, such person may be refused entry or ejected from the ground, and reasonable force may be used for that purpose.

## Appendix 4 Sample Guidelines for ESMP Contents

### 1.0 Event Details

- 1.1 Event Overview & Location
- 1.2 Event Schedule & Timings
- 1.3 Attendance Profile

### 2.0 Safety Policy

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

### 3.0 Event Management Structure & Responsibility

#### 3.1 *Key Personnel*

#### 3.2 *Responsibilities*

- 3.2.1 Event Controller/ Coordinator
- 3.2.2 Deputy Event Controller/ Coordinator
- 3.2.3 Emergency Controller
- 3.2.4 Event Safety Officer
- 3.2.5 Deputy Event Safety Officer
- 3.2.6 Venue Management Team
- 3.2.7 Production Manager
- 3.2.8 Chief Steward
- 3.2.9 Stewards

### 4.0 Stewarding Plan

- 4.1 Steward Identification & Deployment
- 4.2 Steward Pre-Event Briefing
- 4.3 Training /Briefing of Stewards
- 4.4 Site-Zones/ Allocation of Stewards

### 5.0 Traffic Management Plan

- 5.1 Pre event set up
- 5.2 Event set up
- 5.3 Post event set up
- 5.4 Briefings for residents and institutions / businesses in the area – minimum of 1 month's notice in writing

- 5.5 Access arrangements for residents, institutions / businesses in the area
- 5.6 Parking arrangements for crew
- 5.7 Emergency service access/egress routes
- 5.8 Disabled / VIP and other accredited parking
- 5.9 Roads to be coned off

## **6.0 Crowd Control**

- 6.1 Access to Event
- 6.2 Access to various locations within the Area
- 6.3 Vehicular Access to Site
- 6.4 Ticket Checks
- 6.5 Public Address System
- 6.6 Barriers / Cones etc
- 6.7 Front of Stage (concerts) Enclosure
- 6.8 Monitoring the Crowd
- 6.9 Meeting Point
- 6.10 Egress routes

## **7.0 Spectators with Disabilities**

- 7.1 Access to Venue
- 7.2 Parking
- 7.3 Viewing area
- 7.4 Assistance
- 7.5 Dedicated Sanitary Facilities

## **8.0 Emergency Plan**

- 8.1 Definitions
- 8.2 Purpose of Emergency Plan
- 8.3 Activation of Emergency Plan
- 8.4 Emergency Controller
- 8.5 Event Emergency Zones
- 8.6 Emergency Access & Egress

## **9.0 Emergency procedures**

- 9.1 Fire
- 9.2 Bomb Threat
- 9.3 Crowd Disturbance
- 9.4 Evacuation Procedure

**10.0 Medical Provision**

- 10.1 Operational Plan
- 10.2 HSE / Health Services Ambulance Service
- 10.3 St. Johns Ambulance
- 10.4 Civil Defence
- 10.5 Medical Centre
- 10.6 Site Medical Officer
- 10.7 Doctor Service
- 10.8 First Aid Points
- 10.9 Ambulance Parking Locations
- 10.10 Identification of Medical Staff
- 10.11 Toilet Facilities for Medical Staff

**11.0 Health & Welfare Issues**

- 11.1 Sanitary Provision
- 11.2 Maintenance Staff
- 11.3 Drinking Water
- 11.4 Acoustic Levels
- 11.5 Catering
- 11.6 Lost Children
- 11.7 Lost Property

**12.0 Fire Safety Precautions**

- 12.1 Fire Equipment
- 12.2 Catering Units
- 12.3 Special Effects
- 12.4 Litter & Waste Disposal
- 12.5 Stage
- 12.6 Grass Cutting

**13.0 Environmental Monitoring**

- 13.1 List of protected structures and measures to protect same
- 13.2 Protection measures and monitoring of same for Flora & Fauna
- 13.3 Grass/ground protection
- 13.4 Litter clean up
- 13.5 Water monitoring

**14.0 Control Room & Communication Facilities**

- 14.1 Central Control Room
- 14.2 Public Address/ Sound System

- 14.3 Telephone
- 14.4 Radio Communications

**15.0 Temporary Structures**

- 15.1 Structure / Installations
- 15.2 Certification

**16.0 Lighting & Auxiliary Power**

- 16.1 Lighting levels
- 16.2 Certification

**17.0 Testing & Inspection**

- 17.1 Before, During & After the Event

**18.0 Wet Weather Contingency Plan**

**19.0 Notification of Area Institutions/Residents/ businesses and also resident groups/ businesses/ institutions on the perimeter of the Area**

**Appendices (non exhaustive)**

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

## Appendix 5 Sample Event Safety Checklist

	Yes	No	Comments
<b>Crowd Safety</b>			
Are grounds/facilities free from hazards? (i.e. even ground/floor surface; no trip hazards; hazards fenced;)			
Are all attractions/activities/structures complete and staffed?			
Are structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/fencing secure?			
Entrances/Exits – Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?			
Are all circulation areas, staircases/escape routes/exits unobstructed with all doors/gates unlocked?			
Are any vulnerable groups/ individuals in a designated location?			
<b>Crowd Control</b>			
Is the control room operational, with communications and PA system working?			
Is there adequate communication between all parties?			
Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing jackets/tabards?			
<b>Traffic Control</b>			
Is there adequate traffic management arrangements?			
<b>Electrics</b>			
Are all electrical installations <input type="checkbox"/> completed and certified? <input type="checkbox"/> cabling/equipment secure/protected? <input type="checkbox"/> clear of public circulation areas?			
<b>Lighting</b>	Yes	No	

	Yes	No	Comments
Is there adequate normal and emergency lighting provided?			
Is it in working order and lit where necessary?			
<b>Medical Facilities</b>			
Are there adequate first aid/medical/emergency facilities/persons on site?			
Is a suitable clearly identified position available as a first aid post?			
<b>Emergency Procedures</b>			
Are there procedures for minor incidents? Are there procedures for missing children? Are there procedures for evacuations? Are there procedures for fire? Are there procedures for a bomb threat? Are there procedures for crowd disturbances? Are emergency exits kept clear?			
<b>Fire Precautions</b>			
Is fire fighting equipment in place? Is rubbish and other combustible material stored away from tents and site structures?			
<b>Structures</b>			
Are these licensed and certified as required? Are they adequately secured and safe access & egress ensured?			
<b>Sanitary &amp; Welfare</b>			
Is clearly marked toilet & hand washing facilities available (including disabled)? Have arrangements been made to service them during the event? Are sufficient bins provided around the site and arrangements made to empty them during the event? Is drinking water available?			
Specify <b>Others</b> as appropriate:			

## Appendix 6 Event Licences and Permissions

Licence or Permission	Issuing Authority	Criteria	Requirements
Outdoor Event	Local Authority	<p>The event must be outdoors, either in its entirety or for the most part</p> <p>Takes place in a structure having no roof, or a retractable roof, in a tent or other similar temporary structure.</p> <p>The event must be comprised of music, dancing, displays of public entertainment and other similar activities.</p> <p>Has an anticipated audience of <b>5000 persons or more.</b></p>	<p>Newspaper advertisement</p> <p>Application to be lodged not less than <b>16 Wks</b> to Local Authority</p> <p>Submit Draft Event Safety Management Plan</p> <p>Consultation Process with Statutory Authorities</p> <p>Payment of application fee and standard charges for Local Authority services</p> <p>Proof of: insurance, newspaper advertisement &amp; venue owners consent</p> <p>Certification &amp; Specification of Temporary Structures</p>
Indoor Event	Local Authority	<p>The event consists of a performance which takes place wholly, or mainly in a building</p> <p>Comprises music, singing, dancing or displays of entertainment</p> <p>Not restricted to public entertainment Outdoor event licence regulations are not applicable</p>	<p>Application is made to the <b>Fire Authorities</b> or person designated by the Fire Authorities</p> <p>Draft Event Safety Management Plan submission</p> <p>Consultation process</p> <p>Proof of insurance</p> <p>Application Fee</p>
Intention to Sell Alcohol	<p>Department of Justice, Equality &amp; Law Reform.</p> <p>Local Authority</p>	<p>Temporary facilities for the sale of alcohol: Occasional Liquor Licence</p> <p>The consumption of alcohol in a public place: Intoxicating Liquor By-Laws</p>	<p>Application to the Revenue Commissioners for Licence</p> <p>Application <b>6 weeks</b> prior to event to Local Authority to relax provisions of By-Laws</p>
Fireworks Display	Department of Justice, Equality & Law Reform	<p>Importation of Fireworks</p> <p>Storage of Fireworks</p>	<p><b>Fire Authorities</b> input requested before permission granted</p> <p>Consultation process with Fire Authorities</p>

Licence or Permission	Issuing Authority	Criteria	Requirements
Event Trading	Local Authority	Casual Trading at an event or events specified in the licence or at or in the immediate vicinity of the place where and on the days on which the event takes place	Submit application for licence approval  Scale of charges per trader, per day.
Temporary Road Closure	Local Authority	The closure of the public highway to vehicular traffic for a specified period  Check with local Gardaí / PSNI if a Road Closure Order is necessary prior to application	Provide insurance indemnity  Public advertisement  Standard Fee, plus other charges to be determined in relation to road usage
Preparation and/or sale of food products	Health Board	Required where meat or meat products (other than fish or fish products) are sold or where food is prepared, cooked or heated for sale directly to the public, including: Soft Ice Cream stalls, Hot dog/baked potato stalls, Burger/Fried fish/chip stalls, Chinese and other ethnic food stalls	Stall owner must submit a completed application form for the licensing of the food stall to the Health Services/Local Authority <b>2 months</b> prior to the commencement of the business
Use of public space for events	Local Authority	Event activities to take place either whole or in part on public property  Includes roadways, footpaths, parks, public squares.	Submission of event details  Consultation process  Supply insurance indemnities  Certification & Specification of Temporary Structures
Event Advertising	Local Authority	The placing of advertising banners/signage/flags in a public place and/or on a public building  The distribution in a public place of advertising literature	Application to the Local Authority for written approval (The Litter Pollution Act, 1997 (Section 17))  Supply specifications of flags or banners  Plan for the prevention of litter.

## Appendix 7 Emergency Controller Handover Form

### EMERGENCY CONTROLLER HANDOVER FORM

The Event Controller \_\_\_\_\_ (*insert name*)

herby hands over control of \_\_\_\_\_

\_\_\_\_\_ (*insert name of Event*)

to the Emergency Controller \_\_\_\_\_ (*insert name*)

at \_\_\_\_\_ AM / PM \_\_\_\_\_ (*insert time*)

on the \_\_\_\_\_ (*insert date*).

Signed \_\_\_\_\_ (*Event Controller*)

Signed \_\_\_\_\_ (*Emergency Controller*)

## Appendix 8 Contingency Planning

### Explanatory Note:

The list of contingencies which are given below are examples of what can go seriously wrong at events. They set out for Ground management what need to be considered in each scenario. In whatever format utilised a contingency plan should form a vital part of the Event Safety Management Plan.

### FIRE

- **Immediate Notification of Discovery of Fire**
- **Immediate Response to Incident**
- Action in the event of activation of fire alarm system.
- Evacuation and cordoning of immediate area.
- Whether and how to evacuate all or part of the ground.
- Deployment of additional stewards in affected areas.
- Identification of location, description and severity of incident.
- Measures to prevent fire spreading
- Safety of personnel

### BOMB THREAT / SUSPECT PACKAGE

- **Immediate Notification of Receipt of Bomb Threat or Discovery of Suspect Package**
- **Immediate Response to Incident**
- Search Procedures
- Whether and how to evacuate all or part of the ground
- Evacuation and cordoning of immediate area
- Deployment of additional stewards in affected areas
- Instructions not to examine suspect package but to clear area
- Possible restrictions on use of radios near suspect package. Use of other means of communication.
- Notification to Gardaí in accordance with agreed procedures.
- Liaison with Gardaí

### **DAMAGE TO STRUCTURES**

- **Immediate Notification of Structural Damage or Defect**
- **Immediate Response to Incident**
- Evacuation and cordoning of immediate area
- Whether and how to evacuate all or part of the ground
- Deployment of additional stewards in affected areas
- Immediate inspection of damage or defect
- Liaison with Authorities
- Arrangements for ensuring no use of area closed due to damage or defect, until repaired to satisfaction of Structural Engineers

### **GAS LEAK / CHEMICAL INCIDENT**

- **Immediate Notification of Discovery of Gas Leak/Chemical Incident**
- **Immediate Response to Incident**
- Evacuation and cordoning of immediate area
- Whether and how to evacuate all or part of the ground
- Deployment of additional stewards in affected areas
- Identification of location, description and severity of incident
- Turning off gas/chemical supply
- Action to extinguish any naked flames
- Safety of personnel
- Notification to emergency gas service/fire service and supply of information.
- Action when gas service/fire service declares area safe

### **CROWD SURGE/CRUSHING**

- **Immediate Notification of Actual or Likely Incident**
- **Immediate Response to Incident**
- Deployment of stewards to monitor crowd densities
- If overcrowding - use of stewards and PA messages to redistribute crowd
- If signs of crowd distress, crush or if surge likely to lead to injury - deployment of personnel to area concerned.
- Notification to emergency services
- Deployment of first aid/medical staff.
- If problems not quickly resolved - whether to halt game and declare emergency

## **PITCH INCURSION**

- **Immediate Notification of Incursion**
- **Immediate Response to Incident**
- Action to clear pitch
- Location to which spectators on pitch should be taken
- If pitch incursion after the game action to disperse spectators
- If pitch clearance impossible during game—whether, after consultation with referee to abandon game.
- Action to escort match officials and players to safe area
- Liaison with Gardaí
- Action to contain extent of pitch incursion
- Deployment of personnel to forestall further incursions
- Action to contain or prevent confrontation between supporters

## **DISORDER INSIDE THE GROUND**

- **Immediate Notification of Location, Nature and Scale of Disorder**
- **Immediate Response to Incident**
- Whether and if so scale of intervention
- Nature of intervention
- Who is to undertake intervention
- Location to which offender(s) should be taken
- Deployment of personnel to prevent further disorder
- Liaison with Gardaí
- Whether to halt game and declare emergency
- Whether Gardaí take overall command in part/whole of ground
- Return of overall command to Ground Management
- Recording of details for evidence purposes

## **EVACUATION**

- **Immediate Notification of need for partial or total Evacuation of the Ground**
- **Immediate Response to Incident**
- Use of pitch as evacuation route in some scenarios
- Spectators with special needs e.g. disabled
- Players and match officials

- Dispersal of spectators outside ground
- Contingency arrangements in event of unforeseen car parking or other obstructions on the designated evacuation routes outside the stadium
- Training of stewards and management personnel
- Pre-prepared written instructions to personnel
- Awareness of specific responsibilities
- Functions of ground Control Room
- Liaison with Gardaí and other emergency services
- Whether Gardaí (Emergency Controller) assume overall command
- Use of recognised code words to signify evacuation of the ground
- Warnings/instructions to spectators
- Procedure when normal situation restored

#### **RADIO COMMUNICATIONS SYSTEM FAILURE**

- **Immediate Notification of Partial or Full Failure of Radio System**
- **Immediate Response to Incident**

- Contacting maintenance engineer
- Alternative means of communication
- Use of stewards to relay messages
- Use of any back up radio channels
- Use of any telephone system/electronic scoreboard
- Use of Gardaí to relay messages

#### **PUBLIC ADDRESS SYSTEM FAILURE**

- **Immediate notification of partial or full failure of PA System**
- **Immediate response to incident**

- Contacting maintenance engineer.
- If system cannot be repaired - consultation with Senior Garda Officer present, on safety and public order issues.
- Liaison with Gardaí on emergency message arrangements.
- Use of electronic scoreboard.
- Issue of loud hailers to stewards in affected areas.
- Instructions to stewards to transmit predetermined messages.

### **CCTV FAILURE**

- **Immediate notification of failure of CCTV system**
- **Immediate response to incident**
- Contacting maintenance engineer.
- If system cannot be repaired – consultation with Senior Garda Officer present on safety and public order issues.
- Redeployment of stewards as considered necessary.

### **TICKET SCANNING SYSTEM FAILURE**

- **Immediate notification of failure of Ticket Scanning System**
- **Immediate response to incident**
- Contacting maintenance engineer.
- If system cannot be repaired – consultation with Senior Garda Officer present on safety and public order issues.
- Redeployment of stewards to affected areas (cordons and turnstiles).
- Inform stiles supervisors to instruct stiles operators to visually inspect tickets and tear and keep ticket stubs.
- Event Control and Gardaí to monitor crowd flow and turnstile count in each area.

### **DELAYED MATCH START**

- **Decision by Event Controller in consultation with Stadium Director and Senior Garda Officer (e.g. due to late arrival of spectators).**
- **Immediate response to incident**
- Notification of Council Liaison Officer, Referee and Match Officials.
- Notification of Media (TV and Radio).
- Information to spectators by PA system outside and inside the stadium.
- Decision on new match start time and notification to relevant parties as listed above.

### **MATCH ABANDONMENT / REDUCED STADIUM CAPACITY (DECISION IN ADVANCE OF EVENT)**

- **Decision by Event Controller in consultation with Stadium Director and Statutory Authorities (e.g. due to pitch being unusable or part of stadium being unsafe to use).**
  - **Immediate response to incident**
- Notification of Council Liaison Officer.
  - Notification of Media (TV, Radio and Print Media).
  - Posting of information on website.
  - Information to spectators by PA system and temporary signage on approaches to stadium.

### **MATCH ABANDONMENT IN EVENT OF MAJOR INCIDENT**

- **Decision by Event Controller / Emergency Controller to initiate evacuation of part or the entire stadium.**
  - **Immediate response to incident**
- Notification of Referee and Match Officials.
  - Notification of Emergency Services in accordance with agreed procedures.
  - Information and instructions to spectators and stewards by PA system.
  - Notification of Media (TV and Radio).

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