

Waterford Spraoi 2024
Licence Application
Festival & Parade

An application from Waterford Spraoi to Waterford City & County Council (WCCC) in accordance with Part XVI of the Planning and Development Act 2000 in respect of a Licence to hold the 2024 Spraoi International Street Arts Festival and Parade.

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- 1. Application information as required by Article 7, sub-article (1) of the Planning and Development (licensing of Outdoor Events) Regulations 2000.**
 - 2. Event Management Plan for 2024 Waterford Spraoi International Street Arts Festival and Parade as required by Article 7, sub-article (1) of the Planning and Development (licensing of Outdoor Events) Regulations 2000.**
 - 3. Copies of the newspaper notices as required by Article 7, sub-article (1) of the Planning and Development (licensing of Outdoor Events) Regulations 2000.**
 - 4. One map copy of the proposed 2023 performance areas sites and parade route map as required by Article 7, sub-article (1) of the Planning and Development (licensing of Outdoor Events) Regulations 2000.**
 - 5. One copy each of the proposed 2024 diversion routes, inner city and ring road.**
 - 6. Statement of compliance.**
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1. APPLICATION INFORMATION

Application information as required by Article 7, sub-article (1) sections (a), (c), (d) of the Planning and Development (licensing of Outdoor Events) Regulations 2000;

(i). This application is being made on behalf of.

**Waterford Spraoi CLG.
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Carrickpherish,
Waterford.**

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- (ii). The anticipated average audience number for the Event is approximately 50,000 persons distributed at different locations throughout the greater city centre at various times over the 3 days.
- (iii). It is intended to hold the Festival from 1pm. on Friday 2nd. to approximately 11.30pm. on Sunday 4th. August 2024
- (iv). It is intended to hold the Festival Parade Sunday 4th. August 2024 commencing at circa 9.30pm.
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2. EVENT MANAGEMENT PLAN 2024

2.(1) Introduction

- (i) This Draft Event Management Plan is submitted in accordance with Section 7, sub-article (1) (g) of the Planning and Development (Licensing of Outdoor Events) Regulations, 2000, in support of the licence application made by Waterford Spraoi to Waterford Council in respect of the 2024 Waterford Spraoi International Street Arts Festival (The Spraoi Festival) and Parade.
- (ii) As per Section 7, sub-article (1) (g), this Draft Event Management Plan comprises:
- ❖ Event Management Structure & Responsibilities.
 - ❖ Event Safety Statement.
 - ❖ Festival Risk Assessment.
 - ❖ Festival Traffic Management Plan.
 - ❖ Parade Management Strategy including Traffic Management Plan.
 - ❖ Site Emergency Plan and Procedures.
 - ❖ Environmental Policy and details of post-event clean-up.

The 2024 Waterford Spraoi International Street Arts Festival is a Community/Street Theatre event. It will be the thirty second year the festival has been held.

Event Outline

The Spraoi Festival will consist of a number of static stage performances, static street performances and wandering acts in numerous areas in the City Centre including but not specific to John Roberts Square, Barronstrand Street, Broad Street, Georges Street, O'Connell Street, Gladstone Street, Arundel Square, The Applemarket, The Mall, Cathedral Square, Constitution Square, Baileys New Street and will culminate on Sunday 4th. August 2024 with a fireworks display activated from a floating firing point in the mid-channel of the River Suir. This is the proposed geographic footprint as of March 2024; the final footprint is subject to available funding.

The Spraoi Parade will commence in Johnstown at circa 9.30pm. Sunday 4th. and proceed through Johnstown, John St. Parnell St. The Mall, Parade Quay, and finish at the Port of Waterford carpark on Custom House Quay.

The Spraoi Festival is an arts-based event that specialises in presenting street theatre spectacle and a complimentary music programme. The majority of acts and attractions featuring in the festival programme are presented outdoors on streets, squares, quays, and parks in Waterford's greater city centre area. The festival runs over three days with attractions staged in the afternoons and evenings. The Spraoi Festival has a family friendly profile and events are programmed to attract and entertain that market sector.

Purpose

The festival is a culturally orientated event. It aims to provide public access to the arts, project a positive profile of Waterford City and act as a visitor attraction.

Provision

The majority of acts at the festival are provided to the public free of charge by the Waterford Spraoi CLG in close partnership with Waterford Council to achieve the above mutually shared objectives. Spraoi is a not-for-profit company Limited by Guarantee.

Planning Outline

Choice of acts and attractions for the festival is the responsibility of Spraoi's Programme Director. The acts are programmed with the intention of attracting a family audience. Following selection of the acts, Spraoi's management team, event controllers and representatives of the attractions develop plans for the safe presentation of the acts and attractions at a variety of outdoor city centre locations. This process includes liaising with Gardaí, Fire Services, staff and management at Waterford City and County Council and voluntary organisations i.e. Irish Red Cross and Order of Malta. The objective of the planning process is to deliver an entertaining and enjoyable event in safe conditions and surroundings.

Location Choices

Locations chosen to present individual acts and attractions are influenced by a variety of factors, including nature of attraction, space required for performance and stewarding requirements of chosen locations. Also assessed is the capability of each location to accommodate anticipated attendance, adjoining streets and traffic conditions, access and egress points, location of street furniture or other potential obstacles. Locations chosen are discussed in advance with Gardaí, emergency services and relevant stakeholders.

A paramount concern of the organisers in planning and staging such events has been, and continues to be, that all necessary precautions are taken with regard to the safety of all participants, stewards, spectators and non-participants.

This Draft Event Management Plan has been prepared with reference to event management strategies successfully deployed by Waterford Spraoi in partnership with the relevant authorities at previous Spraoi Festivals

2.(2) Event Management Structure and Responsibilities

Festival Management Personnel

The key personnel with responsibility for the festival are:

ROLE	NAME
Event Controller:	Elizabeth Honan
Deputy Event Controller:	John Grubb
Event Safety Officer:	Jaimie Dower
Deputy Event Safety Officer:	Mike Leahy
Garda Liaison:	Elizabeth Honan Jaimie Dower
Event Medical Coordinator:	Leigh Cheevers
Artist Liaison:	Niamh Colbert
Volunteer Co-Coordinator:	Vicky Wall
Market Manager:	TBC

The performance sites within the city will be divided into areas. Each area will have a designated Area Manager and each performance space within said areas will have a designated Site Coordinator.

**** See example in Appendix 3 Performance Sites Grid 2023***

This structure will be created prior to the festival and implemented by the Production Team assisted by the Volunteer Co-Coordinator and details of personnel and roles will be distributed to the Gardaí and relevant emergency services.

**** See example in Appendix 4 Contact Sheet 2023***

Duties and Responsibilities

Event Controller/Deputy Controller's responsibilities include:

- Overall responsibility for management of the event.
- Liaising with all Statutory Bodies and Stakeholders.
- Coordination of the prior planning of the management of the event in partnership with the relevant authorities.
- Responsibility for the appropriate stewarding of the event.
- Ensuring the appropriate deployment of first-aid personnel in conjunction with the Event Medical Coordinator.
- Providing for and ensuring continuity of communication between all relevant parties.
- Acting as the focal point of control in partnership with all relevant personnel for the duration of the event.
- Making any necessary report following the event.

Event Safety Officer/Deputy Safety Officer's responsibilities include:

- Contributing to the prior event planning in partnership with the relevant authorities.
- Ensuring that all aspects of the show conform to the appropriate safety criteria.
- Monitoring the event to ensure that safety criteria are maintained for the duration of the event.
- In co-ordination with the Event Controller and all relevant personnel to take appropriate remedial action when necessary to maintain the safety of show participants and spectators.
- Maintaining records of accidents, incidents and any happening that is perceived as a danger.
- Contributing to any necessary report compiled by the Event Controller following the event.

Volunteers

A volunteer team of Area Managers, Act Liaisons, Site Coordinators, and stewards responsible to the festival management personnel will assist with the daily operation of the event in partnership with the relevant authorities. All volunteer Area Managers, Act Liaisons, Site Coordinators and Stewards will be given the following pre-event briefing and instructions:

- Volunteers will be familiarised with Spraoi's Dignity at Work Policy. ***See Appendix 5**
- Area Managers and Site Coordinators will be fully familiarised with the requirements for the performances within their designated area and any site-specific procedures to follow in the event of an emergency.
- Volunteers will be informed of the festival reporting system. ***See Appendix 1**
- Volunteers will be familiarised with the general procedures of the Site Emergency Plan. ***See Section 2.(9)**
- Volunteers first duty always will be to ensure the highest standard of safety and care is maintained towards the show participants and spectators with particular regard to those with special needs i.e. children, the disabled and the elderly.
- Volunteers will be fully familiarised with Spraoi's Child Welfare Policy and procedures. *** See Appendix 2**
- Volunteers will be familiarised with the event locations, including the relevant access or egress points, the deployment of control barriers and the position of first aid facilities.
- Volunteers will not leave their allotted post without notification being given to their Area Manager or Volunteer Co-Coordinator.
- Volunteers will not consume alcohol prior to or during the event.
- Volunteers will assist with the monitoring of crowd conditions to prevent overcrowding.
- Volunteers will assist with ensuring that the appropriate safety criteria are strictly adhered to at all times.

2.(3) Parade Management Structure and Responsibilities

Parade Management Personnel

Waterford Spraoi's key personnel with responsibility for the Festival Street Parade are:

ROLE	NAME
Event Controller:	Jaimie Dower
Deputy Event Controller:	Elizabeth Honan
Event Safety Officer:	Mike Leahy
Deputy Event Safety Officer:	John Grubb
Event Medical Coordinator:	Leigh Cheevers

Duties and Responsibilities

Event Controller/Deputy Controller

- Overall responsibility for parade management.
- Co-ordination of the prior planning of the event in partnership with the relevant authorities.
- Responsibility for the appropriate stewarding of the event.
- Ensuring the appropriate deployment of first-aid personnel in conjunction with the Event Medical Coordinator.
- Providing for and ensuring continuity of communication between all relevant parties.
- Acting as the focal point of control in partnership with the Garda Officer in Charge for the duration of the event.
- Making any necessary report following the event.

Event Safety Officer/Deputy Safety Officer

- Contributing to the prior planning of the event in partnership with the Event Controller and the relevant authorities.
- Ensuring that all aspects of the event conform to the appropriate safety criteria.
- Monitoring the event to ensure that safety criteria are maintained for the duration of the parade.
- Co-ordinating with the Event Controller and the Garda Officer in Charge to take appropriate remedial action when necessary to maintain the safety of show participants and spectators.
- Maintaining records of accidents, incidents and any happening that is perceived as a danger.
- Contributing to any necessary report compiled by the Event Controller following the event.

Stewarding

A team of stewards responsible to the Event Controller and Event Safety Officer will assist with the management of the event on the evening, in partnership with the relevant authorities.

2.(4) Event Safety Statement and Risk Assessment

This Safety Statement is issued in connection with the Waterford Spraoi Festival and Parade, held annually over the August Bank Holiday weekend in Waterford and specifically the 2024 Festival.

The 2024 Spraoi Festival is to be held in the city streets squares and parks from August 2nd. to 4th. The festival is a free event aimed primarily at a family audience.

This Safety Statement is aimed at protecting the public, our staff, performers, volunteers and contract staff from accidents and ill health during our festival and outlines the control measures we use to mitigate against such incidents happening.

Good health and safety practice will be achieved through the effective operation of safe systems of work and procedures. Active co-operation is sought from our employees, volunteers, performers and contractors in order to maintain standards. Any member of management has the right to use appropriate disciplinary action in cases where procedures have not been adhered to.

The Safety Statement is available to our staff, volunteers, outside contractors, the Gardaí, Waterford City and County Council, the emergency services, Inspectors of Health and Safety Authority and any other interested bodies. Following a yearly review any required or necessary changes will be implemented.

Objectives:

The objectives as set out in this safety statement are:

- To maintain a safe and healthy workspace and to ensure safe systems of work and procedures in order to protect the staff, crew, participants, non-participants and others who may be affected by the work we do, in so far as they come into contact with foreseeable work hazards.
- To develop safety awareness among all staff and crew and to encourage individual responsibility for health and safety.
- To encourage full and effective consultation with civic authorities and other stakeholders on health and safety matters.
- To ensure that adequate resources of time, personnel and finance are made available for the effective implementation and maintenance of the objectives and arrangements set out in this safety statement.
- To review the effectiveness and implementation of the safety procedures following the event and ensure any necessary procedural changes are recorded for implementation in future years.

Risk Assessment

The organisers' paramount concern is that all necessary precautions are taken to ensure the safety of event participants and spectators and to that end a detailed risk assessment has been undertaken to devise appropriate safety systems to minimise, as far as practicable risks to the public attending the event.

This risk assessment relates to members of the public attending Spraoi festival events, event crew, volunteers, contractors, sub-contractors and artists. This risk assessment is based upon information and experience gained from thirty-one years of staging this event and other similar events throughout the country.

This risk assessment is not site specific to any programmed 2024 performance. Site specific risk assessments have been and will be prepared as deemed necessary by the company or as requested by any relevant emergency services.

It should be noted that the risk assessments undertaken in order to compile this plan do not extend to the assessment of any risks arising from buildings, premises or sites adjoining the event sites or situated on the approaches to the sites as it is understood that the responsibility for such risk rests with the owners of these buildings, premises or areas.

Groups of People that may be affected.

A	Festival staff / crew
B	Contractors / Sub-Contractors
C	Artists
D	Participants / Volunteers
E	Members of the public

Risk Assessment

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
<p>Set up and take down of any and all temporary structures including stages, PA Stacks, Marquees, Heras Fence, and Crowd Control Barriers etc.</p>	<ul style="list-style-type: none"> ▪ Slips, trips, falls, and cuts. ▪ Falls from height. ▪ Vehicular Incident. ▪ Aggressive or threatening behavior due to no/limited access to build sites. ▪ Public access to build sites. 	<p style="text-align: center;">A B C D E</p>	<p>Any temporary structures including stages, PA systems, marquees etc. will be hired from reputable companies and therefore be erected and dismantled by trained personnel working within the safety guidelines laid down by said companies.</p> <p>Heras Fence and Crowd Control barriers to be deployed by sub-contractors employed by Spraoi, working within the safety guidelines of contracted company.</p> <p>In so far as is practically possible build sites will be secured for essential personnel and work vehicles only.</p> <p>Advance notice to be given locally of any proposed disruption to pedestrian or vehicular traffic.</p> <p>In order to minimize disruption restricted vehicular access for residents and local traders may be permitted at certain sites.</p> <p>All staff and crew to be made aware when vehicular access is permitted at sites.</p> <p>Spraoi staff, crew and work vehicles to observe any specific site restrictions laid down in advance, or by the Site Manager on the day.</p> <p>Spraoi staff and crew to wear the appropriate safety apparel as and when the site activity requires it.</p> <p>First-aid equipment and/or trained personnel on site at all times with all crews aware of the position of first-aid boxes and first-aid personnel</p>	<p>Low</p>

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
Set up and removal of Market Stalls	<ul style="list-style-type: none"> ▪ Vehicular Incident ▪ Access or egress blocked to emergency vehicles. ▪ Slips, trips, falls, and cuts. 	<p style="text-align: center;">A B D E</p>	<p>A Market Manager has been appointed to oversee and liaise with all market traders for the duration of the festival. Duties include inspection of all relevant documentation pre-festival including insurance, HSE and EHO compliance if applicable.</p> <p>Prior to set-up road closures will be implemented as appropriate.</p> <p>A phased schedule of set-up and removal will be in place to avoid congestion and ensure emergency access and egress to all areas is maintained.</p> <p>All traders set up and maintain their individual structures as per their insurance and /or HSE requirements.</p> <p>All traders to be made aware of general public access to the site during set-up and therefore of the requirement to maintain a safe and clean work environment.</p> <p>All vehicles to be removed from site following set-up.</p>	Low
Closing Roads or spaces.	<ul style="list-style-type: none"> ▪ Vehicular Incident ▪ Access or egress blocked to emergency vehicles. ▪ Aggressive behavior from motorists / general public. ▪ Lack of knowledge of closures and diversions leading to any of the above 	<p style="text-align: center;">A B C D E</p>	<p>Closures to be implemented either by the Gardaí or Spraoi personnel in high visibility clothing.</p> <p>After consultation with relevant emergency services and on a site-specific basis dedicated emergency access and egress routes may be operated.</p> <p>Consultation to be had with any individual or group e.g. residents or Taxi Drivers if closures deemed to be directly impacting upon their environment</p> <p>Signage to be erected in advance of any closures.</p>	Medium

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
Closing Roads or spaces.	<ul style="list-style-type: none"> ▪ Vehicular Incident ▪ Access or egress blocked to emergency vehicles. ▪ Aggressive behavior from motorists / general public. ▪ Lack of knowledge of closures and diversions leading to any of the above 	<p style="text-align: center;">A B C D E</p>	<p>Notice of closures to be published in advance in papers and brochures.</p> <p>Waterford Spraoi social media and website to carry information on closures.</p> <p>WCCC to advertise closures through their website and all appropriate channels.</p> <p>Local radio and AA road watch to broadcast information on closures.</p>	Medium
Installation and maintenance of any and all show lighting, emergency lighting, generators and all associated electrical cabling.	<ul style="list-style-type: none"> ▪ Electrocution. ▪ Falls from height. ▪ Fire ▪ Slips and trips. 	<p style="text-align: center;">A B C D E</p>	<p>All show lighting to be hired from a reputable company and to be installed and maintained by trained personnel.</p> <p>Any/all electrical items installed by and for the Festival should carry a current PAT (Portable Appliance Test).</p> <p>Any exposed cabling or damaged sockets within the Festival site must be reported and repaired before installation or removed from site.</p> <p>LED lights will be used primarily as they are not heat generating.</p> <p>Any light deemed to be a heat source will be positioned at a suitable distance from any/all stationary items.</p> <p>Any and all generators to be hired from a reputable company and certified by said company.</p> <p>All installation work is to be carried out as much as is feasible in a secure build area.</p>	Low

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
<p>Installation and maintenance of any and all show lighting, emergency lighting, generators and all associated electrical cabling.</p>	<ul style="list-style-type: none"> ▪ Electrocution. ▪ Falls from height. ▪ Fire ▪ Slips and trips. 	<p>A B C D E</p>	<p>Trip hazards to be reduced by ensuring all cable runs are covered or “flown” securely at sufficient height.</p> <p>All generators or any associated electrical equipment to be placed behind crowd control barriers or fencing.</p> <p>Appropriate fire extinguishers to be placed at all generators and / or control points.</p>	<p>Low</p>
<p>Installation and removal of act related structures and placement of event infrastructure.</p>	<ul style="list-style-type: none"> ▪ Slips, trips, falls and cuts. ▪ Injury from falling objects. ▪ Un-authorized climbing of temporary structures. ▪ Injury from collapse of a temporary structure. 	<p>A B C D E</p>	<p>Where possible cordon off all temporary build sites and restrict access to essential personnel only.</p> <p>All acts and participants to be made aware that during site set-up the area is an active working environment and to be conscious of any moving vehicles and structural work in progress.</p> <p>Where public access is unrestricted during set up all acts, participants, festival staff and crew to be made aware of this and work to be carried out showing all due care, attention and courtesy to members of the public.</p> <p>Acts and participants to be made aware of first-aid station and personnel by on-site festival staff.</p> <p>Any and all act related structures to be erected and tested by said act working within the safety guidelines and show specific risk assessments of their respective company.</p>	<p>Low</p>

Activity	Identified Hazzard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
Installation and removal of act related structures and placement of event infrastructure.	<ul style="list-style-type: none"> ▪ Slips, trips, falls and cuts. ▪ Injury from falling objects. ▪ Un-authorized climbing of temporary structures. ▪ Injury from collapse of a temporary structure. 	<p style="text-align: center;">A B C D E</p>	<p>Where possible each performance area will be cleared and cleaned at the end of each day. Where this is not possible watchmen will be employed by Waterford Spraoi to be on site from end of work / performance each evening to start of work / performance the following day.</p> <p>The risk of structural collapse will be reduced by ensuring all temporary structures are hired from reputable companies and therefore will be erected by trained personnel working within the safety guidelines laid down by said companies.</p>	
Market Trading	<ul style="list-style-type: none"> ▪ Food Poisoning ▪ Injury due to unsafe structure ▪ Fire 	<p style="text-align: center;">A B D E</p>	<p>All traders to operate as per HSE directives on Food Safety and Hygiene.</p> <p>All traders to maintain structures as per their insurance requirements.</p> <p>Food traders to have appropriate fire suppression equipment in keeping with Fire Authority regulations.</p> <p>Gas exclusion zones to be maintained as per Fire Authority regulations.</p> <p>Access to “back of house” to be restricted to Spraoi staff and market staff.</p> <p>Spraoi’s Market Manager to oversee trading and inspect premises on a regular basis to ensure standards are maintained.</p>	Low

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
Audience access and egress to and from the performance areas.	Congestion at entry point Access or Egress routes blocked Fire Slips, trips and falls.	A B C D E	A site co-ordination team will be assigned to each performance area whose duties shall include not limited to monitoring public access and crowd density. <i>*See Appendix 3</i> Performance sites be inspected before commencement of each session to ensure; <ol style="list-style-type: none"> 1) Entrance points are clear and clean. 2) All access and egress routes within the site parameters are clear and clean. 3) Underfoot conditions are clear, clean and appropriate for audience. 4) Appropriate fire extinguishers are in place. 5) Any trip hazard is identified and removed. 6) Adequate space is available in designated performance areas. 7) Access and egress routes are clearly identified 8) Adequate space is available in designated audience viewing areas. 	Low
Crowd movement in and around festival sites.	<ul style="list-style-type: none"> ▪ Crowd congestion. ▪ Aggressive behavior. ▪ Lost children. ▪ Medical Incident or Emergency. 	A B C D E	Prior to the commencement of each session an onsite inspection of the event areas will be carried by the Area Manager using the checklist as above. Event staff to be fully briefed prior to the event including but not limited to <ol style="list-style-type: none"> 1) site plan 2) show schedule, 3) access and egress routes 4) placement of fire suppression equipment 5) emergency evacuation procedures 6) any and all site restrictions. 	Low

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
<p>Crowd movement in and around festival sites.</p>	<ul style="list-style-type: none"> ▪ Crowd congestion. ▪ Aggressive behavior. ▪ Lost children. ▪ Medical Incident or Emergency. 	<p>A B C D E</p>	<p>Crowd monitoring during the event will be implemented by an appropriate number of Event staff and stewards whose duties will include but not be limited to;</p> <ol style="list-style-type: none"> 1) Maintaining access and egress routes in a clear and clean manner. 2) Ensuring congestion does not occur at particular points. 3) Assisting the audience as required. 4) Clearing and cleaning sites following the last daily performance. <p>The Management team will liaise closely with An Garda Siochana both prior to and during the event on measures to control crowd flow into the various viewing areas and to prevent overcrowding in any specific area.</p> <p>Crowd control during the event will be implemented by an appropriate number of Waterford Spraoi stewards assisted by the Gardaí as deemed necessary or in areas agreed on during consultation prior to the event.</p> <p>At street locations pathways to be maintained on at least one side of each staging area to allow access and egress, with each staging area monitored and controlled by a minimum of one Site Coordinator / Stage Manager plus two stewards.</p> <p>Spraoi will set out to create a friendly family environment through programming, on site interactions with the public and in all pre-event publicity</p>	<p>Low</p>

Activity	Identified Hazard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
Crowd movement in and around festival sites.	<ul style="list-style-type: none"> ▪ Crowd congestion. ▪ Aggressive behavior. ▪ Lost children. ▪ Medical Incident or Emergency. 	<p style="text-align: center;"> A B C D E </p>	<p>Any public order issue noted by staff or volunteers will be brought to the immediate attention of the Gardaí.</p> <p>PA points around the city may be used to make appropriate announcements re crowd safety and density.</p> <p>Prior to and during the event frequent media and social media announcements will be made and notices will be posted advising the public of the event locations, the recommended viewing points and access and egress points.</p> <p>A team of designated Child Welfare Officers will be appointed for the duration of the festival.</p> <p>A Child Welfare Officer will brief all staff and volunteers prior to the festival on the company's current Child Welfare Policy <i>*See Appendix 2</i></p> <p>The Child Welfare team will have radio communication with all areas with the ability to respond quickly to any situation. This team will work closely with the Gardaí prior to and during the event.</p> <p>Spraoi will draw up and implement a festival-wide Medical Plan that will ensure that First-Aid teams and ambulances are on duty for the duration of the event. <i>*See Section 7 Draft Event Medical Plan.</i></p> <p>The Medical Plan will be overseen by the Event Medical Coordinator and implemented by the contracted Voluntary Ambulance services.</p> <p>This plan will be available to all relevant emergency services.</p>	Low

Activity	Identified Hazzard	Who is at Risk	Evaluation and Control Measures to be put in place.	Risk Rating Assessment following control measures.
Crowd movement in and around festival sites.	<ul style="list-style-type: none"> ▪ Crowd congestion. ▪ Aggressive behavior. ▪ Lost children. ▪ Medical Incident or Emergency. 	<p style="text-align: center;">A B C D E</p>	<p>The Festival will be programmed with the intention to avoid crowd congestion at any single performance.</p> <p>Key decisions on crowd control at any particular moment during the event will be taken by the Event Controller and/or Event Safety Officer in partnership with the Garda Officer in Charge.</p> <p>A Site Emergency plan has been drawn up after consultation with the Gardaí and other relevant emergency services. * See Section 2(10)</p>	Low
Un-specified off-site event.	Any event off-site that may affect participants and non-participants E.G. fire.	<p style="text-align: center;">A B C D E</p>	<p>Public Address systems will be in place at numerous performance sites and may be used in order to effect any necessary public address announcements.</p> <p>In consultation with the Gardaí a site emergency plan will be drawn up this plan to be put into effect by the Gardaí, the Event Controller and/or Event Safety Officer and the festival team if deemed necessary. * See Section 2(10)</p>	Medium

2.(5) Festival Road Closures and Traffic Management

Date	Road / Area	Time
Friday 2nd. August to Monday 5th. August	O'Connell St. from junction of Hanover St. to Gladstone St.	8am. Friday to 1am. Monday
Friday 2nd. August to Monday 5th. August	Gladstone St.	8am. Friday to 1am. Monday
Friday 2nd. August to Sunday 4th. August	The Mall	7pm. Friday to 11pm. Sunday
Saturday 3rd. August	Henrietta St.	12md. – 6pm.
Sunday 4th. August	Henrietta St.	12md. – 6pm.
Sunday 4th. August	Johnstown	8.30pm. – 10pm.
Sunday 4th. August	Parnell St	8.30pm. – 10.30pm.
Sunday 4th. August	Parade Quay	9pm. – 11.30pm.
Sunday 4th. August	Custom house Quay	9pm. – 11.30pm.

**** Reference Section 4 Maps***

Traffic Management

In an effort to minimize traffic disruption Spraoi has endeavored to programme primarily pedestrian and open spaces.

With the proposed road closure for The Mall, Spraoi will implement the model which has been utilised for Spraoi Festivals in previous years. This route has been adopted as a result of discussions between Waterford Spraoi, An Garda Siochana and Waterford City Fire Department.

With the proposed road closure of O'Connell St. / Gladstone St. Spraoi will implement the model which has been utilised for previous Spraoi Festivals. This route has been adopted as a result of discussions between Waterford Spraoi, and An Garda Siochana.

- ***Reference Mall diversion route maps.***
- ***Reference O'Connell St. diversion route map.***

The traffic management plan for closures will be included in all pre-event publicity and publications and be implemented on the day by a combination of diversion signage, barrier deployment and Garda Traffic Control points.

The traffic management plan is designed to:

- Keep the event site clear of traffic.
- Minimize disruption to city traffic flow.
- Ensure the free flow of traffic on the diversion route.
- Ensure that the proposed closure and diversion permits unrestricted access to any part of the City for Emergency Services before, during and after the event.

Proposed Parking Restrictions

Any parking restrictions which may be deemed necessary to avoid congestion in and around the diversion routes and, in particular, to ensure clear access and egress for emergency services will be discussed in advance with the Garda Siochana and jointly implemented.

Diversion Signage Locations

The traffic diversion signage will be deployed by Spraoi personnel working in conjunction with the Roads Department of Waterford City and County Council utilising a combination of electronic and conventional signage.

Diversion Signs

AREA	LOCATION OF SIGNAGE
Mall Closure	The Mall at the junction of Lombard St.
	At the junction of Newtown Rd and Park Rd.
	At the junction of Water St. Otterans Place and South Parade.
	At the junction of Waterside and Catherine St.
	At the junction of Catherine St. and Parnell St.
O'Connell St. / Gladstone St. Closure	At the junction of Thomas Hill and Meeting House Lane.
	At the junction of O'Connell St. and Thomas Hill
	At the junction of Thomas Hill and Barker St
	At the junction of O'Connell St. and Penrose Lane
Electronic signage for City wide diversions & delays	WCCC to confirm availability.

2.(6) Parade Management Strategy

Parade specific Crowd Control Measures

- (i) The Event Controller and Event Safety Officer will closely liaise with the Garda Siochana both prior to and during the event on measures to control crowd flow into the viewing areas along the route and to prevent overcrowding in any area.
- (ii) Prior to and also during the event frequent media announcements will be made and notices will be posted advising the public of the route, the recommended viewing points and access and egress points.
- (iii) **The Parade Focal Control Point** will be the Event Controller in partnership with the Garda Officer in Charge. The Event Controller and Garda Officer in Charge will operate in unison, side-by-side for the duration of the event.
- (iv) Crowd control during the event will be effected by the Gardaí assisted by an appropriate number of Waterford Spraoi stewards. Deployment of Gardaí and stewards (in addition to the specific locations outlined under **Communications** in Section 2.(7)) will be as determined following consultations between Waterford Spraoi and the Garda Siochana.
- (v) Key decisions on crowd control at any particular moment during the event will be taken by the Event Controller in partnership with the Garda Officer in Charge on site.
- (vi) A special needs viewing area will be designated with advance notice given of same.

Crowd control barriers

Crowd control barriers will only be deployed at key areas and/or as requested by An Garda Siochana:

- Johnstown at Parade start point to facilitate safe egress of Parade items.
- At the junction of Parnell St, John St. Manor St.
- Areas of the Mall to define Parade Route.
- Areas of Parade Quay to define Parade Route.
- Custom House Quay at Parade finish point to facilitate safe ingress of Parade items.
- At the designated special needs viewing area.
- At designated junctions to facilitate diversions including but not specific to:
 - Cork Rd and Tramore Rd. roundabouts.
 - At the junction of Bath St., College St., the Cork Road & Manor St.
 - At Manor St., Railway Sq. junction
 - At the junction of Newtown Rd. and Passage Rd.
 - At the junction of Rice Bridge and Merchants Quay.
- Elsewhere if and when requested by An Garda Siochana.

Parade specific Traffic Management Plan

The parade traffic management plan utilises the model which has been deployed for previous Spraoi Festival Street Parades. This plan has been devised, and modified for 2024 as a result of discussions between Waterford Spraoi, An Garda Siochana and Waterford City Fire Department.

The traffic management plan is implemented by a combination of Garda Traffic Control points, diversion signage and barrier deployment and is designed to:

- Keep the Parade Route free of traffic as deemed necessary based on parade location.
- Allow for ease of public access to the event.
- To ensure the free flow of traffic is not unduly affected by the event and, in particular, that emergency services have unrestricted access to any part of the city before, during and after the event.

Proposed Road Closures

There will be no complete Parade Route closure to traffic at any given time. Any /All closures will in so far as is practicably possible be minimised and as required by Parade location. These will be implemented by An Garda Siochana.

Traffic will be diverted around the Inner Ring Road under the supervision of An Garda Siochana and will be held or diverted at Garda Control points as deemed necessary.

** Reference Section 4 maps*

Parade Diversion Management.

Traffic diversion signage will be deployed in conjunction with the Roads Department of Waterford City and County Council utilising a combination of electronic and conventional signage.

Inner Ring Road Diversion Signs

- At the junction of Dunmore Rd., Newtown Road and Passage Road.
- At the junction of Richardson's Folly and Passage Road.
- At the roundabout where the Inner Ring Road, Lower Grange & Richardson's Folly converge.
- At the Tramore Road roundabout.
- At the Cork Road roundabout.
- At the junction of Barrack St., Cannon St., Morrison's Road & Slievekeale Road.
- At the junction of Military Road, Morrison's Road, Ozanam St. & Upper Yellow Road.
- At the junction of Gracedieu Road, Military Road, Morgan St. & Summer Hill.
- At the junction of Bridge St, The Glen & Summer Hill.

Proposed placement of electronic signage (if available from WCCC)

- At Hospital Roundabout.
- At the junction of N9 and N25.
- At the Luffany Rd roundabout.

Garda Traffic Control Points

The final placement and time of the commencement of these control points to be agreed in advance with the Garda Siochana. The proposed traffic control points utilise the model which has been deployed for previous Spraoi Festival Street Parades;

- At the junction of Bridge St., Grattan Quay, Merchant Quay & Rice Bridge.
- At the junction of Lombard St. & The Mall.
- At the junction of John St., Manor St. & Parnell St.
- At the Cork Rd and Tramore Rd. roundabouts.
- TBC; At the junction of Manor St. and Railway Sq
- At the junction of Newtown Road & Passage Rd.

Proposed Parking Restrictions

Any parking restrictions which may be deemed necessary to avoid congestion in and around the parade route and, in particular, to ensure clear access and egress for emergency services will be discussed in advance with An Garda Siochana and jointly implemented.

To maximise the viewing space and avoid audience congestion on the parade route, there will be no parking on John St This will be achieved by a combination of signage, barrier deployment, traffic cones and stewarding.

Parking will be actively discouraged on the remainder of the parade route through a combination of signage, stewarding and pre event publicity to:

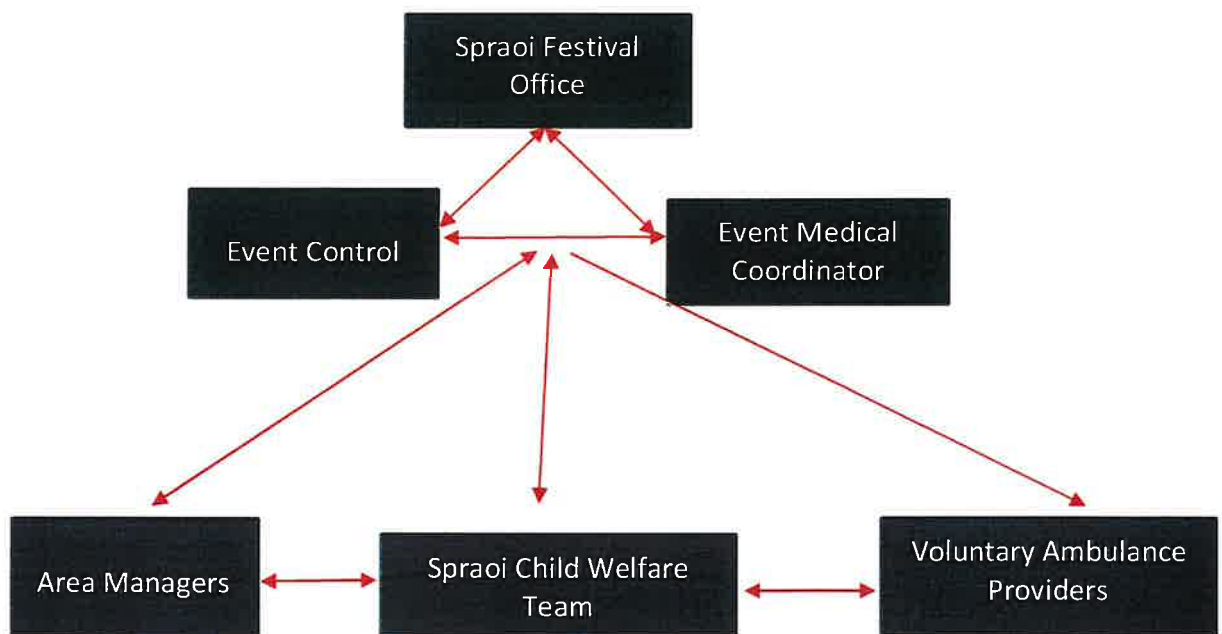
- assist pedestrian access.
- ensure access / egress points are kept clear at all times.
- maximise the viewing space available for the Parade.
- minimise both pedestrian and vehicular congestion.

2.(7) Communications Festival and Parade

- Waterford Spraoi will staff and maintain a designated Festival Office / Control Point.
- All Spraoi Staff and volunteers will be given the relevant Management Team phone numbers
- All Spraoi Staff and volunteers will be given the Child Welfare Team phone numbers.
- Waterford Spraoi will have a separate, discrete radio communications system in operation. This system has been developed and refined over previous festivals and will consist of 16 – 20 radio holders at peak times.
- Public Address systems will be in place at various sites and may be used in order to effect any necessary public address announcements.
- The Gardaí and all relevant authorities will be issued with a contact list pre-festival.

**See Appendix 4*

Festival Radio Communications System



Parade Communication System

- Both Waterford Spraoi and the Garda Siochana will have their own separate, discrete radio communications system in operation.
- For the duration of the parade these separate systems will merge at the Event Focal Control Point (i.e. the Event Controller and the Senior Garda Member) allowing for any necessary sharing of information across both systems.
- Public Address systems will be in place at various sites on route and on parade pieces and may be used in order to effect any necessary public address announcements. A designated person will be at each P.A. system and that person will be in radio communication with the Event Controller to effect any such announcement.
- The Event Medical coordinator will be mobile with the Parade in order to assess the parade's location and adjust ambulance and first aid personnel positions if and when necessary during the event.
- A designated person from the Voluntary Ambulance Services will be equipped with a Spraoi radio in order to effect any necessary communication between the fixed ambulance positions and the Event Focal Control Point.

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2.(8) Medical Facilities

Voluntary First Aid Organisations will be the front line Ambulance Service Providers for both Festival and Parade with the schedule to be agreed following consultation between said organisations and the event organizers.

Spraoui has appointed an Event Medical Coordinator to oversee all Voluntary First Aid Organisations and as first point of contact for same.

The Ambulance Service Providers will provide the agreed front line ambulance requirements to deal with any incidents which may occur within Festival Sites and Parade Route. The disposition and quantity of personnel and equipment will be agreed in advance following consultation and with reference to the previous twenty six years of this event.

On-site medical facilities for the Parade will be provided as per the Event Medical Plan. There will be a minimum of three fixed Ambulance / First Aid points on the route, these points to be agreed in consultation with The Gardaí, Civil Defence, Order of Malta and Red Cross

All relevant emergency personnel will have been briefed on these arrangements and also on the traffic management plan in place for the event.

**** See Section 7 Draft Event Medical Plan***

2.(9) Firework Display

A pyrotechnics display will provide the Finale to the Festival.

It is understood that the firing site and extent of the safety zone have been determined by the Department of Justice, the Fire Service and the contracted fireworks company following a detailed risk assessment having regard to the safety of the public and fire risk to buildings and properties. This process will be regulated by a licence issued by the Department of Justice and informed by existing codes of practice as determined by the Department.

The risk assessment has been reviewed to ensure that Dept. of Justice guidelines read in conjunction with the relevant international standards are being satisfied.

All procedures relating to the display have been evaluated to ensure:

- Safety for the public.
- Safety for the firework crews.
- Protection of property.

The fireworks company will be fully briefed on and integrated with the safety aspects of the Draft Event Management Plan by Waterford Spraoi.

Firing Zone

For the firing of the pyrotechnics a firing barge will be moored in mid-channel of the River Suir. These arrangements will be made in consultation with management and staff at Port of Waterford Ltd. As per procedures the Fire Service will have an input into the arrangements for this aspect of the plan.

This mooring point provides the exclusion zone around the firing barge and the display will be designed to conform to the safety regulations in force for an exclusion zone of this size.

All fireworks to be used in this display will have been approved in their country of origin by that country's National Approval Authority and will also have been classified and authorised by the Explosives Inspectorate of the United Kingdom Health and Safety Executive.

These types of fireworks have been in regular use both at National and International Firework displays and have featured in many displays in the Republic of Ireland in previous years.

2.(10) Site Emergency Plan

The Site Emergency Plan outlines procedures which have been devised in partnership with the relevant authorities and are to be adopted in the event of the following incidents occurring within the vicinity of the event location in the period just prior to, during and just after the event:

- (1) Fire or other incident in a building/premises/site adjacent to the event.
- (2) Bomb Threat.
- (3) Gas leak/chemical incident
- (4) Crowd surge/congestion/crushing/barrier damage.

The procedures deal with arrangements for:

- Assessment of action to be taken in relation to a particular incident;
- Lines of communication to be followed in dealing with a particular incident;
- Marshalling emergency evacuation from the area.
- Ensuring clear access and egress routes for emergency vehicles.

General Emergency procedure in the event of an incident being identified.

- Spraoi personnel or Garda member on being informed of an incident will relay details of the nature and location of the incident to Event Control and/or Garda Officer in Charge.
- The Event Controller, Event Safety Officer and the Garda Officer in Charge will inform their respective teams via radio/phone of the nature and location of the incident:
- **EG: GENERAL BROADCAST TO ALL UNITS. "THERE IS A (description of the nature of the incident) AT (Location)"**
- **This message will then be repeated.**
- The Event Controller / Deputy Event Controller, Event Safety Officer and the Garda Officer in Charge will then assess the information and consider what action is appropriate by considering the following:
 - If the incident can be contained.
 - The safety measures to be implemented.
 - Whether to issue a stand-by or evacuation message;
 - Whether a full or part evacuation is required and how the evacuation is to be effected;
 - That an appropriate access/egress strategy for emergency vehicles is in place.
- If the Event Controller / Deputy Event Controller, Event Safety Officer and the Garda Officer in Charge consider that an evacuation may be necessary their respective teams will be issued with a **Stand-By message** via radio.
- If an evacuation is deemed necessary The Event Controller / Deputy Event Controller, Event Safety Officer and the Garda Officer in Charge will issue an **Evacuation message** via radio to their respective teams with reference to appropriate exit/assembly points.
- The Senior Spraoi person at the Public Address systems will issue a pre-agreed **Public Evacuation message**.

- The Event Controller / Deputy Event Controller, Event Safety Officer and the Garda Officer in Charge will monitor the situation until such time as the evacuation is complete and will then inform their respective teams via radio that the evacuation is complete.
- If evacuation is not required The Event Controller / Deputy Event Controller, Event Safety Officer and the Garda Officer in Charge will issue a **Stand Down message** to their respective teams via radio using the appropriate codes.

Specific Incident Procedures

These detail the lines of communication and actions to be taken with regard to specific incidents and run in tandem with the General Emergency Procedure.

Fire

- (i) A Garda member or Spraoi personnel on being informed of an incident will relay details of the nature and location of the incident to the Garda Officer in Charge or the Event Controller who will then inform the emergency services.
- (ii) Where the Fire Service has been alerted of the incident directly, the Fire Service control room will have standing instructions to inform the Garda Officer in Charge via the regular Fire Service / Garda communications channels.
- (iii) The Garda Officer in Charge, The Event Controller and Event Safety Officer and their respective teams will, in liaison with the emergency services, effect elements of the General Emergency Procedure as appropriate.

Bomb Threat

Action taken will be in accordance with standard Garda procedures. Spraoi Stewards will be fully briefed on the standard Garda procedures.

Gas Leak/Chemical incident

As per for **Fire** above

Crowd surge/congestion/crushing/barrier damage;

The Garda member or Spraoi personnel on being informed of the incident will relay details of the nature and location of the incident to the Garda Officer in Charge and the Event Controller who with the Event Safety Officer will ensure that:

- Access to the affected area is sealed off.
- Appropriate crowd diversion/control measures are activated.

2.(11) Environmental Practices and Policies

Spraoi Environmental Policy

“We in Spraoi acknowledge that all companies regardless of size or endeavour have a role to play in protecting and sustaining our environment for future generations.”

In support of this policy and in an effort to minimise the environmental impact of the 2024 festival Spraoi has committed to the following practices;

Pre- Festival Administration and Construction;

- Consulting with all relevant stakeholders of the Festival, advising them of our continuing commitment to “greening” and discussing ways and means to achieve same.
- Using electronic advertising and promotion wherever possible.
- Waterford Spraoi has committed to stop the production of paper flyers, official festival posters, and event brochures.
- Waterford Spraoi has committed to digital marketing only for 2024.
- Consult with printers re use of recycled paper.
- Continuing our policy of reusing and recycling our parade build materials.
- Locally sourcing supplies, products and services wherever possible to minimize transportation emissions.
- Consulting with the Environment Department of Waterford City and County Council to aid Spraoi with its continuing no plastic bottles policy by the installation of water points in various areas of the city.
- Promoting the no plastic bottle policy with our audience by encouraging the use of water points.
- High-lighting the above policy in our online forums and programme
- Consulting with our food vendors to limit the use of non-recyclable materials

During the Festival Spraoi has committed to the following practices;

- Encouraging our staff, volunteers, performers and audience to engage in sound environmental practices throughout the Spraoi Festival.
- Making our contractors and sub-contractors aware of our environmental policy and within that framework contracting the most energy efficient solutions for sound, stage and light.
- Encouraging all food vendors to source and offer biodegradable and/or recycled packaging.
- Waterford City and County Council Environment Department has committed to the installation of food waste only bins for use at back of house in food trading areas. Waterford Spraoi will encourage and monitor use of same.
- Encouraging the use of public transport to access the festival.
- Minimising our waste where possible
- Continuing our close working partnership with Waterford City and County Council Environment Department to improve environmental practices throughout the festival.
- Incorporating monitoring and reporting of lighting and power demands into Area and Stage Managers responsibilities.
- Using only LED and low energy lighting for all Spraoi shows.
- Continued monitoring of our systems to ensure all power sources are switched off when not in use.

- Continued use of the Green Rider for artists and shows which is helping to ensure contractual discussions includes environmental impacts and promoting awareness among local and visiting artists.
- Working with Waterford City and County Council Environment Department to assess waste levels and so minimise levels in the future.
- Incorporating the reports from all Area and Stage Managers as regards our environmental performance into the final post event review

Post Event Clean-Up

Following consultation with Waterford City and County Council Environment Department a Clean-Up Plan will be finalised. This plan is to be based upon act details, audience estimations and experience gained from thirty-one years of staging this event.

Event clean-up will occur in two stages;

Each day immediately following the conclusion of performances on site

- Spraoi personnel will clear and clean in the immediate environs of the performance sites, aided by resources from Waterford City and County Council Environment Department.
- Waterford City and County Council Environment Dept. will deploy appropriate equipment and personnel to effect the clean-up of any litter generated by the public at the individual performance sites.
- Spraoi Personnel will ensure that any and all equipment used by or for the performer on site will be cleared.
- Any crowd control barriers specifically deployed outside the main stage areas for the purpose of the performance will be cleared and stacked immediately after by Spraoi personnel.
- Main Stage areas will be cleaned and fenced by Spraoi personnel and watchmen will be on site from end of performance / work to start of performance / work the following day.

Immediately following the final performance of the festival

- Any crowd control barriers specifically deployed for the purpose of the event will be cleared and stacked after the event by Spraoi personnel. Waterford City and County Council barriers will be returned to their point of origin within 24 hours.
- Safety considerations permitting, all stages and act related structures will be dismantled immediately following the event.
- Spraoi Personnel will ensure that all equipment used in the event excluding materials in the remit of hire companies will be cleared within the 24 hour period following the event.
- Signage specifically deployed for the event will be removed within six working days of the event.

3. NEWSPAPER NOTICES

The Herald 18.3.2024

THE HERALD MONDAY, MARCH 18, 2024 23

<p>FORD</p>  <p>€27,250</p> <p>2016 Ford Focus Custom 300 LIMITED EDITION TE TECH 125PS 4DP, 2.0L Diesel, Manual, 187,000 km. Tax 3424, VCT 3535, Minibus, Full Service history, Petrol, working.</p> <p>Co. Dublin Tel: 086 2792483 www.carsireland.ie/3651606</p>	<p>CARE STAFF</p> <p>Nazareth House Nursing Home is recruiting motivated, caring, and compassionate Healthcare Assistants, 39 hours per week, €27,700 gross per annum at 200 hours, final figure is inclusive of all non-discretionary premium payments, including Sunday, Public holidays, and night premiums.</p> <p>Contact: da.dublin@nazarethcare.com</p>	<p>SITUATIONS VACANT</p> <p>CDLN is a bright, only, Easy Operator based in Dún Laoghaire. We are currently recruiting for an Operations Assistant.</p> <p>This position involves working on a rota basis with varying shifts, including overnights and weekends.</p> <p>Duties include: Checking in/out cargo via computer system; Dealing with customer enquiries and queries in a timely manner with the utmost professionalism; Liaising with customers on a daily basis; Ensure compliance with regulatory requirements, industry standards, and safety protocols.</p> <p>Key Requirements: Experience in transportation and logistics operations. Ability to develop and execute cost-effective plans aligning with organisational goals. Demonstrated proficiency in fostering teamwork and ensuring operational excellence. A bachelor's/Diploma degree in a relevant field preferred but not mandatory.</p> <p>Salary starts at 30,040 increases to 36,458 over a one annum following successful 6 month probation period.</p> <p>Please send CV and covering letter to: michela.maione@cdln.com</p>	<p>UNIVERSITIES</p> <p>Vacancies in UCD Applicants are invited for the following temporary full-time vacancies: 95 Lecturer/Asst Professor Above The Bar Salary Scale: €40,287 - €93,400 per annum Lecturer/Assistant Professor of Environmental History, UCD School of History, temporary 3 years Specified Purpose C/D/C Lecturer/Assistant Professor in Transportation, UCD School of Civil Engineering, temporary 5 years Lecturer/Assistant Professor in Transportation, UCD School of Civil Engineering, temporary Specified Purpose 5 years Lecturer/Assistant Professor in Electrical Power Systems, UCD School of Electrical and Electronic Engineering, Permanent Lecturer/Assistant Professor in Veterinary Microbiology, UCD School of Veterinary Medicine, Permanent Lecturer/Assistant Professor in Marketing, UCD School of Business, Permanent or Temporary 5 Year Fixed-Term UCD Lecturer/Assistant Professor in Civil Engineering, UCD School of Civil Engineering, temporary 3 years UCD Lecturer/Assistant Professor in Electronic Engineering 1 & 2, Post 1 Temporary/Fixed Term Five Years Post 2 Temporary Specified Purpose up to 28th July 2025, UCD School of Electrical and Electronic Engineering, Lecturer/Assistant Professor in Clinical Trials, UCD School of Medicine, Permanent Hours of work for academic staff are those as prescribed under Public Service Agreements. For further information please follow link below: https://www.ucd.ie/hr/mediacentre/ucd-contract-of-applications-form-and-further-information-including-application-procedure/ can be obtained from: https://www.ucd.ie/workatucd/jobs/</p>	<p>UPHOLSTERY</p> <p>Navan Upholstery Tony: 086 8501002 • www.navanupholstery.ie Enquiries to aimul@yahoo.com Queen Anne Style</p> <p>Sofas, Chairs, 3 Piece Suites, Hotel, Bar, Lounge, Schools, Hospitals, Caravan, Mobile Homes & Campers - All Recovered Like New. Also Leather sofas recovered and repaired. New suites made to measure.</p> <p>Over 30 Years Experience Collected and Delivered Full Re-Polishing Service Available</p> <p>Sofas, Chairs, Bars & Lounges Nationwide Collection Available</p> 
<p>KIA</p>  <p>€10,000</p> <p>2009 Kia Sorento 2.3 CRDi 3 SP AUTO, 2.3L Diesel, Automatic, 72,000 km. Tax 3123, VCT 3224, MPV, Air Conditioning, Central Locking, Electric Windows, Airbag, Full Co. Tipperary</p> <p>Tel: 086 8170055 www.carsireland.ie/3650623</p>	<p>CONSTRUCTION</p> <p>7 Bricklayers immediately Required by Weatherall Bricklayer Contract Ltd, Dublin 15, Whitfield Rd, with 2 years' experience to erect similar cut marble stone for building monumental, 39 hours week €14,000 per annum send CV: weatherallbricks@gmail.com</p>	<p>RESTAURANT STAFF</p> <p>Api Ireland Ltd, Dublin req Roman Style Pizza Trainer/Manager, 30 hrs/wk, €18k D.O.E. Email CV: apireland1@gmail.com</p> <p>Restaurant Manager wanted for Portmanade Hotel & Golf Links, Dublin. Salary €24-45k annum, 39hrs/wk, 5 years experience. Please email: hr@wehavechefs.com</p>	<p>SITUATIONS VACANT</p> <p>Applicants are invited for the following temporary full-time vacancies: 95 Asst. Librarian 2013 Salary Scale: €10,344 - €39,840 per annum Academic Engagement Librarian, UCD Library, Permanent Applications form and further information (including application procedures) available at: https://www.ucd.ie/hr/mediacentre/ucd-contract-of-applications-form-and-further-information-including-application-procedure/ UCD is an equal opportunity employer</p>	<p>UPHOLSTERY</p> <p>SKODA</p> <p>Skoda Citigo - 192D, Showroom Condition, 90k km, 145k/16.1 2015, Bargain at €9,500. Ph: 089 460 8812</p> <p>PLANNING APPLICATIONS</p> <p>In accordance with part XVI of the Planning and Development Act 2000 as amended and the Planning & Development Regulations 2001 as amended, Waterford Sprawl Ltd hereby gives notice of intent to apply to Waterford City and County Council for a licence to hold the 2024 Sprawl International Street Arts Festival, Waterford Sprawl propose to hold the festival which will consist of a number of static stage performances, static street performances, wandering acts and market stalls in numerous areas of the city centre including but not specific to John Roberts Square, Barnastarrac St., Broad St., Michael St., Hanover St., O'Connell St., Gladstone St., John St., Argus St., The Mall, Cathedral Square, Constitution Square and Sava's New St. and The Quay on 2nd, 3rd, 4th, August 2024. Waterford Sprawl propose to hold the Festival Parade which will consist of a range of mobile floats, and performers on a route along Conestown, John St., Farrell St., The Mall, Parade Quay and Castle House Quay commencing at 10am, 4th August 2024. The Festival and Parade are expected to attract an attendance of circa 50,000 people distributed throughout the city over three days. The application for this licence may be inspected during normal office hours (9:30am - 4pm and 2-4pm) at the offices of Waterford City and County Council Planning Department, Manapia Building, The Mall, Waterford, for a period of 3 weeks commencing on Monday 18th April 2024. Submissions or observations in respect of this application may be made to Waterford City and County Council on or before 4pm on Friday 19th April 2024.</p>
<p>MERCEDES</p>  <p>€13,950</p> <p>2014 Mercedes-Benz E Class E SERIES INJECTION 180 5DR AUTO, 2.1L Diesel, Hybrid, Automatic, 38,000 km. Tax 3774, VCT 3125, Estate, Air Conditioning, Central Co. Tipperary</p> <p>Tel: 086 2467668 www.carsireland.ie/3653926</p>	<p>RESTAURANT STAFF</p> <p>Apri Ireland Ltd, Dublin req Roman Style Pizza Trainer/Manager, 30 hrs/wk, €18k D.O.E. Email CV: apireland1@gmail.com</p>	<p>SITUATIONS VACANT</p> <p>MS Food Retail Ltd T/A Londis located at Unit 2 Castle Way, Golden Lane, Dún Laoghaire is looking for ONE!! each position of Commis Chef and Chef De Partie to work full time 39hrs/week permanent position for the package of €34000/annum for each role, interested contact 0867120584 or hr@londis.ie</p>	<p>SITUATIONS VACANT</p> <p>Automotive mechanic wanted Annual remuneration from €24,500 Ray Crofton Ltd Cambridge Road, Maynooth Co. Dub. Full time, 40 hours per week</p> <p>Candidates must be level 6 National craft certified and hold a full, valid, and current driver's licence. To service vehicle repairs in accordance with manufacturers' guidelines and design quality standards. Basic Vehicle Maintenance Vehicle Repair Car Repair Contact: info@raycrofton.ie</p>	<p>UPHOLSTERY</p> <p>WEXFORD</p> <p>★ MOBILE HOME FOR SALE IN CURRACHOLE, WEXFORD Near beach, at Seer View Holiday Resort. Ph: 087 234 6573</p> <p>LICENSED PREMISES</p> <p>SELLING OR BUYING a 7 day liquor licence Call: 01 209 1636.</p> <p>USEFUL SERVICES</p> <p>REFACE YOUR KITCHEN W/ Change Doors and Worktops, Free Estimates Phone David 01-9624647</p> <p>VAN REMOVALS</p> <p>★ HOUSE CLEARANCE a 11 R household junk removed, beds, sofas, electrical appliances, garden sheds cleaned and removed, no skips needed, we do the loading, asbestos removed, certified and insured Free quote ph: 087 178 2441</p> <p>LEGAL NOTICES</p> <p>Voluntary Strike Off Cary Langford Board Member and Director. As per section 733 of the Companies Act, I hereby declare the company Cary's Premium Ice Cream Limited is no longer trading or operational and has ceased all business activities. We request to strike the company from the register.</p>
<p>PEUGEOT</p>  <p>€9,500</p> <p>2016 Peugeot 2008 Fabule, 1.8 BLUE HDI 720 L LEATHER, 1.6L Diesel, Manual, 233,000 km. Tax 3624, VCT 3624, MPV, Air Conditioning, Central Locking, CD Player, Immobilizer Co. Tipperary</p> <p>Tel: 087 9058489 www.carsireland.ie/3651625</p>	<p>RESTAURANT STAFF</p> <p>Apri Ireland Ltd, Dublin req Roman Style Pizza Trainer/Manager, 30 hrs/wk, €18k D.O.E. Email CV: apireland1@gmail.com</p>	<p>SITUATIONS VACANT</p> <p>MS Food Retail Ltd T/A Londis located at Unit 2 Castle Way, Golden Lane, Dún Laoghaire is looking for ONE!! each position of Commis Chef and Chef De Partie to work full time 39hrs/week permanent position for the package of €34000/annum for each role, interested contact 0867120584 or hr@londis.ie</p>	<p>SITUATIONS VACANT</p> <p>Automotive mechanic wanted Annual remuneration from €24,500 Ray Crofton Ltd Cambridge Road, Maynooth Co. Dub. Full time, 40 hours per week</p> <p>Candidates must be level 6 National craft certified and hold a full, valid, and current driver's licence. To service vehicle repairs in accordance with manufacturers' guidelines and design quality standards. Basic Vehicle Maintenance Vehicle Repair Car Repair Contact: info@raycrofton.ie</p>	<p>UPHOLSTERY</p> <p>WEXFORD</p> <p>★ MOBILE HOME FOR SALE IN CURRACHOLE, WEXFORD Near beach, at Seer View Holiday Resort. Ph: 087 234 6573</p> <p>LICENSED PREMISES</p> <p>SELLING OR BUYING a 7 day liquor licence Call: 01 209 1636.</p> <p>USEFUL SERVICES</p> <p>REFACE YOUR KITCHEN W/ Change Doors and Worktops, Free Estimates Phone David 01-9624647</p> <p>VAN REMOVALS</p> <p>★ HOUSE CLEARANCE a 11 R household junk removed, beds, sofas, electrical appliances, garden sheds cleaned and removed, no skips needed, we do the loading, asbestos removed, certified and insured Free quote ph: 087 178 2441</p> <p>LEGAL NOTICES</p> <p>Voluntary Strike Off Cary Langford Board Member and Director. As per section 733 of the Companies Act, I hereby declare the company Cary's Premium Ice Cream Limited is no longer trading or operational and has ceased all business activities. We request to strike the company from the register.</p>

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4. PERFORMANCE AREAS & PARADE ROUTE MAPS

Performance areas Friday 2nd. August

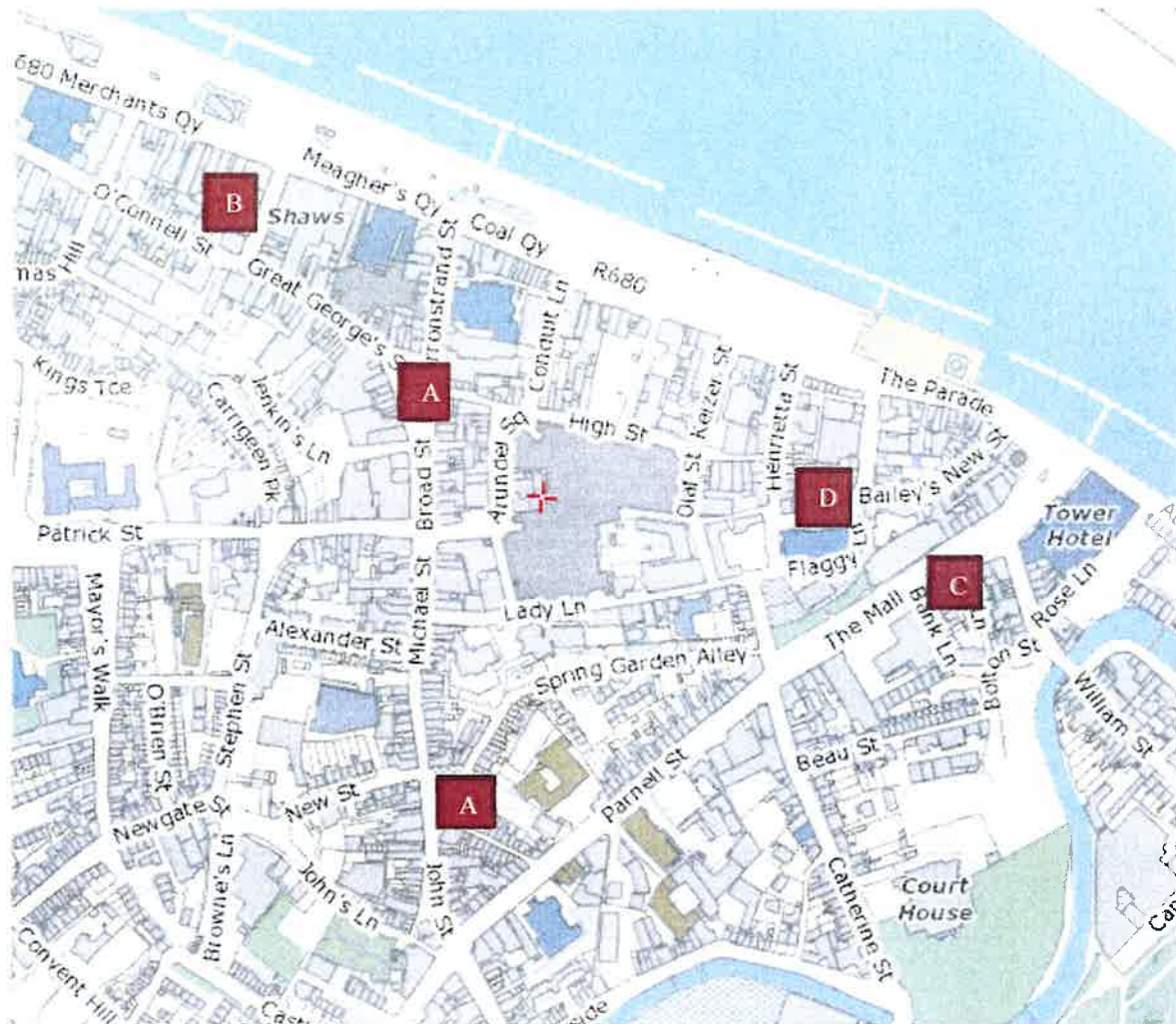


Area A: This area to include John Roberts Sq, Barronstand St. and Broad St.

Area B: This area to include Gladstone St. O'Connell St and Hanover St.

Area C: This area is The Mall from the junction of Parnell St to the junction at Lombard St.

Performance Areas Saturday 3rd. & Sunday 4th.



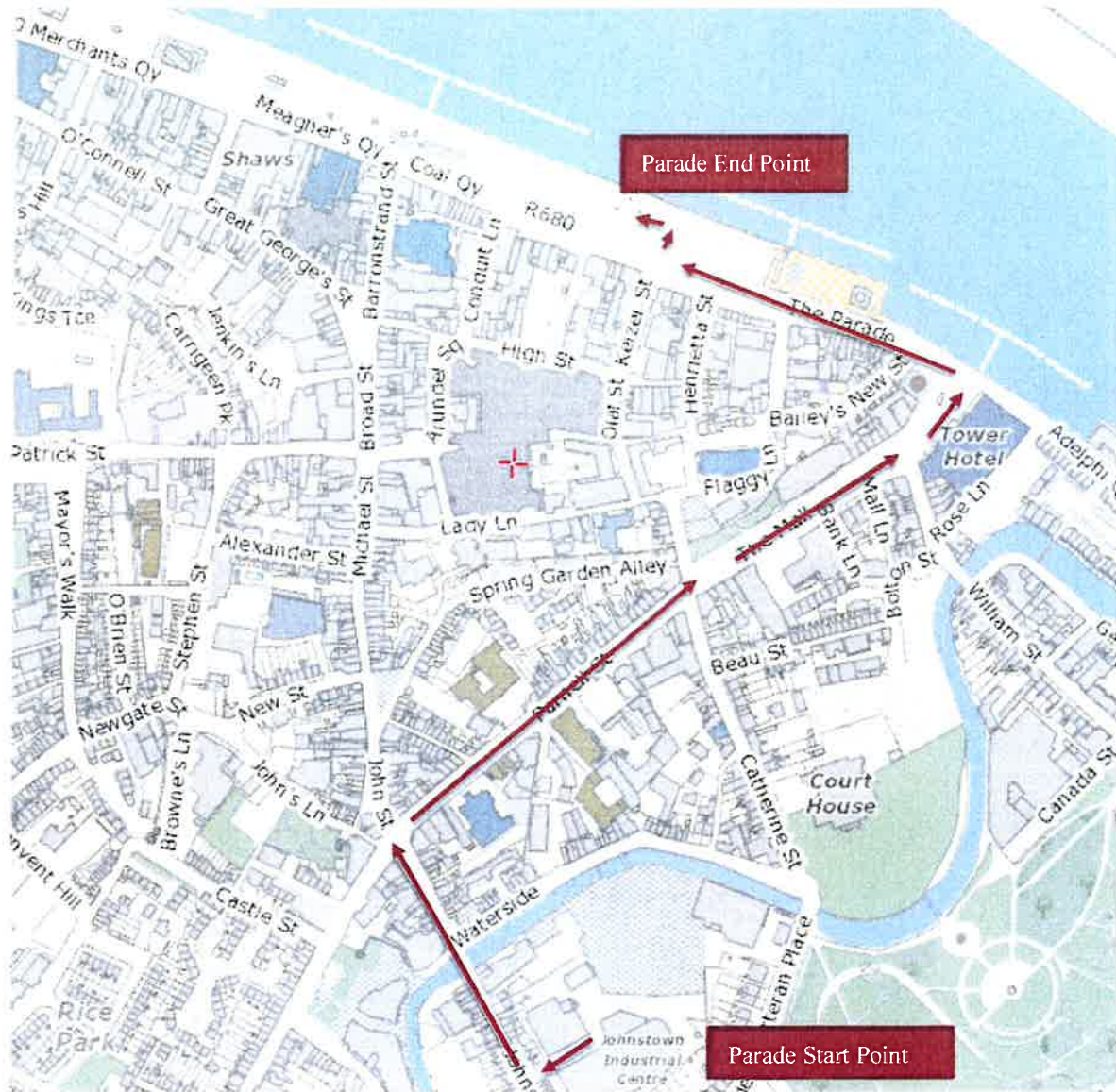
Area A: This area to include John Roberts Sq, Barronstand St. Broad St. and The Applemarket.

Area B: This area to include Gladstone St. O'Connell St and Hanover St.

Area C: This area is The Mall from the junction of Parnell St to the junction at Lombard St

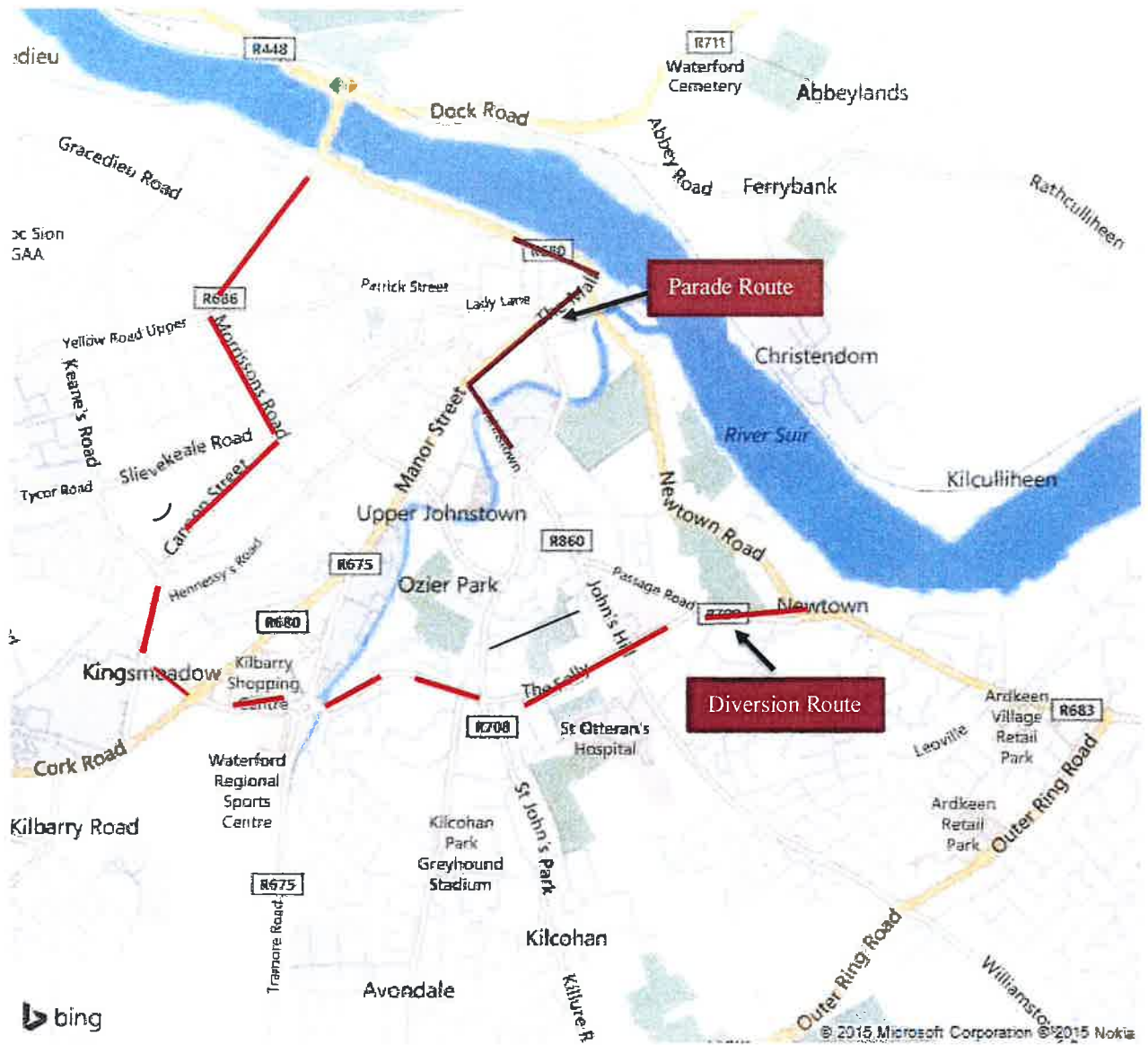
Area D: This area to include Cathedral Sq. Constitution Sq and Bailey's New St.

Parade Route 2024



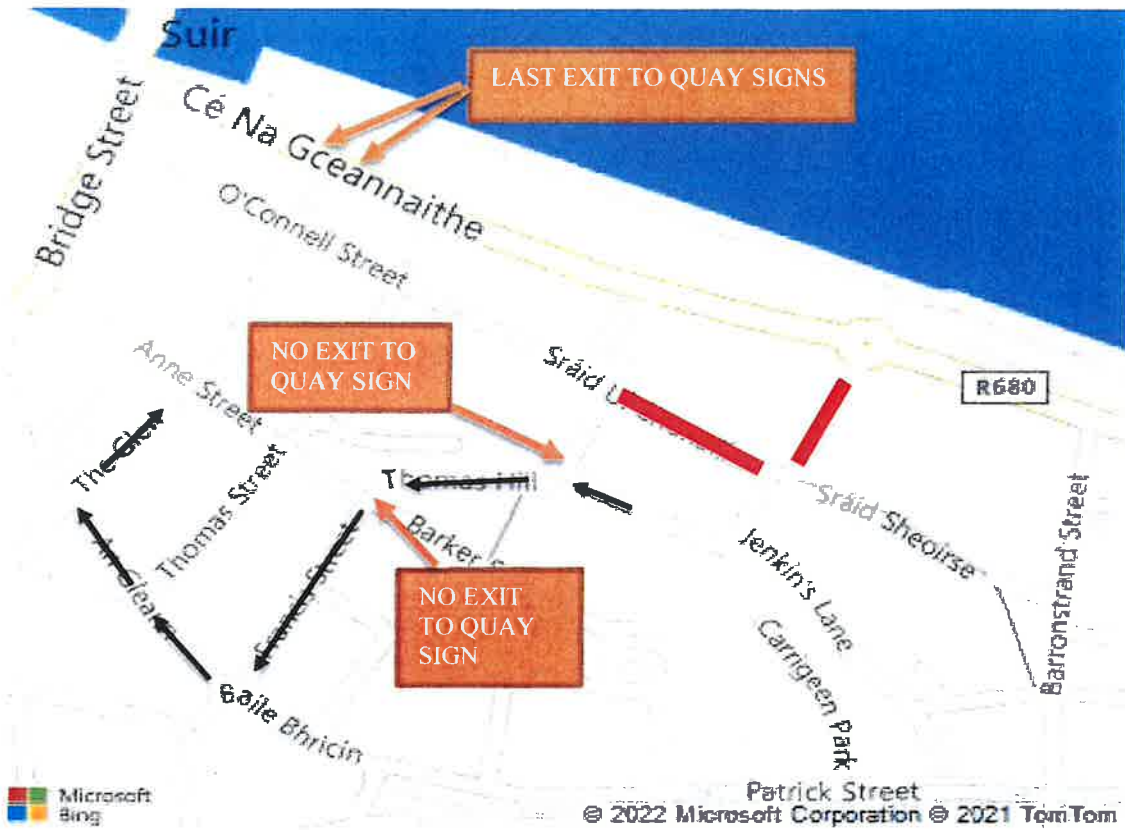
5. DIVERSION ROUTE MAPS

Inner Ring Road Diversion Route for Parade & Mall Closure



O'Connell St Diversion Route to Quay and Signage

Performance area marked in red.



Mall Diversion Route in City

Diversion route in blue



6. STATEMENT OF COMPLIANCE



Waterford City and County Council,
The Mall,
Waterford.

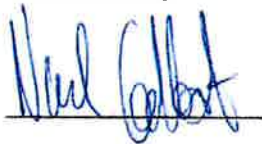
2nd February 2024

Ref: Spraoi Festival Event Licence 2024

To Whom it may concern,

Waterford Spraoi CLG wish to confirm that the Spraoi Festival has been in full compliance with all of the conditions stated in any and all licences issued to it during the preceding 24 months under Section 231 of the planning and development regulations.

Yours Sincerely,



Niamh Colbert
General Manager

7. EVENT MEDICAL PLAN



Waterford Spraoi

Draft Event Medical Plan 2024

EVENT MEDICAL PLAN

Plan Details

The Draft Event Management Plan was submitted in accordance with Section 7, sub-article (1) (g) of the Planning and Development (Licensing of Outdoor Events) Regulations, 2000, in support of the licence application made by Waterford Spraoi to Waterford City and County Council in respect of the 2024 Waterford Spraoi Festival and Parade.

The Event Medical Plan is prepared on and behalf of Waterford Spraoi by Liz Honan and is submitted under the above guidelines also incorporating the Health Service Executive Requirements and Guidance for Outdoor Crowd Events.

Contact; *Waterford Spraoi CLG.*
The Studios,
Carrickpherish,
Waterford. info@spraoi.com 051-841808

Liz Honan; lizhonan@gmail.com 086-8738353

The Event Medical Plan will be submitted to the HSE South Emergency Management Office and Waterford City and County Council to distribute to relevant stakeholders.

The Event Medical Plan will be forwarded to all participating Voluntary Emergency Services.

The Event Medical Plan will be distributed, discussed and made available to all Waterford Spraoi staff, event and production staff, and volunteers when approved.

Event Details

Waterford Spraoi International Street Arts Festival (The Spraoi Festival) is organised and run by Waterford Spraoi CLG, a not-for-profit arts-based company. This will be the 31st. annual Waterford Spraoi Festival.

The Spraoi Festival is a community-focused street arts event. The acts at the festival are provided to the public free of charge by Waterford Spraoi CLG. The festival is an arts-based event that specialises in presenting street theatre, spectacle and a complimentary music programme. The majority of acts and attractions featuring on the festival programme are presented outdoors on streets, squares, quays and open spaces in Waterford's greater city centre area. The festival runs over three days with attractions staged in the afternoons and evenings. The Spraoi Festival has a family-friendly profile and events are programmed to attract and entertain that market sector.

The 2024 Waterford Spraoi Festival will consist of a number of static stage performances, static street performances, walk-about acts and market traders in numerous areas in the city centre.

Following selection of the acts Waterford Spraoi's management team, event controllers and representatives of the attractions will develop plans for the safe presentation of the acts and attractions at a variety of outdoor city centre locations. This process includes liaising with Gardaí, Fire Services and staff and management at Waterford City and County Council. The objective of the planning process is to deliver an entertaining and enjoyable event in safe conditions and surroundings.

In this the 31st. year of the festival the locations chosen to present individual acts and attractions have been influenced by a variety of factors including but not limited to; production experience of sites, nature of attraction, space required for performance, capability of location to accommodate anticipated attendance, adjoining streets and traffic conditions, access and egress points, location of street furniture or other potential obstacles and stewarding requirements of chosen locations. When appropriate, chosen locations are reviewed with Gardaí, emergency services and voluntary ambulance providers.

This will be the 31st. year Waterford Spraoi has worked in conjunction with either/and the Waterford Branch of The Order of Malta, Waterford Red Cross branch and Civil Defence to produce and maintain a safe parade route for spectators, stewards, participants and non-participants.

Waterford Spraoi has for the previous twenty two years employed and worked in conjunction with the Waterford Branch of the Irish Red Cross and The Order of Malta to provide festival-wide ambulance cover, Emergency First Responders, and first-aid.

Festival Schedule 2024:

Friday 2nd. August Start 3pm. Finish 10.30pm.

Saturday 3rd. August Start 1pm. Finish 9.30pm.

Sunday 4th. August Start 12pm. Finish 11.30pm.

Waterford Spraoi Festival will take place in Waterford City Centre including;

Area A; John Roberts Sq., Broad St. Michael St. Applemarket

Area B; Gladstone St, O'Connell St

Area C; The Mall

Area D; Cathedral Square, Constitution Square, Baileys New St

**Areas TBC on final programme schedule*

The Waterford Spraoi Festival Parade will take place at circa 9.30pm. Sunday 6th August processing from Johnstown Industrial Park via Johnstown, John St., Parnell St. The Mall, Parade Quay to finish at the Port of Waterford Car-Park on Custom House Quay

** See Section 4 Maps Event Management Plan (EMP)*

Audience Profile & Capacity

The Spraoi Festival has a family friendly profile and events are programmed to attract and entertain that market sector. Primarily the Festival has a family audience.

The expected attendance for the street events is estimated to range between 20,000 and 30,000 over the three-day period within the city centre;

Friday;	5,000 approx.
Saturday;	10,000 approx.
Sunday	13,000 approx.

The expected audience for the Festival Parade is an estimated 30,000 to 35,000

To quantify audience viewing figures at any one time on any given day for afternoon activities i.e. between 4pm. and 8pm. Friday and 12 noon to 6pm. Saturday and Sunday is complex as Spraoi is conscious that a percentage of the people in the city centre during those hours are there in pursuit of their normal business, i.e. retail and leisure activities separate from the Festival.

Crowd numbers for the following areas are being predicted utilising the knowledge and experience gained from producing this event over 31 years.

Site /Performance specific activities will range from;

The Mall;

3 performance sites will be established on in this area. Performances will be scheduled throughout the afternoon of Saturday and Sunday and Friday and Saturday evening with the audience in continual motion from site to site.

John Roberts Sq;

This area will be dedicated to larger site-specific street theatre performances from 1pm. onwards each day. This site will also be the centre of walk-about performances which will radiate out from this area. The audience will again move from site to site as desired.

Spraoui Festival Parade;

This is our thirty-second year presenting the parade. Utilising the knowledge and experience gained from previous festival parades, Spraoui anticipates an audience viewing figure of approximately 30,000 to 35,000 persons distributed throughout the route.

Fireworks Finale;

Sunday 4th. August a fireworks display will be activated from a floating launch-point in mid-channel of the River Suir. Spraoui anticipates audience viewing figures in the region of 30,000 persons distributed along the Quays.

The objective of this plan for Waterford Spraoui is to work in conjunction with the Voluntary Ambulance Providers and Statutory Authorities to;

- Ensure the safety, health and wellbeing of audience members, volunteers, participants and staff throughout the festival.
- Respond to the immediate health needs of persons attending the event.
- Ensure the impact of the event is minimised on HSE services so that normal cover for the general population will be unaffected.
- To outline strategies for dealing with a serious incident and working with statutory bodies in the event of same.

Event Management Structure

The key personnel with responsibility for the festival are:

ROLE	NAME	CONTACT
Event Controller	Liz Honan	086-8738353
Deputy Event Controller	John Grubb	086-3403127
Event Safety Officer	Jaimie Dower	087-9753387
Deputy Event Safety Officer	Mike Leahy	087-6717891
Event Medical Coordinator	Leigh Cheevers	087-9555977
Garda Liaison	Sgt. David Burke	

The performance sites within the city will be divided into areas. Each area will have a designated Area Manager and each performance space within said areas will have a designated Site Coordinator.

** Performance sites TBC with final programme schedule.*

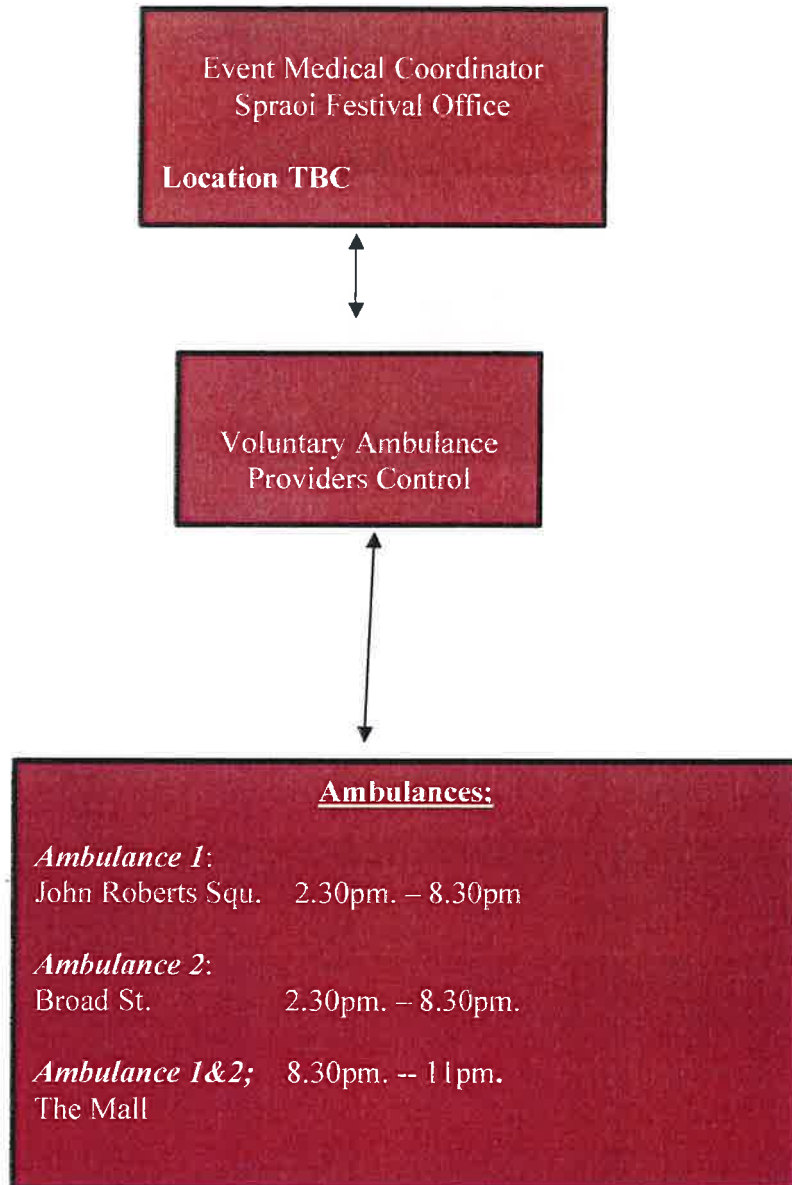
This structure will be implemented prior to the festival and final details of personnel and roles will be distributed to the Gardaí and relevant emergency services.

Spraoi Event Medical Coordinator, Duties and Responsibilities:

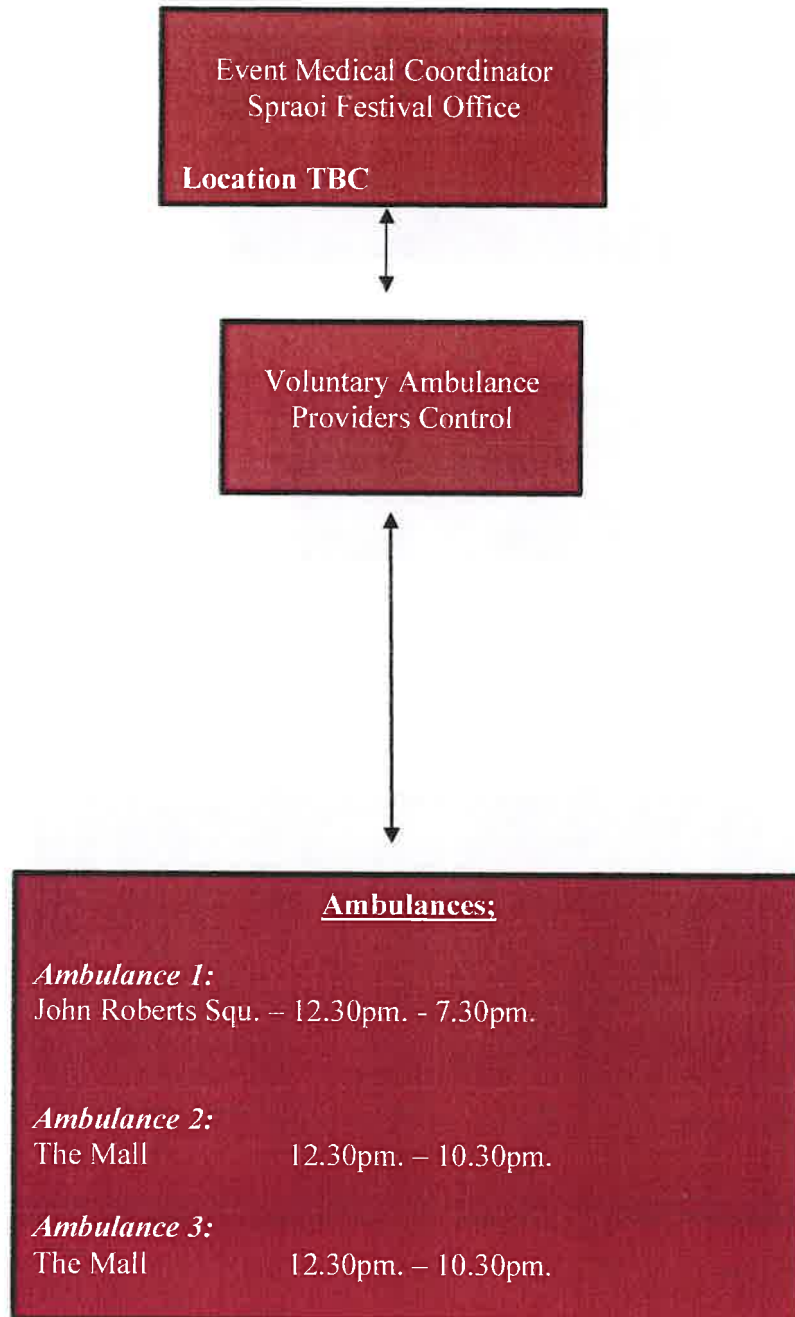
- To participate in relevant medical planning meetings and sign off on the Event Medical Plan and any drills and rehearsals.
- To provide overall co-ordination of the various medical services providing cover to the event.
- To liaise with Event Staff, the Event Safety Officer, the National Emergency Operations Centre (NEOC), the Voluntary Emergency Services, An Garda Síochána, the HSE Environmental Health Service and any other services and agencies relevant to the event.
- To allocate medical resources efficiently and effectively prior to and during the event and to keep the register of those who have roles in the event medical plan.
- To ensure that all the relevant processes and contact details are in place for effective and efficient communications.
- To ensure that the appropriate PPE is being used.

- To establish and maintain links throughout the event, as appropriate, with the receiving hospitals and the HSE emergency services.
 - To ensure that standard Patient Care Report Forms are completed for all medical assists and to provide a summary report to the organisers of event medical assists, in an agreed format, for the purpose of isolating trends etc.
 - To attend and contribute to the end-of-day debrief.
-

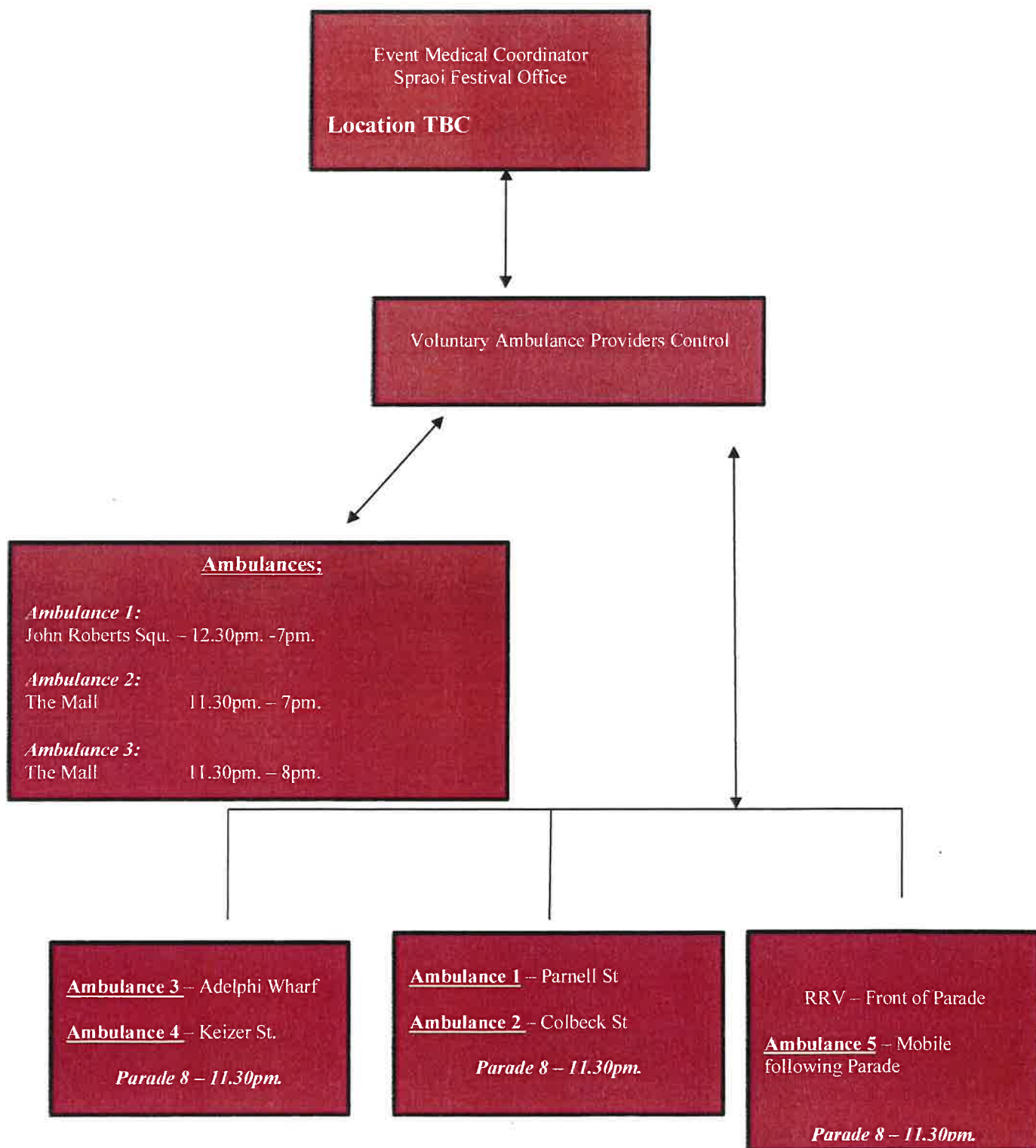
Proposed Event Medical Structure Friday 2nd.
(All locations TBC on final programme schedule)



Proposed Event Medical Structure Saturday 3rd.
(All locations TBC on final programme schedule)



Proposed Event Medical Structure Sunday 4th.
(All locations TBC on final programme schedule)



Location of Event Medical Facilities

(All locations TBC on final programme schedule)

Friday 2nd.

Medical Facility	Staffing Resources	Location	Start Time	Stand Down Time
Ambulance 1	1 x Paramedic 1 x EMT 1 x EFR or FAR	John Roberts Squ.	2.30pm.	8.30pm.
		The Mall	8.30pm.	11pm.
Ambulance 2	1 x EMT 1 x EFR 1 x Driver	Broad St.	2.30pm.	8.30pm.
		The Mall	8.30pm.	11pm.

Saturday 3rd.

Medical Facility	Staffing Resources	Location	Start Time	Stand Down Time
Ambulance 1	1 x EMT 1 x EMT 1 x EFR or FAR	John Roberts Sq.	12.30pm.	7.30pm.
Ambulance 2	1 x Paramedic 1 x EFR 1 x EFR	The Mall	12.30pm.	10.30pm.
Ambulance 3	2 x EMT	The Mall	12.30pm.	10.30pm.

Location of Event Medical Facilities

(All locations TBC on final programme schedule)

Sunday 4th.

Medical Facility	Staffing Resources	Location	Start Time	Stand Down Time
Ambulance 1	1 x EMT 1 x EFR 1 x FAR	John Roberts Sq.	12.30pm.	7pm.
Ambulance 2	1 x Paramedic 1 x EMT 1 x EFR or FAR	The Mall	11.30pm.	7pm.
Ambulance 3	2 x EMT	The Mall	11.30pm.	8pm.
Ambulance 1	1 x Paramedic 1 x EMT 1 x EFR or FAR	Parnell St	8pm.	11.30pm.
Ambulance 2	2 x EMT 1 x EFR or FAR	Colbeck St	8pm.	11.30pm.
Ambulance 3	2 x EMT 1 x EFR	Adelphi Wharf	7pm.	11.30pm.
Ambulance 4	2 x EMT 1 x EFR	Keizer St	8pm.	11.30pm.
Ambulance 5 <i>Civil Defence</i>	Civil Defence will notify closer to the date	Mobile at rear of Parade	8pm.	11.30pm.
RRV <i>Civil Defence</i>	Civil Defence will inform when confirmed	Head of parade	8pm.	11.30pm.

****In the event of programme changes due to weather or other occurrence, the Event Medical Coordinator will inform NEOC and redirect, if necessary, all First Aid Providers on site as required.***

****PIN Numbers for ambulance personnel will be provided by Friday 2nd. August***

Voluntary Organisations providing services to the Festival

- ❖ Order of Malta
- ❖ Civil Defence

Responsibilities of the Voluntary Organisations for duration of event

- Deploy first aid cover to the designated areas.
- Deploy ambulances to the designated areas.
- Maintain records of all casualties treated.
- Manage operational ambulance and first aid cover for the general public, Spraoi volunteers and staff.
- Address final Spraoi volunteer briefing evening, outlining deployment of resources and contact procedures.
- Liaise with the Event Safety Officer on any issues relating to crowd safety.
- Prior to and during the event liaise with Event Medical Coordinator via their organization liaison officer.
- Provide ambulance transportation to designated receiving hospitals.
- Ensure that Event Control is advised of all ambulance movements.

The Voluntary Ambulance Providers resources deployed for 2024 will be based on experience gained from producing the event for 32 years and working in conjunction with the various Voluntary Ambulance providers for said event. The resources will be;

- Two ambulances on Friday and three ambulances on subsequent days.
- The ambulances provided are fully kitted out to P.H.E.C.C. standard, with a lockable drugs cabinet which only the paramedic or EMT on duty will have the key for.
- Coordination of the additional resources deployed for the festival parade.

The First Aid and Ambulance Service providers on site will be the Waterford Branch of The Order of Malta. Additional services will be provided by the Civil Defence for the duration of the Festival Parade.

Duties and Responsibilities of the Ambulance Service Providers

Following consultation and applying the experience gained from thirty-two years working in partnership with the Order of Malta and Red Cross on the Spraoi Festival and similar events, it has been agreed that for the 2024 Spraoi Festival the duties and responsibilities are:

- Provision of a Control Base.
- Deployment of a minimum of 2 ambulances per day beginning one half hour before the festival programme commencing and finishing one half hour from completion of said programme and / or stood down by the Event Medical Coordinator following consultation with Event Control.
- Liaising with National Emergency Operations Centre as required.
- Appointing one officer per day to liaise via radio with Event Medical Control and Festival Staff as appropriate.
- Following production of the final draft festival programme Waterford Spraoi and the ambulance providers will review agreements in situ to date and amend if required.
- Produce a post festival report.

Festival Parade Ambulance Providers

Waterford Spraoi, in conjunction with the The Order of Malta and the Civil Defence have, based upon previous experience devised a site-specific Ambulance Deployment Plan for the Parade Route. The Event Medical Coordinator will liaise with the relevant agencies re same.

The Order of Malta and Civil Defence Ambulances and personnel operate under the protocols and regulations laid down by P.H.E.C.C.

Referrals to Hospital

In general, patients whose condition is categorised as Life Threatening or Serious/ non-life threatening will be referred to hospital.

Average Turnaround times to Receiving Hospitals

HOSPITAL	TRANSIT AND TURNAROUND TIME
Waterford University Hospital	45 minutes including turnaround time
St. Luke's General Hospital Kilkenny	70 minutes
South Tipperary General Hospital	90 minutes
Wexford General Hospital	120 minutes

** This information is based on Civil Defence experience in and around events in Waterford City.*

In general, patients who are referred to the receiving hospital will be categorised according to the EMS Dispatch Protocols published by PHECC as

1. Life threatening.
2. Serious, not life threatening.
3. Non-serious or non-life threatening

When patients require **urgent** medical attention on arrival at the Emergency Department an appropriate patient report will precede their arrival recommending use of the format ASHICE;

- A – Age of Patient
- S – Sex of patient
- H – History of event
- I – Illness / injury
- C – Condition (vital signs and reason for pre-alerting)
- E – Estimated time of arrival

** To assist in future planning for the festival, during Spraoi 2024, before an ambulance leaves its designated area to transfer a patient to hospital, they must contact the Event Medical Coordinator to inform him that that they are leaving their area and once back in their area they must inform the Event Medical Coordinator again of same. This will help with gathering the actual turnaround time of any or all events should they occur at Waterford Spraoi.*

Emergency Routes

In an effort to minimise traffic disruption Waterford Spraoi will endeavor to programme attractions in primarily pedestrian and open spaces. Any and all diversions / road closure will be implemented in conjunction with Waterford Gardaí and Waterford City and County Council Roads Department.

Waterford Spraoi will ensure that all performance areas facilitate access to any and all parts of said area for the Emergency Services before, during and after the event.

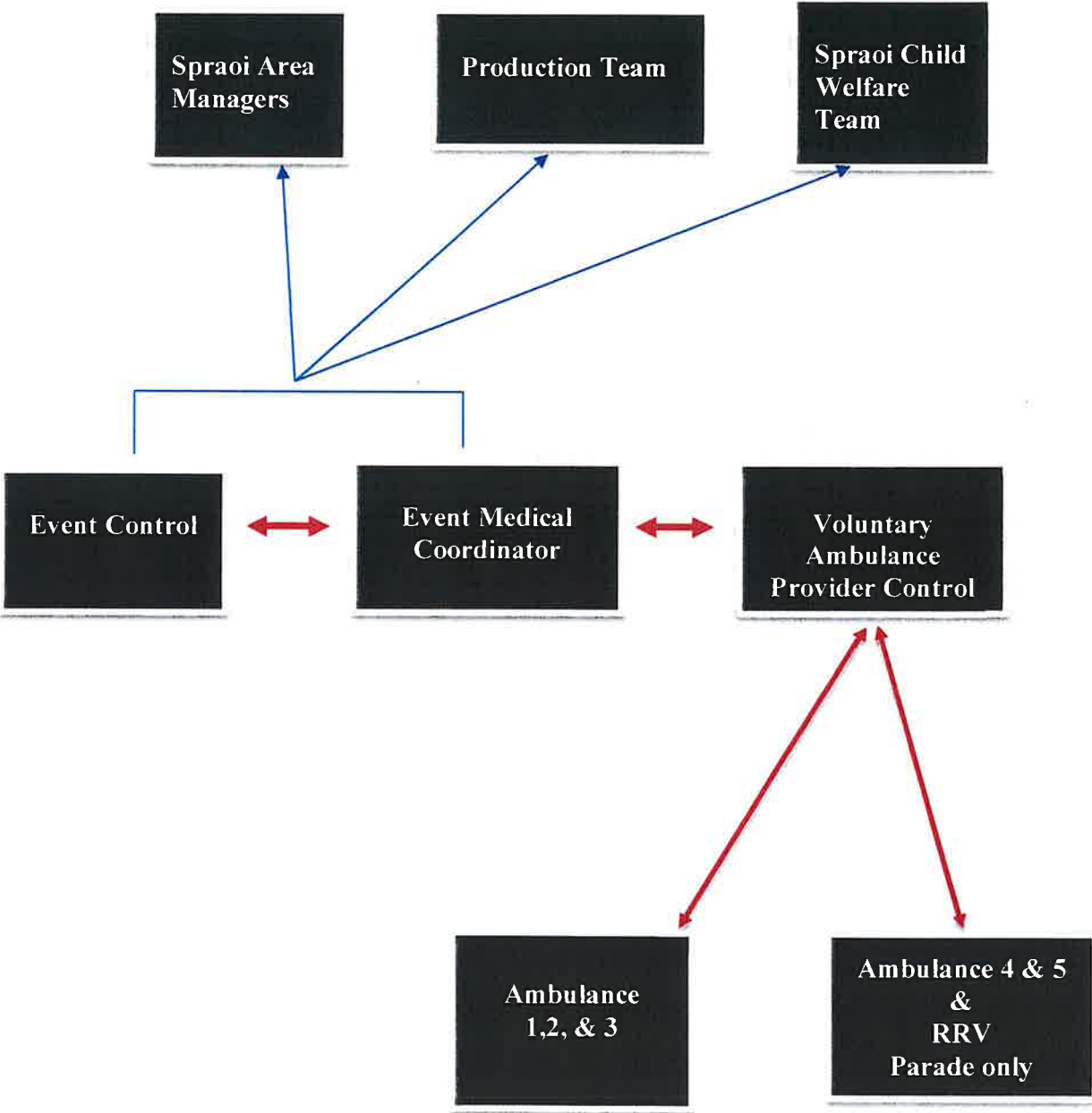
Waterford Spraoi will ensure that the road closures and diversions do not prohibit access to any part of the city for the emergency services before, during and after the event. Sterile routes are not required.

Suggested Protocol.

- The Event Medical Coordinator will liaise with NEOC each day at commencement of the event and provide Voluntary Ambulance Providers locations.
- As required, throughout the day relevant updates of ambulance placements will be provided by the Event Medical Coordinator to NEOC.
- In the event of an emergency call from a member of the public, NEOC may contact the Event Medical Coordinator to assess is the incident within the Festival area and currently being dealt with by the Voluntary Ambulance Providers on site.
- NEOC may also notify Event Medical Control of a received call and/or to seek assistance from appropriate Responders or Practitioners on duty at the event.

Communications

Radio Communication System



- Waterford Spraoi will have a separate radio communications system accessible only to Spraoi personnel Event Control and Event Medical Coordinator.
- This system has been developed and refined over the previous festivals and will consist of 16 – 20 radio holders at peak times.
- The Voluntary Ambulance Provider will have a separate, radio communications system in operation accessible only to ambulance personnel and Event Medical Coordinator.
- For the duration of the Parade the 3 Voluntary Ambulance Providers will have a separate radio communications system in operation accessible only by their personnel and the Event Medical Coordinator.
- **Contact with NEOC will be by phone only.**
 - ***See number below in contact list**
- The Medical Coordinator's phone number will be given to all Spraoi Staff and Volunteers and will be the first point of contact in the event of an incident.
- Public Address systems will be in place at various sites and may be used in order to effect any necessary public address announcements.
- The Gardaí and all relevant authorities will be issued with a contact list pre-festival.

Blue Light / Siren Policy

To ensure the safety of pedestrian traffic at the Waterford Spraoi festival, all ambulances when moving will use their hazards lights so as to be better seen as a moving vehicle. When any ambulance is transporting a patient to hospital, if the crew deem it necessary, blue lights may be used within the festival areas but no siren to be used until the ambulance has left any area where there is a build-up of pedestrian traffic

112 / 999 Calls from Public at the Event

As Waterford Spraoi is a city centre-based event it is difficult at times to differentiate between Spraoi events related incidents and generally occurring incidents. With this in mind a plan for dealing with said calls must be agreed between the Spraoi Event Medical Coordinator on the one hand and the NEOC on the other.

Contact List

Operational personnel for 2024.

Area / Position	Name	Contact
Festival Office	Staffed from 9am -11pm	
Event Control	Liz Honan	
Dep. Event Control	John Grubb	
Event Medical Coordinator	Leigh Cheevers	
Event Safety Officer	Jaimie Dower	
Dep. Event Safety Officer	Mike Leahy	
Volunteer Co-ordinator	Vicky Wall	
Child Welfare	Donna	
Child Welfare	Emily	
Area Manager A	Aideen	
Area Manager B	Stephen	
Area Manager C	William	
Area Manager D	Chris	
Act Liaison	Claire	
First-Aid Cover		
Order of Malta	Name and contact number supplied to Event Medical Coordinator each day	
Civil Defence – Parade only	Paul Nolan	
NEOC		0818724112

Signage:

- All ambulance positions are agreed prior to the festival and this information is included in the performance schedule distributed to all volunteers.
- The first-aid positions will be indicated on the online programme map.

Festival Road Closures and Traffic Management**Friday 2nd. AUGUST**

Road	Close Time	Re-open Time
O'Connell St. from the junction of Hanover St to junction of Sergeants Lane	Friday 2nd. from 8am.	Monday 5th. August 1am.
Gladstone St.	Friday 2nd. from 8am.	Monday 5th. August 1am.
The Mall	Friday 2nd. from 7pm.	Monday 5th. August 1am
Mall Lane	Friday 2nd. from 7pm.	Monday 5th. August 1am

Saturday 3rd. AUGUST

Road	Close Time	Re-open Time
O'Connell St. from the junction of Hanover St to junction of Sergeants Lane	from previous day	Monday 5th. August 1am.
Gladstone St.	from previous day	Monday 5th. August 1am.
The Mall	from previous day	Monday 5th. August 1am
Henrietta St	12pm.	6pm.
Mall Lane	from previous day	Monday 5th. August 1am

Sunday 4th. AUGUST

Road	Close Time	Re-open Time
O'Connell St. from the junction of Hanover St to junction of Sergeants Lane	from previous day	Monday 5th. August 1am.
Gladstone St.	from previous day	Monday 5th. August 1am.
The Mall	from previous day	Sunday 4th. August 11.30pm
Henrietta St	12pm.	6pm.
Mall Lane	from previous day	Monday 5th. August 1am
Johnstown	8.30pm.	10pm.
Parnell St	8.30pm.	10.30pm.
Parade Quay	9pm.	11.30pm.
Custom house Quay	9pm.	11.30pm.
There will be temporary disruptions and delays on Manor St. Catherine St. Lombard St. and William St. from 9pm. to 11.15pm. on Sunday 4th.		

Traffic Management

To minimise traffic disruption Waterford Spraoi has endeavoured to programme primarily pedestrian and open spaces. In relation to the proposed road closure of O'Connell St. / Gladstone St. and The Mall Waterford Spraoi will implement the models which have been utilised for previous Spraoi Festivals. These routes have been adopted as a result of consultations between Waterford Spraoi, The Garda Siochana and Waterford City and County Council.

** See O'Connell St. diversion route Section 5 EMP*

**See Mall diversion route Section 5 EMP,*

The traffic management plan for closures will be included in all pre-event publicity and publications and be implemented on the day by a combination of diversion signage, barrier deployment and Garda Traffic Control points.

The traffic management plan is designed to:

- Ensure that the proposed closure and diversion permits unrestricted access to any part of the City for Emergency Services before, during and after the event.
- Keep the event site clear of traffic.
- Minimize disruption to city traffic flow.
- Ensure the free flow of traffic on the diversion route.

Parade Traffic Management Plan

All road closures will in so far as is practicably possible be minimised and as required by Parade location. These will be implemented by An Garda Siochana.

Traffic will be diverted around the Inner Ring Road under the supervision of An Garda Siochana and will be held or diverted at Garda Control points as deemed necessary.

The parade traffic management plan utilises the model which has been deployed for previous Spraoi Festival Street Parades. This plan has been devised, and will be modified if required for 2024 as a result of discussions between Waterford Spraoi, The Garda Siochana and Waterford City Fire Department.

The traffic management plan is implemented by a combination of Garda Traffic Control points, diversion signage and barrier deployment and is designed to:

- Keep the Parade Route free of traffic as deemed necessary by parade location.
- Allow for ease of public access to the event.
- To ensure the free-flow of traffic is not unduly affected by the event and, in particular, that emergency services have unrestricted access to any part of the City before, during and after the event.

** See Diversion Routes Section 5 EMP*

+++++

Infection Prevention and Control

The Voluntary Emergency Services will utilise standard operating procedures and precautions when interacting with and treating patients.

Clinical Waste will be disposed of as per standard operating procedures for same. Special containers for the disposal of sharps and the disposal of dressings will be utilised.

Any and all environmental health issues will be handled by the appropriate Environmental Health Officer.

All performances at the Spraoi Festival in 2024 will be presented in outdoor spaces.

Waterford Spraoi has had Covid 19 protocols and procedures in place from June 2020.

All staff, volunteers and visiting artists will be issued with the following current HSE guidelines for the 2024 Festival;

January 2024 HSE Covid Guidelines

As has been the best practice throughout the Covid 19 epidemic the best way to prevent the spread of COVID-19 or Flu in a workplace or any setting is through preventative measures such as vaccination.

Symptoms of COVID-19 and what to do

The most common symptoms of COVID-19 (coronavirus) are:

- fever (high temperature - 38 degrees Celsius or above) - including having chills
- dry cough
- fatigue (tiredness)

COVID-19 symptoms can be like symptoms of cold, flu or hay fever.

You may not have all of the symptoms or your symptoms may be mild.

Less common symptoms

Less common symptoms of COVID-19 include:

- loss or change to your sense of smell or taste – this could mean they're completely gone or just different to normal.
- nasal congestion (runny or blocked nose)
- conjunctivitis (also known as red eye or pink eye)
- sore throat
- headache
- muscle or joint pain (aches and pains)
- different types of skin rash
- nausea or vomiting
- diarrhoea
- chills or dizziness

Severe symptoms

Symptoms of severe COVID-19 include:

- shortness of breath or breathing difficulties
- loss of appetite
- confusion
- pain or pressure in the chest
- fever (high temperature - 38 degrees Celsius or above)

If you have any symptoms of COVID-19 and feel unwell, you should:

- stay at home until 48 hours after your symptoms are mostly or fully gone
- avoid contact with other people, especially people at higher risk from COVID-19

You usually do not need to have a COVID-19 test. But if you choose to do one and it is positive you can pass on the virus to other people.

You need to:

- stay at home for 5 days
- avoid contact with other people, especially people at higher risk from COVID-19

How long you should stay at home

Stay at home from the date you first had symptoms.

You can leave home after 5 days if:

- your symptoms have fully or mostly gone for the last 48 hours

It's OK to leave home after 5 days if you still have a mild cough or changes to your sense of smell. These can last for weeks after the infection has gone.

Avoid meeting people at very high risk

Avoid meeting people who are at very high risk for 10 days. This starts from the day you first had symptoms.

This is because you may still be infectious for up to 10 days.

If you do not have symptoms

If you did not have symptoms but have tested positive, stay at home for 5 days from the day you first tested positive.

Avoid meeting people at very high risk for 10 days from the day you first tested positive.

All staff and volunteers will be briefed as per current Waterford Spraoi Covid 19 protocols and procedures.

Anyone attending the event who presents to the Voluntary Ambulance with symptoms of a communicable disease including but not limited to Covid 19 will be treated as per the procedures and protocols set down for Voluntary Ambulance Service providers.

Section 6

*** This section to be completed by the National Ambulance Service

Major Emergency Plan

The Spraoi Event Medical Coordinator is aware and informed of the Major Emergency Incident protocols as pertain to events and Voluntary Ambulance service providers.

If a serious incident occurs on the site the Spraoi Event Medical Coordinator will contact NEOC to inform them that a serious incident has occurred, using the ETHANE format:

E – the **Exact** location (GPS or other location code, if available)

T -- the **Type** of incident

H – the **Hazards** present and potential

A – the **Access** to the location of the incident and the egress route

N – the **Number** and severity of casualties

E – the **Emergency** services present and required at the scene

In the event of a serious incident the Meeting Point for the National Ambulance Service will be nominated at the time by the Medical Coordinator contingent on the area of the city the incident has occurred.

The muster point for the Voluntary Ambulance Providers in the event of a serious incident will be the Spraoi Festival Office at 123A Parade Quay, X91 HH50

Contingent on the area within the city where a serious incident has occurred, the Spraoi Festival Office may be utilised as an additional treatment centre.

The evacuation of casualties will be dependent on the area within the city centre where the incident has occurred. The Medical Coordinator will liaise with Garda Officer in Charge and Event Control who will nominate appropriate exit points and swiftest routes for ambulance transfers.

In the event of a formal declaration of a Major Emergency all event medical assets will remain on site and work under the direction of the HSE Controller of Operations

Spraoi has been advised that in the event of a Major Emergency, the Waterford City Major Emergency Plan protocols will be implemented. The statutory authorities are cognisant of said plan which includes nominated casualty and treatment centres as set out within the plan.

The pre-designated muster point for the Voluntary Ambulance Providers in the event of a formal declaration of a major emergency will be the Spraoi Festival Office at 123A Parade Quay X91 HH50.

All organisations involved in providing First-Aid / Ambulance cover to Waterford Spraoi are aware of the Major Emergency Incident protocols and will work from their Standard Operating Procedure as laid down by said organisations.

LOST CHILD POLICY AND PROCEDURE AT SPRAOI FESTIVAL

Waterford Spraoi has undertaken to apply the following principles of good practice in relation to children's welfare within the festival environment:

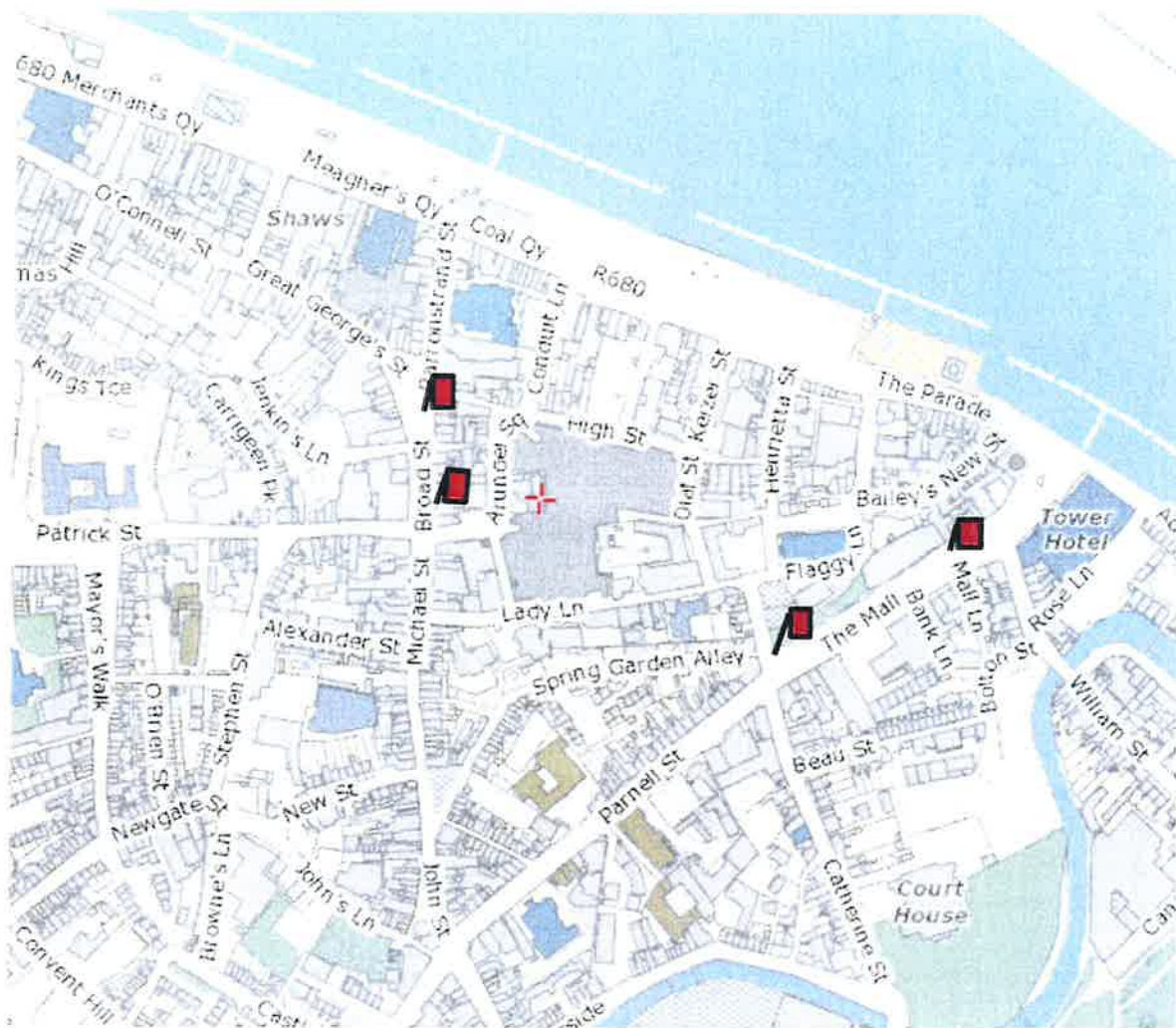
- Look after the needs of children in terms of sightlines/safe viewing areas.
- A Child Liaison Officer shall be appointed to oversee Child Protection at the Spraoi Festival. This person shall be a qualified childcare worker and shall liaise appropriately with Event Control and the Gardaí.
- Advertise procedure in our festival brochure for parents to follow, in the event of losing their children.
- Inform the Gardaí of our Lost Child Procedures (see below).
- Ensure that our festival workers know the Child Liaison Officer and are adequately briefed in Spraoi's Lost Child Procedure. All workers must attend at least one pre-festival training session.
- Procedures will be put in place in relation to the use of images of children/young people, and images will not be used unless a consent form is signed by a parent/guardian. However, we cannot guarantee that cameras or video recording devices will not be used in public performance spaces.

Lost Child Procedure

- The designated Child Liaison Officer for the Spraoi Festival will appoint and schedule a suitably qualified and Garda vetted team of Child welfare Officers. This team will consist of no less than 2 people at all times rising to 8 / 9 people when necessary. *(These figures are based on previous year's working practice and experience gained)*
- The Gardaí will be informed as to who the Child Liaison Officer is, and will be given his/her phone number in order to ensure immediate communication if necessary.
- The Child Liaison Officer will be in constant radio communication with Event Control, Production and Area Managers, who will report any lost child situation to him/her immediately.
- Parents/Guardians reporting lost children should be asked for the child's name, age, description and the area the child was last seen in. This description shall then be communicated to all radio holders, and this information shall be passed on by them, verbally, to all workers, to be on the lookout for the lost child.

- Lost children found by Spraoi workers will be reassured verbally and brought to the nearest Area/Stage Manager. If possible, at this stage, the worker should be accompanied by another worker, and should avoid any physical contact with the child. Area/Stage managers will then inform the Child Liaison Officer of the situation by radio. The Child Liaison officer will immediately make his/her way to the child and bring them to a designated area. The Gardaí and all workers will be informed of the situation and asked to communicate where the child is when the parents/guardian is found.
 - At no time should a lost child's details be broadcast over a public address system.
 - The Child Liaison Officer shall inform the Gardaí when the child is reunited with its parents/guardians and note the time of same.
-

Ambulance Positions Friday 2nd.

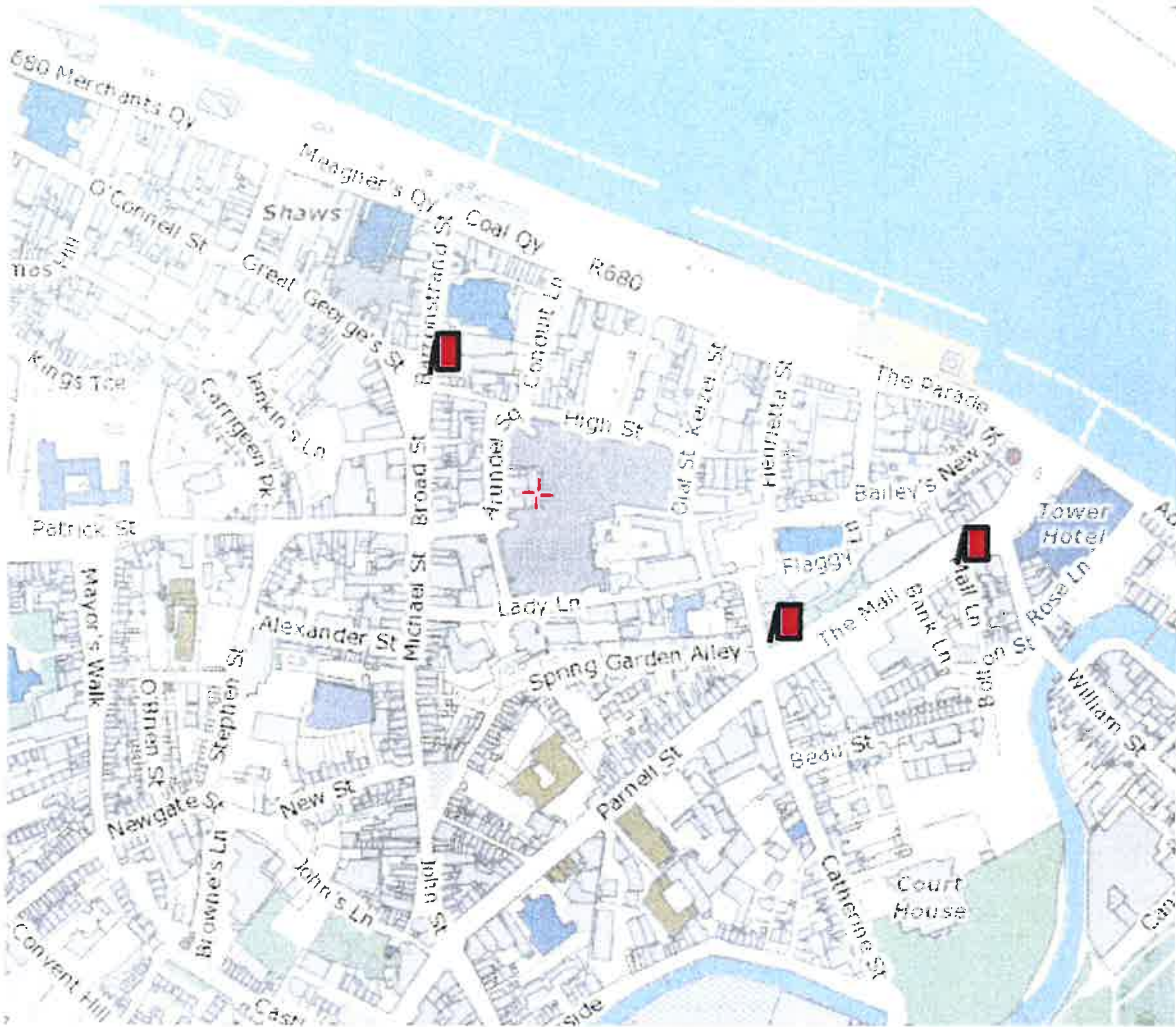


Ambulance positions as per pages 57-61 Event Medical Plan

Ambulances 1 and 2, Broad St and John Roberts Sq 2.30pm-8.30pm.

Ambulances 1 and 2, The Mall 8.30pm - 11pm.

Ambulance Positions Saturday 3rd. & Sunday 4th.

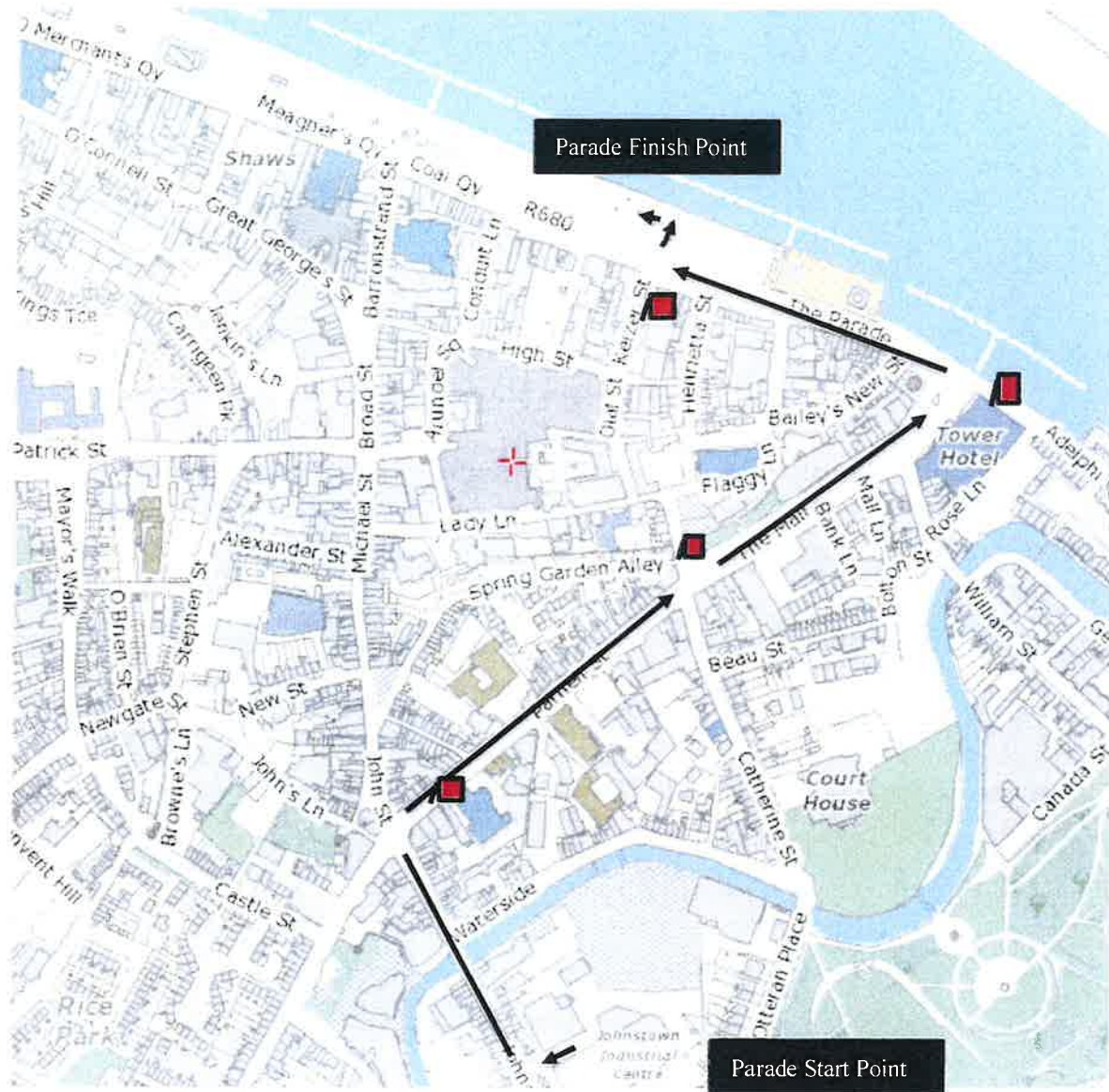


Ambulance positions as per pages 57-61 Event Medical Plan

Saturday	Ambulance 1, John Roberts Sq 12.30pm -7.30pm.
	Ambulances 2 and 3, The Mall 12.30pm. – 10.30pm.

Sunday	Ambulance 1, John Roberts Sq 12.30pm - 7pm.
	Ambulances 2 and 3, The Mall 11.30pm. – 7pm.
	Parade Ambulances as below

Ambulance Positions Parade Route 2024



*** Proposed Ambulance positions as per pages 57-61 Event Medical Plan**

***Ambulance positions may change following onsite discussions and evaluation of site conditions (e.g. rain) with Event Control, Event Medical Coordinator, Voluntary Ambulance Providers and Waterford Gardai pre Parade.**

ATTACHMENTS FOR EVENT MEDICAL PLAN (EMP)

- 1) Programme schedule 2023 as example, confirmed programme to be submitted with final draft Event Medical Plan**

Friday 4th..

AREA	A	A	A	C	C	D	B
Manager	Aideen & Camilia	O'Connell St.	William	Jamie P	Stephan		
Site Co	JR Square	Barronstrand St	Cathedral Sq	Applemarket	The Mall		
2.00pm	Susan	John R	Baileys New St.	Chris			
3.00pm	Die Verdammte Spielerei	Serving Sounds					
4.00 pm	It's Your Funeral						
5.00pm	Dogs of Doom						
6.00pm.	Brass Spectacular with City of WD Brass						
6.45pm.				Die Verdammte Spielerei			
7.00pm.							
7.30pm.		DJ					
7.40pm.				The Jam Tarts			
8.00pm.			Omega 3				
8.30pm	Apocalypse Right Now Beautiful Bones Finale Parade 1		Beautiful Bones Parade 2	Apocalypse Right Now Beautiful Bones Finale Parade 3			
8.45pm.				The Jam Tarts			
9.00pm		Shakalak			Beautiful Bones Finale		
9.30pm.			Butterfly Band				

Saturday 5th.

AREA	A		A		C		C		B		F
	J.R. Squ	Gladstone St.	O'Connell St	Michael St	Cathedral Sq	Constitution Sq	Mall 1 (Quay)	Mall 2	Mall 3	Bart	
Site Co	Susan	Janine		John R		Saibh	Nick	Eoin	Aveen	Walkabout	
1.00	The Good, the Bad and the Poultry	The Most Dangerous Animal in the World		Serving Sounds 1-5pm.	Calmast		Community Chest				
2.00	Kinematos	Void		Green Room Luca Records 2-5pm.		WAMA Drummers Die Verdammte Spielerei			L'pOpera	On Air (City Centre) Miss B (The Mall)	
2.30		Beach Barrage								Fetch (The Mall)	
2.45											
3.00	Falconry Dismay (Broad St)			WAMA O'Keefe's Yard 3-8pm.					Farmyard Circus	Repaired (City Centre)	
3.15		Void				Soul Song Gospel Choir				The Science of Eww (The Mall)	
3.45		The Most Dangerous Animal in the World									
4.00	The Good, the Bad and the Poultry		Two Time Polka			WAMA Drummers Die Verdammte Spielerei		Mirage		On Air (City Centre)	
4.30		Beach Barrage								Fetch (The Mall)	
5.00	Kinematos						Community Chest		L'pOpera	The Science of Eww (The Mall)	
5.15		Void									

SATURDAY PM						
AREA	A	A	A	D	C	B
Manager	Aideen & Camella			Chris & Claire	William	Stephan & Jamie P
	John Roberts Squ.	Michael St	O'Connell St	Applemarket	Bailey's New St	Mall 1 (Quay)
Site Co	Susan	John R			Saibh	Nick
5.30		WAMA O'Keefe's Yard 3-8pm.				Community Chest
6.00	Falconary Dismay (Broad St)					Barrack St Band
6.15						
6.30						Farmyard Circus
7.00				Soul Reazon		
7.15						
7.30			Dr. Bluegrass			Le pOpera
7.45					Monkey Harris	
8.00						
8.30						Mirage
9.00			O'Times	Crinkle Cuts	Beef Supreme	

Sunday 6th.

AREA	A	A	A	C	B	f
Manager	Aideen & Camelia		William		Stephan & Jamie P	
	J.R. Squ.	Gladstone St.	Michael St	Cathedral Sq	Mall 1 (Quay)	Mall 2
Site Co	Susan	Janine	John R	Constitution Sq	Nick	Mall 3
12.00				Saibh	Community Chest	Aveen
12.30						
1.00	L'pOpera		Serving Sounds	Vibe Dance		The Good, the Bad and the Poultry
1.15						
1.30	Kinematos	The Most Dangerous Animal in the World				Farmyard Circus
2.00		Green Room Chamber Building 2-5pm.				
2.30	Die Verdammte Spielerei	Void		Music Generation		Falconary Dismay
3.00		Beach Barrage			Mirage	The Good, the Bad and the Poultry
3.15	L'pOpera					
3.30						
3.45		Void				
4.00	Kinematos	The Most Dangerous Animal in the World				
4.15						
4.30				Die Verdammte Spielerei		Repaired (City Centre)
5.00	L'pOpera	Beach Barrage				Fetch (City Centre)
						Be Flat (O'connell St)
						Miss B (City Centre)
						On Air (The Mall)
						Falconary Dismay
						The Science of Eww (City Centre)
						Repaired (City Centre)
						Fetch (City Centre)
						Miss B (City Centre)

Sunday 6th. Festival Parade and Fireworks

Depart	Time	Location
	9.30pm	Johnstown Business Park
Route	Johnstown, John St, Parnell St, The Mall, Parade Quay, Custom House Quay	
Finish	Time	Location
	10.45pm.	Port of Waterford Car-Park, Custom House Quay
Fireworks	Time	Location
	10.50pm.	Mid channel River Suir
Festival End	Time	
	11.00pm.	

EVENT PLAN APPENDICES

APPENDIX 1

Spraoi Festival Volunteer Briefing Document

Festival Volunteering:

This year is the 31st. annual Spraoi International Street Arts Festival, and we are delighted you are going to be a part of it. Over the past thirty years Spraoi has become part of Waterford City's culture, and it could not happen without the continued help & support of all our volunteers.

Spraoi Management Team:

Artistic Director	Mike Leahy
Festival Administrator	Niamh Colbert
Event Controller	Liz Honan
Deputy Event Controller:	John Grubb
Event Safety Officer:	Jaimie Dower
Deputy Event Safety Officer:	Mike Leahy
Event Medical Coordinator:	Leigh Cheevers
Volunteer Co-Coordinator:	Vicky Wall
Market Manager:	Mary Merritt

Volunteers are involved at every level in Spraoi and over the festival you will interact with volunteers at all levels.

- **Area Managers:** are responsible for multiple sites and act as a support for site coordinators & other volunteers. This team are all very experienced, having volunteered with Spraoi and other events for many years. Area Managers have numerous briefing sessions with the Spraoi Management team and are fully conversant with their designated area and the acts that are performing there.
- **Site Coordinators:** are responsible for a single site. This team is made up of experienced Spraoi volunteers who have previously worked in other volunteer roles within the Festival. They manage the programme of events at their sites. They have numerous briefing sessions with the Spraoi Management team and their Area Manager and are fully conversant with the acts that are performing on their site. They ensure that the acts at their site have what they need to perform, make sure the programme runs to time and also

manage the general site including the audience, ensuring everyone has an enjoyable time in a safe and friendly environment

- **General Volunteers:** make up the largest group of Spraoi Volunteers, and are vital in ensuring the smooth running of all aspects of the festival. These volunteers, under the guidance and direction of primarily the Volunteer Coordinator but also the Site Coordinators & Area Managers ensure that the Spraoi audience has the best time possible at the Spraoi Festival.

Act Liaisons: work with one specific act over the Spraoi Festival, most visiting acts will be assigned an Act Liaison who will show them around the city, show them where their performance areas are and generally help them with any issues they have over the weekend. The Act Liaison is the link between the Act and the festival and any issues that are encountered are directed through the Head Act Liaison to the Management Team.

Volunteers perform a variety of tasks during the Spraoi Festival including:

Assisting with keeping public access clear:

This is an important aspect of the festival volunteers' role and includes keeping public access clear and keeping pathways open by asking the public not to stand where they would block the flow of people.

Ensuring that people can see the show by asking the first few rows of the audience to sit down and encouraging parents to get their children to sit at the front where they will have a better view. It also involves keeping an eye on the audience during the performance to ensure people are comfortable and safe while the show is on. In the event of an emergency all Spraoi personnel including volunteers will calmly direct people to the nearest egress point, following the direction of the Site Coordinator.

Please stay alert to the safety of children while on duty.

Parade Stewarding:

The parade is attended by approximately 30,000 people with a cast of 200. It is the largest event of the weekend and therefore the largest stewarding operation of the festival weekend.

The parade route will be broken into sections; each section will have a section manager and a team of volunteers. There will be a separate pre-parade briefing for all parade stewards.

Visitor Information:

All our volunteers are highly visible during the Spraoi Festival and are often asked about the festival programme or for directions to an area, so please familiarise yourself with the programme and the sites that will be in use. It is a good idea to keep a couple of programmes with you over the weekend if possible. Each morning check the grid programme on the wall in the festival office in case of change. There will be 2 Information Booths in the city during the Festival, know the locations of these for direction purposes.

Health and Safety

Health and safety is a key concern while working on an outdoor festival and should be constantly while you are working on the Festival. Please be aware of potential health & safety concerns at all times, this can be as simple as a wire across the ground or a barrier not fastened correctly.

Some key areas to consider are;

- Trip hazards occur when something has the potential to cause someone to fall. Ensure cables are not trip hazards by covering with cable track if run across a walkway. Ensure no items e.g. props left on the ground where the public are walking
- Cordon off set up area when act is working, people should not be able to walk through a set build
- Ensure fire extinguishers are visible & accessible at all generators / sites.
- Ensure designated pathways are kept clear and open during performances.
- Ensure generators are cordoned off from public access.
- Ensure crowd control barriers are linked correctly and hooks do not face outward.
- Use common sense, if something looks unsafe report it.
- Be sure to have relevant numbers such as Event Medical Coordinator, Volunteer Coordinator, Head Act Liaison, Child Welfare and the Festival Office.

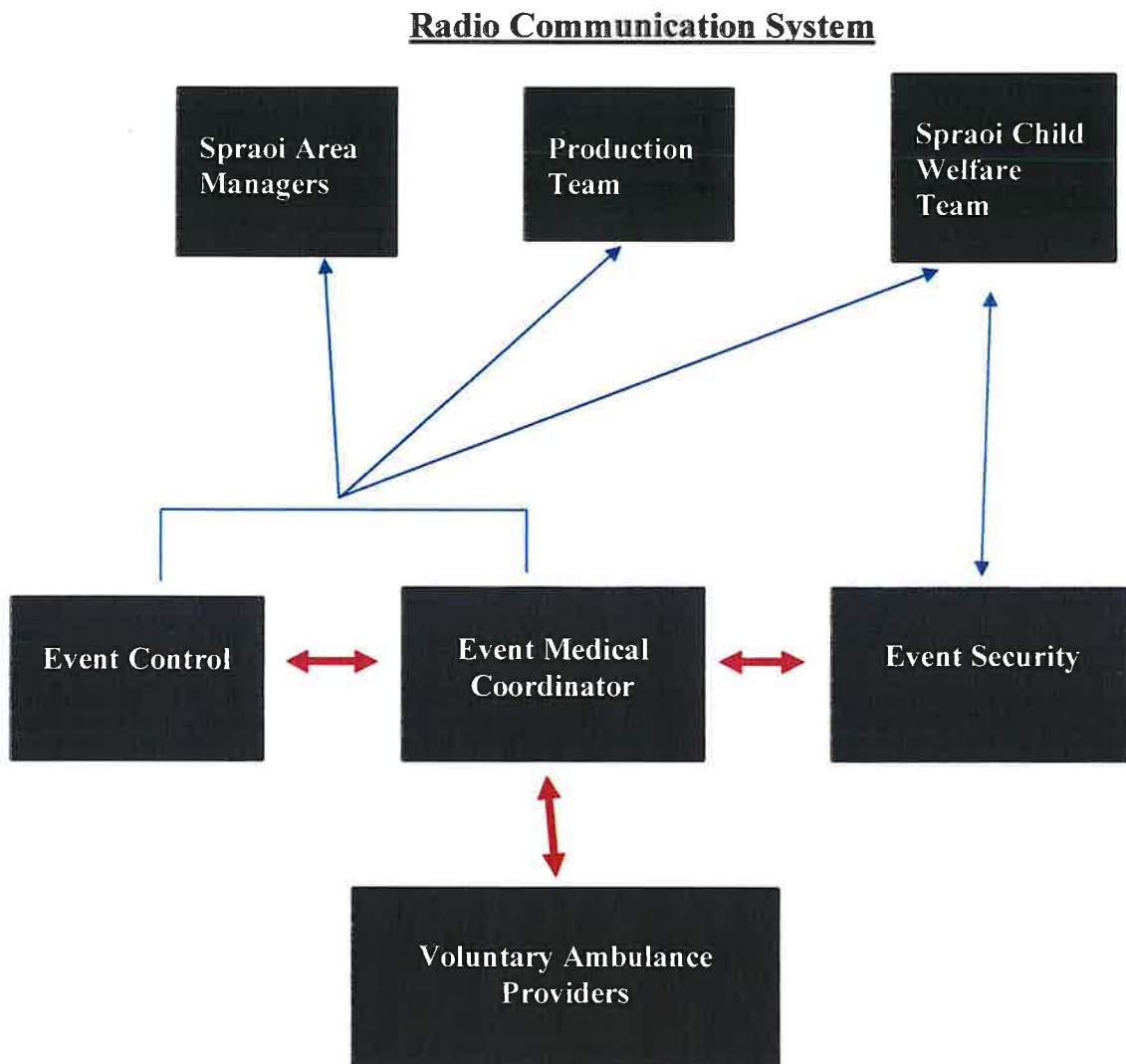
If stewarding the parade keep the following points in mind:

- Listen to section managers; they will advise you on what requires your attention the most.
- Face the crowd, your primary job is crowd management and you cannot steward a crowd with your back to them.
- Make sure people are at a safe distance at all times, in many areas this means simply asking people to stay off the road.
- Your attention needs to be on the crowd so please don't use mobile phones.
- You are the frontline representation of the Spraoi Festival, so always be friendly & polite.
- Do not engage with anyone who is being aggressive-walk away and report the incident ASAP to your section manager.
- Use your common sense; if something looks dangerous report it to your section manager.

Festival Communications and Reporting

- Waterford Spraoi will staff and maintain a Festival Office opening daily from 9am to 11pm.
- All Spraoi Staff and volunteers will be given the relevant Management Team phone numbers
- All Spraoi Staff and volunteers will be given the Child Welfare Team phone numbers.
- A radio communications system will be in operation and will consist of 16 – 20 radio holders at peak times.
- P.A. systems will be in place at various sites and may be used in order to effect any necessary public address announcements.
- The Gardaí and all relevant authorities will be issued with a contact list pre-festival.

Festival Radio Communications System



Child Welfare:

Spraoi has a designated child welfare team which is on duty at all times. In the event that you find a lost child over the weekend please do the following:

- Get someone to stand and wait with you, never be alone with a child.
- Call the child welfare team immediately; their number will be on the wall of the Festival Office & your laminate please save it to your phone at the beginning of the weekend.
- Reassure the child verbally.
- Do not touch the child; this includes a hug even if the child is very upset. If possible do not even hold the child's hand - this is for your own protection.
- Wait where you are for the child welfare team to arrive, do not look for the parents.
- Make note of any relevant details.
- The fact that there is a lost child should NEVER be announced over a PA system.
- The Child Welfare team will take over as soon as they arrive.

In the event a parent comes to you saying they have lost their child, contact the child welfare team immediately tell them where you are, & they will respond to the situation. The fact that there is a lost child should never be announced over a PA system.

First Aid Protocol:

Spraoi has a designated Event Medical Coordinator, Leigh Cheevers. In the case where First Aid is required, contact Leigh immediately, his number will be on the wall in the office and your laminate. Please save it to your phone at the beginning of the weekend. When calling Leigh please give him the details and location of the incident, and the number of people in need of first aid.

Leigh will dispatch a first aid team or ambulance to the area.

Area Managers can contact Leigh over their radio if need be.

If Leigh cannot be contacted immediately, Call your Area Manager. All relevant numbers will be on the wall in the Festival Office & on your laminates. Please put them in your phone at the beginning of the weekend. If you are near a Site Coordinator or Area Manager you can get them to call Leigh.

Conduct:

Spraoi Volunteers represent the Spraoi Festival while wearing the Spraoi T-shirt, please bear this in mind at all times. The consumption of alcohol while on duty is strictly forbidden and anyone who is found under the influence of alcohol or drugs, or who acts in any manor contrary to the Spraoi ethos will be asked to return their T-shirt and their role as volunteer will be terminated.

Harassment:

Spraoi is committed to providing a safe environment for all its volunteers free from discrimination on any grounds and from any sort of harassment. Spraoi will operate a zero tolerance policy for any and all forms of harassment including sexual harassment in the workplace, treat all incidents seriously and promptly investigate all such allegations. Any person found to have harassed another will face disciplinary action which may ultimately result in dismissal from their role.

Harassment is any act or conduct by an individual or group that is directed at and offensive to another. It comprises objectionable acts, comments or displays that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.

Sexual harassment includes any act of physical intimacy, request for sexual favours or other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.

Anyone who is subject to harassment should, if possible, inform the alleged offender that the conduct is unwanted and unwelcome. Spraoi recognises that harassment may occur in unequal relationships and that it may not always be possible for the victim to inform the alleged offender. If a victim cannot directly approach an alleged offender, he/she can approach one of the designated staff members responsible for receiving complaints of harassment. In 2024 these people include; Vicky Wall, Niamh Colbert and Jaimie Dower, but any staff member with whom the victim is comfortable may be approached.

All complaints of harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Sign in Procedure:

Each day before your shift starts report to the Festival Office to sign in with the Volunteer Coordinator. If you have not previously been assigned roles or duties they will then let you know which site you are going to and who the relevant Site Coordinators are. The Volunteer Coordinator will walk with you to the site & introduce you to the Area Manager & Site Coordinator. It is important that you stay at the site you are assigned to. **You must inform your Site Coordinator if you have to leave at any time.** Typically Festival volunteer shifts are 4 hours long, and when the next team arrives your Site Coordinator will sign you out.

Breaks:

Site Coordinators will send Festival volunteers on break. There is a canteen in the Festival Office on (location TBC) with tea, coffee, and food. Please ensure the Site coordinator knows when you are going on your break and when you return. If for any reason you need to finish early, please inform the Site Coordinator. While on break or while in town & not working, please remove or cover your Spraoi T-shirt. It should only be on or visible while working.

Storage of belongings:

Please note that personal belongings should not be left at your site or in the festival office or canteen, etc. Spraoi cannot take responsibility for lost or stolen personal items.



CHILD PROTECTION and WELFARE POLICY

Reviewed and updated March 2024

Child Safeguarding Statement

Spraoi is a Street Art and Spectacle company. It operates year-round from its own purpose-built premises, the Spraoi Studios, Waterford. While undertaking various commissions and participatory events throughout the year, Spraoi's main event is the annual Spraoi Festival including the Spraoi Festival Parade. The festival is a Nationally and Internationally recognised event.

Spraoi is committed to working with children and young people as part of our overall artistic policy, and thus we undertake to provide a safe environment and experience, where the welfare of the child/young person is of paramount importance. Due consideration has been given to both the rights of the child/young person and the rights of the adult, while also seeking to protect both groups in their association/work with each other.

This Child Protection and Welfare Policy is available to our staff (full-time and contract) and to our volunteers, parents, outside contractors, performers, and any other interested bodies on request. We will update it as necessary, and it will be reviewed annually.

Signed by the Designated Person:



NIAMH COLBERT

Date: 26/03/2024

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Page	3:	Code of Behaviour
	4.	Principles of Good Practice
	5.	Principles of Safe Practice
	5.	Recruitment and Training Procedures
	6.	Reporting Procedures
	6.	Dealing with Disclosures
	7.	Dealing with Allegations against Workers
	7.	Dealing with a retrospective allegation
	8.	Complaints Procedures
	8.	Accidents Reporting and Investigation

Appendices:

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	14.	Appendix 3: Consent Form
	15.	Appendix 4: Accident/Near Miss Report Form
	16.	Appendix 5: Lost Child Procedure at Festival
	16.	Appendix 6: Agreed Child/Adult Ratio
	16.	Appendix 7: Emergency Numbers
	17-19.	Appendix 8: Spraoi's Anti-Bullying Policy
	20.	Appendix 9: Safety notes for Contractors/Performers at Spraoi Festival
	21.	Appendix 10: Safety notes for Stewards/Act Liaison personnel at Spraoi Festival
	22.	Appendix 11: Declaration Form
	23	Appendix 12. Relevant legislation

"Participation in voluntary, community (and artistic) organisations offers children the opportunity to benefit socially, educationally and recreationally. In some instances, it can compensate for deprivation, loss or stress being experienced by them and enhance the quality of their lives."

"Our Duty to Care - the principles of good practice for the protection of children and young people" Department of Health and Children, 2002

For the purposes of this Child Protection and Welfare Policy a worker is defined as anyone working for Spraoi who is engaged in activity with children or young people, whether as a paid employee, as a facilitator, or as a volunteer.

1. CODE OF BEHAVIOUR

When working with children/young people, Spraoi will ensure that our workers abide by the following Code of Behaviour:

Our Workers Should:

- Treat all children and young people equally
- Provide a fun and safe environment
- Listen to and respect children and young people and provide encouragement, support and praise
- Provide a safe learning and/or working environment
- Use appropriate language
- Offer constructive criticism when needed
- Respect a child's/young person's personal space
- Encourage feedback from group
- Lead by example
- Be aware of a child/young person's time limitations e.g. school/exams when scheduling rehearsals/activities
- Agree a group contract, where appropriate or relevant
- Check with children/young people about their level of comfort if/ when engaging in touch exercises
- Be aware of accident procedure and follow accordingly
- Involve children/young people in decision making as appropriate
- Respect differences of ability, culture, religion, race and sexual orientation

Our Workers Shouldn't:

- Spend excessive amounts of time alone with children/young people
- Use and/or allow offensive or sexually suggestive physical and/or verbal language¹
- Single out a particular child/young person (for unfair favoritism, criticism, ridicule, or unwelcome focus or attention)
- Allow and/or engage in inappropriate touching of any form
- Hit or physically chastise children/young people
- Socialise inappropriately with children/young people outside of structured, organised, social activities
- Leave children unattended/unsupervised if at all possible
- Allow children/young people to manage any dangerous materials.

¹ However, work originating from the artistic process and/or work of an artistic content will not be censored in this way

2. PRINCIPLES OF GOOD PRACTICE:

Spraoi undertakes to apply the following principles of good practice within the workplace environment:

- The parents/guardian or every child/young person must fill out and sign a consent form (name, address, phone, medical requirements, emergency contact). Sample enclosed in Appendix 2. This information will be stored confidentially and only forwarded on a "need to know" basis.
- Procedures will be put in place in relation to the use of images of children/young people, and images will not be used unless a consent form is signed by a parent/guardian.
- Parents/guardians and children/young people will be made aware of the existence of our Child Protection Policy, and it shall be made available to any of these interested parties who wish to see it.
- All workers should have an awareness of our Child Protection Policy and Procedures and safety issues and report any incident and accident. Equally, they shall report any concerns to the designated person who will follow reporting procedures.
- Work practices shall be evaluated and changed, if necessary, on a regular basis
- Appropriate training, support and supervision for workers should be provided.
- Proper supervision will be provided, including adequate ratios depending on age, abilities and activities involved (see Appendix 5)
- Taking a session with just one supervisor will be avoided. If this is not possible then it shall be in an open environment with the full knowledge and consent of parents/carers/responsible adults.
- Workers and children/young people should be made aware of Spraoi's Anti Bullying Policy (see Appendix 7).
- Giving a lift to a child/young person will be avoided, if at all possible, and in the event that a worker has to do this, then he/she will make sure that parents/guardians are informed.

Spraoi undertakes to apply the following principles of good practice within the festival environment:

- Look after the needs of children in terms of sightlines/safe viewing areas.
- A Children's Liaison Officer shall be appointed to oversee Child Protection at the Spraoi Festival. This person shall be a qualified child care worker and shall liaise appropriately with the Production Manager and the Gardai.
- Advertise procedure for parents to follow, in the event of their losing children, in our festival brochure.
- Inform the Gardai of our internal Lost Child Procedure (see Appendix 4).
- Ensure that our festival workers know the Child Liaison Officer and are adequately briefed in Spraoi's Lost Child Procedure. All workers must attend at least one pre-festival training session.
- Procedures will be put in place in relation to the use of images of children/young people, and images will not be used unless a consent form is signed by a parent/guardian. However, we cannot guarantee that cameras or video recording devices will not be used in public performance spaces.

3. PRINCIPLES OF SAFE PRACTICE:

Spraoui undertakes to apply the following principles of safe practice within the workplace environment (whether indoors or out):

- Buildings or areas being used should be safe, for both adults and children.
- Workers will be made aware of the location of first aid boxes, and these will be kept adequately supplied at all times.
- Toilets and washing facilities will meet required standards and will be cleaned regularly.
- Fire extinguishers are serviced regularly, and an evacuation procedure is in place.
- Workers, performers and contractors will be issued with safety guidelines for the festival, with particular reference to children (see Appendices 8 and 9).
- Insurance cover is adequate.
- Workers, parents and children/young people will be made aware of the nearest phone.
- Any activity using potentially dangerous equipment has constant adult supervision.
- Dangerous behaviour is not allowed.
- Provide protective equipment where necessary (e.g. earplugs, gloves).
- Accidents should be logged on an Accident Report Form and kept on file (see Appendix 3). Equally, complaints should be listened to, logged and responded to promptly.

4. RECRUITING AND TRAINING PROCEDURES:

When recruiting new workers Spraoi will first clarify if the person involved will be working with children/young people in a supervisory or educational capacity. If this is the case, then the following procedures shall be put in place:

- Workers will be asked to complete and sign a declaration form (see Appendix 10) .
- Garda clearance will be sought as deemed necessary.
- Workers will be asked for at least two written references, which are recent, relevant, independent and which can be verbally confirmed.
- Suitable induction and training procedures shall take place.
- A suitable trial or probationary period shall be completed, the length of which will be as deemed necessary by Spraoi, and which will be relevant to the job in hand.

No person who would be deemed to constitute a "risk" shall be employed.

The Child Liaison Officer appointed to the Festival shall be given a job description, with clear definition of roles and responsibilities. At least two written references will be sought, and confirmed verbally. Suitable training, if necessary, by third party bodies shall be undertaken by the Child Liaison Officer, and this training should be up-to-date and relevant.

In relation to the festival, workers shall be introduced to the Child Liaison Officer at the training sessions, which are mandatory. The Child Liaison Officer will brief all workers on correct procedures in dealing with situations regarding children, as well as Spraoi's Lost Child Procedures (see Appendix 4).

Staff will undergo a mandatory induction training session which will include a verbal briefing by Designed Spraoi Staff. If deemed necessary they shall undertake suitable training, if necessary, by third party bodies which should be up-to-date and relevant.

All workers, whether working with children/young people or not, should be made aware of, and commit to, our Child Protection Policy.

5. REPORTING PROCEDURES:

The guiding principles in regard to reporting child abuse are as follows:

- The safety, well-being and welfare of the child or young person are paramount
- Reports should be made without undue delay
- A person is innocent until proven guilty
- The principle of confidentiality should apply

Spraoui has appointed Niamh Colbert to act as the mandated Person to deal with issues related to children protection and welfare, and to be the person informed in the event of a disclosure or allegation being made, either by a child/young person, or by, or to, a worker. She undertakes to act in accordance with the guidelines laid down in Children First Act 2015 (Chapter 3)

Any worker who is concerned or suspects that a child has been harmed, is being harmed, or is at risk of being harmed, must report to the mandated Person. If the mandated Person is the person against whom the allegation is made, then the worker must report to the Chairperson of Spraoi's Board of Directors, Jaimie Dower.

The following are examples for reasonable concern:

- a) a specific indication from a child that they were, or are being, abused
- b) a statement from the person who saw the abuse
- c) an illness, injury or behaviour consistent with abuse
- d) a symptom which may not in itself be consistent **with** abuse, but which is supported by corroborative evidence of deliberate harm or abuse
- e) consistent signs of neglect over a long time.

6. DEALING WITH DISCLOSURES:

Disclosures of abuse made to a worker must be treated with sensitivity and respect from the outset. A child or young person making a disclosure may be scared and/or traumatised. It is imperative, therefore, that the worker support the child or young person, and the following guidelines are important in this respect:

- React calmly
- Listen carefully and attentively. Allow them time to say what they want to say.
- Don't use leading questions or prompt details
- Reassure the child/young person that they have taken the correct action in speaking to you.
- Do not promise to keep anything secret
- Ask questions if you require clarification, but don't make the child/young person repeat the details unnecessarily
- Do not express any opinions about the alleged abuser
- Ensure the child/young person understands what will happen next (explanation should be age appropriate)
- Write down the details as soon as possible and contact the mandated Person immediately. Sign and date it. (Remember, it will probably not be appropriate to take notes as the verbal report is being made to you, so it is important to get your own recollection of the conversation down on paper asap)
- Treat the disclosure confidentially. Do not pass on information unnecessarily.

It is important that everyone in the organisation knows that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for Tusla or An Garda Sfochana. Under no circumstances should any worker or the organisation itself attempt to deal with the problem of abuse alone.

7. DEALING WITH ALLEGATIONS AGAINST WORKERS:

An organisation has responsibility in respect of both the child/young person, and the worker. If an allegation is made against a worker, therefore, two separate procedures must be followed:

1. The reporting procedure in respect of the child/young person
2. The reporting procedure in respect of the worker

As it is not advisable to have the same person responsible for both the child welfare issue and the worker/employment issue, the Designated Person, Niamh Colbert, will have responsibility for the former, while Spraoi's director, TV Honan, will have responsibility for the latter.

As false allegations can be made, any action taken in reporting an allegation against a worker should be based on an opinion formed reasonably and in good faith. The following procedure should be followed:

- In respect of the child/young person, the first priority should be to ensure that he/she is not exposed to unnecessary risk, and the company should, if necessary, take protective measures. These measures should be proportionate to the level of risk and should not unreasonably penalize the worker, financially or otherwise, unless necessary to protect the child/young person. If protective measures are necessary (including suspension) then it may be necessary to seek legal advice.
- The child/young person should be treated in an age-appropriate manner and kept informed of actions planned and taken (also in an age-appropriate manner).
- The parent/guardian of the child/young person should be informed immediately
- The worker should be informed as soon as possible, by the Line Manager, of the allegation and given an opportunity to respond. They should be afforded the right to respond in accordance with established grievance procedure. If a formal report is being made, this response should be noted and passed on to the statutory bodies.
- The worker will also need support, pending an investigation. External services should be accessible to the worker for this purpose.
- If the Designated Person deems it necessary to report the matter to Tusla or the Gardai, then she agrees to act in accordance with the reporting guidelines laid down in the Children First National Guidelines for the Protection and Welfare of Children
- If the future position of the worker comes into question, then the Line Manager will advise the worker of this situation and follow agreed procedure. Legal advice may have to be sought in this regard.
- The Chairperson of Spraoi should be informed as soon as possible of the allegation, and any resulting actions or outcome.
- The person who expressed the concern should be involved and kept informed. If the Designated Person decides that reasonable grounds for reporting the incident or suspicion to Tusla or the Gardai does not exist, this person should be given a clear written statement of the reasons why the organisation is not taking action. If this person is still concerned about the situation, they are free to consult with, or report to, these statutory bodies themselves.
- All actions and outcomes should be factually recorded.
- Confidentiality shall be maintained at all times, with information shared on a strictly "need to know" basis.

8. DEALING WITH A RETROSPECTIVE ALLEGATION

The reporting requirements under the Children First Act 2015 apply only to information that the mandated person received or became aware of since the Act came into force (whether the harm came before or after that point). However, if the mandated person has a reasonable concern about past abuse and there is a possible continuing risk to children it should be reported to Tusla.

9. COMPLAINTS PROCEDURES

Complaints and comments in relation to Spraoi's Child Protection and welfare Policy, or in relation to the carrying out of this policy, should be addressed to the Director of Spraoi, TV Honan. He shall have responsibility of directing complaints/comments to the appropriate person.

Spraoi undertakes to answer such complaints/comments within three weeks.

10. ACCIDENTS REPORTING AND INVESTIGATION

It is our policy that all accidents should be reported, by employees to their supervisor (and to any external organisation if it involves or concerns them or if it takes place on their site) so that an investigation of the root causes may take place with a view to preventing it happening again.

We also encourage the reporting of near misses so that accidents may be prevented. One form is available for reporting Accidents and Near Misses (see Appendix 3).

Spraoi holds appropriate Employer's Liability and Public Liability insurance.

FIRST AID - At Studios

Two fully stocked First Aid kits are kept on the premises - one is kept in the main office and the second is kept in the Main Workshop. There is also always a first aid kit available to all Spraoi crews working off site.

FIRST AID - During Festivals/Parades

Each stage, and each Area Manager, is provided with a basic first aid kit. Spraoi also employs the Red Cross at each Spraoi Festival, both in a roving capacity and with two fixed first aid points in the city centre, manned by trained staff. The Order of Malta provide two fixed ambulance point during the parade and finale of the Spraoi Festival. These points to be agreed and checked in advance with the relevant authorities including HSE Ambulance Control Unit. Details of these specific locations will be published in the Spraoi Festival Event Management Plan.

All Production Managers, the Volunteer Liaison Officer and all Area Managers are required to have certified first aid training, and are required to keep this training up to date and relevant. Spraoi provides this first aid training, and also offers it to any volunteer who wishes to avail of it.

APPENDIX 1

DEFINITIONS OF ABUSE

There are four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document.

1. Neglect

'Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care being 'where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision and safety. Emotional neglect may also lead to the child suffering attachment difficulties' 'Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long term negative consequences.....' (*Children First Chapter 2 p.7*)

2. Emotional abuse

'Emotional is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child.' 'Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met due to incapacity or indifference of the caregiver. 'Emotional abuse is not easy to recognise because the effects are not easily seen, there may be no physical signs of emotional abuse unless it occurs with another type of abuse.' (*Children First Chapter 2 pages 8-9*)

Rather, it can manifest in the child's behaviour or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking or aggressive behaviour.

Examples of emotional abuse in children include:

- a) Persistent criticism, sarcasm, hostility or blaming of the child.
- b) Rejection
- c) Lack of comfort and love
- d) Lack of attachment
- e) Lack of continuity of care
- t) Lack of proper stimulation (e.g. fun and play)
- g) Continuous lack of praise and encouragement.
- h) Bullying
- i) Seriously unrealistic or inappropriate expectations of the child relative to his/her age and stage of development.
- j) Extreme under or over-protection of the child
- k) Conditional parenting (in which care or protection of a child depends on his or her behaviours or actions)
- l) Inappropriate nonphysical punishment (e.g. locking child in bedroom)
- m) Ongoing family conflicts and family violence

'It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact on a child where it is persistent over time and where there is a lack of other protective factors' (*Children First Chapter 2 p. 9*)

3. Physical abuse

'Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or a pattern of incidents' (*Children First Chapter 2 p9*)

Examples of physical injury include the following

- a) Physical Punishment
- b) Beating Slapping, Hitting or kicking
- c) Pushing, shaking or throwing
- d) Pinching, biting, choking or hair pulling
- e) Use of excessive force in handling
- f) Deliberate poisoning
- g) Suffocation
- h) Fabrication/induced illness
- i) Female genital mutilation

'The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings..... The result of this is that protections in law relating to assault now apply to a child in the same as they do to an adult' (*Children First Chapter 2 pg JO*)

4. Sexual abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

It should be remembered that sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive, (*Children First Chapter 2 pg I 0*)

Examples of sexual abuse include:

- a) A sexual act intentionally performed in the presence of a child.
- b) An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- c) Masturbation in the presence of the child or involvement of the child in an act of masturbation
- d) Sexual intercourse with a child whether oral, vaginal or anal
- e) Sexual exploitation of a child which may also include:
 - inviting, inducing or coercing a child to participate in or observe any sexual, indecent or obscene act.
 - inviting, inducing or coercing a child to engage in prostitution or the production of child pornography (e.g. via exhibition, modelling or posing for the purpose of sexual arousal or gratification or sexual act, including its recording on film, video tape or other media) or the manipulation for these purposes, of an image by computer or other means.
- f) Consensual sexual activity involving an adult and an under-age person
- g) Exposing a child to inappropriate or abusive material through information and communication technology.

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below.

"Harm" means, in relation to a child:

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- (b) sexual abuse of the child

APPENDIX 2:

CIRCUMSTANCES WHICH MAY MAKE CHILDREN MORE VULNERABLE TO HARM

Parent or Carer factors

- Drug and alcohol misuse
- Addiction incl. gambling
- Mental Health Issues
- Parental Disability Issues
- Conflictual relationships
- Domestic Violence
- Adolescent Parents

Child Factors

- Age
- Gender
- Sexuality
- Disability
- Mental Health Issues
- Communication Difficulties
- Trafficked/Exploited
Previous Abuse
- Young Carer

Community Factors

- Cultural, ethnic, religious or faith-based norms in the community or the family which may not the standards of child welfare or protection required in this jurisdiction.
- Culture Specific practices incl.
 - FGM
 - Forced marriage
 - Honor based violence
 - Radicalisation

Environmental Factors

- Housing Issues
- Children who are out of home and not living with parents, whether temporarily or permanent
- Poverty/Begging
- Bullying
- Internet and Social Media concerns

Poor motivation or Willingness of Parents/Guardians to engage

- Nonattendance at appointments
- Lack of insight or understanding of how the child is being affected.
- Lack of understanding about, what needs to happen to bring about change
- Avoidance of contact and reluctance to ,work ,with services
- Inability or unwillingness to comply with agreed plans

Bullying

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression - whether it is verbal, psychological or physical - that is conducted by an individual or group against others. See Waterford Spraoi Anti-Bullying Policy Appendix 8.

APPENDIX 3:



**CONSENT FORM
(FOR PARENTS OF CHILDREN/NOUING PEOPLE INVOLVED IN SPRAOI ACTIVITES)**

Name:

Address

D.O.B

Telephone (H) (M)

Parent/Guardian Name

Parent/Guardian Telephone (H)(M)

CONTACT IN CASE OF EMERGENCY:

Are there any medical problems we should know about? _____

Any other relevant information: _____

- I understand that children are to be dropped off no more than 15 minutes before rehearsal call time and collected no later than 15 minutes after rehearsals finish. Unfortunately, we can not be responsible for children outside of these times.
- I hereby grant permission to Spraoi to
 - a) record photograph and tape audio, video and still images which include my child.
 - b) publicly exhibit or display this work.
 - c) reproduce any of my child's work for non-profit educational use.

I understand that productions or work may be shown in theatres, workshops, or activity related sights, for educational and promotional material, in displays in the community or on the internet.

Ownership of all still images and audio videotaping is vested in Waterford Spraoi.

If you consent to the above, please sign here _____

SPRAOI OPERATES A CHILD PROTECTION AND WELFARE POLICY. THIS IS AVAILABLE FOR ANY PARENII/GUARDIAN WHO WISHES TO VIEW IT.

APPENDIX 4:



**Waterford Spraoi
Accident/Near Miss Report Form**

(A) Details of Injured Employee/Person reporting Near Miss Situation

Name Position

Address Date of Birth

..... Date of Employment

.....

(B) Details of Accident/Near Miss

Date Location

Time Witnesses

Describe what happened

.....

.....

.....

What damage was caused/injury reported

What kind of treatment was given
(circle only) No treatment
First Aid by whom

Medical Treatment by whom

Hospital Treatment Hospital Doctor

Is it a lost time accident How many days lost

Signed - Injured Employee Date

Signed - Management Date

Signed - Witness(es) Date

APPENDIX 5:

LOST CHILD PROCEDURE AT SPRAOI FESTIVAL

- Spraoi, will appoint a designated Child Liaison Officer for the Spraoi Festival. This person shall be introduced to all Spraoi workers at pre-festival training, and shall brief workers on Lost Child Procedures.
- The Gardai will be informed as to who the Child Liaison Officer is, and ,will be given his/her phone number in order to ensure immediate communication if necessary.
- The Child Liaison Officer will be in constant radio communication with Production. Stage and Area Managers, who will report any lost child situation to him/her immediately.
- Parents/Guardians reporting lost children should be asked for the child's name, age, description and the area the child was last seen in. This description shall then be communicated to all radio holders, and this information shall be passed on by them, verbally, to all workers, to be on the lookout for the lost child.
- Lost children found by Spraoi workers will be reassured verbally, and brought to the nearest Area/Stage Manager. If possible, at this stage, the ,worker should be accompanied by another worker, and should avoid any physical contact with the child. Area/Stage managers ,will then inform the Child Liaison Officer of the situation by radio. The Child Liaison officer will immediately make his/her way to the child, and bring them to a designated area. The Gardai and all workers will be informed of the situation and asked to communicate where the child is when the parents/guardian is found.
- At no time should a lost child's details be broadcast over a public address system.
- The Child Liaison Officer shall inform the Gardai when the child is reunited with its parents/guardians and note time of same.

APPENDIX 6:

CHILD/WORKER RATIOS

Spraoi's standard Child/Worker ratios are:

3 - 7 years:	1 member of staff to 8 children
8 years and over:	2 members of staff (preferably one of each gender) for up to 20 children. There should be 1 additional staff member for every 10 extra children/young person thereon.

APPENDIX 7:

EMERGENCY NUMBERS:

Designated Mandated Person: Niamh Colbert Tel 087-6551028
Deputy Designated Person: Jaimie Dower, Chairperson, Board of Directors Tel 087-9753387
Tusla Social Worker (Wexford/Waterford) 053 9185680

Tusla Social Worker. Child and Family Agency, Ely House, Ferrybank.

Tusla: www.tusla.ie

APPENDIX 8

WATERFORD SPRAOI: ANTI-BULLYING POLICY

“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work”.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work, and may be unsettling, but as a once off incident does not in and of itself constitute bullying.

Bullying activities: involve actions and behavioural patterns, directly or indirectly, spoken and/or written and could include the use of cyber or digital means for the goal of bullying. Behaviour which makes for a bullying pattern will likely include not just one but a range of the following behaviours:

- Exclusion with negative consequences OR Verbal abuse/insults
- Being treated less favourably than colleagues in similar roles OR belittling a person’s opinion
- Disseminating malicious rumours, gossip or innuendo OR socially excluding or isolating a person within the work sphere
- Intrusion – pestering, spying or stalking OR Intimidation/aggressive interactions

Any references to bullying throughout this policy shall also include cyberbullying. Cyberbullying or Cyber-harassment is a form of bullying or harassment using electronic means, such as computers, tablets, mobile phones etc. It includes sending, posting, or sharing harmful, false, or otherwise negative content about someone else and can include sharing personal or private information about someone else causing embarrassment or humiliation. Cyberbullying will be treated with the same seriousness as any other form of bullying and will be dealt with in accordance with this policy as included in Spraoi’s Dignity at Work policy.

APPENDIX 9:

**SAFETY NOTES FOR ALL PERFORMERS AND
CONTRACTORS WORKING AT SPRAOI FESTIVAL**

Nature of Event:

Waterford Spraoi is a street festival held annually over the August Bank Holiday weekend. The majority of the events are free and take place in the open air. Spraoi is essentially a free festival which caters for audience of all ages and, because of this, all of us contributing to the event need to be aware of safety considerations.

The following points to be kept in mind by all performers and sound and lighting contractors:

- Each act will be assigned an Act Liaison. Please co-operate with these people in getting to your performance area in plenty time to allow for delays in set-up/take-down etc. In particular, please ensure that you also have enough time for sound checks if required. If just one act doesn't start on time, it has a domino effect on the remainder of the day's events.
- Where acts are using props and equipment, please ensure that it is erected safely. Remember that an installation which looks safe when it is erected on an empty pavement may not be safe when subjected to performance conditions with a large crowd.
- Please ensure that all free standing gear is anchored and that all loose cables are taped down or tucked safely away to guard against trips, slips or falls.
- In general, you will find that the public will co-operate fully with any request you make for extra space or room. This you may have to do from time to time for your own comfort and the safety of spectators.
- Stay alert to the safety of children in the crowd, and take what action is required to ensure that they can enjoy the show in a safe environment.
- The public have the main responsibility to ensure their own safety and comfort. However, they may look to those involved in the weekend for guidance. It is in all our interests to give this leadership and guidance when required.
- Both the Gardai and the stewards will do everything in their power to ensure that the event runs smoothly from a safety point-of-view. However, they cannot be everywhere and may not be able to sort out every problem. This is why we ask for your co-operation in making sure events start on time and that the audience is safe.
- If you become aware of any particular problem over the weekend, please do not hesitate to inform the Spraoi office on 051 841808 or 086 7880228

APPENDIX 10:

**SAFETY NOTES FOR ALL STEWARDS AND ACT LIAISON
PERSONNEL WORKING AT SPRAOI FESTIVAL**

Nature of the Event:

Waterford Spraoi is a street festival held annually over the Irish August Bank Holiday weekend. The majority of the events are free and take place in the open air. Spraoi is essentially a festival which caters for an audience of all ages and, because of this, all of us contributing to the event need to be aware of safety considerations. The public have the main responsibility to ensure their own safety and comfort. However, they may look to those involved in the weekend for guidance. It is in all our interests to give this leadership and guidance when required.

The following points to be kept in mind by all Stewards and Act Liaison personnel:

- Please report to the Stage Manager on arrival at the performance area. Please do not leave your area without first getting permission from your Stage or Area Manager.
- Take care, assist and ensure the safety of the audience, and remain calm and courteous towards members of the public at all times.
- Do not consume alcohol and/or drugs at any time while on duty or on breaks between duties.
- If an Act has a problem (with their performance area/accommodation/technical difficulties etc.) please alert the Production Manager or the Spraoi office immediately
- When on duty, please wear your T-shirt. Crucially, it must be removed when on a break and immediately after your shift is finished.
- If you think there is a problem with an unsafe structure, or cable, please alert the Stage Manager.
- Ensure exits, staircases and passageways are kept clear. Do not allow people to climb trees, structures, barriers etc.
- In general, you will find that the public will co-operate fully with any request you make for extra space or room. This you may have to do from time to time for your own comfort and the safety of spectators. If they refuse to co-operate, alert the Stage Manager.
- Stay alert to the safety of children in the crowd, and take what action is required to ensure that they can enjoy the show in a safe environment. A Child Liaison Team will be working each day of the festival, and you will be introduced to him/her at training. Spraoi has a strict policy for dealing with lost children, and there is a copy of our Lost Child Procedure attached. Please follow these procedures carefully if you have a "Lost Child" situation.
- Be aware of arrangements for First Aid, and ensure any injured person is treated immediately.
- Give immediate access to Gardai and/or other Emergency Services
- Report any emergency immediately to the nearest radio holder.

STEWARDS: Remember. Your job is to concentrate on the crowds, not the performance



**Declaration Form
(for those working with children and young people)**

Name:

Address:

D.O.B:

Place of birth:

Telephone (H) (M)

Is there any reason that you would be considered unsuitable to work with children?

YES NO

If Yes, please state reason:

Have you ever been convicted of a criminal offence?

YES NO

If Yes, please date and nature of offence:

Signed:

Date

*Waterford Spraoi: For internal use only
Private and confidential*

APPENDIX 11.

RELEVANT LEGISLATION

- Children First Act 2015
- National Vetting Bureau (children and Vulnerable Adults) Acts 2012-2016
- Criminal Justice Act 2006 (Section 176)
- Childcare Act 1991
- Criminal Law (Sexual Offences) Act 2017
- Protection for Persons reporting child abuse Act 1998
- Criminal Justice (withholding of information on offences against children and vulnerable persons Act 2012)

APPENDIX 3

Friday 4 th .									
AREA	A	A	A	A	A	C	C	D	B
Manager	Aideen & Camilla		Barronstrand St		O'Connell St.	William		Jamie P	Stephan
Site Co	JR Square	Susan	John R	Serving Sounds		Cathedral Sq	Baileys New St.	Applemarket	The Mall
2.00pm								Chris	
3.00pm	Die Verdammte Spielerei								
4.00 pm	It's Your Funeral								
5.00pm	Dogs of Doom								
6.00pm.	Brass Spectacular with City of WD Brass								
6.45pm.								Die Verdammte Spielerei	
7.00pm.									
7.40pm.								The Jam Tarts	
8.00pm.							Omega 3		
8.30pm	Apocalypse Right Now Beautiful Bones Finale Parade 1					Beautiful Bones Parade 2		Apocalypse Right Now Beautiful Bones Finale Parade 3	
8.45pm.								The Jam Tarts	Beautiful Bones Finale
9:00pm					Shakalak				
9.30pm.							Butterfly Band		

Saturday 5th.

AREA	Aideen & Camelia				William				Stephan & Jamie P				E
	A	A	A	A	A	C	C	C	Mall 1 (Quay)	Mall 2	Mall 3	B	
Site Co	J.R. Squ	Gladstone St.	Janine	O'Connell St	Michael St	Cathedral Sq	Constitution Sq	Nick	Mall 3	Eoin	Aveen	Walkabout	Bart
1.00	Susan	The Good, the Bad and the Poultry	Void		John R	Calmast	Saibh	Community Chest					
2.00	Kinematos	The Most Dangerous Animal in the World	Void		Serving Sounds 1-5pm. Green Room Luca Records 2-5pm.		WAMA Drummers Die Verdammte Spielerei				L'pOpera		On Air (City Centre) Miss B (The Mall)
2.30		Beach Barrage											Fetch (The Mall)
2.45													
3.00	Falconary Dismay (Broad St)			Be Flat	WAMA O'Keefe's Yard 3-8pm.						Farmyard Circus		Repaired (City Centre)
3.15		Void					Soul Song Gospel Choir						The Science of Eww (The Mall)
3.45		The Most Dangerous Animal in the World											
4.00	The Good, the Bad and the Poultry			Two Time Polka			WAMA Drummers Die Verdammte Spielerei			Mirage			On Air (City Centre)
4.30		Beach Barrage											Fetch (The Mall)
5.00	Kinematos							Community Chest			L'pOpera		
5.15		Void											The Science of Eww (The Mall)

SATURDAY PM

AREA	A	A	A	D	C	B
Manager	Aideen & Camelia					
	John Roberts Squ.	Michael St	O'Connell St	Chris & Claire Applemarket	William Bailey's New St	Stephan & Jamie P Mall 1 (Quay) Mall 2 Mall 3
Site Co	Susan	John R			Saibh	Nick Eoin Aveen
5.30		WAMA O'Keefe's Yard 3-8pm.				Community Chest
6.00	Falconary Dismay (Broad St)					Barrack St Band
6.15						
6.30						Farmyard Circus
7.00				Soul Reazon		
7.15						
7.30			Dr. Bluegrass			Le pOpera
7.45					Monkey Harris	
8.00						
8.30						Mirage
9.00			O'Times	Crinkle Cuts	Beef Supreme	

Sunday 6th. Festival Parade and Fireworks

Depart	Time	9.30pm	Location	Johnstown Business Park
Route	Johnstown, John St, Parnell St, The Mall, Parade Quay, Custom House Quay			
Finish	Time	10.45pm.	Location	Port of Waterford Car-Park, Custom House Quay
Fireworks	Time	10.50pm.	Location	Mid channel River Suir
Festival End	Time	11.00pm.		

APPENDIX 4

Sample Spraoi Contact List

Festival Office	Staffed from 9am -11pm	TBC
Event Control	Liz Honan	XXXXXXXXXX
Dep. Event Control	Tommie Ryan	XXXXXXXXXX
Event Medical Coordinator	Leigh Cheevers	XXXXXXXXXX
Event Safety Officer	Jaimie Dower	XXXXXXXXXX
Dep. Event Safety Officer	Mike Leahy	XXXXXXXXXX
Volunteer Co-ordinator	Vicky Wall	XXXXXXXXXX
Child Welfare	Donna	XXXXXXXXXX
Child Welfare	Tara	XXXXXXXXXX
Area Manager A	Aideen	XXXXXXXXXX
Area Manager B	Bart	XXXXXXXXXX
Area Manager C	Claire	XXXXXXXXXX
Area Manager D	William	XXXXXXXXXX
Area Manager D	Jamie	XXXXXXXXXX
First-Aid Cover		XXXXXXXXXX
Order of Malta	Sarah	XXXXXXXXXX
Civil Defence – Parade only	Paul Nolan	XXXXXXXXXX
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WATERFORD SPRAOI CLG

Dignity at Work Policy (Anti-Bullying, Inappropriate Behaviour, Harassment & Sexual Harassment)

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Introduction

Waterford Spraoi is committed to creating and maintaining a diverse and inclusive work environment free from all forms of bullying, inappropriate behaviour, harassment and sexual harassment and where employees and contractors can make a meaningful contribution. In accordance with our organisational values, everyone has a role in delivering this commitment and a responsibility to engage with and treat all colleagues with dignity and respect, regardless of their work location (home or the studios). This applies to both individual and group interactions with other employees, contractors, customers, clients and anyone they engage with in their working day. Any allegation of bullying, inappropriate behaviour, harassment or sexual harassment will be taken very seriously and we will do our utmost to ensure that all employees and contractors are protected against victimisation for either making, or being involved in, a complaint. Complaints by colleagues and contractors will be treated with fairness and sensitivity and in as confidential a manner as possible. Engagement by colleagues with this policy will not affect their right to make a complaint under the Employment Equality Act, 1998-2015.

Purpose

The purpose of this policy is to ensure all employees and contractors are aware of the procedures for bringing complaints under this policy and be assured that no colleague or contractor should feel threatened or fearful for raising any issue in their work environment.

Scope

This policy applies to colleagues and contractors both in the physical workplace, when working from home or at work-associated events e.g., off-site meetings, conferences and work-related social occasions etc. The policy applies to bullying, inappropriate behaviour, harassment or sexual harassment not only by fellow colleagues or contractors, but also by any client, customer, supplier or other business contact with whom colleagues might come into contact within the course of employment with Waterford Spraoi.

For the purposes of this policy, an employee or contractor making a complaint is referred to as “the complainant(s)” and the alleged offender is referred to as “the respondent(s)”.

Bullying

“Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work”.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work, and may be unsettling, but as a once off incident does not in and of itself constitute bullying. Behaviour which makes for a bullying pattern will likely include, not just one but, a range of the following behaviours:

Bullying activities involve actions and behavioural patterns, directly or indirectly, spoken and/or written and could include the use of cyber or digital means for the goal of bullying. Behaviour which makes for a bullying pattern will likely include not just one but a range of the following behaviours:

- Exclusion with negative consequences OR Verbal abuse/insults
- Being treated less favourably than colleagues in similar roles OR belittling a person’s opinion
 - Disseminating malicious rumours, gossip or innuendo OR socially excluding or isolating a person within the work sphere
 - Intrusion – pestering, spying or stalking OR Intimidation/aggressive interactions

Any references to bullying throughout this policy shall also include cyberbullying. Cyberbullying or Cyber-harassment is a form of bullying or harassment using electronic means, such as computers, tablets, mobile phones etc. It includes sending, posting, or sharing harmful, false, or otherwise negative content about someone else and can include sharing

personal or private information about someone else causing embarrassment or humiliation. Cyberbullying will be treated with the same seriousness as any other form of bullying and will be dealt with in accordance with this policy.

Harassment

Harassment on the grounds of gender, civil status, family status, sexual orientation, religious belief, age, disability, race, or membership of the traveller community is defined as any unwanted conduct that has the purpose or effect of violating a person's dignity at work and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures or other material. Harassment may consist of a single incident or repeated inappropriate behaviour. Unwanted conduct based on the discriminatory ground, even if the person does not have that relevant characteristic, may also be deemed to be harassment i.e., if the perpetrator believes that the employee has the characteristic when in fact they don't.

Examples of Harassment:

- Verbal harassment - jokes, comments, ridicule or songs
- Written harassment - including faxes, text messages, emails or notices
 - Physical harassment - jostling, shoving or any form of assault
 - Intimidatory harassment - gestures, posturing or threatening poses •
- Visual displays such as posters, emblems or badges
- Isolation or exclusion from social activities
- Pressure to behave in a manner that the employee thinks is inappropriate, for example being required to dress in a manner unsuited to a person's ethnic or religious background.
- Non-exhaustive list

Sexual Harassment

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. This includes same-sex sexual harassment, and a single incident may constitute sexual harassment. The unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures or other material.

Examples of Sexual Harassment:

- **Physical conduct of a sexual nature** - includes unwanted physical contact such as unnecessary touching, patting or pinching or brushing against another employee's body, assault and coercive sexual intercourse.
- **Verbal conduct of a sexual nature** - includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.
- **Non-verbal conduct of a sexual nature** - includes the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text-messages or faxes. It may also include leering, whistling or making sexually suggestive gestures.
- **Sex-based conduct** - includes conduct that denigrates or ridicules or is intimidatory or physically abusive of an employee because of his or her sex such as derogatory or degrading abuse or insults which are gender-related.
- Non-exhaustive list

Other form(s) of Inappropriate behaviour

While other forms of inappropriate behaviour may not amount to bullying or harassment, under the above definitions, they are also not condoned or tolerated by Waterford Spraoi. For example, an isolated incident that is an affront to dignity may not be bullying, but it may be inappropriate behaviour. Similarly, harassment on a ground that is not one of the nine grounds referenced above may not be covered by that definition, but it is unacceptable.

Supports Available Contact Person(s)

Contact Person is an employee who have been trained to be first point of contact for any colleague or contractor requiring (assistance) and information in resolving an issue in the workplace relating to alleged breaches of this policy.

The role of the Contact Person is to:

- help colleagues and contractors in circumstances where they need information, support, and clarification about the policy.
- provide the appropriate 'next step' information to the colleague or contractor seeking support.
- help the colleague or contractor to clarify what they are experiencing and to support them in deciding on the course of action, if any, they may wish to take.
- treat discussions with colleagues and contractors as completely confidential and not disclose information to a third party. In circumstances where the Contact Person believes that there is a potential risk to a colleague or contractor's health and/or safety they may be obliged to contact a member of management for advice.

The role of the Contact Person is not to:

- Deal with any other forms of workplace grievances or personal problems.
- Approach the alleged complainant(s)/ respondent(s) on behalf of the person they are supporting; or
- Act as an advocate or representative on behalf of the person they are supporting, nor can they direct the person as to the best course of action to take.

Line Manager

Colleagues and contractors should also engage with their line manager, on a confidential basis, to understand the supports available to them and address any concerns at a local level where feasible.

Timeframe of complaint

Any (informal or formal) complaint of bullying, harassment or sexual harassment should be made as soon as possible after a person has experienced bullying, harassment or sexual harassment, to support a timely and effective outcome, and must be made within six months of the latest incident of alleged behaviour.

Initial Informal Procedure

As a first step, employees should, where appropriate, attempt to address an allegation of bullying, inappropriate behaviour, harassment or sexual harassment as informally as possible.

This response is designed to be flexible and suited to non-serious, minor Dignity at Work complaints to be dealt with quickly. It can suit situations where it is possible that the respondent(s) is/ are unaware that their behaviour is negatively impacting others. Ideally, this initial informal

response would effectively address the unwanted behaviour without any further action being required.

It is recommended that colleagues or contractors contact either a Contact Person or a Staff Representative in advance of taking any action.

Below are the steps involved in the 'Initial informal Procedure':

- a) The complainant(s) who believes that he or she is being bullied, sexually harassed or harassed should explain clearly to the respondent(s) that the behaviour in question is unacceptable;
- b) If it is more suitable, the complainant(s) should put their concerns in writing;
- c) In circumstances where the complainant(s) finds it difficult to approach the respondent(s) directly he or she should seek assistance from a manager where appropriate;
- d) The complainant(s) may wish to engage a Contact Person for confidential support or information;
- e) A brief written record, in line with GDPR, should be kept of the matter and agreed outcomes and dates noted by HR Advisory.

Mediation

Mediation is a voluntary, confidential process that allows two or more disputing parties to resolve their issues (conflict) in a mutually agreeable way with the help of a trained mediator. The objective of mediation, which is accessible without making a formal complaint, is to resolve matters speedily and confidentially without recourse to a formal investigation. It is intended that it will therefore involve the minimum of conflict and stress for the individuals involved. Colleagues or contractors wishing to avail of mediation should refer to their manager or Contact Person.

Secondary Informal Procedure

This process may be invoked if the 'Initial Informal' process and/ or Mediation is unsuccessful or unsuitable given the seriousness of the issue. This process is more protracted than the initial informal procedure, but still informal.

A separate person with the required training will be assigned to handle the complaint on behalf of Waterford Spraoi and should not be the Contact Person.

Below are the steps to be followed during a Secondary Informal Procedure:

- a) Colleagues should submit their complaint in writing; where this does not occur, the Nominated Person handling the complaint will write up the complaint(s) and provide the complainant(s) with a copy.
- b) The Nominated Person will then attempt to establish the facts and context of the complaint before deciding on a relevant course of action to be taken. It should be noted that if no concrete examples of inappropriate behaviour are provided by the complainant(s) it may not be possible to progress the matter.
- c) If the Nominated Person believes the respondent(s) has a case to answer, after they have established the facts, they will advise the respondent(s) and provide them with an opportunity to respond. The Nominated Person should arrange a meeting with the respondent(s) to record their response.
- d) If it is found that there has been inappropriate behaviour from the respondent(s) steps should be put in place to stop the behaviour, monitor the situation going forward and prevent any reoccurrence. This should be documented with agreed actions and should be signed by both parties at the final meeting with the intention of enabling both parties to return to a harmonious working environment.
- e) The Nominated Person handling the case should keep a nominal record of all stages and ensure these are retained in line with GDPR requirements.

A complainant/ complainants may choose to bypass both the initial and secondary informal procedures and choosing to do so should not reflect negativity on them in any formal procedure.

Formal Procedure

If an informal approach is inappropriate or if after the informal procedures, the conduct complained of persists, after already informing the respondent, the following formal procedures should be invoked:

1. **Written Complaint** Formal complaints should be made in writing to the complainant's immediate line manager. The formal complaint should outline the precise details of the alleged incident (i.e., the specific allegation(s), details of the inappropriate behaviour, specific time, date and names of any witnesses. Contact Persons can also provide detailed information in relation to the specific requirements for a written complaint. An appropriate course of action at this stage, for example, could be exploring a mediated solution or seeking to resolve the issue informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place with a view to determining the facts and the credibility or otherwise of the allegation(s) and, in appropriate cases, the referral of the matter for further consideration in the context of a disciplinary hearing.
2. In circumstances where the management decides to seek to address the complaint in any way other than full investigation, they will consult with both/ all parties to the complaint.
3. Rights of the Respondent in all cases of formal complaint the respondent will be notified in writing that an allegation of bullying, inappropriate behaviour, harassment or sexual harassment has been made against them.
4. If the matter proceeds to formal investigation a copy of the complainant's statement, along with any other relevant information, will be issued to the respondent(s). The respondent will be advised that they will be afforded a fair opportunity to respond to the allegation(s), that the management/Board of Directors or Appropriate Person(s) has not formed any conclusion about the allegation(s) and that they have

the benefit of the presumption of innocence pending the outcome of the investigation.

Terms of Reference Any formal investigation:

- Will be governed by terms of reference, based on the written complaint and any other relevant matters determined by Management/Board of Directors or Appropriate Person(s) following consultation with the complainant and the respondent(s).
- **Investigation Process 1.** Both the complainant and respondent will be informed in writing of the following:
 1. What the formal procedure entails and the indicative time limits.
 2. That both parties have the right to be accompanied and/or supported, by a colleague.
 3. That the complaint will be in writing and that the respondent will be given details in writing of the nature of the complaint including written statements and any other documentation or evidence including interview notes or records of meetings held with the witnesses.
 4. That the respondent will be given time to consider the documentation and an opportunity to respond to such documents.
 5. That confidentiality will be maintained throughout any investigation to the greatest extent possible, consistent with the requirements of a fair investigation.
 6. That a written record, in line with GDPR, will be kept of all meetings and investigations.
 7. That the investigation, having considered all of the evidence before it and the representations made to it, will produce a written report to both parties outlining its findings and the reasons for its final decision.

8. That the complainant and respondent will be given the opportunity to comment on the minutes of relevant meetings held, within a set timeframe, and they may wish to keep their own record.

Potential Outcomes following Complaint Process Disciplinary Action

- Should the Management/Board of Directors or Appropriate person(s) decide that the case of bullying, inappropriate behaviour, harassment or sexual harassment be substantiated; Waterford Spraoi may consider appropriate disciplinary action set out in the C on Grievance and Disciplinary Procedures SI 146/2000.

This could include a warning(s), demotion or other appropriate action up to and including dismissal.

- It may be determined that the upheld allegation constitutes serious misconduct and, as such, dismissal of any colleague found to have behaved in such a manner may be considered appropriate/ necessary.

A record of any warning(s) for such misconduct will remain on colleagues' personal files for a time period defined.

Other Outcome(s)

- The Management/Board of Directors or Appropriate Person(s) may find that other actions such as counselling, mediation or training would be appropriate.

- The Management/Board of Directors or Appropriate Person(s) may find that the case of bullying, inappropriate behaviour, harassment or sexual harassment is not substantiated and, in these circumstance, should communicate this outcome to the parties.

Appeal Process

- If either party is not satisfied with the outcome of the investigation they may appeal in writing to Management/ Board of Directors or Appropriate Person(s) stating the full grounds of appeal within [one week] of the date on which the decision was sent or provided to them
- The Management/ Board of Directors or Appropriate Person(s) will appoint a person or panel (who had no prior involvement in the matter) to review the findings of the investigation panel and hold an appeal hearing with the colleague or contractor. Any appeal will focus on the conduct of the investigation in terms of fair process and adherence to procedure and will not be a re-hearing of the original issues.

Any further appeal would be by reference to appropriate third parties and there will be no further right of appeal within Waterford Spraoi.

Post-investigation follow- up

Waterford Spraoi reserves the right, following any formal investigation, to conduct a postinvestigation follow-up with the relevant parties to monitor the situation and ensure any recommended changes and/ or required training is implemented.

Protection against Victimisation

Victimisation or retaliation against a complainant(s), witnesses or any other party will constitute a serious disciplinary offence and may result in disciplinary action up to and including dismissal.

Training, Awareness and Communication

Waterford Spraoi is committed to ensuring colleagues and contractors have the information, instruction, training and supervision necessary to ensure the prevention of workplace bullying, inappropriate behaviour, harassment or sexual harassment.

This will include:

- Making colleagues and contractors aware of the Dignity at Work policy.
- Providing information on the types of behaviour(s) that are dealt with under the Dignity at Work policy.
- Providing training on the Dignity at Work Policy.
- Providing assistance, if necessary, to overcome an incident as well as adequate and informed supervision of the work environment.

Malicious Complaints

In the interests of all colleagues and contractors, if a complaint is found to be malicious, then appropriate disciplinary action up to and including dismissal may be imposed, after due process. A malicious complaint can be described as an allegation being made without foundation, and with malicious intent, where a person knowingly or without regard to whether it is true or not, accuses another person of allegedly bullying them. This could also apply to where one person maliciously complains of someone allegedly bullying a third party, without fully exploring the veracity of the claim

