

WATERFORD CITY & COUNTY COUNCIL

May 2025



Waterford Harvest Festival 2025

Friday 5th to Sunday 7th September 2025

Event Management Plan

Version 1.0

Part XVI, Planning & Development Act, 2000 - 2013

DOCUMENT OVERVIEW: -

This document sets out the general proposal for the preparation, planning and management of the Waterford Harvest Festival to be held on in Waterford City as requested by Director of Services Michael Quinn.

Waterford City & County Council (WCCC), An Garda Síochána (GS), Waterford City Fire Service (WCFS), and the Health Service Executive (HSE) shall be required to be involved in planning any event.

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SECTION 1.0 INTRODUCTION

1.0 General

The Harvest Festival is a celebration of food and culture, particularly highlighting artisan organic food production from the South East Region. In 2024 the total visitor numbers for the event was 60,000. In 2025, Waterford Harvest Festival will be a 3-day weekend event – a city centre festival with based around food and family entertainment. This event (Friday 5th to Sunday 7th September) will be centred in Arundel Square & John Roberts Square with events throughout the City Centre of Waterford City. Core Elements to be considered for inclusion at this event but not exclusive are:

- Family friendly activities with a food, food related, health or lifestyle element,
- Quality Market including food on the go and products to take home,
- Relevant, topical and interesting food & food related demonstrations, talks, discussions and activities.
- Appropriate Family Entertainment.
- Engaging Presentation of Waterford's Food heritage.

The audience profile will range from young children to elderly persons as the events are programmed to appeal towards family entertainment.

1.1 Event Schedule

The approximate start / finish times on each day are provisionally scheduled as follows:

Event	Date & Time	
Harvest Festival Market	Friday September 5 th	12pm – 8pm
Harvest Festival Market	Saturday September 6 th	10am – 8pm
Harvest Festival Market	Sunday September 7 th	10am – 7pm

Subject to completion of pre-opening checks, event locations will open each day approximately one hour before the event begins or earlier if the venue “all-clear” is given and there is a crowd build-up.

1.2 Event Anticipated Crowd Numbers

The anticipated audience number is approximately 60,000 over the duration of the event.

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1.3 Scope of Event Management Plan

The Draft Event Management Plan is submitted in fulfilment of Section 238 of the Planning and Development Act 2000 – 2006 and in particular the Planning and Development Regulations (S.I. 600 of 2001) and Planning and Development (Amendment) Regulations (S.I. 264 of 2015). It is noted that the document has been prepared in accordance with the appropriate codes of practice and includes the following key elements:

- Event Management Structure and Responsibilities;
- Event Safety Strategy & Emergency Plans
- Site Structures and Facilities
- Medical Facilities
- Stewarding
- Traffic Management Plan
- An environment monitoring programme for the proposed event
- Provision for the full clean up of the area and for any required remedial works.

Separate Management Plans may be developed for ancillary events if required.

1.4 Codes of Practice

In the planning process of the safety management of the event full recognition and acknowledgement has been undertaken of the recommendations of the following Codes, Acts and Regulations where these are considered relevant and practicable for this event:

- (a) Code of Practice for Safety at Sports Grounds issued by the Department of Education January 1996;
- (b) Code of Practice for Safety at Outdoor Pop Concerts issued by the Department of Education January 1996;
- (c) Code of Practice for Management of Fire Safety in Places of Assembly issued by the Department of the Environment;
- (d) Code of Practices for Fire Safety of Furnishings and Fittings on Places of Assembly issued by the Department of the Environment;
- (e) Fire Services Acts 1981 & 2003;
- (f) Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985;
- (g) “How to make your event a Green One” issued by An Bord Failte;
- (h) Code of Practice on Environmental Noise Control at Concerts issued the UK Noise Council.
- (i) Requirements and Guidance for Outdoor Crowd Events by Health Service Executive

1.5 Drawings

The following drawing prepared by Waterford City & County Council should be read in conjunction with the Event Management Plan:

WHF2025-EMP-001	Event Site Area
WHF2025-EMP-001(a)	Event Site Area
WHF2025-EMP-002	Medical Zone
WHF2025-EMP-004	Event Site Layout
WHF2025-EMP-004(a)	Event Site Layout
WHF2025-EMP-005	Traffic Management Plan

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SECTION 2.0 EVENT SAFETY POLICY

2.1 Safety Policy Statement

The event will comply with all safety procedures and plans to keep the area and facilities to be used by the public safe. The organiser will provide competent staff and safe operational procedures to ensure that patrons are able to safely attend the event. All personnel will be trained in the Safety and Safe Operational Procedures through appropriate briefing and training prior to the event.

2.2 Safety Planning & Management

This plan plus appendixes have been produced in accordance with the all relevant legislation. The lead authority for this event shall be Waterford City & County Council and managed by the Waterford Harvest Festival Committee who shall appoint a suitable experienced and qualified Event Controller and Event Safety Advisor.

2.3 Production Schedule

The staging and infrastructure is designed to be installed and removed with the minimum impact on all sites and local community and businesses.

2.4 Community Gain

Consultations with local residents and business affected by the holding of the event will be held and their feedback will continue to be sought. It is anticipated that the event will continue to have a positive effect upon the local community and businesses.

2.5 Disabled Attendees

Disabled persons will have access to all areas where reasonably practicable.

2.6 Contingency Plan

Non-Emergency Cancellation

In the event of a cancellation, all bodies involved in the event organisation will be immediately notified e.g.

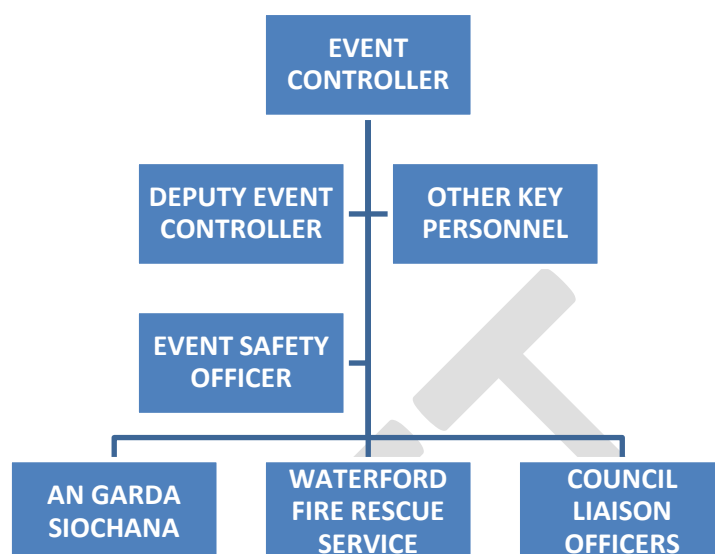
- Waterford City & County Council;
- Gardai;
- HSE;
- Waterford Fire Service; and
- Event Staff.

Service providers such as food vendors, stewarding services etc. will be notified. Notices will be put out in the media to inform the public and signage will be erected at the event location to provide details to those that attend the event.

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SECTION 3.0 EVENT MANAGEMENT STRUCTURE

3.1 Organisational Chart



3.2 Key Personnel

The following designated personnel will be responsible for overall achievement of appropriate safety standards in their respective areas of responsibility:

Facilitators/ Organisers	Waterford City & County Council (WCCC)
Event Controller	Finn Brophy- WCCC
Deputy Event Controller	<i>Post not filled</i>
Joint Festival Director	Martin Nolan – MPI
Joint Festival Director	Mark Dunne – 360 Events
Event Safety Advisor	Mark Dunne – 360 Events
Chief Steward	TBA
Event Medical Coordinator	Finn Brophy- WCCC
VES Senior Officer	TBA – Waterford City Civil Defence
Senior Garda Officer	Sergeant David Butler
Senior Fire Officer	Niall Curtin, Chief Fire Officer - WCCC
Structural Engineer	<i>Structures to be certified by provider</i>
Clean Up	Waterford City & County Council
Production Manager	TBA
Gas Assessor	TBA
Electrician	TBA
Generators	TBA

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3.3 Event Controller

Event Controller	Name	Organisation
	Finn Brophy	Waterford City & County Council

The Event Controller has the status and the authority to take full responsibility for all matters related to the management of the event. Among the responsibilities (as highlighted in Chapter 4 of the Outdoor Pop Concerts and Other Outdoor Musical Events Code of Practice issued by the Department of Education 1996) of the Event Controller are the following:

- Having overall responsibility for the management of the event;
- Participation in consultation or information meetings with any or all of the statutory bodies;
- Appointing the Chief Steward, assessing the number of stewards required to manage the event, and ensuring that familiarisation of the event for stewards is provided as appropriate;
- Ensuring the effective command, communication, and co-ordination systems are in place;
- Ensuring the provision of adequate stewarding, first aid and medical personnel for the event;
- Ensuring that adequate measures are in place for the safety of persons attending;
- Ensuring that the Event Safety Strategy is made available to staff, other workers;
- Ensuring adequate emergency response measures are taken if necessary;
- Initiation of the evacuation or Emergency Plan procedure if appropriate;
- Conducting regular reviews of the conduct of the event to ensure all agreed procedures are being implemented;
- Remaining at the Central Control Room before, during and immediately after the event (Event Controller or Deputy Event Controller); and
- Conducting a post event meeting and preparing a resulting paper.

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In addition a deputy will be appointed, who will assume the same status as the Event Controller during absences.

Deputy Event Controller	Name	Organisation
<i>Post not filled</i>		

The Deputy Event Controller will be in a position to undertake all of the Event Controller's duties and will act in his / her position for necessary absences. In the absence of the Event Controller, the Deputy Event Controller will assume the role and discharge the duties of the Event Controller. He / She may also take control of resources at the scene of an emergency.

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3.4 Event Safety Officer

Event Safety Officer	Name	Organisation
	Mark Dunne	360 Events

The Event Safety Officer will (as highlighted in Chapter 4 of the Outdoor Pop Concerts and Other Outdoor Musical Events Code of Practice issued by the Department of Education 1996):

- Act as safety co-ordinator in relation to safety matters and have overall responsibility for all aspects of safety;
- Be present at all consultation or information meetings with any or all of the prescribed bodies;
- Ensure that pre-event checks are carried out;
- Be present during the event to monitor and manage all safety arrangements including crowd control measures, fire safety and rescue tactics for persons in distress;
- Liaise with the Chief Steward, other staff, and with emergency services, where necessary;
- Advise the Event Controller on the initiation of emergency procedures as required;
- Ensure that the safety details and conditions agreed for the holding of the event are implemented and site layout and safety arrangement are in accordance with specifications and agreements, in so far as they impinge on safety matters;
- Attend the event itself to evaluate the efficiency of structural and safety arrangements;
- Pay particular attention to crowd densities in primary viewing areas;
- Monitor first aid and rescue tactics for distressed patrons;
- Take any necessary action to alleviate any perceived risks; and
- Recommend emergency procedures be initiated.

In addition a deputy will be appointed, who will assume the same status as the Event Controller during absences.

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3.5 Chief Steward

Chief Steward	Name	Organisation
	TBA	

The Chief Steward is empowered to supervise the stewarding arrangements. Among the responsibilities (as highlighted in Chapter 4 of the Outdoor Pop Concerts and Other Outdoor Musical Events Code of Practice issued by the Department of Education 1996) of the Chief Steward are the following:

- Overall responsibility for stewarding within the venues;
- Post stewarding teams (maximum of ten);
- Maintaining contact with and reporting directly to the Event Controller by having direct and effective communication (such as radio systems) in use for this purpose;
- Deploying and controlling, stewards as necessary to deal with situations as they arise. Ensuring that stewards are observing exits, entrances, and key points where control is most needed particularly at all barriers;
- Co-ordinating the duties of all stewards, including supervisory stewards;
- Being competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics;
- Knowing the layout of the venue, where facilities are located and being fully familiar with the means of escape and evacuation procedures in the event of an emergency;
- Ensuring that radios used for communication and loud speakers among stewards are operational;
- Ensuring that details of all stewards are recorded in the steward register;
- Management of any private security firm if engaged.
- Development of a Event Stewarding Plan

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SECTION 4.0 CONTROL AND COMMUNICATIONS

4.1 Control Room

The event control will be located in Waterford Gallery of Art. As the event caters for over 5,000 persons in open areas this will be the designated on site Central Control Area, from which the communications systems shall operate. It is centrally located to the site within quick and easy access to all areas of the event.

The Central Control Area shall contain the facility to communicate quickly with staff, including staff management, the public and emergency services. The Event Controller and her/his staff are responsible for the operation of the communications system. Access to the Central Control Room will be strictly controlled and limited to:

- Event Controller;
- Event Safety Officer;
- Senior Garda Officer;
- Senior Fire Officer;
- Technical operators;
- Any other person the event controller considers necessary.

Under all normal circumstances, these personnel shall use the facilities provided in the Control Area unless it is decided to relocate to designated alternative control centre in the event of an emergency threatening the Control location.

There shall be inter-communication between the Central Control Area, the emergency services on site, all entry or exit points used by the public.

Communication facilities should include:

- Personal radio communications facilities / control base;
- Inter-communication with the emergency services on site and all entry / exit points;
- External telephones connected with various offices and other sections to facilitate communication of messages concerning public safety, in event of failure of the radio communication system;
- MEP co-ordination facilities (including Information Management Systems)

It is the responsibility of the Event Organiser to ensure that the above systems are in place at an appropriate time before the start of the event with a communications officer being appointed to supervise the technical aspects of these systems.

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4.2 Communications Facilities

All main communications are to be centred in the Control Area.

The communications officer is to open and maintain radio communications with the Event Controller, Safety Officer, Chief Steward, Steward supervisors (including supervising officers of outside security firms if employed in security duties at the event), Designated emergency maintenance personnel (including Gardai, Health Service Executive and Fire Service) and On site first aid / medical personnel.

Radio communications equipment is to be appropriately safeguarded against disturbance by noise in the event i.e. supervisors should be equipped with radios fitted with ear pieces to avoid blocking out or misinterpretation of messages.

4.3 Radio Communication Channels

A multi-channel / frequency radio communications system is to be used with channels allocated to consider the following:

- I. Event controller staff;
- II. Chief Steward and all Area Steward Supervisors including any private security firms if employed at the event.
- III. Key management staff including designated emergency maintenance personnel.
- IV. Any other agency which requires communications.

Medical / First Aid personnel shall have their own radio communications systems.

4.4 Public Address (Emergency Announcements)

Procedures will be in place for use of the P.A. systems for making emergency announcements. While it is acknowledged that the stage P.A. Systems have an inherent high level of redundancy and reliability, it is nevertheless proposed to have available in the stage area and on the ground a number of hand held megaphones which can be used by stewarding staff in the event of unavailability of the P.A. System.

At each of the main entrance / exit routes megaphones will be provided which will be available for use by the Supervisor in charge of the area in the event of emergency or crowd difficulties

4.5 Media Publicity

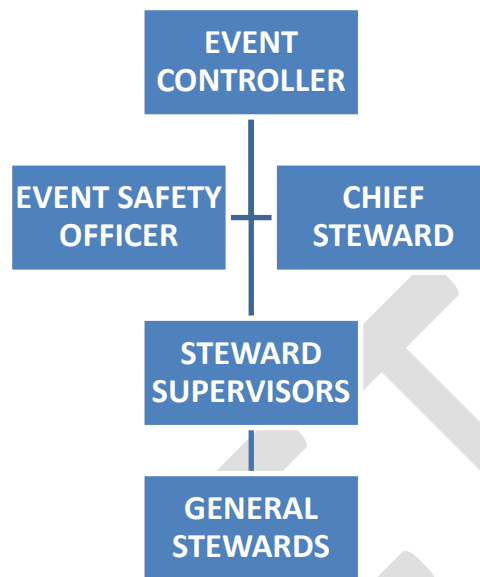
Safety Notices will be printed within the National Press and Press releases will be sent to all relevant agencies with details of event and ancillary information.

AA road watch and local radio will be kept informed of all traffic issues, parking and any diversions.

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SECTION 5.0 STEWARDING

5.1 Organisational Chart



5.2 Selection of Stewards

Stewards, both professional and voluntary are to be fit and active and are to be selected on the basis of their dedications to the job of stewarding. Measures are to be taken to reduce the age profile of the stewards to meet as far as practicable the recommendations of Chapter 13 Section 4 of the Outdoor Pop Concerts and Other Outdoor Musical Events Code of Practice issued by the Department of Education 1996. These measures will include the deployment of stewards in excess of 18 years of age and under 55 years of age.

Stewards should be physically and mentally capable of performing their duties.

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5.3 Duties of Stewards

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

The following are the main duties of stewards (as highlighted in Chapter 13 of the Outdoor Pop Concerts and Other Outdoor Musical Events Code of Practice issued by the Department of Education 1996) under the direction of the Event Controller and Chief Steward:

- Be courteous to the general public;
- Be aware of the position of fire-fighting equipment and arrangements for medical facilities, first-aid and ambulances;
- Be familiar with the Site Emergency Plan, their part in its operation and specified duties to be undertaken in an emergency;
- Give immediate access to Gardai and other emergency services in the event of an emergency and also when requested by the Gardai;
- Be positioned at all exits, entrances and key points where control is needed, particularly in any control area near the stage and all points of entry to covered accommodation;
- Control and / or direct spectators who are entering or leaving the ground and help achieve an even flow of people to the viewing areas;
- Be competent to recognise crowd densities, signs of crowd distress and crowd dynamics so as to help ensure safe dispersal of spectators and ensure there is no overcrowding in any part of the venue;
- Exercise proper control over the audience: their primary duty is to take care of , assist and not to use excessive force in dealing with any member of the public;
- Ensure that concourses, staircases, passage-ways and exits are kept clear and free from obstruction at all times;
- Prevent any standing on seats, climbing on fences and other structures; if in difficulty they should immediately contact the Supervisory Steward or a Garda;
- Patrol the ground and its surrounds to deal with any emergencies e.g. raising alarms or tackling early stages of fire;
- Assist Gardai with crowd control as requested;
- On request from the Gardai, assist at barriers checking tickets and giving information to patrons approaching the venue;
- Investigate promptly any disturbance or other incident coming to notice;
- Report immediately to her / his Supervisory Steward or Garda, if any fire or other emergency comes to notice;
- Be capable of recognising potential hazards and suspect packages, reporting such findings to the Supervisory Steward or Garda;
- Assist in the prevention of breaches of ground regulations as indicated in Appendix E of the Code of Practice for Safety at Sports Grounds; and
- Report to the Supervisory Steward, if any damage likely to cause injury or danger to persons in attendance comes to notice.

5.4 Identification of Stewards

All Stewards are identifiable by uniform and / or high visibility jacket.

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SECTION 6.0 EVENT TRAFFIC MANAGEMENT PLAN

1. From 6am Friday 5th until 10pm Sunday 7th September 2025.

- L5532 Arundel Square
- L5531 Peter Street
- L15237 Michael Street North (from its junction with Patricks St. to Lady Lane)
- L91092 Broad Street
- L91091 Barronstrand Street
- L90352 Georges Street
- L90353 Blackfriars Lane
- L90354 Arundel Lane
- L90355 Little Patrick Street
- L55301 Bakehouse Lane
- L1525 Patrick Street
- L1502 O'Connell Street (from its Junction with Thomas Street)
- L5501 Gladstone Street
- L15023 Sargents Lane (from its Junction with Jenkins Lane Car Park)

2. From 6am Saturday 9th September until 10pm Sunday 10th September 2025

- L1528 Johns Street (Applemarket)

Traffic Diversions

A comprehensive Traffic Management Plan will be in place from the start of the road closures and all alternative routes will be signposted.

- Access to the Cork Road from Ballybricken Green shall be via Mayors Walk and Barrack Street.
- Access to The Quays from Ballybricken shall be via James Street & Vulcan Street.
- There will be no access to The Quays from O'Connell Street after Vulcan Street.
- Access and egress to Jenkins Lane Car Park shall be via Meeting House Lane **only**.
- Entry to Patrick Street will controlled by security and barriers at its junction with Stephens Street and Carrigeen Park and all non-permitted traffic shall be directed to Stephens Street and onto Lady Lane. Traffic Permitted to the closed section of Patrick Street will be confined to Taxis, Festival Production and Emergency Vehicles.
- Access to Alexander Street shall be via Stephen Street, with egress via Lady Lane. The traffic direction on the section of Lady Lane from Michael Street to Bakehouse Lane shall be reversed for the duration of the Road Closures

Emergency Access

Access will be maintained for the emergency services at all times to all areas subject to these road closures.

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Local Residents

As on street car parking on the above streets will be unavailable during the event car owners who reside on the effected streets will be asked to relocate to other area of the city. Any vehicle found parked in such areas will be impounded and will be subject to a release cost.

Deliveries

All businesses within the cordon area are being asked to avoid, if possible, deliveries to and from their premises during the festival period. No unauthorised vehicles will be allowed within the site area between the hours of 8am – 9pm

Car Parking

Access to all city centre car parks will be unaffected.

Public Transport

Buses:

The following Bus Routes will be affected:

W4 – Peter Street to Browns Road.

Full details will be made available closer to the event from Bus Éireann.

Taxis:

Arising from the closure of Peter Street and Arundel Square the Peter Street Taxi Rank shall be closed for the duration of the Road Closure. With the closure of the Peter Street rank the nearest main rank shall be 50m away at the appointed stand on Patrick Street. Signage within City Square Shopping Centre and at Peter Street will direct users to the Patrick Street rank.

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SECTION 7.0 EVENT EMERGENCY PLAN

Draft Site Emergency Plan

7.1 Introduction

The consequences of a major incident at any event could be catastrophic. It is necessary to plan for such an occurrence. A major incident will normally require a multi-agency approach in which the organiser, the Fire Service, the Gardai, the Council and the HSE may play a part. It is therefore important that there is a clear demarcation of duties and those responsibilities are agreed and understood.

7.2 Definitions

Incidents can be categorised into four types:

- (a) A Level 1 incident is an incident that does not require the interventions of the statutory agencies but need to be dealt with by the event organisers. It only requires information distribution and is an advance warning. It typically doesn't require action by artists or the public.
- (b) A Level 2 incident is an incident that may require a temporary or partial shutdown of the Event with emergency access routes required to be kept open. It may be handed over to the statutory agencies.
- (c) A Level 3 incident requires a total shutdown of the event. Egress routes to be fully opened up to the public to be used for a rapid simultaneous evacuation. Emergency access routes must be kept secured by stewards.
- (d) A Major Emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilization of additional resources to ensure an effective, coordinated response.

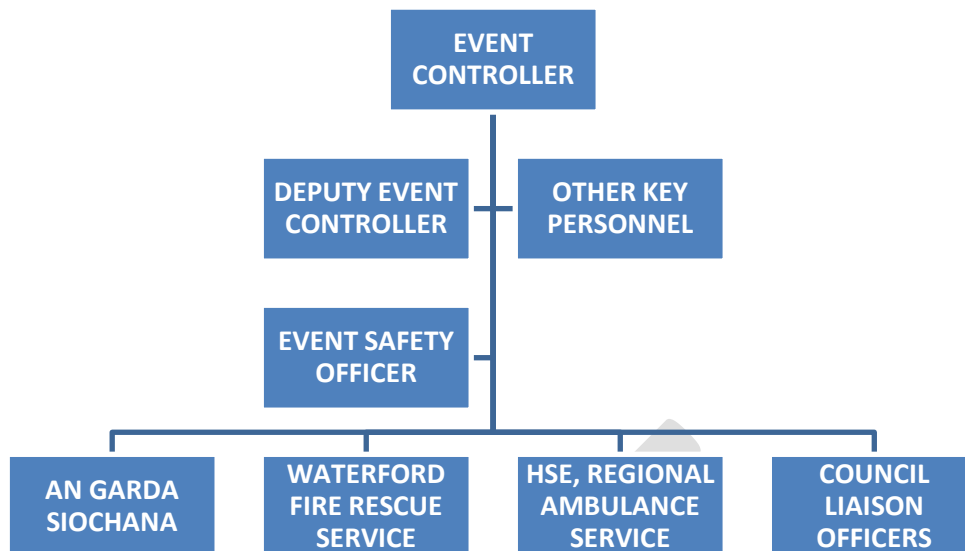
It is important to appreciate that a level 1 or 2 incident could have the potential to develop into a major emergency if not properly planned for and managed.

7.3 Emergency Incident Organization

The Event Controller is in command of any emergency as declared by the stewards and it may be deemed appropriate to hand over to the Gardai or the Fire Services if the incident requires it. The Event Emergency Plan is intended as a guideline for staff action and reaction in emergency procedures.

The diagram below shows in diagrammatic form the lines of communication and control at the Event in the event of an emergency.

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7.4 Command

- **Senior Garda Officer** Sergeant David Butler
- **Senior Fire Service Officer** CFO Niall Curtin
- **Event Controller** Finn Brophy
- **Event Safety Officer** Mark Dunne – 360 Events
- **Chief Steward** TBA
- **Event Medical Coordinator** Finn Brophy

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SECTION 8.0 MEDICAL FACILITIES

8.1 Provision

Medical, First Aid and Ambulance services are to be provided at the Event in accordance with the schedule to be agreed by the event organisers with the Health Service Executive Ambulance Service and the recommendations within the Code of Practice for Safety at Sports Grounds and Section 16 of the Code of Practice for Outdoor Pop Concerts.

8.2 Site Facilities

The following site facilities will be provided as necessary following consultation:

- (a) First Aid Post located at High Street, adjacent to the area of Highest footfall
- (b) 2 Mobile Patrol of two suitable qualified first responders thought the festival area.

8.3 Event Medical Co-ordinator

An Event Medical Co-ordinator shall be appointed to the Event and will:

- Participate in relevant medical planning meetings;
- Participate in the development of the event medical plan;
- Be at the Event at least an hour before it is opened to the public and remain on site until such time as medical operations are stood down;
- Know the location and staffing arrangements of the first aid posts and the medical centre, and details of the ambulance cover;
- Ensure they are easily identifiable in a high visibility tabard or jacket with the appropriate identification;
- Ensure they are contactable via radio at all times;
- Be located in the medical centre and ensure any movements are made known to Event Control;
- Maintain a communication link with the Control Centre at all times
- Be responsible for exercising control of medical treatment on site;
- Liaise closely with all on site medical staff;
- Act as the Medical Incident Officer and Forward Medical Incident Officer in the occurrence of a Major Incident until stood down by the HSE;
- Undertake the roles and functions as described in the Medical Plan.

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8.4 Event Medical Plan

A draft Event Medical Plan accompanies this document and will form the basis of medical cover for the Event subject to consultations between the event organisers and Health Service Executive.

8.5 Voluntary First Aid Organisation Ambulance Service Provider(s)

The Ambulance Service Provider will provide the agreed front line ambulance requirements to deal with any incidents which may occur in their respective assigned zone(s). A dedicated Ambulance Officer for each provider will assume the role of the Ambulance Incident Officer (AIO) should a major incident affect the zone(s) under their supervision.

First Aid provision will be supplied by suitably qualified first aid personnel and ambulances shall be made available in their respective zones in line with the Event Medical Plan.

The role of the Ambulance Provider is to:

- 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 in their designated zone for patrons and staff;
- Follow the instructions of the Event Medical Co-ordinator;
- Liaise with the Event Safety Officer on any issues relating to crowd safety;
- Be prepared to respond to a major incident;
- Liaise with Control via the Organization liaison officer of their choice;
- Where ambulance transportation is required designate receiving hospital;
- Ensure that Event Control is advised of all ambulance movements.

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SECTION 9.0 EVENT SAFETY STRATEGY

It is the organiser's policy to provide sufficiently trained and competent staff, together with the implementation of recognised standard operating procedures to ensure the safe admission, accommodation and exit of persons attending the event.

The event management team will endeavour to organise safety on each side by ensuring that:

- **Competence:** All staff whether self-employed or contractors will have the necessary training, experience, to carry out their work safely. All subcontractors will be required to ensure that they observe proper safety management practices.
- **Control:** All persons working on site are required to observe the provisions of this plan. In particular, they must observe the chain of command, and comply with the instructions of the Event Controller or his / her staff.
- **Co-operation:** It is the duty of all persons on site to co-operate with the safety measures on site.
- **Communication:** It is the duty of all persons to make them-selves aware of the content of this plan. In particular, it is the duty of all workers to report any deficiencies or potential hazard to his / her immediate supervisor.

9.1.1 Monitoring Safety

Event Safety shall be monitored and implemented by the Event Safety Management Team (see appendix 3 for details of the team). The team shall be led by the Event Controller. It shall be the responsibility of the Team to monitor the Safety of the Event in accordance with the Event Management Plan. Should any member of the team become aware of any issue arise that is contrary to the control measures in the Risk Assessment or Fire Safety Procedures they shall immediately action a response to bring the event back into compliance.

9.1.2 Liaison with Statutory Agencies

The Event Controller shall be responsible for liaising with all Statutory Agencies before, during and after the event.

9.1.3 Event Risk Assessment

See Appendix 5 for the Event Risk Assessments. These assessments shall be kept under review until the end of the festival.

9.1.4 Fire Safety Procedures

See Appendix 4 for the Fire Safety Procedures for the event.

9.1.5 Means of Escape

As identified in Appendix 1 all main exits shall have appropriate signage erected.

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9.1.6 Capacity Analysis

See appendix one for the Event Capacity Analysis for each Zone.

9.1.7 Fire Fighting Equipment

See Appendix 4 for the Fire Safety Procedures for the event.

9.1.8 Areas of Special Fire Risk

See Appendix 4 for the Fire Safety Procedures for the event.

9.1.9 Methods of Warning in the Event of a Fire

See Appendix 4 for the Fire Safety Procedures for the event.

9.1.10 Crowd Management

The layout for the event allows for the free flow of attendees throughout the site, and the location of each vendor has been chosen to mitigate the impact of queuing on this flow. However, it shall be the responsibility of the Event Safety Management Team to monitor and adapt the site to remove any pinch points or congested areas that may arise

9.1.11 PA System.

Other than the main stage there will be no PA system available for the event.

9.1.12 Stewarding

The Event Safety officer shall be responsible for the management and deployment of all Event stewards. The head steward shall report to them.

9.1.13 Structures

See Appendix 4 for the Fire Safety Procedures for the event.

9.1.14 Electrical Installations

See Appendix 4 for the Fire Safety Procedures for the event.

9.1.15 Event Evacuation Plan

See Appendix 1 for Full Event Evacuation Plan

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SECTION 10.0 ENVIRONMENTAL MONITORING PROGRAMME

The following policy sets out the range of simple steps that shall be taken to ensure that the Waterford Harvest Festival is environmentally friendly.

Litter & Waste

Litter control measures shall be in place before, during and after the event. All bunting shall be removed within one week from the closing of the event.

It is important to keep in mind that different types of waste are produced at the back of house and the front of house.

Back of house:

Back of house waste shall require general waste bins, but additional facilities shall also need to be provided for the collection of cardboard, paper and liquid waste (this mainly comprises cooking oils) and food waste..

- Vendors shall have access to both recycling and general waste bins. Peak volume of cardboard, etc is likely to occur at the set up of the event.
- Make it clear to vendors when waste and recyclables shall be collected.
- A Dedicated food waste bin shall be provided to each food vendor.

Front of house:

- The site plan identifies the best locations for bins e.g. number, type and placement of bins. A 3 bin policy for front of house waster is planned.

Advertising

Any posters/signs on poles or other structures shall be erected with the express permission of the owner of the pole or other structure. An advertisement of the Event will be put in a national and local newspaper prior to the event. It shall include the name and address of the person:

- Who is promoting or arranging the meeting or event being advertised, or
- In any other case, on whose behalf the article or advertisement is being exhibited.

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Traders

1. Under the Litter Pollution Act 1997 operators of mobile food outlets are obliged to provide suitable litter bins in the vicinity of their outlets. They shall also clean up any litter arising from their operations within a radius of 100 metres of their outlet. Vendors shall bear this in mind.
2. Proposals to site casual traders on the streets leading to the viewing area need to be examined in the light of requirements that these routes need to be kept sufficiently clear for crowd egress in the event of an emergency and/or access for emergency services. Traders should not cause any unacceptable risk of fire. Traders shall comply with Fire Service requirements

Transport

It is intended to publicise the use of public transport and nearby existing car parking to the event on the website, programmes, media, etc.

Noise

Construction noise shall be minimal and restricted to daylight hours; where reasonably practicable structures shall be prefabricated and so as not to require heavy plant and machinery for assembly.

Sanitation

Appropriate toilet facilities shall be provided for this event at a ratio of approx. 1:200 visitors. The locations and number of toilets shall be specified by Waterford City & County Council.

Water Facilities

The requirements of sections 20.12 to 20.14 of the Code of Practice for Safety at Outdoor Pop Concerts shall be fully adhered to.

Free water shall be provided on site using a dedicated Water Taker vehicle provide by refill.ie

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SECTION 11.0 REMOVAL OF STRUCTURES, REINSTATEMENT & REMEDIAL WORKS

11.1 Removal of Structures

Chapter 14 of the Code of Practice for Safety in Sports Grounds shall be complied with in full.

11.2 Reinstatement

Any disturbance of ground will be restored in accordance with the instructions of the relevant Waterford City & County Council section.

11.3 Remedial Works

There will be no remedial works undertaken in association with the events.

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Appendix 1: Event Evacuation Plan

Critical Crowd density in each zone

NB Escape times are based on Table 4, page 68 Fire Safety Risk Assessment for open air events and venues as issued by HM Government Dept of Communities and Local Government Publications 2007.

Area 1: Arundel Square

Incorporating Arundel Square & Peter Street North.

Holding Capacity = $1,750\text{m}^2 \times 2 = 3,500\text{persons}$

Note: the site area value is net, and excludes all infrastructure.

Emergency Egress Routes:

Road width:

1. Conduit Lane: 6000 mm
2. High Street: 10000 mm
3. Bakehouse Lane: 5000mm
4. Peter Street: 12000mm

As the area is flat and unobstructed this plan assumes a flow ratio of 60 persons per minute per square metre.

➤ **All Exit Routes Available**

Total Time Required for Evacuation with all 4 exits available:

$$3500 / (360 + 600 + 300 + 720) = 2 \text{ minutes}$$

➤ **Exit Route 1: Conduit Lane onto The Quays**

Gate Size: 6m

Capacity:

Flow rate: $6 \times 60 = 360$ persons per minute

Time for full Evacuation: $3500 / 360 = 10$ minutes

This assumes no other exit available

➤ **Exit Route 2: High Street onto The Quays**

Gate Size: 10m

Capacity:

Flow rate: $10 \times 60 = 600$ persons per minute

Time for full Evacuation: $3500 / 600 = 6$ minutes

This assumes no other exit available

➤ **Exit Route 3: Bakehouse Lane onto Lady Lane**

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Gate Size: 5m

Capacity:

Flow rate: $5 \times 60 = 300$ persons per minute

Time for full Evacuation: $3500/300 = 12$ minutes

This assumes no other exit available

➤ Exit Route 4: Peter Street

Gate Size: 12m

Capacity:

Flow rate: $12 \times 60 = 720$ persons per minute

Time for full Evacuation: $3500/720 = 5$ minutes

This assumes no other exit available

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Area 2: John Roberts Square

Incorporating Broad Street, Barronstrand Street & Great Georges Street.

Holding Capacity = $3,000\text{m}^2 \times 2 = 6,000$ **persons**

Note: the site area value is net, and excludes all infrastructure.

Emergency Egress Routes:

Road width:

5. Michael Street: 10000 mm
6. The Quay: 12000 mm
7. Great Georges Street 4000 mm
8. Little Patrick Street 4000mm
9. Arundel Lane 2000mm
10. Blackfriars Lane 3000mm

As the area is flat and unobstructed this plan assumes a flow ratio of 60 persons per minute per square metre.

➤ **All Exit Routes Available**

Total Time Required for Evacuation with all 6 exits available:

$$6,000 / (600 + 720 + 240 + 240 + 120 + 180) = <4 \text{ minutes.}$$

➤ **Exit Route 1: Michael Street**

Gate Size: 10m

Capacity:

Flow rate: $10 \times 60 = 600$ persons per minute

Time for full Evacuation: $6,000 / 600 = 10$ minutes

This assumes no other exit available

➤ **Exit Route 2: The Quay**

Gate Size: 12m

Capacity:

Flow rate: $12 \times 60 = 720$ persons per minute

Time for full Evacuation: $6,000 / 720 = 9$ minutes

This assumes no other exit available

➤ **Exit Route 3: Great Georges Street**

Gate Size: 4m

Capacity:

Flow rate: $4 \times 60 = 240$ persons per minute

Time for full Evacuation: $6,000 / 240 = 25$ minutes

This assumes no other exit available

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➤ Exit Route 4: Little Patrick Street

Gate Size: 4m

Capacity:

Flow rate: $4 \times 60 = 240$ persons per minute

Time for full Evacuation: $6,000/240 = 25$ minutes

This assumes no other exit available

➤ Exit Route 5: Arundel Lane

Gate Size: 3m

Capacity:

Flow rate: $2 \times 60 = 120$ persons per minute

Time for full Evacuation: $6,000/240 = 50$ minutes

This assumes no other exit available

➤ Exit Route 6: Blackfriars Lane

Gate Size: 3m

Capacity:

Flow rate: $3 \times 60 = 180$ persons per minute

Time for full Evacuation: $6,000/240 = 34$ minutes

This assumes no other exit available

➤ All Exit Routes Available

Total Time Required for Evacuation with all 6 exits available:

$6,000/(600+720+240+240+120+180) = <4$ minutes.

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Area 3: Michael Street North

Holding Capacity = $750\text{m}^2 \times 2 = 1,500$ persons

Note: the site area value is net, and excludes all infrastructure.

Emergency Egress Routes:

Road width:

1. Micheal Street South: 8000 mm
2. Lady Lane: 6000 mm
3. Patricks Street 12000 mm

As the area is flat and unobstructed this plan assumes a flow ratio of 60 persons per minute per square metre.

➤ **Exit Route 1: Michael Street South**

Gate Size: 8m

Capacity:

Flow rate: $8 \times 60 = 480$ persons per minute

Time for full Evacuation: $1,500/480 = <4$ minutes

This assumes no other exit available

➤ **Exit Route 2: Lady Lane**

Gate Size: 6m

Capacity:

Flow rate: $6 \times 60 = 360$ persons per minute

Time for full Evacuation: $1,500/480 = <5$ minutes

This assumes no other exit available

➤ **Exit Route 3: Patricks Street**

Gate Size: 12m

Capacity:

Flow rate: $12 \times 60 = 720$ persons per minute

Time for full Evacuation: $1,500/480 = <3$ minutes

This assumes no other exit available

➤ **All Exit Routes Available**

Total Time Required for Evacuation with all 3 exits available:

$1,500/(480+360+720) = <1$ minute.

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Area 4: Applemarket

Holding Capacity = $1,000\text{m}^2 \times 2 = 2,000\text{persons}$

Note: the site area value is net, and excludes all infrastructure.

Emergency Egress Routes:

1. John Street: 9500mm
2. New Street: 8500mm
3. Michael Street: 7000mm
4. Springarden Alley: 6000mm
5. Johns Lane: 3000mm

As the area is flat and unobstructed this plan assumes a flow ratio of 60 persons per minute per square metre.

➤ **All Exit Routes Available**

Total Time Required for Evacuation with all 5 exits available:

$$2,000 / ((9.5 + 8.5 + 7 + 6 + 3) \times 60) = <1 \text{ minute.}$$

➤ **Exit Route 1: John Street**

Gate Size: 9.5m

Capacity:

Flow rate: $9.5 \times 60 = 570$ persons per minute

Time for full Evacuation: $2,000 / 570 = <4\text{minutes}$

This assumes no other exit available

➤ **Exit Route 2: New Street**

Gate Size: 8.5m

Capacity:

Flow rate: $8.5 \times 60 = 510$ persons per minute

Time for full Evacuation: $2,000 / 510 = <4\text{minutes}$

This assumes no other exit available

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➤ Exit Route 3: Michael Street

Gate Size: 7m

Capacity:

Flow rate: $7 \times 60 = 420$ persons per minute

Time for full Evacuation: $2,000/420 = <5$ minutes

This assumes no other exit available

➤ Exit Route 4: Spring garden Alley

Gate Size: 6m

Capacity:

Flow rate: $6 \times 60 = 360$ persons per minute

Time for full Evacuation: $2,000/360 = <6$ minutes

This assumes no other exit available

➤ Exit Route 5: Johns Lane

Gate Size: 3m

Capacity:

Flow rate: $3 \times 60 = 180$ persons per minute

Time for full Evacuation: $2,000/180 = <9$ minutes

This assumes no other exit available

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Area 4: Gladstone Street - Cultural Quarter

Holding Capacity = $700\text{m}^2 \times 2 = 1,400\text{persons}$

Note: the site area value is net, and excludes all infrastructure.

Emergency Egress Routes:

1. Meaghers Quay: 12000mm
2. Georges Street: 6500mm
3. O'Connell Street: ***not suitable for evacuation***
4. Sargants Lane: ***not suitable for evacuation***

As the area is flat and unobstructed this plan assumes a flow ratio of 60 persons per minute per square metre.

➤ **All Exit Routes Available**

Total Time Required for Evacuation with all 5 exits available:

$$1,400 / ((12 + 6.5) \times 60) = \mathbf{1 \text{ minute.}}$$

➤ **Exit Route 1: Meaghers Quay**

Gate Size: 9.5m

Capacity:

Flow rate: $12 \times 60 = 720$ persons per minute

Time for full Evacuation: $1,400 / 720 = < 2\text{minutes}$

This assumes no other exit available

➤ **Exit Route 2: Georges Street**

Gate Size: 6.5m

Capacity:

Flow rate: $6.5 \times 60 = 390$ persons per minute

Time for full Evacuation: $1,400 / 390 = < 4\text{minutes}$

This assumes no other exit available

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Area 4: O'Connell Street (East Section) - Cultural Quarter

Holding Capacity = $600\text{m}^2 \times 2 = 1,200$ persons

Note: the site area value is net, and excludes all infrastructure.

Emergency Egress Routes:

5. O'Connell Street (West): 14000mm
6. Georges Street: 6500mm
7. Thomas Hill: 6500mm
8. Gladstone Street: not suitable for evacuation
9. Hanover Street: not suitable for evacuation

As the area is flat and unobstructed this plan assumes a flow ratio of 60 persons per minute per square metre.

➤ **All Exit Routes Available**

Total Time Required for Evacuation with all 5 exits available:

$$1,200 / ((14 + 6.5 + 6) \times 60) = < 1 \text{ minute.}$$

➤ **Exit Route 1: O'Connell Street (West)**

Gate Size: 14m

Capacity:

Flow rate: $14 \times 60 = 840$ persons per minute

Time for full Evacuation: $1,200 / 840 = < 2$ minutes

This assumes no other exit available

➤ **Exit Route 2: Georges Street**

Gate Size: 6.5m

Capacity:

Flow rate: $6.5 \times 60 = 390$ persons per minute

Time for full Evacuation: $1,200 / 390 = < 4$ minutes

This assumes no other exit available

➤ **Exit Route 2: Thomas Hill**

Gate Size: 6.5m

Capacity:

Flow rate: $6.5 \times 60 = 390$ persons per minute

Time for full Evacuation: $1,200 / 390 = < 4$ minutes

This assumes no other exit available

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Appendix 2: Lost Child Procedure

Waterford Harvest Festival Lost Child Procedure

Parent Reports a lost Child:

1. In the event of any Parents or Guardians reporting lost children they shall 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 Staff, to be on the lookout for the lost child. A search shall be then initiated by the security response and Child Liaison teams.

The Safety Officer shall be responsible for direct coordination the search.

2. The reporting Parent or Guardians shall be escorted back to the last point that they saw the child and once there member of Festival staff shall remain with the parent while the search is initiated.
3. If after 15 minutes after the initiation of the search the child is not located An **Garda Síochána** shall be informed.
4. The Event Controller shall be responsible for informing and liaising with An **Garda Síochána**.
5. Lost children found by Festival Staff will be reassured verbally, and held at the point they are found. The Parents or Guardians who reported the lost child will then be brought to the child.

Children who have lost a Parents or Guardian

1. Lost children found by Festival Staff will be reassured verbally, and the staff member shall inform a member of the Event Safety Management Team immediately who will then dispatch Child Liaison Team to the child. The Staff member should avoid any physical contact with the child and stay at the location the child was found until Child Liaison arrives.
2. If a person identifying as a Parent, Relative, Guardian or Sibling of the child arrives before child Liaison the staff member shall ask the parent to please wait for Child Liaison to arrive so we may take a record of the incident.
3. Child Liaison **only** shall ask the Childs for his/her Name, Age and Name of who accompanied them (ie Parent, Relative, Guardian or Sibling) to the event.
4. This description shall then be communicated to all radio holders, and this information shall be passed on by them, verbally to all Staff, to be on the lookout for the Parents or Guardian. A search shall be then initiated by the security response teams. Only the first name of the child shall be communicated over Radios or Mobile Phones.

The Safety Officer shall be responsible for direct coordination the search.

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5. At the earliest opportunity a member of the Event Safety Management Team shall make their way to the Childs location. Unless it is not possible the child and supervising Festival Staff shall stay at the location the child was found.
6. If more than 15 minutes has elapsed since the discover of the child and no parent has been located the Event Controller site shall contact An **Garda Síochána**. The Event Controller shall be responsible for informing and liaising with An **Garda Síochána**.
7. The Parents or Guardians of the lost child once located are to be brought to the child. The name and address of the Parents or Guardians are to be taken by the most senior member of staff present. A stand down of the search shall then be issued.
8. The Event Controller shall be responsible for informing An **Garda Síochána** and the Safety Officer shall be responsible standing down search
9. If no parent or Guardian is located responsibility for the child shall be handed over to An **Garda Síochána** on their arrival.

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Appendix 3: Events Safety Management Team

Name	Position	Phone Number
Finn Brophy	Event Controller	(087) 826 3387
Mark Dunne	Event Safety Officer	(083) 345 6306
TBA	Senior VES Officer	(087) 224 4324
Martin Nolan	Festival Director	(087) 230 5713
TBA	Production Manager	
TBA	Head Steward	

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Appendix 4 – Fire Safety Procedures

Fire Safety Procedures

1. Electricity:

- (i) Petrol generators are **not** permitted into the venue.
- (ii) Re-fuelling shall be carried out remotely from any structures
- (iii) Generators shall be supplied solely by the event and will be located so that the exhaust fumes do not cause a nuisance.
- (iv) Cables from Generators shall be located and barriered such that they do not cause a trip hazard with cable mats used where appropriate.
- (v) All generators shall comply with the National Rules for electrical Installations: Particular requirements for stand-by generators (ET 210:2003).
- (vi) Any Small generators must be fitted with a residual current device and all circuits should be protected with a 30mA device
- (vii) All electrical equipment must be tested regularly by a competent person. Portable appliance testing (PAT) should be carried out on all portable appliances annually and six monthly for hand held devices in accordance with the IEE Code of Practice for Inservice Inspection and testing of Electrical equipment. Copies of PAT certificate are to be available for inspection on the day of the event.
- (viii) Equipment that is not certified will not be permitted to be used in the Event Arena/Site.

2. Fire Fighting Equipment

- (i) Non Cooking Units must have 1 x 4kg dry powder extinguisher and 1 x 2kg co2 fire extinguisher
- (ii) Hot Food Units must have 1 x 4kg dry powder extinguisher and 1 x m2 light duty fire blanket.
- (iii) Deep Fat Frying units must have 6 litre wet chemical extinguisher, 2 x 4kg ABC dry powder fire extinguisher, 1 x 2kg co2 fire extinguisher and a 1.8m2 heavy duty fire blanket.
- (iv) All Fire Fighting Equipment must have been checked and certified in the previous 12 months.
- (v) Each Generator shall have a 1 x 4kg ABC dry powder fire extinguisher, 1 x 2kg co2 fire extinguisher

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3. Gas

The use of Gas is not permitted with the festival unless specifically permitted by the Event Controller and Event Safety Team.

In the circumstances that Gas is permitted the following rules apply.

- (i) Catering units using gas must be situated at least **6m** away from all other units on all sides.
- (ii) Flexible Pipe work must not exceed 1m in length. All Hard piping must be hard metal piping (gunbarrel).
- (iii) All gas bottles must be caged and outside of the unit.
- (iv) Gas must be isolated at the cylinder as well as the appliance.
- (v) Storage of gas at each unit must not exceed 75kg.
- (vi) Should caterers use liquid petroleum gas (LPG), it must be kept out of reach of the public and must be stored and handled in accordance with current regulations. Storage of LPG at each catering unit must not exceed 200kg.
- (vii) A member of staff trained in the safe use of LPG must be on at the unit at all times
- (viii) The Event Organisers shall engage a competent, experienced Event Gas installer to certify every unit using Gas. The Vendor shall be charged for this certificate at a rate agreed prior to the event.
- (ix) Equipment that is not certified will not be permitted to be used in the Event Arena/Site.

4. General

- (i) All escape routes are to be kept unobstructed.
- (ii) Vendors must follow any instructions given by the Fire Services and the Event Safety Officer (or his/her deputy).
- (iii) Smoking in or around the catering unit is prohibited.
- (iv) Portable gas and liquid fuel heaters are prohibited.
- (v) You are required to familiarise yourself with the location of the First-Aid points and the Emergency Access/Egress routes.
- (vi) In the event of a fire, raise the alarm and ask the public to stand away. If it is safe to do so, attack the fire using the nearest suitable equipment. If danger threatens, stand away from the fire.

5. Vehicle Entry/Egress of Event Arena/Site.

- (i) Authorised Vehicles can only enter the Arena/Site during designated times.
- (ii) Entry will be through a specified control point.
- (iii) Authorised Vehicles must display an event entry permit to gain access to the Arena/Site.
- (iv) All vehicles must exit the Arena/Site by the designated time. Remaining vehicles will be moved by the event organisers at a cost to the vendor.
- (v) No Vehicles will be permitted on site unless authorised by the Event Controller.

6. Refuse

- (i) Vendors must remove rubbish on a regular basis to eliminate potential fire Hazards.

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7. Unit Structure:

- (i) A certificate of compliance demonstrating that all structures, roofing, walls and fittings are flame retardant is required.
- (ii) Sufficient lighting may be required with the unit if trading takes place after sunset.
- (iii) All cooking appliances must be fixed securely on a firm non combustible heat insulating base and surrounded by shields of similar material on all three sides
- (iv) All temporary structures must have sufficient weighting as per the manufacturer's specifications to ensure their stability in a wind of up to 45kph.

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Appendix 5 – Risk Assessments

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