

## CONTENTS OF AN EVENT MANAGEMENT & HEALTH AND SAFETY PLAN

### 1. Event Details

- Name, Address and Contact Details of the Organizing Group
- Name of the event
- Description of the event
- Time and date of the event
- Schedule of the Event
- Participant Profile - Roles and functions and management responsibility. Professional Artist/Performers, Community Participants. Numbers, profiles and any additional relevant information.
- Audience Profile – Anticipated numbers/profiles/needs

### 2. Insurance Requirements and Details

### 3. Event Management Team - Name, contacts, and responsibilities

- Event Controller
- Deputy Controller
- Co-organisers
- Health and Safety Team – Coordinator/First Responder/ Fire Safety/Tech Support
- Public Safety Management – Coordinator and team Volunteer Coordinator
- Volunteer Coordinator
- Emergency contact details – Gardai/Fire/Medical/Civil Defense

### 4. Risk Planning

- Risk Assessment completed
- Number and nature of planning meetings having taken place
- Details of roles assigned
- Details of communication with participant groups
- Details of physical assessment of locations and venues. Risks identified and mitigations
- Details of Equipment and fixtures. Risks identified and risk mitigations
- Confirmation and record of communications
- Confirmation of all insurances in place including third party confirmation

### 5. Method Statements

- Set procedures for undertaking individual specific activities that carry risks

### 6. Crowd Control

- Number of stewards, responsibilities, location, etc.

## **7. Fire precautions**

- Means of escape, safe holding capacity calculations, Fire safety equipment

## **8. Signage**

- Crown Control and Emergency Signage requirements (map/plan). Details of persons responsible and time/date by which it is place

## **9. Crowd Management**

- Number of stewards, responsibilities, location, training.

## **10. Public Road Safety**

- Traffic Management Plan, Carparking

## **11. Event Vehicular access**

- Transport plan, car parking arrangements, deliveries

## **12. Site Assessment**

- Physical Environment – Slips, trips and other Hazards. Identification and details of remedial actions taken.

## **13. Installations**

- Lighting, sound, structural, other – Details of requirements, providers, certification of safety and insurance.

## **14. Environmental issues**

- Noise, sanitation, catering, litter, waste, drinking water, hazardous materials

## **15. Medical/First Aid Provision**

- Numbers of personnel and kits required, location, ambulance, equipment, nearest hospital

## **16. Emergency Procedures in the Event of...**

- Minor incident/Major incident/Bad Weather/Premature Cessation of the event

## **17. External Stakeholders**

- Notification of External Authorities, Licenses and/or Permits required.