



Kerry County Council

Event Management Guide



Disclaimer -

This document is meant to be a guide and the contents are subject to periodic review in light of best practice, Government requirements and regulations. No reader should act on the basis of any such information contained without referring to applicable laws and regulations and/or without seeking appropriate professional advice.

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This Events Management Guide is for external bodies who wish to run events. It is available from Kerry County Council along with an application form for external organisers wishing to run an event on Kerry County Council premises and public spaces.

1 Events Management



Introduction:

Events are an important part of the social and community life in County Kerry. Each year a number of festivals, parades, concerts, food fairs, and historic re-enactments take place within the Kingdom of Kerry. These events provide entertainment and colour to our citizens and encourage visitors to our beautiful county and coastline.

Kerry County Council encourages and supports these events and will assist groups and communities to produce an enjoyable, rewarding and safe event for all the community.

The council has produced this management guide in order to facilitate the safe management of events that may be held in our premises, public spaces and areas that are managed by Kerry County Council. These can include events organised and/or supported by employees of Kerry County Council or may be events with external organisers and committees.

The definition of an event is a non-routine planned public or social occasion.

Under common law, all organisers have a duty of care towards persons involved in the event - including the audience, performers, suppliers and event employees.

This Guidance provides advice to organisers on the steps to be taken and outlines the measures they can implement to provide for an event which is safe and enjoyable for all involved. Advice is provided in this document on how to identify, control and manage risks associated with running events.

Organisers are advised that where their event is to be held on the following:

- Kerry County Council premises.
- Outdoor public spaces.
- Marine locations, including beaches, piers, harbours.
- Events where a road closure or significant traffic disruption is anticipated.

There are minimum notice periods for running such events.

Private events on private premises are not required to adhere to the Kerry County Council Event guide but this document is offered to the organisers of such events as an example of good practice.

Covid-19:

Organisers of any event will need to ensure a Covid-19 plan is completed to address the issues where people may gather, particularly indoors, as there may be restrictions on numbers allowed in to venues. It is the responsibility of all event organisers to keep up to date with all Governmental and HSE requirements which can be found online.

<https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

https://www.citizensinformation.ie/en/covid19/living_with_covid19_plan.html

<https://www.hse.ie/eng/>



2 Categories of Events

For the purposes of managing risk, public events being planned can be divided into the following five categories:

The table overleaf contains notice periods required for specific types of events within Kerry County Council.

Category A:

An event such as a poetry reading, training for a community group over a number of weeks, storytelling, an information evening, meeting of a gardening club or book club, or a residents association meeting. These events may involve up to 100 people and are usually hosted indoors, e.g. library meeting room; they may be classified as low-risk events due to the type of activities taking place.

Category B:

An event such as a summer BBQ, Christmas market, arts and crafts fair, a summer food festival, or a family fun day. OR, a similar type event which could be held on a daily or weekly basis for a prolonged period of time.

This type of event will usually involve in excess of 100 people and fewer than 1,000 people. The event may be held indoors or outdoors and may be classified as a low-risk event.

The events covered in this guide will apply to the categories of A & B only.

Category C, D & E are for information purposes only

Category C:

Events in this category are similar to B above. However, they will can involve more than 1,000 and fewer than 5,000 people or have an activity that could raise the risk rating, may be classified as medium-risk events. This may include holding an event on a public road or a public accessible area such as a public town park, beach, etc.

Category D:

Hosting of a large public indoor or outdoor event such as a music festival , return of a successful sports team or welcoming a dignitary to a locality, sports event using a public road or public routes. This type of event will usually involve more than 5,000 people and fewer than 10,000 people and may be classified as high risk.

Category E:

Hosting of a large public indoor or outdoor event such as a large music festival or concert This type of event will also usually involve more than 10,000 people and would automatically be classed as a very high risk. Please note that even if the event has less than 10,000 people, it may be categorised as very high risk depending on the events taking place.

** For events in categories C-E, consideration should be given to hiring a professional event organiser, depending on the type of event and potential inherent risks.*



Category	Number of attendees	Level of Assessed Risk	Minimum notice of period required for application
A	<100	Low	4 weeks
B	>100 <1000	Low	4 Weeks
C	>1000 <5000	Medium	8 weeks
D	>5000 <10,000	High	16 weeks
E	>10,000	Very High	16 weeks

The classification of risk involved with different events (low, medium, high and very high) given in the four categories should not be literally interpreted and is only intended to act as a guide.

This guideline is intended for low risk events where a road closure is not required. (Categories A-B)

A risk assessment should be undertaken for any proposed event to identify the foreseeable level of risk involved.

Events involving road closures or significant traffic disruption or include an activity that could be classed as high risk will need to be reassessed and may require the event be classed as a higher risk rating.

Below is a list of typical Risks identified when running any event. *(Non Exhaustive)*

Physical Risks	Human Risks	Biological Risks	Reputational Risks
Slips, trips and falls. Fire from cooking appliances, BBQs or the use of naked flames or fireworks. Vehicle collision, risk to pedestrians from moving vehicles. Explosion from the use of gas cylinders, petrol, chemicals, fireworks, etc. Water risk (swimming/paddling pool, river, lake, sea). Falls from Heights when erecting lighting, signage, power cables, etc.	Public safety & Child vulnerable persons and protection. Babies & Toddlers. Children & Vulnerable persons. Adults & the elderly Cognitive ability risks such as the ability to respond to alarm activations.	Treating cuts & grazes. Blood borne hazards Covid-19 Hepatitis. Tuberculosis. Salmonella and other food borne organisms wherever food is stored, prepared, served, sold or consumed. Other contagious diseases that could be spread in groups of people.	Reputation can be positively or negatively impacted, depending on how an event is managed

3 Pre-Planning for Running Events



3.1. Phases of an event

Three phases of an event need to be considered when assessing risks and determining requirements for an event:

- **Selecting, Designing and Setting up the venue.** The selection of suitable locations. Identifying competent staff, contractors and sub-contractors. Erection of structures such as tents, marquees, etc. Delivery and installation of equipment etc.
- **Operations during the event,** Managing crowds, emergency arrangements, transport, movement of vehicles around the event site, welfare facilities, first aid, fire prevention.
- **Clearing the venue,** dismantling structures, waste removal, remedial works, debrief etc.

As a guide, you should consider the following when planning any event:

- Is the event indoor, outdoor or mixed.
- Is the area that will be used for the event maintained or managed by the local authority.
- Expected number of attendees, taking account of the size of venue and current restrictions.
- Does the event have a target age group or a specific profile of attendees
- Accessibility for persons with disabilities.
- Time of day/day of week/week of year. (Lighting and Weather conditions)
- Name of Event Controller. Safety Officer. Chief Steward. Covid-19 Officer.
- Timescales. How long is the event expected to last.
- Is there a need to appoint professional organisers or get professional advice (fireworks displays)
- Numbers of staff/stewards required.
- Contact with Local Gardai and Municipal District Office.
- Road and traffic requirements. (Possible road closures)
- Utility Requirements. Provision of power, water, waste disposal, etc.
- Temporary structure requirements
- Requirements for fencing or barriers
- Welfare facilities
- Noise and light disruption. Consideration for neighbours.
- Emergency planning. Access for emergency vehicles.
- Event liability insurance
- Details of food outlets. (HSE licences).
- High Risk activities.
- First aid arrangements
- Safeguarding children and vulnerable adults
- Other events being held in the locality on the same day and/or at the same time.



3.2. Selecting a Venue

A wide range of venues can be used for events and selecting the right location for the event can reduce the risk and improve the experience of the event being held for all involved.

In planning any event, it is good practice to ask the following questions:

- Access - How will people get to the event ?
- Will a car parking area be required ?
- Are there any planning issues ?
- Is the event accessible to all ? (Access for wheelchairs mobility scooters or other devices).
- What arrangements are needed for the public not involved in the event ? Particularly relevant in parks or beaches and if a separation is required.
- What will be necessary for managing people to queue to gain entry into the venue. (Covid-19)
- Is the venue already authorised to run a particular kind of event ?
- How will people view the activities? Sitting? Standing? Seating, Access from one activity to another ?
- Are there safe capacities already identified?
- Does the venue have prior experience of a particular kind of event ?
- Is the venue designed for a particular kind of event ?
- Will the venue already have all the required facilities and equipment or will they have to be brought in ?
- Will temporary structures such as marquee's, tents, etc or adaptations to existing structures be required ?
- How will people leave. Are there any issues involved to move people out of the area ? Consider the time the event may finish, potential noise, road network, disruption to neighbours and residents ?
- What contingency emergency planning arrangements are in place? Are they appropriate or adequate for the particular event ?
- Will the venue be able to provide sanitising points at entry and in appropriate areas around the venue ?
- Will access need to be restricted to people with proof of vaccination ?
- Will people need to wear specific Personal Protective Equipment such as face coverings ?



4 Applying for Access to Local Authority Facilities. Categories of Events

4.1 Application to run an event in Kerry County Council premises or public spaces managed by Kerry County Council.

If you wish to run an event in a Kerry County Council premises or in a public space, you should first consult the local Area Engineer for Kerry County Council ahead of the notice periods specified in Section 2 (page 6) of this document. Notice periods are the minimum required to make safe arrangements for event management. Kerry County Council reserves the right to refuse events where minimum notice periods for application are not observed and will only consider granting of permissions for such events in exceptional circumstances.

Events requiring application will include those involving a road closure or significant traffic disruption. An application form and guidance are available from Kerry County Council. The application form requires information about your event, including those listed in Section 2.

4.2. Events with over 5,000 in attendance.

Events with over 5,000 in attendance require a specific event licence from Kerry County Council Planning Department. HSE policy states that a HSE approved and individually referenced and dated event specific medical plan which is subject to approval by the HSE is a condition of any licence.

Please note that licensing may not be required, for example, specific sporting events in a purpose-designed and approved sports stadium. This guide does not cover large or high risk events.

4.3 Indoor Events (Including those with Temporary Structures)

There are currently no regulations requiring a Local Authority to license or approve an event of <5000 person capacity. However there are certain Codes of Practice and provisions in legislation requiring an application to be made to the Courts for a license for certain activities that may be present at indoor events (e.g. liquor license, dance license, music and singing license).

The Fire Authority (along with other 'notice parties') is to be notified of this application to the Court (see www.courts.ie for further information).

When a notification of a licensing application has been received, the Fire Authority may carry out an inspection, request information, and, if satisfied, provide a letter of no objection with certain conditions attached to the Court. The 'letter of no objection or objection' from the Fire Authority is considered by the Court during their review of the application and the Court's subsequent decision to grant/deny the licensing application.

In any case all organisers of indoor events are required to cater for the health and safety, including fire safety, of persons on the premises under the following Primary Legislation and the regulations and guidance made under same:

- Safety Health and Welfare at Work Act 2005 (see www.hsa.ie)
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Fire Services Acts 1981 and 2003 (see www.environ.ie)
- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- Code of Practice for the Management of Fire Safety in Places of Assembly
- In addition there is code of practice covering Safety at Indoor Concerts. Code of Practice for Safety at Indoor Concerts 1998 (see www.environ.ie)



4.4. Organising Funfairs

Applicants may propose to host a funfair or use their own fairground equipment on Kerry County Council property. For such events compliance with the Planning and Development Act, 2000 (Certification of Fairground Equipment) Regulations, 2003 should be demonstrated by the organisers by providing safety certificates to the Safety Department of Kerry County Council for the equipment being used. Whilst a period of 2 weeks notice is stipulated under Section 7(a) of the Act, this period of time is being reduced under the Regulations. Under Article 9 of the regulations, a person who intends to hold or organise a funfair shall give two working days notice in writing to Kerry County Council if they wish to hold a funfair or use fairground equipment in the county. Kerry County Council has powers under the Act to serve a notice requiring that the funfair be terminated if either a valid certificate or sufficient notice period are not met.

PLEASE NOTE: For events with an attendance of more than 5,000 people, the event organiser will also need to apply to the local authority for an event licence.

5: Running an event on private Premises

For organisers running events on private premises, there is no application process to Kerry County Council. However you will still need to comply with the Licensing and Insurance and relevant fire certification requirements outlined in Section 7.4 and 7.5 of this document. Kerry County Council recommends that you follow the guidance provided for running events. You should also contact the local Municipal District Engineer, Kerry County Council Safety officer and the Gardai if you require any assistance in managing traffic routes to your event, including provision of signage etc. Please refer to Section 7.4 in relation to the provision of advertising for your event in a public place, which requires written approval from Kerry County Council.

6: Process for Managing Risk

The principles of managing risk should be applied to the planning and decision making process for all events. To manage the risks, it is necessary to establish the type of event being planned. Book readings or poetry recitals would normally be considered low risk, however events with cooking facilities or climbing walls would be a higher risk. The type of event should be provided in the application form, including details of public safety; employee safety; health and welfare; environmental safety; fire safety; food safety (where food is stored, prepared, served, sold or consumed); the safeguarding of children and vulnerable persons and first aid.

The risk management process is broken down into four key steps which should be put together to form a continuous cycle of risk management.

- Identify the Hazard
- Assess the Risk
- Manage the Risk
- Monitor and Review the Risk

6.1. Identify the Hazard

Identifying the hazards is the first key step in the risk management process and, ultimately, to a successful event. Typically, the hazards associated with a particular activity can be identified by those responsible for that activity. The key risks for all events should be documented.

Typical risks for the different categories of events (Refer to Section 2) are given in the next chart:



The risk identification process must be applied to all the phases of an event as identified at Section 3.2. All risks (once identified) should be assigned to an owner by the event organiser. The owner will have responsibility for ensuring the risk is managed and monitored over time. A risk owner should have sufficient authority and resources to ensure that the risk is effectively managed; the risk owner may not necessarily be the person who actually takes the action to address the risk.

6.2. Assess the Risk

Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires risk assessment for all workplace hazards. This also applies to events, with the responsibility to carry out risk assessments falls onto the Promoter / Organiser in place of the Employer.

Risk Assessments are based on an identification of the hazards associated with each work activity identified, an assessment of the risk rating and the control measures necessary for the elimination or reduction of the risk rating to an acceptable level.

Risk Assessment Sheet:

The Risk Assessment Sheet should typically include the following sections:

Work Activity / location Equipment:	A brief description of the work activity being carried out, the location of the work activity and the equipment or substances being used
Hazard:	A description of the hazards associated with the activity, the location of the activity and the equipment or substances used as part of the work activity
People affected:	location and the equipment associated with the activity
Risk Rating before controls:	likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered
Control measures:	Measures to be put in place to manage and reduce the risk. Control measures to be put in place are to be cognisant of the General Principles of Prevention in Schedule 3 of the Safety, Health and Welfare at Work Act 2005
Responsible person:	Person responsible for the implementation of the control measure
Risk rating after control:	A calculation of the level of risk after controls are put in place taking into account the likelihood that someone could be harmed by the hazard and the severity of harm likely to be suffered.
Assessment Date:	Date prepared
Review Period:	12 months from date of assessment or less if appropriate in relation to re-occurring events.
Assessment By:	Name of person who prepared the risk assessment sheet

Numeric Rating	Likelihood	Severity
1.	Very Unlikely	Very minor injuries
2.	Unlikely	First aid, minor injury & illnesses
3.	Likely	Injury resulting in 3 or more days off work
4.	Very Likely	Major injury / illness
5.	Almost Certain	Permanently disabling injury or illness or fatality.



A risk assessment involves assessing the likelihood and severity of the risk in accordance with the table above and then multiplying the results to find out the overall risk rating, using the table and matrix below. According to the level of risk, actions may be required to reduce risk to an acceptable level.

Numeric Rating	Likelihood	Severity
1	Very Unlikely	Very minor injuries
2	Unlikely	First aid minor injury/illness
3	Likely	"> 3 Day +" injury/illness
4	Very Likely	Major injury/illness
5	Almost Certain	Permanently disabling injury /illness or fatality

↑ Severity (S)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	↓ Likelihood (L) →					

Numerical Value (S X L)	Descriptive Risk Rating	Interpretation and / or Action
1 - 2	Acceptable	Current controls and provisions are adequate.
3 - 4	Low	Activity can proceed, Risk Assessment should be monitored to ensure the risk does not increase over time.
5 - 10	Medium	Risk assessment must be regularly rechecked and all reasonable efforts to reduce risk rating to as low as practicable.
12 - 16	High	Controls should be identified to bring risk rating down to as low as is reasonably practicable.
20 - 25	Unacceptable	Immediate action required. Activity should be stopped and matter referred to the line manager and/or the safety section for review.

Please note. This is not a proscribed document and other forms of risk assessment will be accepted as long as they meet the criteria required to ensure a robust risk assessment has been carried out. The above is for example purposes only



6.3. Managing Risk

Having identified and assessed the possible risks, the next step is to manage the risk. In managing the assessed risks the focus will be on ensuring the safety of employees, event attendees and third parties such as service providers, and on preventing damage to the environment and local authority property.

4 ways to manage risk:

1. Avoid / Eliminate	Some risks may only be manageable by eliminating or terminating the underlying activity.
2. Reduction	The purpose here is to contain the risk at an appropriate level. The majority of risks will be managed in this way.
3. Transfer	This entails taking measures to transfer a risk, or responsibility for a risk, to a third party. Risks may be transferred because another organisation is more capable of managing it. It is important to note that some risks are not fully transferable, e.g. reputational risks.
4. Manage	The impact of the risk may be tolerable and therefore may not require any further action to be taken. Even if it is not tolerable, it may not be possible to take any significant action against certain risks, or the cost of taking such action may be disproportionate to the benefits gained. In these circumstances the option may be to manage the existing level of risk. This option must be supplemented by contingency planning to handle the impacts that may arise if the risk is realised.

At this stage, in order to effectively manage the risks, management controls should be put in place. Again, this should consider all three phases of an event as identified at Section 3.1.

These controls may include those in 6.3. *Managing Risk*

- A safety management plan, supported by appropriate policy and procedure (please refer to Appendix 1 for details of the required contents)
- Seeking guidance from experts.
- Ensuring compliance with relevant legislation.
- Obtaining a technical plan or map of the location where the event will be held. The plan or map should identify utilities and other key information relevant to the event such as fire routes, emergency service routes, fire hydrants, etc.
- Communicating with key stakeholders such as An Garda Síochána, Fire Authority, Health Service Executive and contractors, among others; this may involve holding a number of meetings.
- Provision of security if deemed necessary.

6.4. Monitor and Review the Risk

Once you have control of the risk, review and assess if the existing controls are adequate or if they need to be changed to ensure no one gets hurt. Typical examples of this could be limiting the amount of people using a bouncy castle at any one time to ensure people don't get hurt bumping into each other.



7: Documentation and Requirements for running an event

7.1. Key Appointments

Competent persons must be identified to perform the following roles:

- Organiser
- Event Controller
- Safety Officer
- Event Medical Coordinator
- Medical Officer (doctor) for larger events.
- Chief Steward

7.2. Role of Stewards

A steward is an individual providing services at an event. Services could include:

- Checking tickets or access restrictions.
- Directing persons to seats, facilities or other areas of a venue during the normal course of an event
- Providing safety advice and assistance, particularly in the event of an emergency
- Ensuring all entrances, exits, passageways, stairways and other concourses are kept clear for health and safety purposes
- Checking and reporting of any matter posing a risk to the health and safety of persons
- Observation and reporting of crowd dynamics
- Traffic management

An Event Steward may not undertake any task of a security nature. These must be undertaken by a licensed provider under the Private Security Services Act 2004.

Such tasks include but are not limited to:

- Preventing unauthorised entry
- Removal of persons from venue
- Protection of property
- Protection of persons (but not including guarding or protective services provided in relation to a specific individual or specific individuals)
- Searching for and controlling of prohibited goods, items or other object

7.3. Documents Required:

An Event Management Plan must be prepared and the details of the content of a typical plan can be found in Appendix 1. Depending on the size of the event will depend on how detailed the plan is.

It should include the following:

- Risk Assessments
- Key Contact List
- Maps and Drawings (stage / event area layout, barriers etc)
- An emergency preparedness plan including the provision of emergency services such as first aid, fire fighting, etc.



7.4. Licences and Permissions

All licences and permissions must be in place before the event. Please note the timescales for such applications as outlined a Section 2. A summary of licence and permission requirements is outlined below:

Event.	Authority	Requirement
Outdoor Event <5000 in attendance on Kerry County Council Premises	Kerry County Council	Complete online application form in line with timescale requirements.
Event in Council Premises	Kerry County Council	Liaise with host for event and complete application process.
Event on council property with <500 in attendance	Kerry County Council	Complete online application form in line with timescale requirements.
Event on council property with >500 in attendance	Kerry County Council	Licence may be required.
Intention to sell alcohol	Department of Justice & equality	Occasional Liquor licence required from revenue commissioners.
Fireworks display	Department of Justice & equality	Permission for importation and storage of fireworks includes consultation with the Kerry County Fire & Rescue Services. (KCF&RS)
Event trading	Kerry County Council	Casual trading licence required.
Temporary road closure	Kerry County Council & Garda Síochana	Application to KCC, 8 weeks in advance of the event . Check with local Gardai and local Municipal District Office if a road closure order is required prior to application.
Preparation or sale of food products	HSE	Stall owner must submit a completed application form for licensing of food stall, 2 months prior to commencement of business.
Event advertising	Kerry County Council	Application for written permission is required for placing of advertising in a public place for the distribution in a public place of advertising literature.



7.5. Insurance Requirements

The legal liability of Kerry County Council is protected under its existing public liability policy, subject to normal policy terms, conditions, exceptions and endorsement.

External organisers and third parties will be required to produce evidence of insurances with provision of an indemnity to Kerry County Council where applicable. It is the responsibility of the event organiser to provide evidence of insurance for each individual participant in the event.

Events that have employees are required to provide employers liability insurance of universal indemnity limit of € 13m.

All insurances should contain an indemnity to Kerry County Council.

This document addresses events that fall into Category A-B only. If you think the event isn't covered by the description in category A-B. You may need to reassess and place the event in a higher category.

Requirements for levels of insurance cover advised by IPB are summarised below:

Category of event	Number of attendees	Level of assessed risk.	Insurance requirements	Comment
A	<100	Low	Public liability – € 2.6m – € 6.5m	If the applicant has no public liability insurance, the local authority can still give approval if the level of risk assessed is low.
B	>100 <1000	Low	Public liability – € 6.5m	If the applicant has no public liability insurance, the local authority can still give approval if the level of risk assessed is low
C	>1000 <5000	Medium	Public liability – € 6.5m	It is advisable that the local authority seeks evidence of public liability insurance and considers if a public event organiser should be involved.
D	>5000 <20,000	High – Very High	Public Liability € 6.5m – €13m	A professional public event organiser should be involved with evidence of involving others such as <ul style="list-style-type: none"> • Gardai. • HSE • Fire Services
E	>20,000	Very High	Public liability – € 20m	A professional public event organiser should be involved with evidence of involving others such as <ul style="list-style-type: none"> • Gardai. • HSE • Fire Services

PLEASE NOTE: The requirements for safeguarding children and vulnerable persons for such events should be documented by the event organiser. Professional event organisers will be requested to provide evidence of insurances to include professional indemnity, public liability and employer liability insurance.



7.8 Marine Events

The Piers and Harbours Section of Kerry County Council is responsible for accessing the piers and harbours. If access is required to hold events on or in the water and requires access or the use of the piers and harbours, an event plan with associated risk assessment is required to be completed.

The guidelines are attached in Appendix 4.

7.9 Guidelines for Holding Events on Kerry Beaches.

Kerry has a large number of Blue Flag beaches and several events are held on the beaches on an annual basis.

These range from Horse racing, beach races, festivals, pattern days, etc.

Due to the level of risk these events are normally considered to be a Category C event (reference Section 7.5) and public liability cover with a limit of €6.5million with an indemnity extended to cover Kerry County Council.

In the case of a commercial organisation, cover limit would be €13 million and indemnity again extended to cover Kerry County Council.

Sufficient stewarding must be in place to assist the participants and to avoid clashes with other beach users. Beach events must generally take place outside of public holidays and bank holiday weekends and the main summer season. Consultations must be held with the local Gardai in relation to the traffic management of the event. *Please note: The Blue Flag Season is normally between June 1st to September 15th*

The group must arrange to collect and clean up any litter generated by the event. Horse droppings must also be cleaned up in the case of an equine event. The activities of horses are restricted to the intertidal area along the waterline during the permitted times and should not use sand dunes at any time.

Any event management plan should be prepared in line with Foreshore permissions and Appendix 1 of this document. A list of all equipment brought to the beach, along with all other relevant documents, must be provided to the Environment Section of Kerry County Council ahead of the event.



8: Reporting Incidents

All incidents, including complaints irrespective of whether they are low level, medium or high level incidents must be recorded. Where appropriate the incident should be reported to Kerry County Council for investigation so that corrective action can be taken to prevent reoccurrence.

A register of reported incidents including complaints associated with the event should be maintained by the event organiser and provided to Kerry County Council to assist in identifying trends so that appropriate management controls can be updated and implemented and learning can be built into future plans for public events.

If an incident occurs which is described as very serious then a request for assistance should be made by the event organiser to the insurer of the event.

The Health and Safety Authority must be notified of specific accidents. The criteria for notifiable accidents are set down in the Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences.

9: Legislation & Other guidance

For more information on any aspect of this procedure and associated guidance, event organisers may refer to the following documents, which are relevant to event management:

ACTS:

- Fire Services Act, 1981 and 2003
- The Safety Health and Welfare at Work Act 2005
- Planning and Development Act 2000
- Licensing Acts 1833 – 1995
- The Roads Act 1993 – 2007 (Temporary Closing of Roads)
- The Road Traffic Act 1961 – 2007 (Section 67) (67(1)) (67 (2) (a – b)
- Criminal Justice (Public Order) Act 1994
- Health Act 1947
- Litter Pollution Act 1997
- Public Health Acts Amendment Act 1890 (Section 37) Temporary Structures
- Private Security Services Act 2004

REGULATIONS:

- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- Food Hygiene Regulations 1950 – 1989
- Planning and Development Act 2000 – 2007:Part XVI & Planning & Development Regulations 2001 – 2008 (Licensing of Outdoor Events.
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Safety Health and Welfare at Work (General Application) Regulations 1993 Part X Notification of Accidents and Dangerous Occurrences



CODES OF PRACTICE

- Code of Practice for Safety at Outdoor Pop Concerts and other musical events
- Code of Practice for Safety at Indoor Concerts
- Code of Practice for Safety at Sports Grounds – issued by the Department of Education
- Code of Practice for the Management of Fire Safety in Places of Assembly
- Code of Practice for Fire Safety of Furnishing and Fittings in places of Assembly
- Code of Practice for Safety at Sports Grounds Department of Education January 1996 (Section 14 Temporary Stands and other Temporary Structures)
- HSE Requirements and Guidance for Outdoor Crowd Events.

STANDARDS

- Fire protection and alarm systems for buildings. System Design Installation. Commissioning and maintenance I.S. 3218:2013
- Emergency Lighting I.S. 3217:2013

GUIDANCE

- Funfair Guidance Document - Department of Environment: 2002
- Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995
- Piers and Harbours Marine Events Guidelines 2014

BYE-LAWS

- Bye-Laws of Kerry County Council 1994 Local Government Act
- Kerry County Council Piers and Harbours Bye-Laws 2014
- Beach Bye-laws
- Town Park Bye Laws

ADVISORY AND INFORMATION MATERIAL

- The Event Safety Guide issued by the Health & Safety Executive. (UK)
- Fire Safety Risk Assessment for Open Air Events & Venues issued by the department for Communities & Local Government (UK)
- Temporary Demountable Structures: Guidance on Procurement, Design and Use, Institution of Structural Engineers, London, 1995
- BS 6399: Loading for buildings: Part 1: 1984: Code of Practice for dead and imposed loads, Part 2: 1995: Code of Practice for wind loads, Part 3: 1988:
- Code of Practice for imposed roof loads, British Standards Institution, London BS 5973: 1993, Access and working scaffolds and special scaffold structures in steel, British Standards Institution, London.
- Dickie, J.F., & Tomlinson, G.R.: "Demountable Grandstands", Structural Engineer Review

Appendix 1: Typical Contents of an Event Plan



Please ensure that the following documentation / information, (if required for your event) is included in your Event Management Plan.

Event Description / Introduction & Scope of Event

- Introduction
- Event Schedule & timings
- Organisers Details

Event Management Structure and Responsibilities

- Organisation list with contact numbers and email addresses.
- How to identify stewards from the general public. (Hi-Viz vests)
- Post Event Debriefing Meeting
- Event Management Structure
- Insurance - Public liability insurance (must include a specific indemnity for Kerry County Council. Please refer to Section 7.5)

Event Safety

- Category of Event
- Risk Assessment of significant Risks for event
- Site Layout & Occupant Capacity
- identification of Viewing areas
- Access control
- Water Safety Plan (if applicable)

Site Structures, Layout and Facilities

- Type of Temporary Structures
- Provision for Spectators with Disabilities
- Provision of First Aid
- Parking
- Fire Safety and location of fire fighting facilities.
- Crowd Control measures, incl Barrier types, etc.

Communications:

- Event Communications
- Alerting Procedures

Environmental Management Issues:

- Provision of toilets and welfare facilities.
- Litter and Rubbish Clean up
- Water Provision
- Lost Children

Appendix 2: Event Safety Inspection Checklist



This inspection checklist is provided as guidance only for event organizers. It is in three Sections:

Event	
Location	
Date	
Name of assessor	

Access & Egress	Yes	No	N/A
All staff & Volunteers in Place			
Safety Precautions in place			
Control & Safety Barriers in place			
Entrance and exit routes clear			
Access for emergency vehicles is clear			
Adequate signage in place			
Pedestrians segregated from vehicles.			

Area conditions	Yes	No	N/A
Are underfoot conditions adequate and free from slips & fall hazards?			
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?			
Are fixtures in good condition e.g. seats, fencing, signage etc?			
Has vegetation been cut back, debris removed and the area made safe where required?			
Have weather conditions created new hazards to be addressed?			

Event Personnel	Yes	No	N/A
Are all event personnel including volunteers, security/stewards, Statutory agencies personnel and event management in situ?			
Are all control room personnel and radio operators in place and all radio checks carried out with relevant personnel?			
Are all event personnel fully briefed on all arrangements, in particular emergency procedures?			
Are all necessary personnel familiar with the event management and the reporting structure?			



Event Fire Safety Checks – Are the following checked & certified	Yes	No	N/A
Fire Extinguishers and Fire Points (incl. all electrical points)			
Emergency exits – Clear adequate widths and visible signage			
All routes clear and unobstructed. All routes clear and unobstructed			
Fire Certs for Marquees, tents, temporary structures where required			
Furnishing and Fittings Certified.			
Electrical Certs provided for all installations and Generators by competent person. (ETCI)			
All generators are diesel and barriered off to prevent unauthorised access or interference.			
Are all cable runs adequately secured and any trip hazards addressed?			
Installation Cert for all gas installations (IS820) by competent person only?			
Are all gas fire units at least 6m apart			
Numbers of gas cylinders adequate, caged and secure with safety signage?			
Access to authorised areas adequately barriered off?			
Has each vendor receipt of Fire Safety Guidelines?			
Can emergency services access services all required areas.			

Attractions / Activities / Structures	Yes	No	N/A
Have all activities/attractions supplied evidence of Insurance and Health & Safety documentation requirements incl. Structural Design Cert where applicable?			
Are all activities/attractions sited correctly and checked?			
Have all structures been inspected and approved by a competent person where required? Have Construction Certs and engineers report been completed?			
Are all hazardous activities segregated and/or fenced as required?			
Are all event personnel briefed on emergency procedures?			
Are all necessary personnel familiar with the event management and the reporting structure?			
Are all lighting requirements in place.			
Have welfare facilities been provided and inspected regularly.			
Are adequate waste bins in place and checked and emptied regularly.			

Appendix 3: Post Event Checklist



Exhibitors / Attractions / Stalls	Yes	No	N/A
Have all activities ceased and attractions dismantled and removed			
Have all stall holders . Exhibitors left the building or area.			
Have all vehicles left the area.			
Temporary Facilities			
Has all equipment and structures been dismantled and removed			
Have temporary posts, stakes, banners, sign boards been removed			
Have any holes, trenches, been filled in and made good.			
Have all temporary electrical installations been made safe.			
Waste Collection			
Has all waste been collected and removed from the site or venue			
Has all fire hazards been checked and made safe. (Bonfires, fireworks)			
Has there been any reported damage to permanent structures or facilities. Has this been reported to the concerned person or group.			
Has the area been handed over to the owner or manager of the venue or area.			
Incidents / Accidents			
Were there any accidents or incidents reported during the event			
Have all incident reports been completed and reported where required.			
Where required, has your insurance company been notified of accidents or incidents that occurred during the event.			

Appendix 4: Marine Events Guidelines



REQUIREMENTS FOR MARINE EVENTS or EVENTS ON WATER

- 1.** The permission of the Council is required for all public events planned within the functional areas of towns and villages.
- 2.** The event organisers must apply to Kerry County Council, outlining:
 - Date and times of the event;
 - Nature and scope of event;
 - Number of persons expected to attend;
 - The number of participants, the number of vessels and the number of safety/rescue vessels.
 - A minimum of 6 weeks notice must be given to the Marine Officer prior to the proposed date of the event;
 - All information requested must be submitted in a timely manner and the details of the event must be finalised and agreed 2 week prior to the proposed date of the event.
- 3.** The organiser is advised that they should have in place adequate public liability/marine insurance(s) providing cover for the event.
- 4.** The organiser must submit a Plan for the event outlining, the safety management and emergency procedures during the event and the name of a nominated person whose responsibility is to ensure safety on site. This nominated person shall have due regard to the current weather/wind/tide conditions on site. He/she is responsible for alterations of the course and/or cancellations of the event on the day, should weather conditions be such as to require same.
- 5.** Due regard should be paid to weather warnings, including small craft warnings on the day of the event.
- 6.** A detailed layout of the course where the event will take place must be submitted. If it is intended to construct a platform/navigation aid, or other similar structure, details of the dimensions, materials etc. must be included.
- 7.** The organiser must confirm that the Gardai/Civil Defence/RNLI/ Irish Water Safety, Local Sean & Cliff Rescue, and any other appropriate emergency services have been notified of the details of the event.
- 8.** Details of the stewarding of the site/area must be submitted in advance of the event.
- 9 .** Swimming events – when organising swim events due consideration should be given to the following: A nominated person must be appointed by the organisers. This person must have responsibility for the safety and management of the swim. His /her decision must be final in all issues relating to the event. If he /she feels it is necessary to appoint assistants it is at the safety officers discretion.
- 10.** An emergency plan must be formulated and put in place on the day in conjunction with the organisers nominated person. The course must be explained clearly to the entrants and must be clearly marked. The marker buoys should be big enough to be seen clearly by the swimmers from the water.
A fixed stationary observation boat should be stationed at the outermost point of the swim.
A sweeper boat will be used to stay behind the back swimmers to pick up stragglers
Rescue craft must follow the field on each side. These craft should be used with a ratio of one to twenty swimmers.
All rescue craft should carry one lifeguard with rescue tube. Also each craft should carry ring buoys and reaching poles.
All rescue craft should be in communication with each other via walkie talkie or vhf and safety officer.
Rescues canoes should be used for close up rescue work during the event.
It should be arranged to count swimmers into and out of water and during stages of the swim.
- 11.** In big events (100 plus)it may be necessary to stagger swimmers start and this would depend on swimmer experience and decision of safety officer.

Appendix 5: Municipal Districts - Contacts



Listowel Municipal District
Phone Number.
E-mail address

Tralee Municipal District
Phone Number
E-mail address

Dingle & Castleisland Municipal District
Phone Number
E-mail address

Killarney Municipal District
Phone Number
E-mail address

Kenmare Municipal District
Phone Number
E-mail address.