

# Sraith Straitéisí D'imeachtaí

# Event Toolkit



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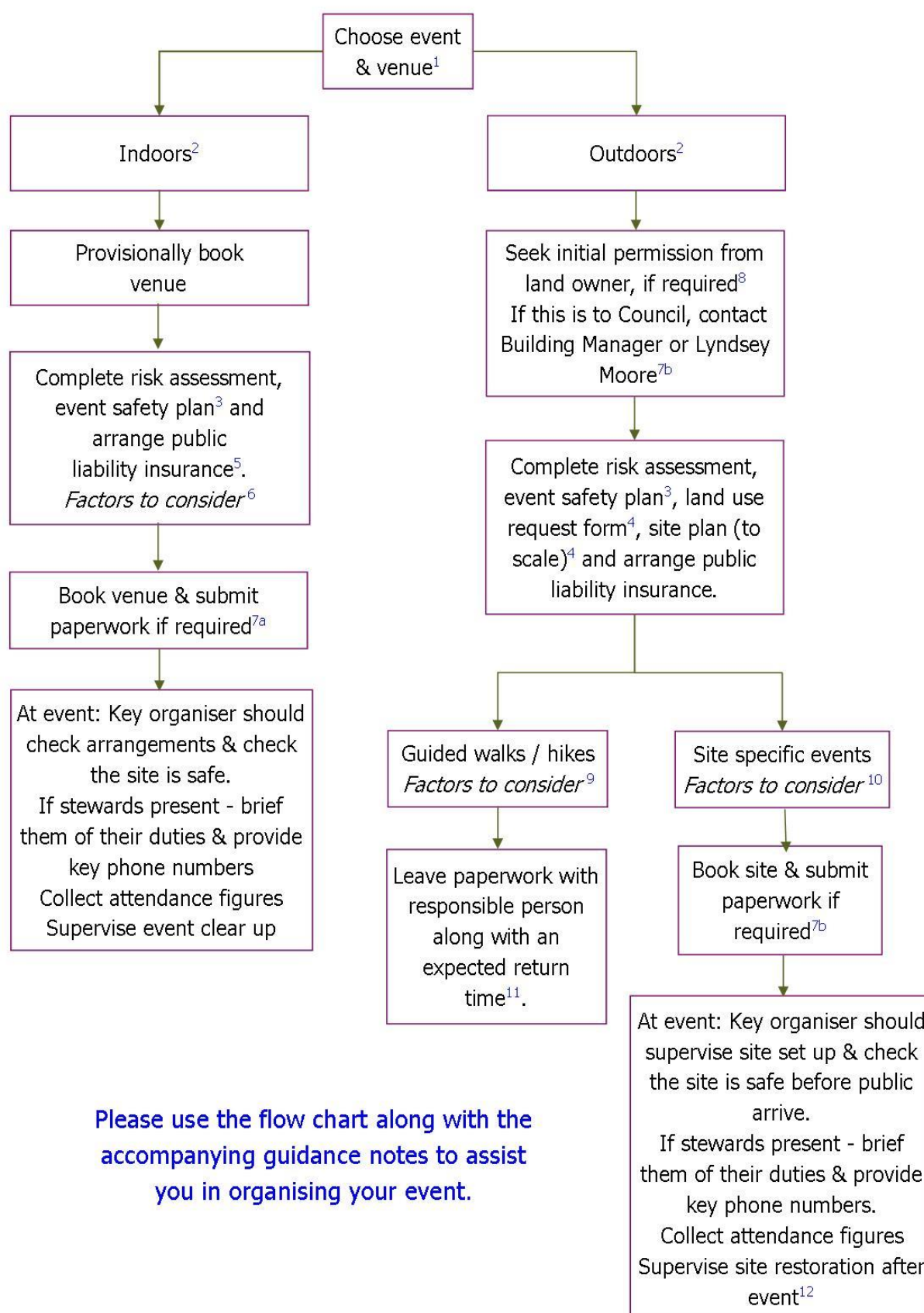
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## Event Planning Flow Chart



Please use the flow chart along with the accompanying guidance notes to assist you in organising your event.

## Event Planning Flow Chart - Guidance Notes

1. Consider the activities involved in the event and anticipated attendance as these will determine your required venue capacity and facilities.
2. If suppliers, such as amusements, food providers etc. are being used you will need to collect the companies' public liability insurance, risk assessments and any relevant safety certificates for equipment or food preparation. If food providers are being used they must have a valid food hygiene certificate and the Environmental Health Department of the Council also need to be informed. If amplified recorded music is being played in/on a premises not already licensed to sell alcohol, or is being played between the hours of 11pm and 8am, an entertainment license will be required; this can be applied for through NMDDC Licensing Department ([buildingcontrol@nmandd.org](mailto:buildingcontrol@nmandd.org)) for a small fee.
3. For small events of less than 50 attendees the risk assessment should be sufficient as an event safety plan; however this will depend on the venue owners.
4. Required for site specific events only. The 'Request to Use Council Land' forms ([Appendix 4](#)) are needed for Council owned sites; other land owners may have something similar.
5. It is recommended that your public liability insurance has a minimum limit of indemnity of £5 million.
6. Factors to consider:
  - i) First aid cover & equipment – ask about trained venue staff
  - ii) Room layout
  - iii) Additional equipment e.g. computer and projector
  - iv) Car parking
  - v) In the case of larger events: car park stewards to aid traffic flow
  - vi) Under what circumstances you would cancel the event
7.
  - a. If you are using a Council venue, you will need to supply your public liability insurance, risk assessment(s), event safety plan and any provider's paperwork as stated in note 2 above, to the relevant Council employee; most likely the venue receptionist or manager, four weeks before the event.
  - b. For outdoor events you will need to submit your paper work (as stated in notes 2 & 4 above) to Lynsdey Moore ([lynsdey.moore@nmandd.org](mailto:lynsdey.moore@nmandd.org)).
8. This typically applies if the land is privately owned, Council owned or if the event is sufficiently large that disruption would be caused to the site's normal operations or environment. Guided walks along designated paths/roads etc. are generally exempt, however if you are walking along public roads a request needs to be submitted to the [Parades Commission](#), 28 days before the event. With regards to Council sites; at least three months' notice will be required for events of less than 5000 people.
9. Factors to consider:
  - i) Access to toilets.
  - ii) Route you will take and possible access points for emergency help.
  - iii) Advice for participants e.g. reasonable level of fitness required, walking sticks recommended etc.
  - iv) Recruiting a backstop (a responsible person bringing up the back of the walk to ensure the group is kept together and to notify of oncoming traffic).
  - v) Rest points and shortened routes if the weather turns bad unexpectedly.
  - vi) Under what circumstances you would cancel the event.
10. Factors to consider:
  - i) Access to toilets, including accessible toilets.
  - ii) Car parking, including accessible spaces.
  - iii) Adequate event communication, both within the event and to external agencies. You may need to consider a radio repeater, due to the mountainous terrain.
  - iv) Crowd control.
  - v) Shelter from poor weather.

- vi) Event set up time – depending on the size of the event and the changes you wish to make to the site, you may need to close the site to the public for a time, to enable you to set up the site safely.
- vii) Access and egress for emergency services.
- viii) Under what circumstances you would cancel the event.

**NB:** Barriers, chairs, marquees and tables may be supplied by the Council for a small cost. Requests need to be submitted to [events@nmandd.org](mailto:events@nmandd.org) using Appendix 5 at least four weeks before the event. If the resources are needed during peak event periods it is recommended that you send requests as early as possible to avoid disappointment.

- 11. For larger events it is recommended that you contact the local mountain rescue service with your route plans before the event. The Ring of Gullion is covered by the Mourne Mountain Rescue Service ([secretary@mournemrt.org](mailto:secretary@mournemrt.org)).
- 12. After the event sites should be immediately returned to the same condition (or better) that they were in before the event i.e. all equipment and signage removed, event litter collected and removed. Depending on the size of your event you may need to arrange the supply and emptying of additional bins with the Council.

## Event Risk Assessment

As part of organising a safe event you must control the risks to organisers and attendees. To do this you need to think about what might cause an accident and/or ill health to people and decide what reasonable steps you can take to prevent them; in other words, make a risk assessment. Most of what is contained in a risk assessment is common sense, for example; keeping electrical equipment away from water.

To carry out a risk assessment you need to think about what activities your event will have and what hazards (anything which may cause harm) are associated with those activities. Decide how people may be harmed by the hazard and work out what steps can be taken to reduce the risk of an accident happening. You may find it easier to produce two risk assessments, one from the perspective of the organisers, stewards and other volunteers assisting with the running of the event, the other from the perspective of attendees; particularly if those working behind the scenes are exposed to more hazards. Should an accident occur all the details will need to be collected on an Accident/Incident Report Form ([Appendix 2](#)); depending on the severity of the accident this form may need to be submitted to the event insurers.

On pages 8 - 10 there is an example of a generic risk assessment, which you are welcome to use as a guide to create your own event-specific risk assessment.

## Event Safety Plan

Larger events (over 100 attendees) will need an event safety plan as well as a risk assessment. Event safety plans focus more on what will happen in the event of an emergency; rather than general risks. Your event safety plan should detail who will take on decision-making responsibilities during an emergency, as well as the emergency procedures.

When developing your event safety plan you should consider how you will:

- Get people away from immediate danger,
- Handle casualties,
- Liaise with the emergency services and if the situation is serious, hand over responsibility for the emergency to them,
- Deal with people displaced by the emergency i.e. those not injured,
- Protect property.

Your event safety plan should also include:

- A contacts page, containing all the essential contact numbers and
- Site location maps detailing the locations of activities, stewards, first aid etc.

On pages 10 - 12 there is a short example of a generic event safety plan, showing the control factors put in place for one hazard identified at the risk assessment stage as well as general stewards' duties. You are welcome to use this event safety plan as a guide to create your own event-specific safety plan.

This is for guidance only. You must complete your own, event-specific, risk assessment

### Example - Generic risk assessment

Below is a generic risk assessment which will cover the main risks present at any event; however it is not a comprehensive list. The 'current control measures' provided will not apply to all situations. Please use it as a guide to tailor your own, **event-specific**, risk assessment. A few guidance notes have been included in blue.

**\*Likelihood** – A measure of the chance of an accident occurring

**1 – Very unlikely:** There's a 1 in 1,000,000 chance of the hazardous event happening

**2 – Unlikely:** There's a 1 in 100,000 chance of the hazardous event happening

**3 – Fairly likely:** There's a 1 in 10,000 chance of the hazardous event happening

**4 – Likely:** There's a 1 in 1,000 chance of the hazardous event happening

**5 – Very likely:** There's a 1 in 100 chance of the hazardous event happening

**Severity** – A measure of how serious an injury would be if an accident occurred.

**1 – Insignificant:** No injury

**2 – Minor:** Minor injuries needing first aid

**3 – Moderate:** Up to three days' absence from work

**4 – Major:** More than three days' absence from work

**5 – Catastrophic:** Death

**If you have safety measures in place and are still getting a Risk Factor score of 17-25 the activity/event should not go ahead.**

### Event Safety Risk Assessment

**ACTIVITY:** *Insert event title*

**LOCATION:** *Location address*

#### Location Description:

*Give a brief description of the location, indoors, outdoors, surface type and condition etc.*

**MAP SHEET/GRID REF:** *Letter & Six-figure grid reference* **Likelihood (L) x Severity (S) (were 1 is low, 5 is high) = Risk Factor (R) \*see notes above**

Area/Object	Potential hazard	L	S	RF	Current control measures	Action in event of an accident	Additional control measures
Weather	Cold/heat/burn	4	3	12	Adequate protection – Attendees have been advised to wear correct clothing for conditions. Check Met Office weather day before the event taking place at: <a href="http://goo.gl/C40rpv">goo.gl/C40rpv</a>	First aid / 999 (depending on seriousness)	Activity cancelled in extreme weather
Uneven and potentially slippery surface	Slip/trip/fall	3	2	6	- Warning statement. - Attendees advised to wear appropriate footwear. - Wet surface hazard signs displayed.	First aid / 999	Leaders aware of alternate entry/exit points in case of injury.

This is for guidance only. You must complete your own, event-specific, risk assessment

Moving vehicles	Collision with attendees	2	3	6	<ul style="list-style-type: none"> <li>- Stewards wear hi-vis vests at all times.</li> <li>- Traffic movement areas e.g. crossings manned with stewards in hi-vis vests directing pedestrian traffic.</li> <li>- Site made into a pedestrian zone during the period the event is open to the public.</li> <li>- Walk leader and back stop wear hi-vis vests and alert walkers to oncoming traffic, so they can move into the side of the road.</li> </ul>	First aid / 999	Stop pedestrian movement if necessary to facilitate vehicle movement. NB: Stewards to not have the power to control vehicle traffic, only pedestrian traffic.
Generators / Electrical equipment	Electric shock	1	4	4	<ul style="list-style-type: none"> <li>- Generators placed in a cordoned off area.</li> <li>- Ensure electrical equipment is suitable for outdoor use.</li> <li>- If more than 12 months old electrical equipment is PAT tested.</li> <li>- Electrical equipment kept away from water sources indoors.</li> <li>- Equipment checked for damage before use; particularly cables and plugs</li> </ul>	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.
Generators / Electrical equipment	Tripping over cables	2	3	6	<ul style="list-style-type: none"> <li>- Cables kept tidy in cordoned off area.</li> <li>- If cables must cross pedestrian walk ways, external/internal pedestrian cable covers used.</li> </ul>	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.
Wildlife	Stings/bites	2	2	4	None	First aid / 999	None
Manual handling	Sprain / Strain	3	2	6	<ul style="list-style-type: none"> <li>- Stewards trained in correct manual handling techniques.</li> <li>- If stewards untrained, have trained person demonstrate safe manual handling before work begins and supervise throughout.</li> </ul>	First aid / 999	None



This is for guidance only. You must complete your own, event-specific, risk assessment

					- If loads are too heavy or awkward for one person, work in pairs.		
High drops	Fall from height	2	4	8	- Restrict or prevent access to areas with high drops e.g. steep slopes, stages. - Close off area with barriers.	First aid / 999	None
Medical condition	Asthma etc.	1	3	3	Awareness.	First aid / 999	None
Noise	Hearing damage	3	3	9	- Workers provided with suitable ear defenders. - Stage sound volume maintained at recommended decibel level.	First aid / 999	Seek advice from the NMDDC Licensing or Health & Safety Departments.
Fire	Burns	3	3	9	- Provide fire extinguishers in key areas e.g. near electrics or BBQs.	First aid / 999	None
Lighting	Trip/Fall	4	2	8	- If an outdoor event is continuing into the hours of darkness provide suitable temporary lighting throughout the site, focusing on main thoroughfares, toilets and exits. - Provide stewards with torches.	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.

Safety equipment / information	e.g. first aid kits, hi-vis vests, fire extinguishers	<b>Nearest Hospital:</b> Daisy Hill: Tel 028 3083 5000 Safety Co-ordinator mobile: Chief Steward mobile:
Qualified First Aider(s)	NMDDC Health & Safety dept. or British Red Cross can provide advice on the level of first aid provision required, particularly for larger events.	
Assessed by:		
Checked by:		

Below is a short example of a generic event safety plan which covers one main hazard present at an event; the control measures provided will not apply to all situations. Please use it as a guide to tailor your own event safety plan, using your event risk assessment. The length of your event safety plan will be determined by the number of main hazards identified in your risk assessment.

**Example - Event Organiser – Event Name : Event Safety Plan**

**Date – Location**

**Site Management:**

**CHIEF STEWARD:** Main coordinator of the event

**MUSTER POINT:** A suitable location for stewards to assemble for deployment in an emergency.

**SAFETY CO-ORDINATOR:** Person in charge of safety – for small events this can be the same person as the chief steward, for larger events (upwards of 100 people), a separate person is recommended.

**CHILD PROTECTION:** If children are in attendance there should be a minimum of two responsible persons (one male and one female), who have had appropriate background checks and child protection training, to look after lost children. You will also need a child protection policy and an enclosed child-friendly area to take lost children. It is also recommended that the persons responsible for child protection wear a different colour of hi-vis vest to easily distinguish them from other stewards.

Event Control Centre (Muster point) : Usually the same as above

Communication: Depending on the size of the event different methods of communication will be needed, for small events stewards' personal mobiles and megaphones for communicating with attendees will be sufficient. For larger events or events in poor signal areas, 2-way radios should be considered for stewards, along with a PA system for distributing information to all participants.

NB: Low cost and effective 2-way radios are available online.

First Aid: What level of first aid will be provided and by whom? The level of first aid cover required will largely be dictated by the anticipated numbers of attendees and the event risk assessment. An example would be: Ambulance & crew provided by Order of Malta, supported by two of our own volunteers.

Toilets: If you are having an indoor event, it is highly likely toilets will be provided. However if you are at an outdoor site you may need to hire chemical toilets; remember to ensure that at least one of the toilets is wheel chair accessible. The number of toilets will be determined by the anticipated numbers of attendees; the toilet providers can advise you on the recommended number.

**Stewarding arrangements**

Site specific issues: -

In this section you should highlight the main hazards which your stewards will be responsible for managing. It is recommended that you develop a stewarding plan to ensure each steward knows their roles and responsibilities prior to the event.

Risk assessment *Hazards*; Attendees, density/movement and moving vehicles.

Control measures:

How you will protect attendees from the hazards

- Number of stewards available - positioned at all vital points; highlight key areas e.g. a road crossing from a car park
- Site checked for any glass or other hazards before set up.
- Site made a pedestrian zone from ... until ...
- Caution signs of pedestrians crossing will be placed on the roadside.
- If a field is being used as a temporary car park - Tractor on stand-by in case cars get stuck in the field. It would also be worth considering alternative parking in case of wet weather.
- Event coordinator will brief all stewards on their duties. It is also recommended you go over the order of events, location of first aid and lost children point etc.
- Food provider(s) have valid food hygiene and other relevant food safety certificates.
- Amusement provider(s) have valid public liability insurance, risk assessments and health & safety certificates for all amusements provided.

**Emergency Action Plan: -**

**The Chief Steward and Safety Coordinator reserve the right to cease the Activities if a Health and Safety risk becomes apparent at any stage.**

1. The Chief Steward or Safety Coordinator must be contacted immediately by the quickest practical means.  
Give precise details to the Chief Steward and await further instructions.

2. It will be the Chief Steward's/Safety Coordinator's\* responsibility to:
- Contact the relevant emergency services (Fire, Ambulance, Police, etc.)
  - Request that the necessary Stewards either go to the Muster Point or required location.
  - Under no circumstances should anyone attempt to fight a fire without the permission of the Chief Steward or Safety Coordinator\*.

Medical emergency, Bomb scare or Public disturbance:

- The Chief Steward or Safety Coordinator\* must be contacted immediately by the quickest practical means.
- Give precise details to the Chief Steward and await further instructions.

Steward's duties (it is essential each steward is aware of his/her specific duties):

Dedicated stewards will be required to:

- Monitor & control the public to ensure all safety zones are kept secure.
- Concentrate on their duties not the activities.
- Contact the Chief Steward or Safety Coordinator in the event of an emergency.
- Ensure no overcrowding occurs in any part of the venue particularly on entering or leaving the site.
- Secure emergency access routes.
- Be alert to tripping hazards, broken glass etc. and take the necessary action to prevent injury e.g. remove the offending item or isolate (if in doubt contact The Chief Steward or Safety Coordinator).
- Cooperate with the Chief Steward and Safety Coordinator at all stages of the event.
- Cooperate with members of the emergency services (notify Chief Steward or Safety Coordinator if the emergency services require assistance).
- Not be under the influence of alcohol whilst executing their duties.
- Report immediately any hazardous activities/equipment/structures, accidents or ill health, dangerous occurrences, unruly behaviour or equipment.
- Assist lost children following 'event lost child policy' (Contact Chief Steward or Child Protection Stewards and bring to Muster point).
- Remain on duty until the event is over and the Chief Steward is satisfied that the supervision requirements can be stepped down.
- Remain calm and courteous towards members of the public and provide them with the necessary information e.g. First aid and other facilities (if in doubt refer them to the Chief Steward).
- Be identifiable by wearing the high visibility reflective vests provided.

Notes: Ensure fire hydrants are kept clear.

**Thank you for your attention**

**Example - Event Check List**

The check list below covers large events; therefore it is probable that some items will not be required for smaller events. Your risk assessment should highlight what you need from the list.

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

	Number	Supplier	Date Ordered
Barriers			
Bins			
First Aid			
Lighting			
Marquees / Gazebos			
Stewards			
Park & Ride			
Stage			
Security			
Sound			
Toilets			
Traffic Management Company			

## Appendix 1

### Risk Assessment Template Summary of Persons at Risk

Identify who will be at your event and could be at risk – contractors, staff, members of the public, exhibitors, and caterers

All Workers	<input type="text"/>	Inexperienced Staff	<input type="text"/>	Outdoor Workers	<input type="text"/>
Pregnant Women	<input type="text"/>	Cleaners	<input type="text"/>	Visitors/Public	<input type="text"/>
Performers	<input type="text"/>	Volunteers	<input type="text"/>	Elderly People	<input type="text"/>
Staff with disabilities	<input type="text"/>	Maintenance Staff	<input type="text"/>	Other	<input type="text"/>

### Summary of Core Hazard Categories

Identify the hazards which could impact on your event

Access/Egress	<input type="text"/>	Environmental	<input type="text"/>	Hazardous Substances	<input type="text"/>	Manual Handling	<input type="text"/>	Temperature Extremes	<input type="text"/>
Adverse Weather	<input type="text"/>	Explosion	<input type="text"/>	Hygiene & Welfare	<input type="text"/>	Noise	<input type="text"/>	Vehicles	<input type="text"/>
Animal	<input type="text"/>	Fall of object from height	<input type="text"/>	Ladders	<input type="text"/>	Radiation	<input type="text"/>	Ventilation	<input type="text"/>
Biological	<input type="text"/>	Fall of person from height	<input type="text"/>	Lifting Equipment	<input type="text"/>	Sharp Objects	<input type="text"/>	Violence to staff	<input type="text"/>
Collapse of structure	<input type="text"/>	Fire Safety	<input type="text"/>	Lighting	<input type="text"/>	Slip/trip/fall	<input type="text"/>	Work equipment	<input type="text"/>
Crowd Control	<input type="text"/>	Food Hygiene	<input type="text"/>	Lone Working	<input type="text"/>	Storage	<input type="text"/>	Other	<input type="text"/>
Electricity	<input type="text"/>	Gas	<input type="text"/>	Machinery – forklift	<input type="text"/>	Stress	<input type="text"/>		

### Hazard – is something with the potential to cause harm. For example

Any possible risk from activities or demonstrations  
Chemicals or substances hazardous to health including dust and fumes  
Crowd intensity at the event  
Electrical safety  
Hazards relating to any fire risks or fire evacuation procedures

Sale of hot food and drink and supply of alcohol  
Slipping, tripping and falling hazards on site

Put measures in place to stop or minimize the likelihood or impact of the hazard – the level or risk (high, medium, low) eg. remove the hazard, prevent access to the hazard, put in measures and procedures to reduce exposure to the hazard, find an alternative activity or machine.

Moving parts of machinery and any vehicles on site  
Manual handling and lifting  
High noise levels  
Poor lighting, heating, ventilation

**Blank Risk Assessment Template**

<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by Who?</b>	<b>Action by when?</b>	<b>Done</b>

### Accident / Incident Report Form

Once completed this form should be submitted to the person responsible for event safety.

#### 1. About the person who had the accident

*Give full name, home address and contact phone number.*

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

#### 2. About you, the person filling in this form

*If you did not have the accident, give full name, home address and contact phone number.*

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

#### 3. Please sign and date (there person filling in the form)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The person who has had the accident should sign and date if they have not filled in the form (as confirmation that they agree the accident recorded is a true and accurate record).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### 4. About the accident – When and where it happened.

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME: \_\_\_\_\_

IN WHAT PLACE DID THE ACCIDENT HAPPEN: \_\_\_\_\_

#### 5. About the accident – what happened

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is.

HOW DID THE ACCIDENT HAPPEN? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MATERIALS USED IN TREATMENT \_\_\_\_\_

#### 6. Witness details

*Give full name, home address and contact phone number.*

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

WITNESS STATEMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 7. Report passed to Event Safety Co-ordinator

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME: \_\_\_\_\_

CO-ORDINATOR'S NAME AND INITIALS: \_\_\_\_\_



**Event Plan for** \_\_\_\_\_

**Introduction:** (Give a brief explanation of event) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Key Personnel:**

**Event Organiser:** \_\_\_\_\_  
**Person responsible for Health & Safety:** \_\_\_\_\_  
**Person responsible for security:** \_\_\_\_\_  
**Person responsible for first aid:** \_\_\_\_\_

**Equipment:**

<b>Will electrical equipment (lighting, disco equipment etc. be used:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If yes, is the equipment less than 12 months old:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If more than 12 months old, has it been PAT tested:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

**Give details of any other equipment to be used:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**What First Aid provision has been made:** \_\_\_\_\_  
 \_\_\_\_\_

**Give details of entrancing arrangements** (e.g. ticket, pay at door etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

**Give details of stewarding arrangements:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Give details of emergency arrangements:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Give details of Insurance held:** (A copy of public liability insurance must be included)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Anticipated audience profile:** (age,gender etc) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>If outside event has, PSNI/DRD approval has been given?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Is there to be alcohol at the event?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Is alcohol to be sold on premises:</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If yes to last question has a liquor licence been obtained?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Request to use Council Land – Newry Mourne and Down District Council**

Applicant: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Details: Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Council Land requested \_\_\_\_\_

Date Required: \_\_\_\_\_

Details of Event \_\_\_\_\_

**Certain activities will require a licence or special permissions including the sale of alcohol, Entertainment licences and Road Closures**

Does your event require an Entertainment Licence? Yes/No

Does your event include sale/provision of Alcohol? Yes/No

Does your event involve road closures? Yes/No

If Yes - has an application been made for a Road Closure Notice? Yes/No

Will there be Inflatables at event (Bouncy Castles etc) Yes/No

**If your request is approved you will be required to submit the following:-**

- Risk Assessment (See Page 15 of Toolkit for template)
- Events Plan (See Page 17/18 of Toolkit for template)
- Insurance – Minimum limit of £5 million but for events which are considered "High Risk" £10 million Public Liability Insurance cover will be required. You should check with your Insurance Provider.  
(Council's Insurers have advised that high risk events would include fairground operators, bouncy castles/inflatables/trampolines, motorised sports, water based sports, contact sports or dangerous activities, large events, events involving heat, fireworks displays etc.)
- Site plan

**FOR OFFICE USE ONLY**

Officer Recommendation: Approve / Reject

Signed: \_\_\_\_\_

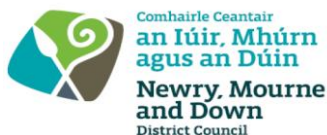
**Having been considered the above application was approved under Newry, Mourne and Down District Council's Scheme of Delegation for Officers**

Signed:- \_\_\_\_\_

Position: Director of \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 5



Replies should be emailed to: [events@nmandd.org](mailto:events@nmandd.org)

### Request for Logistical Support for Community Festivals and Events

Name of community group/association: \_\_\_\_\_

Name of event: \_\_\_\_\_

Address of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Date equipment is required: \_\_\_\_\_

Contact Tel no's and email address:

\_\_\_\_\_

Name and mobile number of contact person who will be available to sign for the Delivery and collection of equipment:

\_\_\_\_\_

Type of Equipment required:					
Tables:	Chairs:	Barriers:	Marquees:	Gazebos:	Other:
<b>Is your event being held on Council Property</b>  <b>Yes/No</b>		<b>If Yes</b>  Request to use Council Land Form will be forwarded to group	<b>If No</b>  Group to confirm that adequate levels of Public Liability Insurance cover is in place for hire of equipment		
<b>Does your event require any other Council Services ie Street Cleansing / Bins / Additional opening hours of Public Conveniences / Street Trading or Entertainments Licence</b>  <b>Yes/No</b>		<b>If Yes, please specify</b>  <div style="height: 100px;"></div>			

Please note this is only a request form. Confirmation of the amount of support available from the council will be emailed to the contact person listed above. Due to a high volume of requests received applications will be dealt on a first come first served basis.

## Appendix 6

# Fairgrounds and amusement parks

Guidance on safe practice



This is a free-to-download, web-friendly version of HSG175 (Second edition, published 2007). This version has been adapted for online use from HSE's current printed version.

You can buy the book at [www.hsebooks.co.uk](http://www.hsebooks.co.uk) and most good bookshops.

ISBN 978 0 7176 6249 4  
Price £12.50

Although fairgrounds and amusement parks are relatively safe compared to activities such as driving a car or riding a bicycle, there have been a small number of serious incidents involving employees and members of the public. The Health and Safety Executive has worked with the members of the Fairgrounds and Amusement Parks Joint Advisory Committee to improve standards and to produce this revised guide.

This book incorporates improvements made over several years in this industry's practices. It deals with the safety of employers, employees and the general public using fairgrounds and amusement parks and gives advice on controlling risks, site layout and safe systems of work. It also provides information and guidance on on-ground ride design, manufacture, installation, operation, maintenance and inspection.



# Charity and voluntary workers

A guide to health and safety at work



This is a free-to-download, web-friendly version of HSG192 (Second edition, published 2006). This version has been adapted for online use from HSE's current printed version.

You can buy the book at [www.hsebooks.co.uk](http://www.hsebooks.co.uk) and most good bookshops.

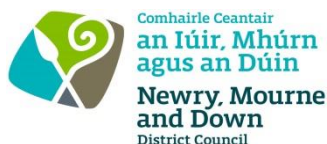
ISBN 978 0 7176 6185 5  
Price £13.50

This book provides basic health and safety advice and information to charity and voluntary organisations. Many of them do not have access to professional health and safety advice and don't know what is required of them. This book aims to help them find out and gives practical suggestions on how to work safely. It will also help health and safety practitioners working in this sector. The book covers the main aspects of health and safety that most charity and voluntary organisations will need to be aware of in order to meet their legal duties.

Each chapter looks at a specific health and safety subject and gives a general introduction followed by a series of practical case studies taken from actual events. It explains legal duties, how to manage health and safety and how to assess risks. Among other things, the book deals with work in charity shops, driving and transport, fire safety, fundraising, lone working, moving and handling, violence at work, supervision and training.

This book is the result of a joint project between the Health and Safety Executive (HSE), the Charities Safety Group (CSG), and the Institution of Occupational Safety and Health (IOSH).

## Appendix 8



### ***The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010*** ***The Roads Traffic Regulation (Northern Ireland) 1997 Order***

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#### **Application for Holding a Special Event on a Public Road** **Applications must be made a minimum of 12 weeks before the event.**

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*(Please read the guidance notes before completing this form in block capitals)*

#### **Applicant Details**

Name of applicant \_\_\_\_\_

Name of contact (if different from above) \_\_\_\_\_

Role of applicant and/or contact \_\_\_\_\_

Confirm you have authority to act on behalf of the company/club/society YES/NO

Address of applicant and/or contact

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Post code \_\_\_\_\_

Telephone No \_\_\_\_\_

Emergency/Contact telephone No \_\_\_\_\_

E-mail address \_\_\_\_\_

#### **Event Details**

Name of event \_\_\_\_\_

Purpose and nature of event \_\_\_\_\_

Fee: **Large Event - £600.00** [ ] **Small Event - £400.00** [ ]

Name of road(s) on which event is to be held

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Roads to be closed \_\_\_\_\_

Date(s) of the event \_\_\_\_\_

Time of event - from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Roads to be restricted in use \_\_\_\_\_

Type of restriction (full road closure/lane restriction(s)/ prohibition of certain types of vehicles/footway closure etc) \_\_\_\_\_

Date(s) of the restriction \_\_\_\_\_

Time of restriction - from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Have you enclosed your signing schedule and list? YES/NO

Have you enclosed your indemnity agreement? YES/NO

Has this event been held previously? YES/NO

If yes, are the arrangements applied for amended in any way? YES/NO

Please give details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please provide details of any structures or other equipment that you plan to erect or place on the public road

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give details of any businesses, including bus services and residents which may be affected by the event and provide confirmation that you have contacted them

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give any more detail which you feel you need to add

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that we have read and understand the standard conditions that accompanied this application form, and understand that the Council may apply any or all of the conditions as it feels necessary.

Signature of application \_\_\_\_\_

Date of application \_\_\_\_\_

### **Standard Terms and Conditions**

The Applicant may be requested to:

1. provide evidence that they will] indemnify the council/Department, its officers, servants and agents from all liabilities, costs and expenses in respect of any claim or demand from any person

or persons in respect of any damage, loss, accident, injury, mishap or occurrence of any description fatal or otherwise arising out of or in any way connected with the exercise of this authorisation or by reason of anything done by the applicant in holding the special event and for this purpose shall maintain adequate insurance (namely public liability cover of £10,000,000 for any incident, number of incidents unlimited) to the satisfaction of the council/Department and shall produce for inspection the relevant policy or policies of insurance together with the receipt for the current premiums if so required by the council/Department;

2. Obtain all necessary consents and technical approvals/safety certificates for any structure erected for the special event;
3. pay all costs of making good any damage to the highway/street furniture for reasons of making the Order including damage to any alternative route for diverted traffic;
4. provide a map detailing the road to be closed and a signing schedule for the site and diversionary route;
5. provide, erect, maintain and promptly remove all safety measures, including all lighting, signs and barriers etc required to protect the public and property at the site of the event and on the diversionary route for the duration of the special event and to bear all the costs incurred in the event of failures to do so;
6. removing all objects on the road and/or material deposited during the event. The organisers are also expected to remove any litter from the site after the event. If the organiser fails to comply the council will arrange cleaning and charge the cost to the applicant. DRD Road Service and the PSNI may also incur costs and may seek to recover these directly from the applicant;
7. consult all residents, business, bus and taxi companies which may be affected by the prohibition/restriction of traffic and confirm in writing to the relevant authority that I/we have done so;
8. keep pedestrian access to all premises on or accessible from the road(s) on which the special event is taking place;
9. keep access clear at all times for emergency vehicles during the special event and acknowledge that the prohibition/restriction will apply to all other traffic; and,
10. be available before, during and after the event so that I/we can be contacted by the relevant authority.

Applicants should understand that failure to comply with any requirements which are included in the final Order will make them liable to formal action and that any such failure will be taken into account by the relevant authority in considering future applications for special events on public roads by them.



**Applicant Checklist**

**Please review application as below and sign declaration – to be returned with application**

- ☐ **Plan/Map – Route showing area to be closed and proposed diversion route**
- ☐ **Traffic Management Plan/Form – Please see the attached guidance notes**  
Signs may only be erected by Chapter 8 accredited personnel trained to work on live highways. Traffic control on the public highway can only be undertaken by a Police Officer in uniform. Marshals and Stewards do not have the authority to control traffic on the public highway.
- ☐ **Risk Assessment Form – Please see the attached guidance notes**
- ☐ **Public Liability Insurance with cover of £10 Million**
- ☐ **Indemnity Agreement**
- ☐ **Application Fee - Large Event - £600.00, Small Event - £400.00**

**Failure to provide any of the above information will delay the processing of your application**

**Declaration**

I hereby apply for a road closure for the event named in this application.

I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.

I confirm that I will ensure in any case that there is appropriate signage, traffic management planning and sufficient public liability insurance in place which must be for a minimum cover of £10,000,000.

I understand that in the event that litter / rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.

**After reading the above declaration, please sign below:**

I ensure to give Newry, Mourne and Down District Council a minimum of 12 weeks notice.

Name:	Signature:	Date:
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**Newry, Mourne and Down District Council,**  
**Newry Office:** O'Hagan House, Monaghan Row,  
 Newry, BT35 8DJ  
**Downpatrick Office:** Downshire Civic Centre,  
 Downshire Estate, Ardglass Road, Downpatrick,  
 BT30 6GQ Council: 0300 013 2233  
[www.newrymournedown.org](http://www.newrymournedown.org)

## **Traffic Management Plan**

We recommend that all events have a written Traffic Management (TM) plan as part of the overall event management plan.

The TM plan is a very useful document for everyone involved in managing an event because it:

- identifies traffic risks and actions taken by the promoter to minimise them
- provides invaluable information in case of an accident or incident.

In some cases, approvals for event licensing, road closures, or use of traffic signs may be conditional on the event promoter having a TM plan.

The size of a TM plan document will largely depend on the impact an event will have on the highway. Impact is not necessarily only determined by the size of the event. Other factors, such as the nature of the roads to be closed / affected will also have a significant effect. As a general rule, any event planned to take place on, or affect any road with a speed limit of 50mph or higher, or that is classified as an A or B road is likely to have a higher impact on traffic and will therefore require more detailed planning.

TM plans for a local fete or carnival may only run to a single page. TM plans for major events such as the Newry City marathon, will consist of several pages. However, in all cases, the same main issues must be covered although the detail and extent of coverage will be different.

The TM plan should include information on all or most of the following:

### **Contact details**

- contact details of the person responsible for traffic management
- contact details for other relevant organisations involved in traffic management.

### **Sign schedule, road closures, traffic lights**

- roads to be closed and signed diversion routes
- a sign schedule
- any temporary traffic regulation orders made for example temporary speed limits, lifting of parking restrictions, temporary one-way systems
- any arrangements made with the traffic authority about the control of permanent traffic lights.
- Qualifications of those placing signs or directing traffic.
- Time's roads will be closed.

### **Estimate size of event**

- The expected number of people and vehicles coming to the event
- the anticipated arrival times and peak event traffic times.

### **Emergency procedures and bad weather contingency**

- emergency access routes agreed with fire, police and ambulance services, together with details of how this route will be kept open
- contingency arrangements for bad weather.

### **Parking and Public Transport**

- Number of parking spaces
- Details of how parking and illegal parking will be managed.
- Details of drop off points and access for public transport

## **Impact on the Local Traffic Network**

Details and agreements made in order to prevent congestion on the local and wider traffic network including information provided to attendees about travel and traffic.

## **Traffic related lessons learned from previous events**

It is very useful to keep records of what worked well, and problems/risks to be aware of.

## **Summary of consultation and planning**

Details and outcomes of consultations with all appropriate organisations and local groups for example;

- Residents, businesses, religious groups & community associations
- Local authorities, the police, ambulance service & NIFRS.
- Local disability groups
- Local public transport operators.

### **Traffic Management Equipment Suppliers**

Graham Highway Management Maintenance  
101 Airport Road West  
Belfast  
BT3 9ED  
Tel: 028 90731133  
Email: [hmminfo@graham.co.uk](mailto:hmminfo@graham.co.uk)

GreenTown Traffic Management Ltd  
221a Hillhall Road,  
Lisburn  
BT27 5JQ  
Tel: 028 92662077  
Email: [info@greentownenvironmental.com](mailto:info@greentownenvironmental.com)

Lagan Construction Group Holdings Limited  
Rosemount House  
21 – 23 Sydenham Road  
Belfast, BT3 9HA  
Tel: 9045 5531  
Email: [info@laganoandm.com](mailto:info@laganoandm.com)

The Traffic Management Company  
55-59 Adelaide Street  
Belfast  
BT2 8FE  
Tel: 0330 2210 662  
Email: [info@trafficmanagementcompany.com](mailto:info@trafficmanagementcompany.com)

Typical signs for road closures and diversions as approved by  
DSD Roads Service



 /nmdcouncil

 @nmdcouncil

0300 013 2233 (Council)  
0300 200 7830 (Planning)  
council@nmandd.org  
www.newrymournedown.org

**Oifig an Iúir**  
**Newry Office**  
O'Hagan House  
Monaghan Row  
Newry BT35 8DJ

**Oifig Dhún Pádraig**  
**Downpatrick Office**  
Downshire Civic Centre  
Downshire Estate, Ardglass Road  
Downpatrick BT30 6GQ