

University College Dublin Rugby Football Club



Safety Statement

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General Principles

UCD Rugby Football Club (the “Club”) is administered by the Executive Committee, which is elected on an annual basis by the members at the Annual General Meeting. The Executive Committee is responsible for the running for the Club and the health and safety of members forms part of this responsibility.

The Executive Committee appoints a Director of Rugby (the “Director”), who has experience in the game of rugby and dealing with players. The Director in the course of his duties identifies and deals with specific safety issues as they arise. The coaching staff identify the correct level for players to play at. The Director also monitors the facilities (provided and managed by University College Dublin (“UCD”) on behalf of the Club. This acts as a double check.

We comply with UCD and Irish Rugby Football Union (“IRFU”) directions on individual and player welfare activities.

We have also reviewed the IRFU draft club’s safety plan to identify where relevant to the Club. Much is relevant and dealt with by UCD, in their role in providing and managing the facilities used by the Club.

The object of the Game is that two teams of fifteen or seven players each, observing fair play according to the Laws and sporting spirit, should by carrying, passing, kicking and grounding the ball, score as many points as possible, the team scoring the greater number of points being the winner of the match.

The Laws of the Game, including the standard set of variations for Under 19 Rugby and Sevens Rugby, are complete and contain all that is necessary to enable the Game to be played correctly and fairly.

Rugby Union is a sport which involves physical contact. Any sport involving physical contact has inherent dangers. It is very important that players play the Game in accordance with the Laws of the Game and be mindful of the safety of themselves and others.

It is the responsibility of the player to ensure that they are physically and technically prepared in a manner which enables them to play the Game, comply with the Laws of the Game and participate in accordance with safe practices.

It is the responsibility of those who coach or teach the Game to ensure that players are prepared in a manner which ensures compliance with the Laws of the Game and in accordance with safe practices.

The Executive Committee on behalf of the members are confident that this statement addresses many of the key safety concerns that face the Club, but are also conscious that constant monitoring is required.

Risk Assessment

1. Injury while playing the game

Injury can occur to players during matches or during training. Injuries can vary in levels of seriousness. The aim is to try and eliminate the most serious injuries and minimize more minor injuries.

Risk management and mitigation measures:

- Player identification. Players are identified as they enter the club for the first time. Player Registration forms should be completed by 1st year students. This includes basic details, playing history, experience, positions played.
- All players must be registered with the IRFU.
- All teams are insured by the club through the IRFU insurance scheme.
- Coaches. There is an array of coaches in the club with significant experience in coaching and in most cases in the playing of the Game. Many of these coaches have attended IRFU coaching courses.
- Season Preparation. All teams prepare for the season in advance of playing any games. This includes improving fitness, which assists in injury prevention.
- Training and equipment. Scrum machines and contact pads are used to train/ coach players in a safe manner and thus to reduce the potential for injury.
- Most teams have medical personal in attendance at competitive matches. This includes physiotherapists and medical doctors. All matches played in Belfield have the back-up of the trained Sports Centre staff and Emergency Services.
- The club has a significant medical panel. These doctors help deal with player welfare matters.
- UCD has a protocol in place for calling ambulances to pitches on campus. The Club has applied this protocol in the past and will continue to do so.
- Facilities, such as ice baths, gyms, high performance unit, are available to players. The use of these facilities correctly may assist in the reduction of injury.

2. Injury Management

Injuries do occur. The response to these injuries is important, and how those injuries are managed, can reduce their impact.

Risk management and mitigation measures:

- Initial assessment, where possible, of injury by medical personal on site.
- Transport to A&E, as appropriate. All teams have coaches & managers who assist with this.
- Access to O' Neill's Physiotherapy Centre on campus allows injury identification and rehabilitation.

- Follow up with players by coaches, managers and medical staff.
- The player is responsible to ensure that any injury sustained is managed in accordance with the medical advice received.

3. Pitches and Facilities

It is vital that pitches and all facilities used by the Club are safe, prior to being used. This is addressed by UCD through the Sports Department/ Sports Centre, who own and manage all pitches and facilities on campus.

Risk management and mitigation measures:

- Sports Centre/ UCD Health and Safety Statement;
- Protocols within UCD for making facilities (Changing rooms etc) available, only when safe to do so;
- Sports Department input into assessing whether or not a pitch playable. UCD has discretion over whether or not pitches are playable and thus available. This is communicated to the Club as is required;
- Match Officials have discretion to decide if they feel pitches are playable or not.
- At away fixtures the Coach/ Mangers would raise any concerns with the Referee.

4. Crowd issues

The Club is also aware of potential safety issues coming from attendance by spectators at matches. UCD has responsibility for public safety on campus. Thus all “Home “fixtures are dealt with by UCD. The exception to this is the annual colours match, which may be a “Home” fixture, but held off campus.

Risk management and mitigation measures:

- UCD/ Sports Centre safety statement
- UCD Bowl safety statement. This is produced by UCD and is a detailed safety document for the Bowl where the Club’s matches with significant spectator attendance (1st XV and U.20) are held.
- The Colours Match is held normally in Donnybrook Rugby Ground of the Leinster Branch I.R.F.U (“LBIRFU”). This game is organised between the Club and Dublin University, under the auspices of the IRFU. There are detailed safety procedures in place for this venue, as managed by the LBIRFU. There is also a safety statement specifically produced on an annual basis for this match, which has involvement from the Gardai.

Appendices

I. IRFU Draft Clubs safety Plan

II. UCD Bowl safety Plan

1.	Please outline the sporting activities undertaken by your club.		
	Rugby Union is played by the Club. This involves training , and playing matches home and away.		
2.	Please provide the names, e-mail addresses and mobile telephone numbers of all club officers. Note that in the event of any emergency UCD may use these details to contact club officers.		
	Name	Position	E-mail
	John McClean	Director of Rugby	John.mcclean@ucd.ie
	David Carrigy	Chairman	davidcarrigy@eircom.net
	Matt Nagle	Captain	Matt_nagle@hotmail.co.uk
	Daryl Quinn	Club Secetary	Daryl.quinn@ucdconnect.ie
	Kevin Kenny	1XV Manager	kkenny@clancourt.ie
	Shane Geraghty	U.23 Manager	Shane.geraghty@dilloneustace.ie
	Dr. Derry Daly	Chief Medical Offier	
	Dr. Tony McDowell	1XV Doctor	
	Rosemary Deevy	Club Administrator	infor@ucdrugby.com
3.	Please confirm the club officer responsible for disseminating the contents of this document to all club members.		
	Chairman.		
4.	Please confirm the club officer responsible for reporting in person all accidents involving club members to the Sports Development Manager		
	Director of Rugby		
5.	Please outline the clubs policy on how a club trip is defined and how it differs from non club sanctioned activities of club members		
	Club trips are approved by the Executive Committee and if required in an urgent situation by the Chairman.		



CLUB DRAFT SAFETY STATEMENT



This Club Draft Safety Statement is published as part of a series of guidance documents being published by the Irish Rugby Football Union.

It reflects the changes that have taken place in the wider context of providing a safe environment for club activities.

The Club Draft Safety Statement (C.D.S.S) is published to assist those in positions of responsibility in Rugby Clubs to discharge statutory duties and comply with 'best practice'. This document is a working document which will be reviewed and updated in line with knowledge and experience of implementation.

The C.D.S.S is not intended to be prescriptive or indeed the only method to discharge the Health, Safety and Welfare duty. It seeks to establish a standard which can be exceeded or achieved by alternative methods.

It is hoped therefore that those with positions of responsibility within clubs will find the information a useful source of reference in their efforts to meet the common goal of creating a safe environment within which the club activities take place.

Eamonn O'Boyle,
Safety Consultant

This safety statement should be used for guidance purposes only and is not specific to any individual club. It is advised that an experienced consultant should be sought for the development of the document.



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1. Policy

The Management of XXX RFC, being the General Committee, are committed to compliance with the Safety, Health and Welfare at Work Act 2005 and in doing so will provide for all its members an environment that is as safe and healthy as is reasonably practical and will comply with all relevant statutory requirements.

XXX RFC will provide a safe system of operation through the provision of appropriate information, instruction, training and supervision. The co-operation of every member is expected and all members are reminded that statutory obligations are the minimum standard for which they are responsible.

2. Scope

The provisions of this statement will apply to all XXX RFC members, visitors and outside agencies such as Contractors, ESB, etc. and to any agency that may from time to time have to affect deliveries or to service equipment which is located on the premises.

(a) Chairman

He will ensure that:

- Adequate resources are made available so that the Safety Policy can be carried out efficiently
- The members of the General Committee are fully aware of their responsibilities in relation to occupational safety and health
- All members are accountable for their performance in relation to occupational safety and health
- The Safety Statement is reviewed regularly and its operation monitored

(b) General Committee

They will ensure that:

- Safe systems and practises are incorporated into all activities in the club
- All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated
- Any specialist or H&S training, if required, is discussed, authorised and put into practise
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary



3. Responsibilities

(c) Secretary

He will ensure that:

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned
- Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records and reported outside the club as decided by the General Committee
- Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded

(d) Grounds Chairman

He will ensure that:

- Machinery such as grass mowers are used only by authorised and experienced personnel
- All equipment and machinery is securely locked away when not in use
- The premises are properly secured when not in use and not available for any ad hoc activities
- Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming. In his absence the Grounds Chairman will request a member of the General Committee to deputise
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána
- A fully-equipped First Aid Kit is available on site at all times
- Waste and refuse are managed and collected by the appropriate agency



(e) Bar Chairman

He will ensure that:

- All functions in the clubhouse have the prior authorisation of the General Committee
- The documentation in relation to the booking of functions is properly completed prior to the function taking place
- A doorman is in place for all functions, with the exception of after match activities
- That all non-members entering the clubhouse for functions sign the guest book prior to entering the inner premises
- There is always a senior club member present to supervise the function
- The toilets and dance floor are inspected at least once per hour and that all spillages are immediately cleaned up
- Guests do not bring any items onto the premises which could endanger other guests
- All functions are closely supervised and that guests do not engage in 'horse play' of any kind
- Persons using disco or musical equipment comply with any instructions from the supervisor
- Non-members who are allowed to prepare functions do not climb above ground level

(f) Coaches

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by the Club Coach
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, scrummaging machines, tackle bags, etc. are used only if there are qualified supervisors present
- Weights training is not permitted in the under-age sections
- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- Medical kits are immediately available for both training and matches

(g) Members

They will ensure that:

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times
- They take no action which could endanger either themselves or their fellow-members
- They are familiar with the location of fire extinguishers
- They are familiar with all fire exits on the club premises
- They comply with any safety directives which may be issued from time to time



(h) Health and Safety Representative

The H&S Representative will be nominated by the General Committee on an annual basis and will be responsible to that body to ensure that health and safety is managed in a proactive manner within the club and that all club activities are in keeping with the maintenance of a safe environment. He will:

- Monitor health and safety issues within the club and make recommendations, if necessary, to the General Committee
- That a number of members are trained on an annual basis in First Aid and the use of fire extinguishers

4. Implementation and operation

To actively carry out the club's policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe club environment, the following should be kept in place:

- General stewardship by the Safety Representative and the General Committee of Health and Safety policy in the club
- Promoting awareness of safety issues through such means as poster campaigns
- Giving safety instructions regularly to the under-age sections of the club
- Using external expertise to maintain fire extinguishers, training in same and in First Aid
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence

Identification of hazards and assessment of risks should be an ongoing process and any identified hazard or risk should be immediately reported to the Safety Representative. The hazard or risk should be immediately assessed as 'high', 'medium' or 'low' and appropriate action taken depending on its level.

This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

5. Sample of hazard identification, risk assessment and risk control within a club

Hazard identification and associated risk control within a club should include the following:

(a) Visitors/Third Parties:

Hazard Assessment: Medium

Main Hazards

- Contact with moving vehicles
- Steps around clubhouse and adjacent to pitches/all-weather pitches
- Specialist equipment (scrum machine, gym equipment, weights, etc.)

Risk Control

- All steps and inclines to be signed/colour-coded
- All cars, third party vehicles to move within the club speed limit
- No access by any third party to gym/specialist equipment

(b) Access/Egress (all buildings):

Hazard Assessment: Medium

- All doorways, corridors must remain unobstructed
- Fire doors must be kept closed but not blocked or locked
- Exit doors must be kept clear at all times
- Clearways for ambulance access must never be blocked by parked cars

(c) Contractor Safety/Responsibility

Hazard Assessment: Medium

The necessary presence of contractors (trade or service suppliers paid to carry out certain works) may create hazardous situations by the use of unsafe materials or equipment. The club wishes to ensure the safety of contractors and will:

- Brief all contractors on safety and issue them with a copy of this Safety Statement before any work commences
- Not allow the use of mechanical or access equipment unless express permission is given
- Require contractors to brief their employees on club safety requirements
- Have a club member accompany any occasional visitors

(d) Cuts and Contusions

Hazard Assessment: Medium

Cuts and contusions can result from glass breakages, impact with sharp edges, collisions during training or match situations, falls, etc. To ensure safety:

- All glass breakages must be cleaned up and binned immediately
- Have ongoing monitoring to eradicate all sharp edges/corners
- Have pitches examined for sharp objects after any events
- Have complete First Aid kits available in changing rooms and clubhouse
- Ensure that a number of members undergo First Aid courses every year

(e) Electricity

Hazard Assessment: High

Mis-use of electricity can result in fire, explosion, personal injury and even death. Club members should never:

- Attempt any kind of repair or maintenance of electrical equipment or installations
- Jam wires into sockets using matchsticks etc.
- Connect power tools to light sockets (unearthed)
- Insert plugs into wrong sockets
- Use the wrong fuse for the current the equipment is carrying

All members/staff should:

- Assume all electrical circuits/cables are 'live' until proven otherwise
- Switch off sockets before removing plugs
- Learn what to do in the case of electrical shock. Ensure source is isolated before attempting any rescue
- Report any discolouration or burn marks on plugs

General: Only a qualified electrician may attempt any electrical work. All contractors should be referred to the services map (Appendix XX) indicating both overhead and underground electrical and should also be referred to the 'special conditions' section of ESB Code 98032030 (Appendix XX)

(f) Fire

Hazard Assessment: Medium

There is always a risk of fire and this risk can be heightened through, for example, careless smoking, unsupervised use of electrical equipment, poor waste management, etc. The risk can be minimised through:

- The total prohibition of smoking in any enclosed area on the club premises
- Proper management of the kitchen area
- Having well-serviced fire extinguishers in numerous locations
- Ensuring good waste management on site

Additional measures:

- All extinguishers should be regularly audited by third party expertise
- All fire escapes should be clearly indicated and kept clear/unlocked at all times
- Use of electrical equipment must be carefully controlled
- Staff/members/visitors should be aware of the action to be taken in the event of fire

(g) Functions

Hazard Assessment: Medium

The clubhouse is available for hire to suitable third parties for private functions. As those present at such functions may not include club members, any risk to safety must be minimised through close supervision by a senior club member. Risks can be minimised by:

- Not allowing those involved to climb above floor level or to use ladders to put up decorations prior to the function
- Not allowing any substance to be spread on the dance floor beforehand
- Ensuring that the persons hiring the premises understand and undertake to abide by any instructions issued
- Ensuring that the entrance door is manned by a person competent to do so
- Insisting that all those attending the function sign in on the book provided for that purpose
- Strictly enforcing the 'no-smoking legislation'
- Not allowing any 'horse play' on the dance floor
- Ensuring that the dance floor and toilet floors are examined for spillages at least every hour
- Indicating through an announcement where the fire exits are
- Ensuring that those using musical equipment have good electrical gear
- Not admitting any person who is obviously intoxicated
- Not further serving alcohol to any person where the bar staff feel it is inadvisable
- Ensuring that all exterior lighting is in good working order
- Ensuring that bottles or glasses are not brought out of the premises

(h) Floor Treatment

Hazard Assessment: Medium

All floors should be cleaned regularly and kept free from debris or obstacles and in particular:

- The dance floor and tiled area in the bar should be inspected at least every hour during function by the Function Supervisor and any spillages should be immediately cleaned up
- Persons hiring the function area are not to spread any substance on the dance floor
- All mats should be regularly lifted and the floor areas underneath cleaned

(i) Toilets

Hazard Assessment: Low

In the interests of good health it is essential that all toilets/wash areas are maintained to a high standard and, further:

- Cleaning of toilets will be certified by signing the form provided
- Smoking is forbidden in the toilet areas
- During functions, the Supervisor should regularly inspect toilet areas and have any spillages cleaned up
- Cisterns should be left running to prevent odours in the toilet areas

(j) Bins

Hazard Assessment: Low

Bins will become a health hazard if not attended to or allowed to overflow. They should be monitored by the Grounds Chairman and Bar Chairman and, further:

- All debris on floors should be immediately deposited in the bins
- Effluents such as oil, etc. should not be deposited in bins
- The waste management policies of the Local Authorities should be observed when using bins
- Bins should be closed at all times and should be left out to avail of the area refuse collections
- Club members should not deposit any domestic waste of grass cuttings in club bins

(k) Kitchen/Bar

Hazard Assessment: Medium

The kitchen/bar area can account for accidents through slips, burns from hot surfaces, cuts from knives and glass etc. It is an area where a high standard of hygiene is required and only authorised persons should use either of these areas. Further actions should include:

- Keeping access doors locked at all times, allowing only staff within
- Maintaining the highest hygiene standards when handling food
- Cleaning up spillages immediately
- Using the glass-washer for all glass washing
- Keeping all surfaces clean at all times
- Discharging all remains of food in the proper bin immediately
- Not allowing any storage of kit or other items in the kitchen area
- Keeping a complete First Aid Kit in place

(l) Pest Control

Hazard Assessment: Medium

It is in the interest of general health that the premises are kept vermin-free. Therefore:

- Any sighting/signs of vermin should be reported immediately
- A pest control system should be operated by an outside agency
- Eating or drinking on the premises should be restricted to designated areas

(m) Injuries from games

Hazard Assessment: Medium

Injuries are a constant hazard in rugby and as they cannot be anticipated, the club should be in a position to react swiftly to any minor or major injury. The hazard can be minimised if:

- Training or games are always supervised.
- The proper equipment, including pitch-lining and flags are in place
- Only qualified referees are allowed to officiate in organised games
- Under-age players play within their age group.
- Training is supervised by at least one coach.
- All coaches have at least the Foundation Coaching course completed
- Players are encouraged to wear head-gear, body armour, etc.
- A First Aid Kit is present at all training sessions/games

However injuries will happen and in such instance there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:

- Having as many coaches and support staff as possible undergoing First Aid courses
- Having complete First Aid Kits for all sections of the club
- Ensuring that all coaches/support staff are aware of the contact numbers for the Duty Doctor and local ambulance
- Having a proper stretcher available at all times
- Ensuring that the ambulance approach is always kept clear
- Establishing and maintaining liaison with the local hospital



6. Safety signage

The presence of safety signage enhances general safety on the club premises and our duty of care to members and visitors alike. Health and Safety signage should cover such topics as:

- Speed limit to be observed
- Steps in various areas
- Surfaces which are likely to become slippery
- Steep grassy banks
- 'Keep Out' signs for areas such as communications masts
- Locations of First Aid Kits
- Hygiene signs re food preparation, washing of hands, etc.
- Location of fire extinguishers, fire exits

7. Training

All persons involved in coaching or in support staff for teams to undergo First Aid courses. All persons involved in coaching of players should have completed, as a minimum, the Foundation Course in coaching. Those refereeing games at all levels should have a basic course completed.

8. Documentation and reporting

It is essential that the documentation attached to this statement is completed by the senior club official present (e.g. Accident Report and Witness Reports) immediately, if any accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached. Routine documentation (cleaning of floors) is equally important as it may provide evidence on behalf of the club in the case of an accident. All such documentation will be handed over to the Secretary who will take action as directed by the General Committee.

9. Emergency preparedness and response

The club must ensure, on an ongoing basis, that there are adequate numbers of Members trained in First Aid and the use of Fire Extinguishers. Equally:

- Notices indicating action in the event of fire should be displayed
- Local emergency numbers should be prominently displayed
- All fire doors must be kept clear at all times
- When the club is unoccupied, the main gate must be secured to prevent unauthorised entry

10. Summary

The purpose of this Health and Safety Statement is to:

- Provide a healthy and safe club premises for our members and visitors
- Comply with our statutory obligations
- Designate responsibility for health and safety at the various levels of the club
- Minimise the risk of accidents/injuries/dangerous occurrences at the club
- Heighten awareness of the health and safety issues within the club

11. Conclusion

As a club we have a duty of care to our members, visiting teams, visitors, members of the public using the facilities and spectators and we now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of co-operation in Health and Safety matters among all our members and all other using our facilities.



Hazard I.D. report

Date:

Time:

Location:

Details of hazard:

Reported by:

Action/closure:

Signed: (Safety Representative)

Accident report sheet

This form must be completed in the event of any accident

Full Name, Address and Occupation of Injured Person:

Signature of person making this entry. If the entry is made by some person acting on behalf of the injured person, the address and occupation of such must be given.

Is injured party a club member?

Yes

No

Date when entry made:

Date and time of accident:

Place where accident happened:

Cause and nature of injury:

Action taken by club:

Quarterly health and safety audit

Date:	Area Audited:		
Audited by:	Time: from		to
1. No. of people in area:			
2. Was area clean/tidy?			
	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If no, describe briefly:			
3. No. of Fire Extinguishers:		Date of last Inspection:	
4. Access/Egress Doors:	Clear	Blocked	Comment
5. Floors:	Clean	Spillages	Obstacles
6. Safety Signs:	Visible	Not Visible	Needed
7. Fire Doors:	Closed	Open	Comment
8. Evidence of smoking in Prohibited Areas:			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Comment	
9. Bins			
Empty <input type="checkbox"/>	Full <input type="checkbox"/>	Comment	
10. Has there been any accident/injury in this area in the past quarter?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Details	
11. Has the accident/injury been properly reported?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Comment	
12. Is lighting adequate in the area?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Comment	
13. Have personnel received fire extinguisher training?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Details	
14. Are locations of fire hydrants generally known			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Comment	

15. Are Third Parties (non-members) entering the area?

No Yes Comment

16. Is there equipment plugged in?

No Yes

17. Are wiring/plugs/sockets safe?

No Yes Details

18. If protective equipment/clothing is required, is it being used?

No Yes Details

19. Are all areas tidy?

Yes No Comment

20. Are all chairs/stools in good working order?

Yes No Comment

21. Is there evidence of eating/drinking?

Yes No Comment

22. Are toilets clean/serviced?

Yes No Comment

23. First Aid Kit available?

Yes No Comment

24. Is speed limit on site obeyed?

Yes No Comment

Report: Comment on any Health or Safety concerns not specifically covered by the questions above and recommend actions where it is felt necessary

Signed:

Title:

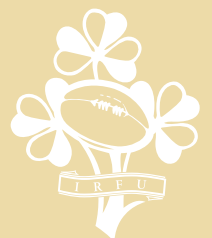


IRFU Consultant Safety Advisor

Eamon O'Boyle and Associates
51 Cullenswood Road
The Triangle
Ranelagh
Dublin 6
Ireland

DESIGN: WWW.DCOY.IE

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EVENT MANAGEMENT
&
SAFETY POLICY DOCUMENT
FOR
SPORTING EVENTS HELD
AT THE
BELFIELD BOWL

Prepared by	Eamon O'Boyle and Associates
Client	UCD
Version	1-4
Date	29 th October 2007

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INTRODUCTION

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8. ORGANISATIONAL CHART
9. EVENT CONTROLLER
10. EVENT SAFETY OFFICER
11. CHIEF STEWARD

CROWD MANAGEMENT

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CONTROL AND COMMUNICATIONS

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26. CONTROL ROOM
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28. RADIO COMMUNICATION CHANNELS
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30. EMERGENCY INCIDENT COMMUNICATION PROCEDURES
31. CONTROL ROOM EQUIPMENT
32. PA ANNOUNCER
33. RESPONSIBILITY
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35. STEWARD BRIEFING
36. MATCH OFFICIALS BRIEFING

FIRE SAFETY

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38. FIRE WARNING SYSTEM
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INTRODUCTION

1. OVERVIEW

UCD will ensure, through the application of this policy, that the safety of staff and visitors to Belfield Bowl for sporting events is assured at all times.

The UCD Director Of Sport is directly accountable for implementation of this policy and for ensuring compliance with any other requirements as detailed by the statutory agencies and authorities.

2. GENERAL INSTRUCTIONS

This document has been produced as a management tool and should be read in conjunction with the General Instructions (G.I) for each event which will detail the following:

- Details of Key Personnel
- Event Schedule
- Areas in Use
- Ticket Sales
- Anticipated Numbers
- Spectator Profile / Category
- Stewarding Numbers
- Departmental Information
- Car Parking
- First Aid and Medical
- Media/TV
- Venue Layout
- Other Relevant Information

3. CODES OF PRACTICE

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

- (a) Code of Practice for Safety at Sports Grounds issued by the Department of Education January 1999.
- (b) Code of Practice for Management of Fire Safety in Places of Assembly, Department of Environment
- (c) Code of Practice for Fire Safety of Furnishings and Fittings on Places of Assembly. Department of Environment.
- (d) Fire Services Act 1981
- (e) Fire Safety in Places of Assembly (Ease of Escape) Regulations.

4. KEY ELEMENTS

It is noted that this Event Management Plan & Safety Policy is based on consultations with the relevant authorities and interested parties. It has been prepared in accordance with the appropriate codes of practice includes the following key elements.

- Organisation and Structure
- Crowd Management
- Control and Communications
- Fire Safety
- First Aid and Medical Facilities
- Emergency Plan
- Safety Policy

5. DRAWINGS

Drawings are submitted as a schedule in the Event Management & Safety Policy Document.

ORGANISATION AND STRUCTURE

6. INTRODUCTION

UCD proposes to provide a venue at the Belfield Bowl where they will conduct sporting events under the auspices of various leagues and friendly matches.

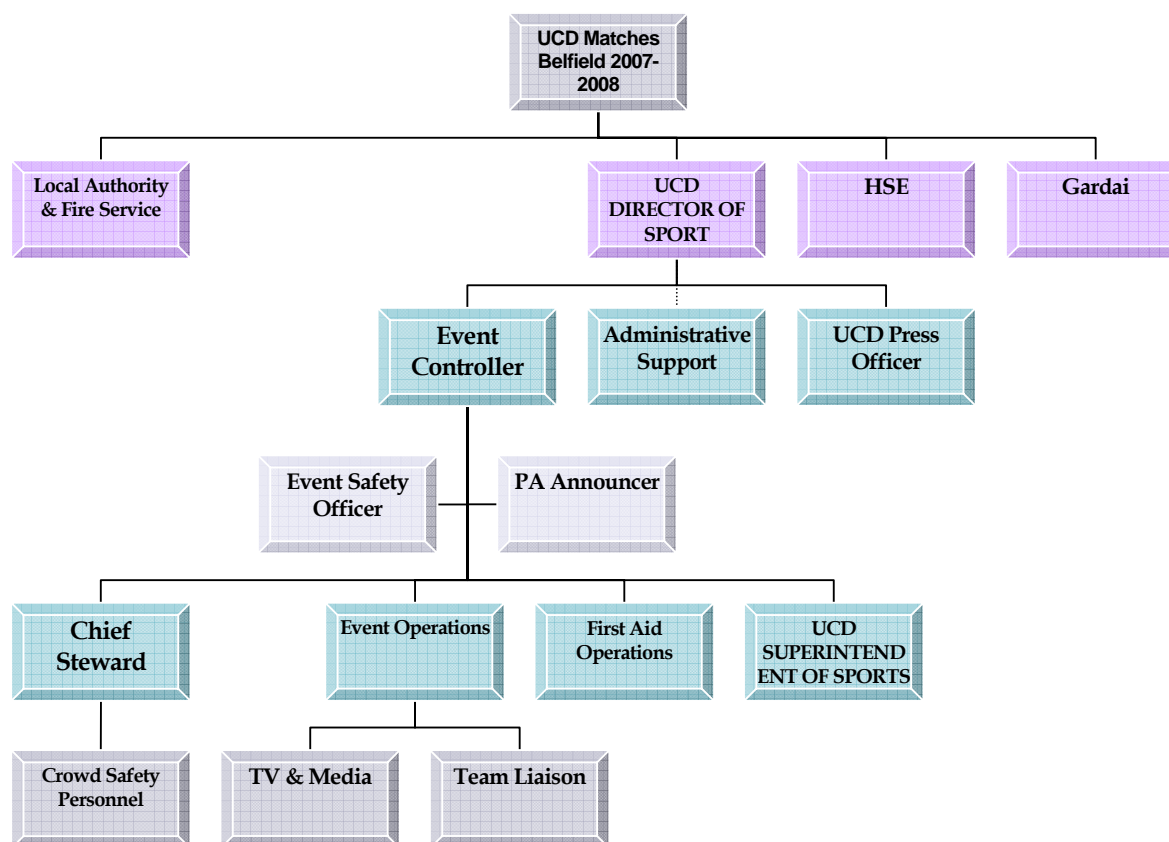
It is also proposed that at the discretion of the UCD Director Of Sport the ground may be provided to reputable third parties for similar type events.

In the event that this is the case then the duties that fall upon UCD personnel as indicated below will thus fall to the third party utilising the venue.

7. FIXTURES POLICY

Fixtures will be conducted, managed and operated by the tenant to the highest standards consistent with the safety of those attending, players, officials, staff and local residents.

8. ORGANISATIONAL STRUCTURE



9. EVENT CONTROLLER

The Event Organiser will appoint an Event Controller for each fixture who will have extensive experience as an Event Controller at sporting events. The Event Controller's details will be listed on the G.I. for each event.

The Event Controller has the status and authority to take full responsibility for all matters related to the management of the event. Among the responsibilities of the Event Controller are the following:

- Having overall responsibility for the management of the event;
- Participation in consultation or information meetings with any or all of the statutory bodies.
- Assess the number of stewards required to manage the event, and ensuring that familiarisation of the event for stewards is provided as appropriate;
- Ensuring that the event is staffed by a sufficient number of competent staff.

- Ensuring that effective command, communication, and co-ordination systems are in place
- Ensuring that adequate measures are in place for the safety of persons attending;
- Ensuring that the briefing is made available to staff, other workers.
- Ensuring adequate emergency response measures are taken if necessary
- Initiation of the Emergency Plan procedure if appropriate

5

Conducting regular reviews of the conduct of the event to ensure all agreed procedures are being implemented.

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

10. EVENT SAFETY OFFICER

The Event Organiser will appoint an Event Safety Officer for each fixture who will have extensive experience as an Event Safety Officer at sporting events. The Event Safety Officers details will be listed on the G.I. for each event.

The Event Safety Officer and will discharge the following responsibilities:

- Act as safety co-ordinator in relation to safety matters and have overall responsibility for all aspects of safety
- Be present at all consultation or information meetings with any or all of the statutory agencies.
- Ensure that pre-event checks are carried out

- Be present during the event to monitor and manage all the safety arrangements including crowd control measures, fire safety and rescue tactics for persons in distress
- Liaise with the Security Officer, other staff, and with the emergency services, where necessary
- Advise the Event Controller on the initiation of emergency procedures where required.
- Take control of event resources at the scene in the event of an emergency.

It should be noted that at events with less than 2500 persons attending it is possible for the same person to discharge Event Controller and Safety Officer roles.

11. CHIEF STEWARD

The Event Organiser will appoint a Chief Steward for each fixture who will have extensive experience as a Chief Steward at sporting events. The Chief Stewards details will be listed on the G.I. for each event.

The Chief Steward is empowered by the Event Organiser to supervise the stewarding arrangements inside the ground. Among the responsibilities of the Chief Steward are the following:

- Overall responsibility for stewarding inside the venue.
- Maintaining contact with and reporting directly to the Event Controller by having direct and effective communication (such as radio systems) in use for this purpose.
- Deploying and controlling stewards as necessary to deal with situations as they arise. Ensuring that stewards are observing exits, entrances, and key points where control is most needed, particularly at all barriers.
- Co-ordinating the duties of all stewards, including supervisory stewards.
- Being competent to recognise critical crowd conditions, signs of crowd distress and crowd dynamics.
- Knowing the layout of the venue, where facilities are located and being fully familiar with the means of escape and evacuation procedures in the event of an emergency.
- Ensuring that radios used for communication among stewards are operational
- Ensuring that details of all stewards are recorded in the steward register
- Ensure all stewards are suitably licensed by the PSA and that records of same are kept.

CROWD MANAGEMENT

12. INTRODUCTION

In addition to the general duties assigned in the previous section of this document, the following section outlines the specific duties of staff in relation to crowd management.

13. EVENT CONTROLLER / SAFETY OFFICER

The Event Controller/Safety Officer will:

- be responsible for ensuring that checks, inspections, testing, training, recording, remedial works, and all matters relating to spectator safety are carried out promptly and effectively.
- examine and sign all records that UCD is required to maintain.
- be responsible to the UCD Director Of Sport for all safety matters, inspections, tests and training immediately prior to, during and after every fixture activity.
- will be easily identifiable and will be in attendance at the Control Room. He/she will not be engaged in any other task.

14. GATES OPEN PROCEDURE

The ground will not be open to the public without the approval of Event Control to ensure all pre-event safety checks have been undertaken.

15. STEWARDS

At each fixture UCD will provide a Chief Steward and such number of Senior Stewards and Stewards, which are considered sufficient. All Stewards will be fit and active and will be aged not less than 18 years nor more than 55 years in strenuous areas. In no case will the number of Stewards be less than 1 to every 250 spectators or part thereof attending that fixture, in addition to the Stewards required for the key locations.

Each Steward will be readily recognisable with the same distinctly coloured and numbered surcoat or tabard (or such other clothing approved in advance by UCD) worn outside his/her clothing.

Each Senior Steward will be readily recognisable by the wearing of a numbered surcoat or tabard, which is distinctive from that worn by the Stewards.

Each member of staff and each Steward will be properly trained in his/her duties and in safety procedures, and a record of this training will be maintained.

2 designated stewards will be allocated at the external junction of Greenfield Park and the N11 one hour before the venue opens to prevent spectators parking on Greenfield Park or accessing the venue on foot via this route.

Thirty minutes before the end of every event 2 designated stewards will position themselves at the end of the roadway from the Greenfield Park gate adjacent to the corner of the venue in order to prevent spectators leaving UCD by that route.

16. STEWARD ALLOCATION

The positions and number of stewards for each fixture will be dependent on the match category, attendance etc. The steward allocation for each fixture will be detailed in the General Instructions.

17. DUTIES OF STEWARDS

General Duties of Stewards are as follows:

- Controlling or directing spectators who are waiting to enter, entering or leaving the ground, to help achieve an even flow of people to the viewing areas;
- Patrolling the ground to deal with any emergencies, e.g. raising alarms or tackling the early stages of fires;
- Staffing entrances, exits to and from the viewing accommodation and other strategic points, especially exit doors and exit gates from the ground which are not continuously open whilst the ground is in use;
- Assisting Gardai as appropriate or as requested with crowd control;
- Undertaking specific duties in an emergency or otherwise as directed by the Event Controller/Safety Officer.
- Searching spectators, upon entry into the ground, by arrangement with the Gardai, and for confiscating prohibited items or materials;
- Refusing and preventing entry into the ground, by arrangement with the Gardai, persons barred from the premises or unfit to enter;
- Enforcing ground regulations and making ejections if necessary.

18. GENERAL RESPONSIBILITIES OF STEWARDS

For each self-contained seating accommodation there will be a steward whose sole duty is to monitor the crowd conditions in that area for possible overcrowding or distress and report in accordance with the agreed procedures.

Any steward employed for this particular duty must be provided with a personal radio providing immediate communication with the Event Controller/Safety Officer.

Before beginning duty at a fixture, each Steward will be briefed thoroughly, be handed a copy of his/her instructions and be made fully aware of his/her general and specific responsibilities and his/her duties in the event of an emergency. Records will be kept of such briefings.

No steward will leave his/her place of duty during a fixture without the permission of the appropriate Senior Steward, who will provide a replacement Steward before the position is vacated.

Stewards will be located throughout the ground and particularly at key points where control is most needed. Such as in gangways, vomitories, tops of staircases, gateways onto the pitch or providing access from one part of the ground to another, and at each exit or entrance.

Each exit will be staffed during a fixture and will be opened immediately in the event of an emergency and not less than 10 minutes before the end of the fixture. Arrangements will be made to allow spectators who wish to leave before the

above time, to be directed to appropriate exit points, controlled so as to prevent other persons gaining unauthorised entry.

Stewards will give assistance in an emergency to disabled persons, particularly those in wheelchairs.

A loudhailer will be available to Senior Stewards.

All staff and stewards will be told before each fixture the location of the Event Controller's/Safety Officer's Control Room and the name of the Officer on the day in question.

19. DISABLED PERSONS

Wheelchairs used by disabled persons will be accommodated in the purpose-built disabled spectator area and/or other agreed location. Each wheelchair will be accompanied by either an able bodied adult who will be capable of assisting the disabled person from the sports ground and who will occupy a nearby seat or by stewards allocated this duty by the Event Controller/Safety Officer.

20. COMMUNICATIONS

All staff must follow proper message procedures. All staff should be fully familiar with the details of the communications protocols and procedures. (Briefing in this regard will take place before the event). In particular, all staff must be familiar with the Code Word and action to be taken in the event of an emergency.

21. MEASURES TO PREVENT OVERCROWDING

In relation to crowd safety, it should be noted that the conclusion of the risk assessment and the proposals in this plan are strictly based on the understanding, that the viewing area/s will be kept free of all vehicle parking/traffic and that the extent of catering, entertainment and other facilities in the viewing area/s, on approach routes to the viewing area and on sites and premises within the zone defined by the traffic plan will be limited to

- (a) the extent of current approved usage of existing premises e.g. licensed premises.
- (b) the extent of additional facilities being set up for this event.

It is noted that any proposal to introduce facilities additional to those identified in this plan and this may cause crowd congestion and crowd control difficulties, which could result in a serious crowd safety risk.

It is also noted that due to the various activities and restrictions on the UCD site, there will be no ticket sales on the day of any event which is not an internal UCD event.

22. GROUND REGULATIONS

Notice: Entry to the Ground is expressly subject to acceptance by the visitor of these Ground Regulations and the rules and regulations of UCD and the Event Organisers in respect of the relevant match. Entry to the Ground shall constitute acceptance of the Ground Regulations.

"Ground" means the Belfield Bowl and all locations owned, occupied or utilised by the Event Organiser.

"Event" means any event taking place at the Ground.

1. Permission to enter or to remain within the Ground (notwithstanding possession of any ticket) is at the absolute discretion of UCD, Event Organiser, any Garda officer or authorised steward. On no account will admission to any Event be granted to any person not in possession of a valid ticket.
2. UCD excludes to the maximum extent permitted by law any liability for loss, injury or damage to persons/property in or around the Ground.
3. No guarantees can be given by UCD that an Event will take place at a particular time or on a particular date and UCD reserves the right to reschedule the Event without notice and without any liability whatsoever.
4. In the event of the postponement or abandonment of the Event, refunds (if any) should be claimed in accordance with the relevant ticket terms and conditions. UCD will have no other liability whatsoever, including (but not limited to) any indirect or consequential loss or damage, such as (but not limited to) loss of enjoyment or travel costs.
5. All persons seeking entrance to the Ground acknowledge UCD's right to search any person whether outside or inside the Ground and to refuse entry to or eject from the Ground any person refusing to submit to such a search.
6. The following articles must not be brought within the Ground - knives, fireworks, smoke canisters, air-horns, flares, weapons, dangerous or hazardous items, laser devices, bottles, glass vessels, cans, poles and any article that might be used as a weapon and/or compromise public safety. Any person in possession of such items will be refused entry to the Ground.

-
7. The use of threatening behavior, foul or abusive language is strictly forbidden and will result in arrest and/or ejection from the Ground. UCD may impose a ban from the Ground as a result.
 - 7.1 Racial, homophobic or discriminatory abuse, chanting or harassment is strictly forbidden and will result in arrest and/or ejection from the Ground. WNSL may impose a ban from the Ground as a result.
 - 7.2 The following acts are offences:
 - 7.2.1 The throwing of any object within the Ground without lawful authority or excuse.
 - 7.2.2 The chanting of anything of an indecent or racist nature.
 - 7.2.3 The entry onto the playing area or any adjacent area to which spectators are not generally admitted without lawful authority or excuse.

Committing these offences may result in a Banning Order being made.

8. All persons entering the Ground may only occupy the seat allocated to them by their ticket and must not move from any one part of the Ground to another without the express permission or instruction of any steward, officer of UCD and/or any garda officer.
9. Nobody may stand in any seating area whilst play is in progress. Persistent standing in seated areas whilst play is in progress is strictly forbidden and may result in ejection from the Ground.
10. The obstruction of gangways, access ways, exits and entrances, stairways and like places is strictly forbidden. Nobody entering the Ground shall be permitted to climb any structures within the Ground.
11. Smoking in No-Smoking areas is strictly forbidden.
12. Mobile telephones and other communications devices are permitted within the Ground provided that they are used for personal and private use only.

13. Any individual who has entered any part of the Ground designated for the use of any group of supporters to which they do not belong may be ejected from the Ground either for the purposes of their own safety or for any other reason.
14. No person (other than a person who holds an appropriate licence) may bring into the Ground or use within the Ground any equipment which is capable of recording or transmitting (by digital or other means) any audio, visual or audio-visual material or any information or data in relation to the Event or the Ground. Copyright in any unauthorised recording or transmission is assigned (by way of present assignment of future copyright pursuant of the Copyright and Related Rights Act 2000) to UCD.
15. No goods (including literature) of any nature may be offered either free or for sale by any person within the Ground without the express written permission of UCD.
16. Tickets are not transferable and may not be offered for sale without the prior written permission of UCD. Any tickets offered for sale may be confiscated by any steward, officer of UCD or any Garda officer.
17. CCTV cameras are in use around and in the Ground and UCD may itself use, or pass to the police or any Event organiser or other relevant authority, any recordings for use in any proceedings.
18. At all times whilst present in the Ground, persons must comply with any and all instructions of any steward or officer of UCD and/or any Garda officer. Failure to comply with any instruction may lead to immediate ejection from the Ground.
19. **UCD reserves absolutely the right to eject from the Ground any person failing to comply with any of the Ground Regulations or whose presence within the Ground is, or could, reasonably be construed as constituting a source of danger, nuisance or annoyance to any other**

person. This could lead to further action including, but not limited to, a ban from the Ground or proceedings being taken.

20. Entry to the Ground shall constitute acceptance of the Ground Regulations.

CROWD MANAGEMENT AND STATUTORY AGENCIES

23. CONSULTATION

Before fixtures UCD will:-

- Consult jointly with the Fire Brigade and the Gardai regarding the general arrangements for fixtures, and;
- Notify the Gardai of fixtures before they take place to consult with him/her concerning the attendance of a sufficient number of Gardai for the purpose of maintaining the safety of, and lawful and orderly behaviour among persons attending the sports ground, and their general safety.

24. GARDA LIAISON ON MATCH DAY

The Event Controller will postpone the start of the fixture activity if it becomes necessary to protect the safety of spectators inside or persons outside of Belfield Bowl. He/she will also take such action if requested to do so by the Gardai for the same reason.

The Event Controller will use his/her best endeavours and within a reasonable period to enter into a written statement of intent with the Gardai setting out their respective responsibilities for crowd safety and control and in particular for the filling of each self contained area and the monitoring of spectators in each seating accommodation to avoid overcrowding. Any variation in the statement must be agreed in writing in advance of the fixture to which it is relevant. It should be noted that the Statement of Intent is not a contract but an agreement on respective areas of responsibility.

If considered necessary by the Gardai, or upon the initiation of an all-ticket game by the Club, the Event Controller will permit entry by ticket only.

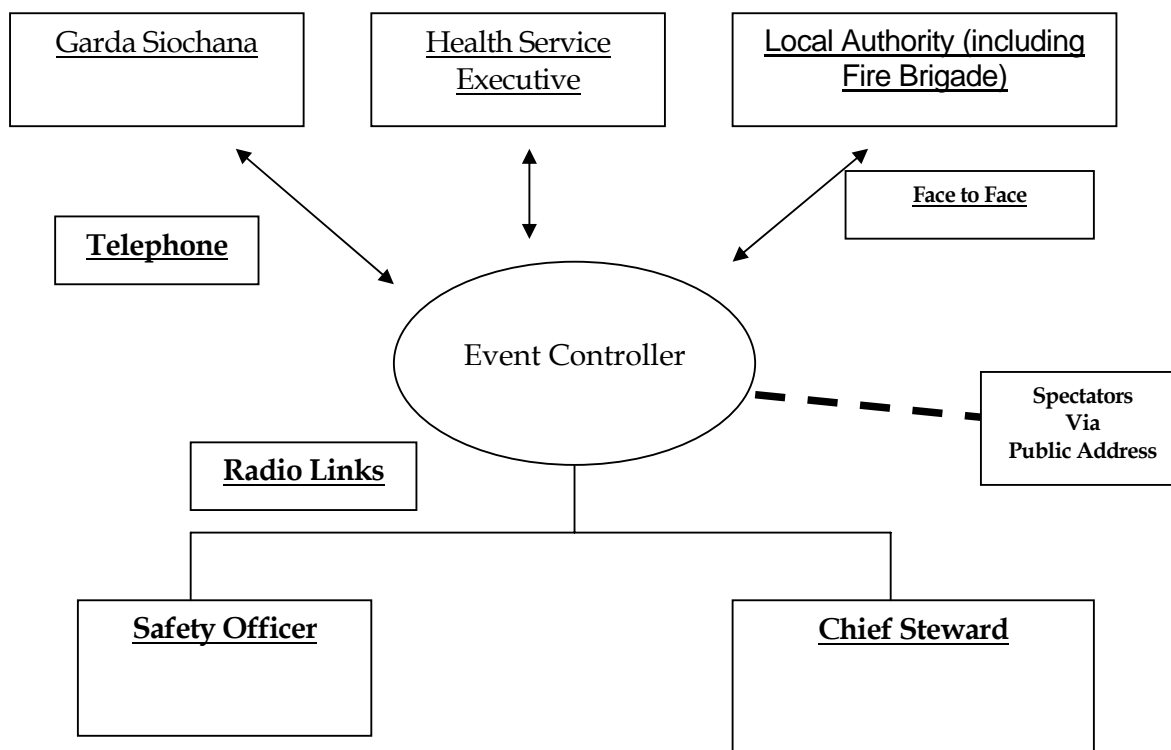
The number of tickets issued for each particular area will not exceed the permitted capacity of that area less the number of season tickets issued for that area.

The Event Controller will agree with the Gardai the methods to be used for the segregation of home and visiting spectators.

CONTROL AND COMMUNICATIONS

25. COMMUNICATIONS

The diagram below shows in diagrammatic form the communications links for the fixtures.



26. CONTROL ROOM

Belfield Bowl has a designated Control Room for all fixtures. Communication facilities in the Control Room will include:

- personal radio communications facilities / control base.
- external and internal telephones (land lines) connected with various offices and other sections to facilitate communication of messages concerning public safety, in event of failure of the radio communication system.

Access to the Control Room is to be strictly limited to:

- Event Controller
- Event Safety Officer
- Chief Steward
- Designated Leinster Branch Staff
- Senior Garda Officer
- Health Service Executive
- Fire Prevention Officer
- Technical Operators
- Any Other person the Event Controller considers necessary.

Under all normal circumstances, these personnel should remain in the Control Room /Area unless it is decided to relocate to the designated alternative control centre in the event of an emergency threatening the Control location.

27. COMMUNICATION FACILITIES

All main Communication is to be centred in the Control Room/ Area.

Radio communications will be maintained with the following:

- (i) Event Controller
- (ii) Safety Officer
- (iii) Chief Steward
- (v) Steward Supervisors including supervising officers of outside security firms employed in security duties at the event.
- (vi) Designated UCD Staff.

External

- (i) Garda Station
- (iii) Designated Health Service Executive Personnel
- (iv) On site first aid and medical personnel

All communications are to be subsidiary to the main Garda network and as such should be compatible for use without interference with Garda or other networks.

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

28. RADIO COMMUNICATION CHANNELS

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

Event Controller, Deputy Event Controller, Safety Officer, Chief Steward and all Area Security/Steward Supervisors.

- First aid / medical personnel
- Key management staff including designated emergency maintenance personnel.
- Service providers.

29. COMMUNICATION PROCEDURES

The use of radios will be strictly controlled. It is the responsibility of those to whom radios are issued to ensure that they keep a listening watch and reply to requests for information promptly. In particular attention must be paid to the following:

- Observe tight radio discipline. Users must clearly identify themselves when sending or receiving messages.

- The purpose and function of messages will be made clear e.g. is it a question, warning, request for action, command or prohibition etc
- Information precise and concise
- Messages will be cross checked to ensure they have received and interpreted correctly
- Accurate records of all radio transmission will be maintained by radio operator in particular decisions and instructions will be recorded.

30. EMERGENCY INCIDENT COMMUNICATION PROCEDURES

In the event of an incident or emergency, it will be necessary for those at the scene to deliver a situation reports.

Situation reports will follow the following format:

- **Location** exact details of incident location
- **Incident** precise details of what is involved
- **Requirements** details of services required, equipment and agencies required
- **Acknowledgement** check that the message has been received and understood

Once these details have been passed and understood, further information can be passed as follows:

- **Warnings** details of any hazards present
- **Access** details of what may affect access at the scene or advice on the quickest route
- **Casualties** details as to the number of injured
- **Control point** details of where information may be obtained at the scene
- **Other Information** any other relevant information

31. CONTROL ROOM EQUIPMENT

The following will be made available in the Event Control Room:

- Links to emergency services
- Telephone
- Headsets for radio operators
- Documentation as follows:
 - Event Safety Plan
 - Stationary
 - Site plans for each event showing emergency routes, rendezvous points
 - Contact details for alerting cascades
 - Message pads
 - Log sheets
 - Report forms to record minor incidents or accidents

32. PA ANNOUNCER

Event organisers will ensure there is a dedicated PA announcer based in the Event Control for the duration of the event.

33. RESPONSIBILITY

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

The external communications, especially with the designated Garda Station, will be a matter for the Gardaí since it will involve their units only.

34. ENTRY MONITORING

Entry monitoring will be undertaken using a ticket stub count system or 'clicker' count at each entrance.

35. STEWARD BRIEFING

A steward briefing will be undertaken by the Chief Steward prior to doors opening. A record of the briefing will be passed onto Event Control by the Chief Steward.

36. MATCH OFFICIALS BRIEFING

The Safety Officer or the Event Controller will brief the match officials for each fixture on actions in the event of an emergency and any other relevant issues.

FIRE SAFETY

37. GENERAL

All Fire emergencies are to be directed in the first instance to Event Controller.

The Fire Brigade will be called to any outbreak of fire or suspicion of fire.

The Fire Brigade will be informed of any proposal to keep petroleum or other flammable material at the premises.

38. FIRE WARNING SYSTEM

The fire warning system will consist of.

- (a) The public address system will be controlled from the Event Controller.
- (b) The public address system will be provided with emergency override facilities.
- (c) Fire alarms and smoke detectors available in the various UCD buildings which are monitored by UCD staff.

The telephone switchboard will be permanently staffed during a fixture.

The public address system will be staffed during a fixture by a person nominated by UCD who will be responsible in conjunction with the Event Controller for carrying out emergency evacuation procedures for the ground.

Any defects noted during the sounding of the fire warning system will be entered in the log book and remedied without delay and in any event before the ground or any part is used for any purposes.

39. FIRE FIGHTING EQUIPMENT

Portable fire appliances and fire fighting equipment will be provided in the appropriate positions in accordance with IS 291.

Extinguishers will be located in conspicuous positions on brackets or stands where they are readily seen by persons following an escape route. The carrying handles of larger heavier extinguishers will be about 1m from the floor but small fire extinguishers and fire blankets will be mounted so as to position the handle of the extinguisher/base of the fire blanket about 1.5m from the floor.

Extinguishers will be sited so as not to cause obstruction and will not be placed over or close to heating appliances. They will be protected against heat or cold and, where necessary, will contain an anti-freeze agent recommended by the manufacturer.

40. FIRE DUTIES

Each member of staff and each Steward will be fully trained by UCD in the procedure to be adopted in the event of fire or other emergencies. Such training will include

- (a) The action to be taken on discovery of a fire or other emergency
- (b) The method of calling the Fire Brigade

- (c) The method of operating the fire alarms and procedures to be followed thereafter.
- (d) Operation of the telephones
- (e) Familiarisation with positions of telephones and fire alarm call points throughout the sports ground.
- (f) The correct method of using fire fighting equipment and familiarisation with their locations within the sports ground
- (g) Evacuation of the sports ground, the location of assembly points and specific action required by individual members of staff.
- (h) Familiarisation with all escape routes and methods of maintaining such escape routes free of obstruction.
- (i) The purpose of fire-resisting doors and the need to maintain them in the closed position and
- (j) The importance of fire evacuation training.

UCD will carry out an evacuation exercise at least once a year. UCD will notify the Fire Brigade, Gardai and Chief Ambulance Officer when evacuation training will take place to enable them to observe the staff training. Details of evacuation exercises will be entered in a log book.

Details of all training and briefing for staff and Stewards will be entered in a log book retained by UCD for that purpose.

41. INSTRUCTION NOTICES

Copies of Emergency Instructions and evacuation routes will be provided to all stewards and displayed in non-public areas.

42. AREAS OF SPECIAL FIRE RISK

Additional fire extinguishers will be provided in areas of special fire risk such as:

1. Portable generators: One CO₂ or one Dry Powder extinguisher
2. Concessions: One Dry Powder extinguisher and one light duty fire blanket and safety assessment to be made before trading
3. Plant and Machinery: All plant and machinery will be separately assessed and provided with the appropriate extinguisher cover

43. CAPACITY ANALYSIS

The ground capacity is as follows:

Area	Capacity
Stand (Seated)	1,500
Enclosure 1 (Standing)	750
Enclosure 2 (Standing)	750
Total	3,000

44. ENTRY AND ENTRANCE ROUTES

The entry and entrance routes to the ground for patrons will be via the turnstiles:

No. of Turnstiles	Occupancy Load per hour	Total per hour
5	600	3,000
No. of Turnstiles	Occupancy Load per 75 minutes	Total per 70 minutes
4	750	3,000

Entrance routes shall be kept clear on both sides. Amenities such as kiosks, concessions, hospitality tents and toilets should be located away from the area of the turnstiles, entry and exit routes.

45. EXIT ROUTES

The exit routes from the ground will be as follows:

- Exit 1
- Exit 2
- Exit 3
- Exit 4
- Exit 5
- Exit 6

46. EXIT CAPACITIES

Gate No	Gate width (mm)	Exit Capacity (Egress time 8minutes)
Exit 1	4000	3490
Exit 2	1500	1309
Exit 3	4000	3490
Exit 4	4000	3490
Exit 5	4000	3490
Exit 6	3400	2967
<i>Total</i>		18236
<i>Total (discounting of largest exit – Exit 1)</i>		14746

47. EMERGENCY EXIT ROUTES

Emergency exit routes will be via:

- Exit 1
- Exit 2
- Exit 3

- Exit 4
- Exit 5
- Exit 6

48. EMERGENCY EXIT CAPACITIES

Gate No	Gate width (mm)	Exit Capacity (Egress time 2.5minutes)	Exit Capacity (Egress time 8minutes)
Exit 1	4000	1090	3490
Exit 2	1500	409	1309
Exit 3	4000	1090	3490
Exit 4	4000	1090	3490
Exit 5	4000	1090	3490
Exit 6	3400	927	2967
<i>Total</i>		5696	18236
<i>Total(discounting of largest exit – Exit 1)</i>		4606	14746

49. CIRCULATION AND EVACUATION ROUTES

All circulation and evacuation routes will be maintained free of obstruction at all times during the events.

50. OBSTRUCTIONS ON EMERGENCY ROUTES

Appropriate precautions are to be taken to protect as far as practicable against injury / trip risks, arising from obstructions or other hazards. All exits and escape routes to be kept free of all obstructions and readily usable for the duration of this event to ensure compliance with the Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985. In the case of the entrances, corral barriers are to be removed as soon as practicable after commencement. In any event these barriers are to be immediately moved to one side of the exit in the event of an evacuation being initiated. In advance of commencement of the event a check is to be made on all exit gates on escape routes to ensure that locks, chains and any other fastenings

are removed, so that gates can be readily and quickly opened in emergency by the steward manning the gate.

Parking of all vehicles, including emergency vehicles, is to be such as not to present any obstruction to circulation of patrons, with particular reference to the designated entrance and exit routes. In the event that a vehicle is deemed to be an obstruction by the Event Controller or Event Safety Officer, it is to be moved to a safe location on their instruction

There will be no parking of non emergency vehicles within the confines of the ground.

FIRST AID AND MEDICAL FACILITIES

51. ACCOMODATION AND EQUIPMENT

UCD will maintain a First Aid Room and, adjacent to it, a W.C suitable for use by injured including disabled persons, together with a wash basin and hot and cold water supply.

The First Aid Room will be accessible to First Aid personnel and the public from every part of the ground and to ambulances, and there will be suitable sign-posting throughout the ground.

There will, in addition, be designated by the Club an Emergency Casualty Centre, at a covered location, to be used for triage and accommodation for the injured in the event of a large scale emergency. The location will be adjoining, or as near as possible to the First Aid Room and will be exclusively available for the above uses in the event of any such emergency.

UCD will provide sufficient signs to indicate to incoming emergency vehicles the location of the Emergency Casualty Centre. UCD will clean, heat, light, ventilate and maintain the First Aid accommodation, which will be used solely for First Aid purposes. UCD will ensure that all appropriate standards of hygiene are maintained.

The First Aid accommodation will be available for each specified fixture.

It should be noted that where the expected attendance is low agreement with the Health Authority may be obtained to require the attendance of an Ambulance at the fixture only.

52. PERSONNEL

The Event Organiser will ensure that suitable and properly trained First Aid personnel are present at each fixture in the ratio of at least 1 to every 1,000 spectators, or part thereof, with a minimum of 2

The Club will ensure that, at every fixture where the number of spectators is expected to exceed 4,000 a medical practitioner able to manage accident and emergency situations is present. The medical practitioner will have specific training in cardiopulmonary resuscitation and in the use of automatic/advisory or manual defibrillators. The medical practitioner will:

- a. Be at the ground one hour before the start of the fixture
- b. Remain until at least half an hour after the end of the event, and; be made aware of the location and staffing arrangements of the First Aid room(s) and details of the ambulance cover, the local accident and emergency department's major incident plan and the local authority's emergency plan.

The whereabouts of the medical practitioner will be known to the Event Controller/Safety Officer, First Aid and ambulance staff and to the Gardai, who will be able to make immediate contact with him or her.

53. AMBULANCE PROVISION

At every fixture where the number of spectators is not expected to exceed 2,000 the medical practitioner need not be present at the ground, but The Club will ensure that arrangements are made to enable the medical practitioner to be summoned immediately to deal with any medical exigency at the ground.

The Club will make arrangements for the provision of at least one fully equipped ambulance to be in attendance at all events. If attendance is expected to exceed 2,000 then any additional ambulance cover should be determined after consultation with the Local Health Service Executive's Chief Ambulance Officer, but in no case will the ambulance provision be less than the following.

Ambulances will be stationed in the positions shown on plan and ambulance staff will be deployed with their vehicles within radio contact of the Safety Officer and control room.

EMERGENCY PLAN

54. INTRODUCTION

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

55. DEFINITIONS

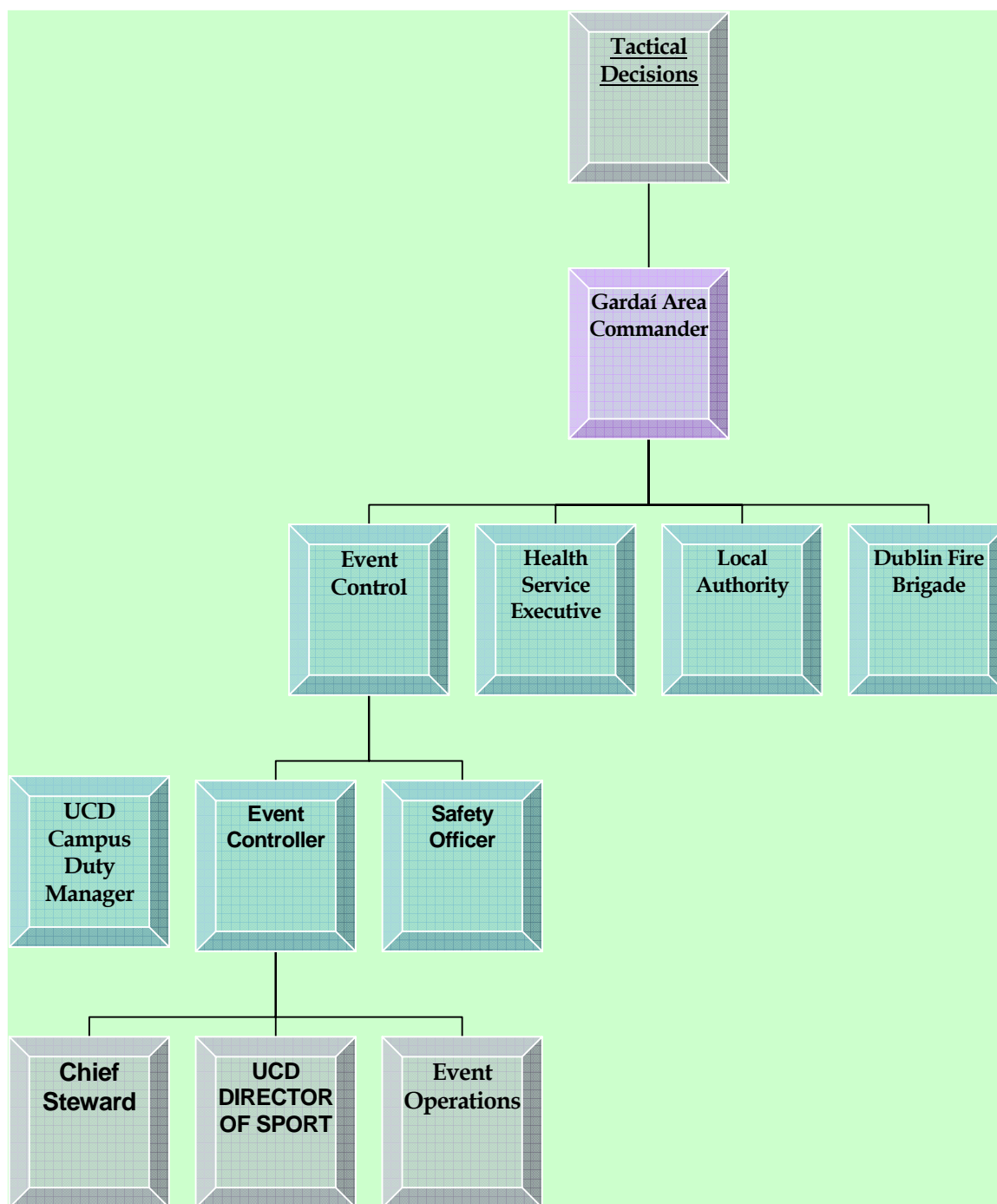
Incidents can be categorised into two types:

- **Major Incident**
A major incident is an incident that requires the event to be cancelled and the situation to be handed over to the statutory agencies.
- **Minor Incident**
Minor Incidents are incidents that do not require the intervention of the statutory agencies but need to be dealt with by the event organisers.

It is important to appreciate that a minor incident could have the potential to develop into a major incident if not properly planned for and managed. UCD contingency plans deal with minor incidents and along with their major incident plans will be compatible with and agreed with the Major Emergency Plan of the statutory agencies.

56. EMERGENCY INCIDENT ORGANISATION

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



57. STOPPING OPERATIONS

While every effort will be made to ensure that operations proceed smoothly, it is imperative to plan for unforeseen circumstances in order to ensure public safety. It may be necessary to stop curtail or limit an event in the interest of safety. If the event has to be stopped, curtailed or limited *it will only occur* upon the direction of the Event Controller.

Factors, which will be taken into account when deciding to stop, curtail, or limit an event are as follows:

- Advice from the Statutory Agencies
- Advice from the Safety Officer
- Advice from the Chief Steward

If it becomes apparent to the Event Controller that a danger to participants, staff, statutory agencies, or the public at large is imminent or threatened, an event may be stopped curtailed or limited by the Event Controller

58. EMERGENCY ROUTES

Emergency routes will be identified and agreed with statutory agencies for the event. Routes will be shown on the event drawings for use in an emergency. Rendezvous Points are designated where it will be possible to brief the Emergencies Services on arrival to incidents.

59. ACTION IN THE EVENT OF A MAJOR INCIDENT

Resources

- Gardaí
- UCD Staff
- Health Service Executive Staff
- Event Staff
- Local Authority/Fire Service
- UCD Campus Duty Manager

Mission

To ensure that in the event of a Major Incident that all the resources will be deployed in a coordinated manner in order to preserve life and prevent injury.

Execution

In order to execute the mission it will be necessary for all the agencies to coordinate their activities and have clear delineation of responsibilities.

Gardaí

- Gardaí will undertake duties assigned in the Major Emergency Plan and in accordance with standard operational procedures.
- Provide advice and direction to the Event Controller

Local Authority

- Local Authority (including Fire Service) will undertake duties assigned in the Major Emergency Plan and in accordance with standard operational procedures.
- Provide advice and direction to the Event Controller

Health Service Executive

- Health Service Executive will undertake the duties assigned in the Major Emergency Plan and in accordance with standard operational procedures

- Provide advice and direction to the Event Controller

Event Staff

All event staff will be under the control and direction of the Event Controller. Event staff will have been briefed before the start of the event.

Event Controller

- The Event Controller will remain in the control room on being informed of a Major Incident
- He/She will establish communications with:
 - The statutory agencies via radio telephone and/or face to face
 - The Chief Steward (Located at the scene)
 - The Deputy Event Controller and Event Safety Officer (Located at the scene)
- He/She will handover control of the incident to the Statutory Agencies and provide assistance as required
- Take command of resources and ensure that assistance required by the statutory agencies is provided.
- Brief the DLRCC Officials of the situation and the action being taken.
- Provide briefing information for dissemination to the media.
- Cancel all other elements of the event until normality has been restored.

Event Safety Officer

- The Event Safety Officer will proceed to the scene and take control of all Event resources at the scene.
- The Event Safety Officer will advise the Event Controller on the Safety implications of the incident.
- He will advise the Chief Steward concerning the safety considerations that should be considered while assisting at the scene.
- Take command at the scene if necessary.

Chief Steward

- He will report to the Event Controller giving details of the incident and the action being taken
- Assist the Statutory Agencies as requested. Reports on assistance rendered will be made to the Event Controller.

- Security Staff from other areas will be redeployed if appropriate.
- Report to the Event Safety Officer at the scene for instructions

Coordinating Instructions

- Control Room/Area:
 - It will be staffed on a continuous basis while the operations are in progress. Staff will take up duty before the scheduled start time of operations and will remain in position for one hour after the event or until stood down by the Event Controller.
- Readiness
 - All Event Staff will be available to undertake Major Incident Duties at all times, on being alerted. Duties undertaken will be under the control and direction of the Event Controller.
- Radios:
 - Event Staff issued with handheld portable radios will ensure that they are fully charged and recharged at regular intervals

UCD Campus Duty Manager

Will coordinate all activities outside of the stadium on the UCD site. Can be contacted by dialling 01 716 8666 / 01 716 7999 (24hr)

60. COMMAND

- **Event Controller** As per Event Schedule
- **Safety Officer / Deputy Event Controller** As per Event Schedule
- **Chief Steward** As per Event Schedule
- **Senior Garda Officer** *To be nominated by An Garda Síochána*
- **Senior Health Service Executive Officer** *To be nominated by the HSE*
- **Senior Local Authority Officer** *To be nominated by DLRCC*
- **Senior Fire Brigade Officer** *To be nominated by the Dublin Fire Brigade*

61. CODE WORDS

Code words will be circulated before the event at briefings where the following organisations will be invited:

- Gardaí
- Local Authority Staff

- Health Service Executive Staff
- Voluntary Agencies
- Event Staff

62. EMERGENCY PROCEDURES

UCD's attitude to safety is "people first, then everything else". The event is subject to all types of emergency situations including:

Situation	Likelihood	Risk Severity
Weather	Low	Low
Security (crime/assault etc)	Medium	Low
Fire	Low	Medium
Medical Emergency	Low	High
Explosion	Low	High

All staff will attend a safety meeting where they will be versed on all emergency action plans. This emergency action plan will include what to do in case of a mass exodus from a venue. Staff members will be assigned to areas where they will usher people away from the epicenter of the emergency.

Responsibilities during evacuation emergency

In the case of an evacuation emergency, attendees of the event will be instructed to leave in an orderly and calm fashion. The method of informing the attendees will either be through the use of PA systems or megaphones.

Levels of emergency situations and actions

The Senior Gardaí Officer and the Event Controller/Safety Officer will have the authority to authorise Conditions 1 and Condition 2 alerts (described below).

The Event Organisers may receive direction from the Gardaí, fire or other public safety officials regarding suspension of event operations, an evacuation and/or

resumption of event activities. The only event officials with authority to call for a suspension of event operations, an evacuation and/or resumption of event activities are the Event Organisers, the Safety Officer and the Gardaí.

There are two levels of emergency:

- **Condition 1:**
Requires information distribution and is an advance warning. It typically doesn't require action by the public.
- **Condition 2:**
Requires action on the part of most if not all people at the event.

Condition 1 - Information Alert

Condition 1 will not necessarily require a temporary shutdown of the event. If a potentially hazardous situation may or may not impact the event the Event Controller/Safety Officer or member of the Gardaí will issue a Condition 1 alert.

Situation: Delay of event or part thereof, lost children etc

Action: If this situation occurs, the following will take place:

- 1) Event Control or member of the Gardaí will notify all staff of a specific situation and that this is an informational notice only and no action is currently required.
- 2) Event Control will record a positive confirmation from each manager that they have completed notifications within their area of responsibility.

Condition 2 - Action Alert

Condition 2 may require a temporary shutdown of the event.

Situation: Evacuation required

Action: If this situation occurs the following will take place:

- 1) The Gardaí, Event Controller and the Safety Officer will determine need for site evacuation.
- 2) Security Supervisors will make announcements from each location to inform patrons that the event will be temporarily suspended and all patrons need to leave slowly and calmly.
- 3) The Gardaí will direct vehicular traffic according to their assigned stations
- 4) Event Management staff will direct patrons out of the venue as instructed
- 5) "Sweeps" will be done by strategic event staff to check for persons with disability and patrons injured during egress.

Announcements to patrons

All public announcements will be clear and precise.

- Delay of event
"Ladies and gentlemen, the event is going to be delayed. You are welcome to stay here while you wait. Please wait for further announcements."
- Early dismissal
"Ladies and gentlemen, we regret to inform you that today's entertainment has been cancelled due to circumstances outside of the organisers control. Please leave the area in a calm and orderly fashion. Thank you for your patience and cooperation. Once again, the event has been cancelled."

General Instructions

- All staff remain at their assigned post unless directed by the Event Controller
- Event Controller to make status announcements on the radio frequencies in use as needed but at least every 15 minutes under Condition 1 and every 5 minutes under Condition 2

- Do not talk on the radio unless you have something you need to report or have a question. The Event Controller will keep you informed as information is available. Do not report information from outside sources unless completely necessary.
- The Gardaí, Safety Officer or Event Controller are responsible for notification and evacuation of staff including instruction on where to go and to whether to remain on-site if the event is to re-open

Security (crime/assault etc.)

All staff will be asked to assist in providing a safe environment by being alert to suspicious behaviour and promptly reporting the situation to the Event Organisers and Gardaí.

A report from a victim or staff member will include the following:

- Name
- Contact details
- Nature of the incident
- Location, date and time of incident
- Description of person(s) involved
- Description of property involved, if any

All staff will be asked to assist the Gardaí or security personnel. All staff will have the ability to report any incidents either in person or by radio to the Event Organisers.

Fire

In case of fire, the Event Organisers will be notified immediately. The staff member who reports a fire will provide their name and the exact location of the fire (e.g. Location 1, Location A etc.). The threat of the fire will subsequently be ascertained by a combination of:

- Gardaí
- Dublin Fire Brigade
- Event Controller
- Safety Officer

Event staff will aid members of the public in exiting the affected area and once outside or away from the involved area, move to a clear area that is at least 200 metres away from the affected area.

No members of the audience, staff or performers will return to an affected area unless authorized by the fire service or Gardaí.

Medical Emergency

If serious injury or illness occurs to any patron of the event, staff, artist etc. the Event Controller will immediately be contacted. Name, nature and severity of the medical problem and the exact location of the victim will be relayed to the Event Organisers.

If conscious and oriented, the individual will have the right and responsibility to determine his/her own health care needs and the response to those needs. Under such circumstances, staff will refrain from recommending specific health care needs. When event medical personnel arrive on the scene they will recommend a course of action to the injured or ill person.

In circumstances involving a person who is unconscious and/or not oriented, the Event Organisers will be advised of such. At the very least, the patient will be kept still and comfortable until help arrives.

Persons with serious or unusual medical problems will be encouraged to allow medical personnel to evaluate their condition.

Explosion

In the event of an explosion at the event, the following action will be taken:

- As soon as possible the Event Controller will be notified. Staff member name and the location and nature of the emergency (gas, unknown source, car, etc.) will be relayed
- The area will be evacuated. The Event Controller will be alerted that the area is being evacuated

Emergency incident organisation

City officials in the form of the Gardaí are in command of any emergency as declared by the on-site representatives or the Event Organisers. Specific plans for the Gardaí, Fire Service and Medical services will be developed. This document is intended as a guideline for staff action and reaction in emergency circumstances, and is not intended to supercede the emergency procedures utilised by the city but rather work in conjunction with those procedures.

Personnel who can authorise evacuation include:

- Event Controller
- Safety Officer
- Gardaí
- Fire Officials

The event will be interrupted with the use of megaphones or PA system and all access and evacuation routes will be monitored closely to ensure smooth evacuation.

All staff will be aware of what to do in an emergency and understanding what constitutes an emergency. Training will include organising an efficient emergency response, including exit routes and summoning emergency services.

The decision to re-open the venue will be made by consultation between all of the following:

- Event Controller
- Safety Officer
- Gardaí
- Dublin Fire Brigade

Emergency communications

The Event Controller will make announcements on all event radio channels to declare a Condition 1 or Condition 2 status (described in “Emergency Actions: Definitions”). Because the general public may hear these announcements, care will be taken to communicate only the required information in a calm manner.

Condition 1 Announcement:

"Event Control to all units, standby for an announcement. Event Control to all units, standby for an announcement. Event Control to all units, we are currently under Condition 1. Please follow your Condition 1 directions and provide the following information to the artists and spectators in your assigned area. After you have provided this information, please remain in your assigned location until instructed to move by the Event Controller."

Condition 2 Announcement:

"Event Control to all units, standby for an announcement. Event Control to all units, standby for an announcement. Event Control to all units, we are currently under Condition 2.

Please report to your Condition 2 assignments and provide the following information to the public your assigned area. After you have provided this information, please remain in your assigned location as long as it is safe to do so or until instructed to move by the Emergency Controller."

Cancellation

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

- Dun Laoghaire Rathdown County Council
- Gardaí
- Health Service Executive
- Event Staff

Notices will be put out in the media to inform the public and signage will be erected at the event location.

Bomb Scare Procedure

1. The person receiving must record the details listed below (As many details as possible)
2. Inform the Event Controller

Action by Event Controller

1. Inform the Emergency Services (Gardaí, Fire Brigade, Health Service Executive)
2. Inform Safety Officer
3. Inform Chief Steward
4. Maintain liaison with the Emergency Services
5. Implement the advice of the Emergency Services

Action of Safety Officer

1. Provide advice to Event Controller
2. Provide advice to Emergency Services as requested
3. Take control of event resources

Action by Chief Steward

1. Proceed to scene if known
2. Advise all stewards to examine the area for anything suspicious
3. Advise steward not to touch anything suspicious and preserve the scene pending the arrival of the Gardaí

Action to be taken on receipt of an incendiary or bomb threat

- **Do not put down the handset or cut off the call.**
- **Obtain as much information as you can.**
- **Try to keep the caller talking for as long as possible.**
- **Complete the information below asking questions in sequence if necessary.**
 - ✓ **Identity or code word**
 - ✓ **Message (exact words)**
 - ✓ **Where is it?**
 - ✓ **What time will it go off?**
 - ✓ **What does it look like?**
 - ✓ **What kind of device is it?**
 - ✓ **Why are you doing this?**
 - ✓ **Who are you?**
- **As soon as the call is complete, note the time and inform the Event Controller**
- **Complete the following details as soon as practicable, adding anything further that you recall.**

Details of caller:

<i>Man</i>	<i>Yes/No</i>
<i>Woman</i>	<i>Yes/No</i>
<i>Child</i>	<i>Yes/No</i>
<i>Old/Young person</i>	<i>Yes/No</i>
<i>Not Known</i>	<i>Yes/No</i>

Distractions:

<i>Noise on the line</i>	<i>Yes/No</i>
<i>Call box (Pips on the line)</i>	<i>Yes/No</i>
<i>Operator Interruption</i>	<i>Yes/No</i>

<i>Intoxicated</i>	<i>Yes/No</i>
<i>Rambling</i>	<i>Yes/No</i>
<i>Irrational</i>	<i>Yes/No</i>
<i>Impediment</i>	<i>Yes/No</i>
<i>Laughing</i>	<i>Yes/No</i>
<i>Serious</i>	<i>Yes/No</i>
<i>Accent</i>	<i>Yes/No</i>

<i>People in background</i>	<i>Yes/No</i>
<i>Traffic</i>	<i>Yes/No</i>
<i>Talking</i>	<i>Yes/No</i>
<i>Machinery</i>	<i>Yes/No</i>
<i>Aircraft</i>	<i>Yes/No</i>
<i>Music</i>	<i>Yes/No</i>
<i>Children</i>	<i>Yes/No</i>
<i>Typing</i>	<i>Yes/No</i>

<i>Read</i>	<i>Yes/No</i>
<i>Spontaneous</i>	<i>Yes/No</i>

Phone Number where call was received _____

Person receiving call _____

Chemical Release or Spill Procedure

1. The person alerted must record the details of where the spill or release has occurred and the nature of the substance. Details as whether it is solid, liquid, or gas should be established. They should attempt to establish if persons are trapped
2. Inform the Event Controller

Action by Event Controller

1. Inform the Emergency Services (Gardaí, Fire Brigade, Eastern Regional Health Authority) with as much information as possible
2. Inform Safety Officer
3. Inform Chief Steward
4. Maintain liaison with the Emergency Services
5. Implement the advice of the Emergency Services

Action of Safety Officer

1. Provide advice to Event Controller
2. Provide advice to Emergency Services as requested
3. Take control of event resources

Action by Chief Steward

1. Proceed to scene if known
2. Advise all stewards to keep members of the public away.
3. Advise stewards to only attempt rescue or extinguishing action if it safe to do so
4. Provide advice to the Emergency Services on arrival

63. EMERGENCY SERVICES INFORMATION

Drawings and concise Emergency Services Information will be prepared and distributed to the relevant services before the first fixture.

SAFETY POLICY

64. INTRODUCTION

UCD is committed to spectator safety, which it views as an extension to its Safety Statement drawn up in respect of staff to which the terms of the Safety, Health and Welfare at Work Act, 2005 refers. It should be made clear that it is the duty of all employees to ensure, as far as they are able, that all activities which take place at the ground are conducted in such a way that, as far as is practicable, the safety of everybody at the ground is assured.

65. POLICY MONITORING

UCD will continuously monitor compliance with the policy objectives by the following:

- Commissioning regular reports on safety measures taken
- Monitoring safety measures in place
- Examining details of all incidents
- Maintain written records of all tests and servicing undertaken to services, fixtures and fittings within the ground
- Maintain records of all briefings
- Prepare an Annual Report detailing;
 - Number of incidents and action taken
 - Details of safety reports commissioned
 - Summary of staff briefings
 - Summary of tests and servicing

66. ANNUAL GENERAL MEETING

The content of the report will be placed before UCD's Annual general Meeting.

67. ORGANISING FOR SAFETY

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

It is noted that in planning for this event full cognizance has been taken of the recommendations of the following Codes, where these are considered relevant and practicable for this event:

- (a) Code of Practice for Safety at Sports Grounds issued by the Department of Education January 1999.
- (b) Code of Practice for Safety at Outdoor Pop Concerts Code of Practice for Safety at Outdoor Pop Concerts. Department of Education in January 1996.
- (c) Code of Practice for Management of Fire Safety in Places of Assembly, Department of Environment
- (d) Code of Practice for Management of Fire Safety in Places of Assembly. Department of Environment.
- (e) Code of Practice for Fire Safety of Furnishings and Fittings on Places of Assembly. Department of Environment.
- (f) Fire Services Act 1981
- (g) Fire Safety in Places of Assembly (Ease of Escape) Regulations.

The Event Management Team will endeavour to organise safety on each site by ensuring that:

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

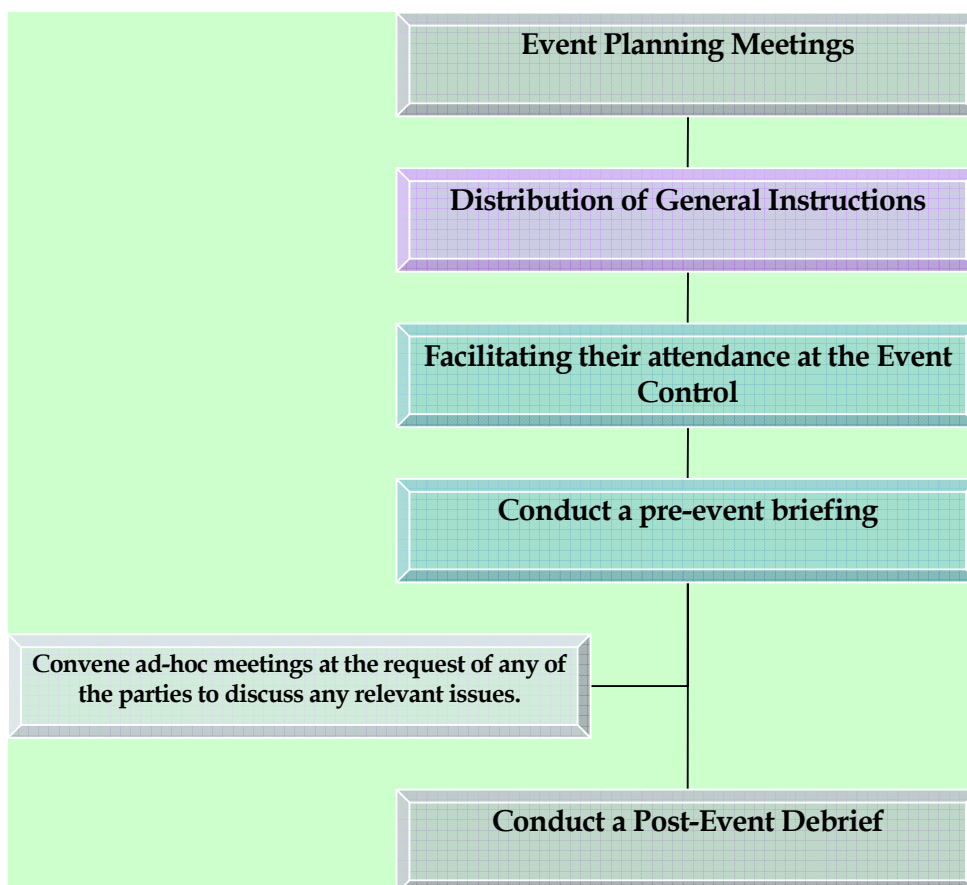
68. MONITORING SAFETY

Safety at the Event will be monitored by:

1. **Active monitoring:** Before during and after events all necessary checking will be undertaken.
2. **Reactive monitoring:** All accidents and incidents will be logged in order that they can be reported upon and assist in identifying weaknesses or omissions in the safety strategies.

69. LIAISON WITH STATUTORY AGENCIES

Before, during and after events liaison between statutory agencies and the Event Management Team will consist of:



70. RISK ASSESMENT

The purpose of risk assessment is to identify what hazards there are at the Event that could cause harm to people and to assess whether present precautions are adequate or whether more should be done.



71. METHODOLOGY

Risk Evaluation

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. It is necessary to ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed SxL=R. S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column.

Control Measures

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar activities.

Review

A review of the assessment must be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During performances a process of continuous assessment and reassessment must be undertaken to ensure appropriate risk controls are put in place should situations develop which are not covered in this risk assessment.

Risk Assessment Matrix for Personal Injury



		SEVERITY					
		Multiple Death	Single Death	Major Injury	'3 day' Injury	Minor Injury	None
		10	8	6	4	2	1
L I K E L I H O O D	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	Very Unlikely 1	10	8	6	4	2	1

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level. 'Major Injury' shall be as defined as an injury that involves death or serious injury leading to disability

KEY TO SHADING



32 - 100	<i>Level of risk is unacceptable.</i>
16 - 24	<i>Level of risk may be tolerable. Seek to reduce level of risk.</i>
1 - 12	<i>Level of risk is acceptable</i>

DEFINITION OF LIKELIHOOD CLASSES

CERTAIN	10	Has happened before and is expected to happen again
VERY LIKELY	8	Has happened before and is very likely to happen again
PROBABLE	6	Has been known to occur before and is likely to happen again
POSSIBLE	4	Has been known to occur before and it may happen again
UNLIKELY	2	Has been known to occur before but no reason to suggest that it will happen again
VERY UNLIKELY	1	Has never happened before and there are no reasons to suggest it will happen again

Abbreviations used in 'To Whom' assessments -P = Public, S =Staff

72. RESULTS

The table below shows the results of the assessments together with the control measures and responsibilities.

This risk Assessment is solely concerned with the operation of the UCD Events. It should be noted that a separate Risk Assessment will be undertaken to identify and control risks associated with each separate element of the event.



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			10	4	40		10	2	20		
Structural Collapse	Fatalities and major injuries	P, S, C	10	4	40	<ul style="list-style-type: none"> Pre-Event inspection by Safety Officer Temporary TV Platforms, seating and other Structures are to have plans and calculations checked by a competent engineer. Temporary platforms are designed, constructed to be fit for purpose and constructed by competent personnel All temporary structures are to be visually inspected by a structural engineer upon completion and certified as appropriate. Temporary scaffold hoardings are constructed to meet crowd loadings stated in the Code of Practice for outdoor events. Safety Officer aware of wind impact and aware of permissible wind conditions. Immediate inspection of structure in the event of adverse weather conditions 	10	2	20	Structural stability requires constant observation and specialist advice sought if in doubt	



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	L	R		S	L	R		
Emergency Incident	Fatalities or major injuries	P, S, C	10	4	40	<ul style="list-style-type: none"> o An all risk approach Emergency Plan adopted by UCD o Event Control staffed prior to and following event o All response measures coordinated with Statutory Agencies o Constant vigilance to reduce the likelihood of an emergency incident o Contingency Plans formulated with the Gardai, Health Service Executive and Fire Service and will be implemented by the Event Controller if required o Stewarding and Security personnel and staff briefed upon their roles in the event of an emergency incident o Medical Teams and ambulances provided for all fixtures o Emergency Plan with Code Words in place. o Training of key personnel 	10	2	20	Staff should be constantly aware of their roles in the Event of an Emergency	



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			S	L	R		S	L	R		
Terrorist Threat (Public access to the ground prior to the fixture)	Compromise to Safety	P, S, C	10	4	40	<ul style="list-style-type: none"> o Immediate Notification to Gardai upon notification of receipt of bomb threat or discovery of suspect package o Staff briefed not to examine suspect package, but to clear the area o Staff briefed on restrictions of use of radios near suspect packages o Liaison between Gardai, UCD and Venue Management o Contingency Plan in place for cordoning and evacuation of affected area o Strategy in place for Total or Partial Evacuation o Deployment of additional stewards to assist with crowd management o In the event of evacuation within the Ground, Strategy in place to monitor evacuee area to ensure there is no overcrowding o Gardai Strategy to Consider Threat Level 	10	2	20	Staff should be constantly aware of their roles in the Event of a perceived or confirmed Terrorist Threat	



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Terrorist Threat (Cont.)						<ul style="list-style-type: none"> ○ Accreditation and Pass Systems in Operation ○ UCD and Venue Management to ensure all staff and contractors are fully conversant with Evacuation and Emergency Procedures. ○ Tactical and Planning meetings between UCD and Gardai prior to the event ○ Emergency and Escape Routes are briefed to all Stewards 					



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			S	L	R		S	L	R		
Fire	Fatality major injuries or burns	P, S, C	10	6	60	<ul style="list-style-type: none"> Immediate notification of discovery of fire to Fire Service Ensure Identification of location, description and severity of Fire is established Venue is fitted with automatic and manual measures to raise alarm Venue will ensure removal of all combustibles from public and storage areas Venue will ensure any flammable chemicals and materials to be stored in approved containers/area. Venue will ensure provision of extinguishers (IS 290/291 compliant) Training of Security Staff in the safe use of extinguishers Venue management will ensure maintenance of all fire Safety equipment in accordance with appropriate Codes of Practice Emergency Services Traffic Plans and Routes in place. 	10	2	20	Sources of ignition should be constantly monitored and eliminated or monitored where necessary	



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			S	L	R		S	L	R		
Lighting	Insufficient visibility	P, S, C	6	4	24	<ul style="list-style-type: none"> Venue will test all lighting before event Repair luminaries as required 	6	2	12		
Electrical equipment	Electrical shocks and burns	P, S, C	8	4	32	<ul style="list-style-type: none"> Electrical systems report prepared regularly by Chartered Electrical Engineer No additions to any electrical circuits except by an approved Electrical contractor 	6	2	12	Electrical systems constantly monitored and specialist advice sought if in doubt	
Traffic	Collision with vehicle within ground	P, S, C	8	6	48	<ul style="list-style-type: none"> No vehicle movement once the ground is open to the public except under escort 	8	2	16		
Crowd Crushing	Fatality or major injury	P, S, C	10	4	40	<ul style="list-style-type: none"> Maximum capacities known Adequate escape routes Monitoring of hazards associated with crowd movements Crowd Management Plan in Place for Queuing systems and risk areas Electronic ticket scanning system operational to constantly monitor admission ingress rate. 	10	2	20	Crowd distress signals must be monitored at all times	



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			6	8	48		6	2	12		
Slips trips and Falls	Injuries through trips	P, S, C	6	8	48	<ul style="list-style-type: none"> • Inspection of ground before each event • All items proud of the normal ground level to be repaired or fenced off • Contract cleaning company to erect warning signs when undertaking spillage clean-up • All personnel to report spillages and remain at site until cleaners arrive • Cleaners to remove spillages immediately • Venue to ensure all areas are well lit and clear of obstruction • Venue to ensure all handrails are secure 	6	2	12		



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			S	L	R		S	L	R		
Adverse Weather Conditions	Personal Injury, Damage to structures	P, S, C	6	4	24	<ul style="list-style-type: none"> Weather forecast monitored in advance of event Identify nature of weather – wind, rain, snow, fog, heatwave etc Continuous monitoring of weather conditions during the fixture Monitoring for damage to permanent, temporary or demountable structures Monitoring of potential damage to or from adjacent structures Assess the effect of the playing area Ensure there is no uncontrolled migration of spectators from exposed areas Ensure all staff are aware of their responsibilities in the event of a postponement or abandonment 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			6	4	24		6	2	12		
Failure of Floodlights	Crowd Control Issues, Play unable to continue	P, S, C	6	4	24	<ul style="list-style-type: none"> Duty electrician available If power is not restored then consultation with referee If power is not restored and match is abandoned then contingency plan implemented Decision to be made whether to continue or abandon event Re-deployment of stewards to key areas 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			6	4	24		6	2	12		
Failure of Power System Supply	Confusion, Crowd Control Issues, Panic amongst Public	P, S, C	6	4	24	<ul style="list-style-type: none"> Venue equipped with back-up generator Duty electrician available Megaphones at key areas to allow communication with public If power is not restored then consultation with referee If power is not restored and match is abandoned then contingency plan implemented If prior to the event and turnstiles not available then consultation between Gardai and UCD on whether to delay match 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	L	R		S	L	R		
Accident due to supplier of goods or services neglect	Fatality or major injuries	P, S, C	10	4	40	<ul style="list-style-type: none"> All suppliers should be required to submit safety statements and method statements before entering the ground Suppliers must confirm that all staff employed are properly trained for the task Customised Risk assessments should be prepared by the supplier to demonstrate that they have considered hazards associated with the ground 	10	2	20	All suppliers must be monitored to ensure adherence to proper safety practices If in doubt specialist advice should be sought	



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			10	4	40		10	2	20		
Gas Leak / Chemical Incident	Fatality or major injury, Risk of explosion or fire	P, S, C	10	4	40	<ul style="list-style-type: none"> All gas supplies and outlets monitored and checked prior to the event by venue Emergency Procedures in place Immediate identification of location, description and severity of incident Notify emergency gas service/fire service Turn of Gas supply if within the venue Make announcements to extinguish any naked flames and cigarettes If partial evacuation within the ground required then monitor capacity of re-location areas are not exceeded 	10	2	20		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			6	4	24		6	2	12		
Failure of CCTV	Reduced security and crowd management control	P, S, C	6	4	24	<ul style="list-style-type: none"> Procedures in place Maintenance contractor on site Decision to be made whether to continue or abandon event Re-deployment of stewards to key control areas If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues 	6	2	12		
Failure of Public Address System	Loss of the ability to provide information and instruction	P, S, C	6	4	24	<ul style="list-style-type: none"> Procedures in place Maintenance contractor on-site Use electronic scoreboard to relay messages Use of megaphones in key areas If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	L	R		S	L	R		
Failure of Electronic Scoreboard	Loss of the ability to provide information and instruction	P, S, C	6	4	24	<ul style="list-style-type: none"> Procedures in place Use public address to relay messages Use of megaphones in key areas If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues 	6	2	12		
Failure of Radio Network	Loss of the ability to provide information and instruction to staff, loss of overall management control	S, C	6	4	24	<ul style="list-style-type: none"> Procedures in place Maintenance contractor on-site Use of runners to relay messages to key areas Use of mobile phone network - If possible (can be unreliable) Use of Gardai and medical radio network to relay messages If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	L	R		S	L	R		
Failure of Internal Telephone System	Loss of the ability to provide information and instruction to staff, loss of overall management control to non-radio users	S, C	6	4	24	<ul style="list-style-type: none"> Procedures in place Request Maintenance contractor on-site Use directional public address to relay messages Use of runners to relay messages to key areas Use of mobile phone network - If possible (can be unreliable) Use of Gardai and medical radio network to relay messages If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			10	4	40		10	2	20		
Crowd Surge - Inside and Outside the Ground	Injury or Fatality	P, S, C	10	4	40	<ul style="list-style-type: none"> Procedures in place All ticket event with seat or section allocation to avoid overcrowding Deployment of stewards to monitor area for crowd distress If overcrowding assessed PA and stewards will be used to redistribute crowd Access to area controlled and contained If there are signs of crowd distress, crush or if surge is likely to lead to injury then stewards and Gardai will be deployed to area If there are signs of crushing then partial evacuation will be undertaken to relieve pressure - e.g. onto the pitch First Aid and Medical staff will be deployed to the area to monitor and treat as required Decision will be made whether to declare an emergency 	10	2	20		



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			S	L	R		S	L	R		
Pitch Incursion	Personal Injury, Violence, Threats to Players, Officials and VIP's	P, S, C	4	4	16	<ul style="list-style-type: none"> • Procedure in place • Liaison between Gardai and UCD • Designated Pitch Stewards • Action to be taken to contain incursion • Deployment of extra personnel to forestall further incursion • Action taken to prevent confrontation between supporters • Designated Pitch exit route • If Pitch clearance not possible then decision to be made to abandon the game • Stewards briefed on action to be taken in the event of a pitch incursion 	4	2	8		



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			2	4	8		2	2	4		
Delayed Kick Off	Personal Injury, Violence	P, S, C	2	4	8	<ul style="list-style-type: none"> Procedures in place Liaison between Gardai and UCD Liaison with the referee Constant information provide by PA and Scoreboard to spectators inside and outside the venue Ensure adequate turnstiles open to deal with late arrivals 	2	2	4		
Lock - Out	Injury, Fatality	P, S, C	2	4	8	<ul style="list-style-type: none"> Procedures in place All ticket event with seat allocation to avoid overcrowding and lock-out requirement Liaison between Gardai and UCD Constant monitoring of numbers outside the ground Control of crowd movements to prevent surging PA used to inform Crowd outside Venue that the event is a sell out 	2	2	4		



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			6	4	24		6	2	12		
Disorder / Protests inside the Ground	Injury, Fatality	P, S, C	6	4	24	<ul style="list-style-type: none"> Procedures in place Liaison between UCD and Gardai Decision on level and nature of intervention required by Event Controller Record details for evidence purposes Deployment of extra personnel to prevent further disorder 	6	2	12		
Large Scale Ticket Forgery	Injury, Violence	P, S	4	4	16	<ul style="list-style-type: none"> Procedures in place Tickets have recognised security system Liaison with UCD and Gardai Seizure of all forgeries Brief all admission gates on identifying factors of forgeries Outer Cordon ticket check in operation 	4	2	8		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			4	4	16		4	2	8		
Abandoned Game	Injury, Violence	P,S	4	4	16	<ul style="list-style-type: none"> Procedures in place Closure of entrance gates if ground already open If ground not open all media used to advise home and away supporters Spectators stopped at all Gardai cordons and informed Spectators informed of refund or re-match policy Megaphones used on approach routes to advise spectators Liaison between UCD and Gardai 	4	2	8		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	L	R		S	L	R		
Public Gaining Access to unauthorised areas	Falls, Trips, Abrasions, Slips, Crushing Injuries, Struck by Objects, Injury through contact with live services	P	8	4	32	<ul style="list-style-type: none"> All contractors are to made aware of Event Organiser and UCD safety requirements Venue will ensure all areas must be made as secure as reasonably practicable with manned control through access points Gates and doors to private areas to be kept closed Temporary electrical equipment will be routed through safe areas and / or covered with protective material 	8	2	16		
Pyrotechnics and/or special effects (If Used)	Burns, Injury	P, S, C	6	4	24	<ul style="list-style-type: none"> Risk Assessment and method statement supplied by specialist contractor 	6	2	12		
Plant and Equipment	Faulty equipment, untrained operatives	P, S, C	8	4	32	<ul style="list-style-type: none"> Ensure all equipment has been inspected and tested All operatives have been trained and hold appropriate certification 	8	2	16		



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			2	4	8		2	1	2		
Toilet Provision	Health Hazard and Overcrowding	P	2	4	8	<ul style="list-style-type: none"> Toilets serviced by contract company Stewards aware of alternative toilet locations and direct public as appropriate 	2	1	2		
Stewarding Event	Injuries due to environmental hazards	S, C	4	4	16	<ul style="list-style-type: none"> Security management to undertake pre-event inspections Contingency plans and procedures in place 	4	1	4		
Stewarding Event	Protracted Duty / Inclement or Hot weather - Heat, Cold, Stress or Dehydration	S, C	4	4	16	<ul style="list-style-type: none"> Security managers will ensure all staff receive regular breaks Security companies to provide appropriate clothing in accordance with weather conditions 	4	1	4		
Stewarding Event	Injuries due to inadequate preparation	S, C	4	4	16	<ul style="list-style-type: none"> Intelligence assessment with UCD and Gardai Review procedures from previous events Ensure sufficient number of stewards Contingency plans in place 	4	1	4		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			4	4	16		4	2	8		
Cable Runs	Trip Hazard, Head Hazard, Damage to other equipment or fixings	P, S, C	4	4	16	<ul style="list-style-type: none"> At all times close attention must be made to the installation of cables Where cables are at ground level they must be matted, ramped or run close to the wall to minimise Trip Hazards Where cables are run overhead then existing runs should be followed. Where this is not possible then discussion with venue management should take place as to the best possible route At no time should overhead cables be tied off to anything other than the supports installed for this purpose Cables must be secured by cable ties, no string or chord must be used At no time should cables be secured to busbars or other electrical services Where cables run at Pitch level the access covers must be replaced so as not to present a trip hazard 	4	2	8		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			4	4	16		4	1	4		
Excessive Hours Worked	Accidents or Ill Health caused by Tiredness	S, C	4	4	16	<ul style="list-style-type: none"> Restrictions on staff generally working more than 16 hours per day 	4	1	4		
Stewarding Traumatic Incidents	Post Traumatic Stress Disorder	S, C	4	4	16	<ul style="list-style-type: none"> Awareness by all senior management Knowledge of access to counselling 	4	1	4		
Incident / Accident Reporting	Injuries or near misses	P, S, C	6	4	24	<ul style="list-style-type: none"> All accidents or incidents must be reported As many details as possible must be given to allow proper investigation All accidents must be reported to the event safety officer Accident form to be completed 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			S	L	R		S	L	R		
General Public Safety	Injury or Fatality	P	8	4	32	<ul style="list-style-type: none"> External and Internal Planning Meetings held Tactical and Risk Assessment meetings held Comprehensive safety management structure and event management plan Ground Rules and Regulations Management of Spectators by adequate numbers of stewards, security and Gardai Continuous monitoring by the Safety Officer, Event Control and Senior Gardai Officers 	8	1	8		
Vandalism	Structural Damage to Venue	S, C	2	4	8	<ul style="list-style-type: none"> Security and Gardai presence within the Venue Vandals ejected Ground regulations in place 	2	1	2		



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Violence Racist Abuse Offensive Chanting	Violence against staff and opposing fans, due to alcohol, malice, etc.	S, C	4	4	16	<ul style="list-style-type: none"> To the best of ability all organisations should ensure staff are not working in isolation All organisations should ensure staff have knowledge of communications structure Personnel should request assistance at first signs of aggression All personnel should remain non-confrontational Gardai available throughout the venue 	4	2	8		
First Aid	Treatment not immediate or inappropriate	P, S, C	8	4	32	<ul style="list-style-type: none"> Access to trained first aiders Doctor on site in accordance with specifications in Event Management Plan 	8	1	8		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			6	4	24		6	2	12		
Field of Play	Sporting Injury	S, C	6	4	24	<ul style="list-style-type: none"> Playing area to be inspected immediately before play to ensure the playing area is safe and fit for use Weather conditions will be monitored for safety implications Players will warm up before play and undertake cool down exercise after play 	6	2	12		
Flares	Burns, Injuries	P, S, C	6	4	24	<ul style="list-style-type: none"> Flares prohibited within the ground Searches carried out upon entry Fire Safety Stewards on duty to deal with flares Extinguishers available throughout the ground Flare users approached once flare has extinguished and referred to Gardai 	6	2	12		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			10	4	40		10	1	10		
Crowd Movements Ingress Egress Half Time	Overcrowding, Crushing	P	10	4	40	<ul style="list-style-type: none"> Procedures in place All ticket event with seat or sector allocation to avoid overcrowding Monitoring of crowd movements by CCTV Deployment of stewards to monitor area for crowd distress If overcrowding assessed PA and stewards will be used to redistribute crowd If there are signs of crushing then partial evacuation will be undertaken to relieve pressure - e.g. onto the pitch First Aid and Medical staff will be deployed to the area to monitor and treat as required Decision will be made whether to declare an emergency Directional signage within and outside the venue 	10	1	10		



Subject Area	Hazards and Effect	To Whom	Severity Rating x Likelihood = Primary risk based on no controls $S \times L = R$			Existing Control Measures	Severity Rating x Likelihood = Residual Risk $S \times L = R$			Action Required Where Risks are Not Adequately Controlled	Other Comments
			2	4	8		2	1	2		
Offensive Flags/Slogans	Violence	P	2	4	8	<ul style="list-style-type: none"> Security and Gardai presence within the Venue Offensive materials confiscated Ground regulations in place Offender ejected if persists to continue with offence 	2	1	2		
Persistent standing on seats	Risk of Injury	P	2	4	8	<ul style="list-style-type: none"> Security and Gardai presence within the ground Persons asked to not stand on seats by stewards Ground regulations in place Offender ejected if persists to continue standing on seat 	2	1	2		

74. STRUCTURES

Any structures in use will be constructed in accordance with good engineering and building practice. The design and erection of these structures will be carried out under supervision of a suitably qualified Chartered Engineer. The Chartered Engineer will certify, before the event that the works have been carried out in accordance with relevant standards.

Structural design

The design of temporary structures will be strictly in accordance with paragraphs 14.3-14.7 of the Code of practice for Safety at Sports Grounds, Department of Education, 1996.

Positioning

Temporary structures are sited in locations that are capable and suitable of accommodating dead and imposed loads.

Construction Method

A method statement will be submitted by the Temporary Structure Construction Company to the Safety Officer for transmission to DLRCC. The method statement will demonstrate that the requirements of paragraphs 14.11-14.15 the “Code of Practice for Safety at Sports_Grounds”, Department of Education, 1996 is being complied with. In addition the statement will demonstrate that the measures referred to in paragraphs 359-404 of “The Event Safety Guide”, Health and Safety Executive, 1999 is being complied with.

Management during use

The Safety Officer will ensure that the temporary structures are used in accordance with the planned use. Access to bracing elements or the areas under the temporary structures will be prohibited by stewards. Particular attention will be paid to the areas under the structures to ensure that there is no build up of combustible material.

75. ELECTRICAL INSTALLATIONS

The electrical installation at the Event will be adequate for normal and emergency conditions. Auxiliary power will be available to enable emergency lighting and all other electrical powered safety equipment to operate for up to three hours after failure of normal supply. Loudhailers will be available as a fail-safe measure, and will be easily located. Electrical installations will comply with the requirements of ETCI regulations. The installer before the event will certify compliance. A duty electrician will be available (on call) to the event controller throughout the events. The requirements of Chapter 21 of the Code of Practice for Safety at Outdoor Pop Concerts, Department of Education, 1996 will be complied with. In addition, the requirements of Paragraph 427-456 of The Event Safety Guide, Health and Safety Executive, 1999, will be complied with.

76. PRE-MATCH ENTERTAINMENT

Any pre-match entertainment and planned special events/effects will be detailed within the General Instructions. All appropriate legislation pertinent to special effects will be adhered to and appropriate authorities informed.

77. BABIES

A child is a spectator, irrespective of its age and should therefore count towards the total capacity of the venue.

If the child is old enough to occupy a seat it should be allocated one. If it will clearly remain on an adult's lap at all times, it need not be allocated a seat. However, in order to prevent the permitted capacity being exceeded, a seat somewhere in the area concerned will not be sold.

The safety officer and the stewards in the area concerned will be made aware of the presence of a babe in arms in case an emergency should arise.

78. LARGE FLAGS

Very large spectator flags being unveiled and then passed over the heads of spectators from one end of a stand to the other create something of a spectacle and keep spectators "entertained" prior to a match. However, the practice does raise some safety issues which need to be balanced against the entertainment provided.

UCD is aware that the use of such flags is banned at some clubs, whereas at others their use is not only approved but the club also provides storage for what in some cases can be an extremely large flag.

UCD considers the question of whether or not to allow the use of such flags is best determined locally in discussion between UCD, the safety consultants and the Gardai. This will enable all relevant local circumstances including the design of the stadium, the size, fabric and intended use of the flag and any other safety or public order considerations to be taken into account.

79. RESTRICTIONS

No vehicles, concession stands, or temporary structures are permitted within the ground.

TRAFFIC MANAGEMENT AND PARKING

Parking is only permitted in designated parking locations on the UCD Campus. Clamping is in operation 7 days a week.

Players may be set down at the changing rooms by coach following which the coach must park in the designated coach parking area adjacent to the Conway Institute.

All spectator coaches must park in the designated coach parking area adjacent to the Conway Institute. There must be no coach parking anywhere else on site. Further information can be obtained from the UCD Traffic Manager on 716 3082.

Officials may park in the designated bays on the road leading to the Greenfield Park gate adjacent to the stadium.

Spectator access to UCD is via the N11 and Clonskeagh entrances only.

The road leading to the Greenfield Park gate must be kept clear at all times in order to facilitate emergency vehicle access.

RECORDS AND MAINTENANCE

80. INTRODUCTION

Tests and inspections will be carried out by UCD and records kept as specified. Any defect found as a result of those tests and inspections or otherwise will be recorded in a Defects Log Book which will also record when the defect is discovered and when remedied.

All defects and deficiencies will be reported to the Safety Officer as soon as it reasonable possible but at no time more than 24 hours after discovery.

81. EVERY FIXTURE

Before a fixture the Safety Officer will

- (i) Inspect the general condition and state of maintenance of the ground paying particular attention to the condition of each stairway, exit route, access route and directional sign
- (ii) Inspect all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity
- (iii) Examine each crush barrier and balustrade for corrosion, deformation or any other visible weakness, test exit doors and gates to ensure that they are easily and fully operable.
- (iv) Remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void and means of access for emergency vehicles of goods, litter, combustible materials or other hazards.
- (v) Examine all exit doors and gates (including those in perimeter or radial fences) whether manually or electronically operated
- (vi) Inspect the general condition and state of maintenance of the ground paying particular attention to the condition of each stairway, exit route, access route and directional sign
- (vii) Inspect all gangways and exit routes for obstructions and ensure that they are capable of being used to their full capacity

-
- (viii) Examine each crush barrier and balustrade for corrosion, deformation or any other visible weakness, test exit doors and gates to ensure that they are easily and fully operable.
 - (ix) Remove and dispose of all potential missiles, rubbish and combustible waste and clear each exit, stairway, exit route, boiler room, electrical intake room, void and means of access for emergency vehicles of goods, litter, combustible materials or other hazards.
 - (x) Examine all exit doors and gates (including those in perimeter or radial fences) whether manually or electronically operated
 - (xi) Inspect all voids beneath stands, all kitchens and food preparation areas and all other areas particularly vulnerable to fire for combustible materials or other hazards
 - (xii) Ensure that the required fire fighting equipment is in position and available and
 - (xiii) Inspect first aid rooms and the equipment and supplies held there
 - (xiv) Inspect the playing surface for debris such as broken glass

82. GENERATORS

Any generator and associated engine will be tested in accordance with the manufacturer's instructions by a competent person (including a qualified electrician on the ground staff) not more than 48 hours prior to a fixture. It should include a simulated mains failure test with the generator taking up its prescribed load within 5 seconds. The results of such tests will be recorded in a log book.

83. FIRE AND EMERGENCY SYSTEMS

The telephones, fire alarms, emergency lighting, fire detectors and public address system, including the repeater, will be tested in accordance with the methods laid down in IS 3218 Part 1 not more than 48 hours prior to a fixture (including a test from the secondary source of power supply) and the results recorded in a log book.

84. TICKET COUNT

The ticket count system is agreed 24hours prior to the event.

85. STEWARDS

Stewards will be briefed on their general and emergency and a record of the briefing kept in a log book.

86. FIRST AID

The Safety Officer will liaise with the first aid supplier to ensure that First Aid equipment and materials are maintained at the required level.

87. MONTHLY INSPECTIONS

a) Fire Extinguishers

Monthly inspections of extinguishers, will be carried out by Grounds Staff to ensure that extinguishers are in their correct positions and have not been discharged or suffered a pressure loss or damage. The results of the inspections will be entered in a log book.

b) Generators

Any generator and associated engine used to provide alternative supplies will be tested by a competent person. The generator will be started under simulated mains failure and tested on full load for not less than one hour. The results of the tests will be recorded in a log book.

88. BI-ANNUALLY

Fire Fighting Equipment

All fire fighting equipment will be inspected by a competent person twice a year.

89. QUARTERLY

Escape Lighting

If provided any escape lighting engine generator and control gear will be tested by a competent person and a certificate to the effect that they are in efficient working order will be available for inspection

Alarm Systems

The manual electric fire alarm, automatic fire detection equipment, telephone system, public address system will be tested by a competent person and a certificate confirming that they are in a satisfactory condition.

90. ANNUALLY

Training

One evacuation training sessions will be carried out every 12 months and the details recorded in a log book.

Barriers and Fencing

Inspections will be made of the ground, including crush barriers, boundary walls, fences, gates and including all buildings, structures, components and installations, by a competent person

A 25% representative sample of crush barriers, handrails and other structural crowd control elements will be tested every 12 months. Each year, the sample will be different so that all crush barriers and handrails are tested once every 4 years. The



25% sample will not include any which, following inspection, are tested as a result of doubts as to their integrity. A certificate of testing will be available for inspection.

The certificate will list and identify the items to which it refers and confirm that they are in such condition as to perform safely their required functions from the date of the certificate. The testing will be carried out, and the certificate signed by the following.

- a Chartered Structural Engineer

ENVIRONMENTAL FACILITIES

91. SOUND

It is accepted that during the course of the operations sound emissions may impact upon residents in the area. UCD are committed to keeping emissions as low as possible consistent with patron's enjoyment of the Event

92. SANITATION

Toilet facilities will be provided in agreement with Local Authority requirement. It is expected that the event numbers will comprise of a 70/30 mix of male female patrons. The contractor providing the toilet facilities will ensure that adequate staff to maintain the toilet in a clean and operational condition.

SAMPLE GENERAL INSTRUCTIONS



GENERAL INSTRUCTIONS

<p>.....Vs</p> <p>.....2007</p>

Name

Radio Ch.

Event Controller
Event Safety Officer
Chief Steward
PA Announcer

Segregation Required

YES/NO

Event Organisers Representative

UCD Liaison

Garda Liaison

St John's Ambulance Liaison

Concession Liaison

EVENT DAY SCHEDULE

----hrs UCD Venue Handover
----hrs Playing surface inspected for debris
----hrs Event Control Operational
----hrs First Aid Control Operational
----hrs Security Control Operational
----hrs Public Areas closed to vehicles
---- hrs Stewards Briefing
---- hrs Doors open to Public
-----hrs –
---- hrs Players Warm-Up
---- hrs Floodlights on
----hrs Kick-Off
---- hrs Half Time
---- hrs Estimated Finish

DEPARTMENTAL INFORMATION

1. TICKETING

- | | |
|----------------------------------|--------------|
| 1.1. SAME DAY SALES | YES/NO |
| 1.2. TICKET COLLECTION LOCATIONS | |
| 1.3. TICKET ENQUIRIES | TICKETMASTER |
| 1.4. DISABLED SEATING | |
| 1.5. ENTRANCES IN USE | |
| 1.6. STERILE / UNSOLD AREAS | |
| 1.7. TICKET SALES TO DATE | |

2. SECURITY

2.1. GARDAI

- | | |
|------------------------|----------|
| 2.1.1. NUMBER INSIDE | |
| 2.1.2. NUMBER OUTSIDE | |
| 2.1.3. ENTRANCE SEARCH | YES / NO |

2.2. PASSES

- | | |
|-----------------------------------|----------|
| 2.2.1. STANDARD UCD PASSES IN USE | YES / NO |
| 2.2.2. MEDIA / TV PASSES ISSUED | YES / NO |
| 2.2.3. OTHER PASSES IN USE | YES / NO |

2.3. COACH MOVEMENTS

- | | |
|---------------------|--|
| 2.3.1. ARRIVAL TIME | |
| 2.3.2. PARKING | |

2.4. PROHIBITED ITEMS

- | | |
|------------------------------------|----------|
| 2.4.1. STANDARD GROUND REGULATIONS | YES/NO |
| 2.4.2. OTHER ITEMS | NIL |
| 2.4.3. PLASTIC BOTTLE TOPS | ON / OFF |
| 2.4.4. CONFISCATE BOTTLES | YES / NO |

2.5. STAFFING

-
- 2.5.1. SEATING STEWARDS
 - 2.5.2. EXIT GATE STEWARDS
 - 2.5.3. ENTRANCE STEWARDS
 - 2.5.4. GENERAL STEWARDS
 - 2.5.5. SEGREGATION STEWARDS

2.6. SIGNAGE

- 2.6.1. GROUND REGULATIONS BOARDS YES / NO
- 2.6.2. EXTRA PROHIBITED ITEMS YES / NO
- 2.6.3. EXTERNAL SIGNS FOR FOREIGN SUPPORTERS YES / NO
- 2.6.4. DO NOT ENTER FIELD OF PLAY YES

2.7. PITCH PRESENTATION YES / NO

2.8. VIP'S YES / NO

3. CAR PARKING

- 3.1. STAFF PARKING
- 3.2. DISABLED PARKING
- 3.3. PLAYERS AND OFFICIALS
- 3.4. PUBLIC PARKING

4. CONCESSION UNITS

- 4.1.1. NUMBER
- 4.1.2. LOCATIONS

5. FIRST AID

- 5.1. DOCTORS
- 5.2. NURSES / FIRST AIDERS
- 5.3. PITCH TEAM
- 5.4. MEDICAL UNITS
- 5.5. AMBULANCE

6. PRESS

- 6.1. PRESS LOUNGE
 - 6.2. NUMBERS
-

6.3. POST MATCH INTERVIEWS

YES / NO

6.4. PITCH PHOTOGRAPHERS

7. COMMERCIAL

7.1. RIGGING SCHEDULE

7.1.1. WHO

7.1.2. CRANE ON SITE

YES / NO

7.1.3. EXTERNAL COMMERCIAL LIAISON

7.1.4. RISK ASSESSMENTS

YES / NO

7.1.5. METHOD STATEMENT

YES / NO

7.2. ADVERTISING BOARDS

7.2.1. AD-BOARDS IN USE

YES / NO

7.2.2. ALL SIDES

YES / NO

7.2.3. SIZE

8. MISCELLANEOUS

8.1. OTHER ACTIVITY ON THE UCDCOMPLEX

8.2. CHARITY COLLECTIONS

8.3. TRAINING SESSION / VISITS

8.4. INTERPRETERS

8.5. LOST CHILDREN

8.6. OTHER

DISTRIBUTION

SAMPLE PRE-EVENT MEETING AGENDA



PRE-EVENT MEETING AGENDA

..... Vs

..... 2007

1. **Schedule of Day**
 - Timetable
 - Presentations
 2. **Ticketing**
 - Anticipated Attendance
 - Same Day Sales
 - Collection Operation
 - Disabled Areas
 3. **Health and Safety**
 - Temporary Structures
 - Vehicle Movement Curfew
 - Pre-Event Checks
 4. **Press and Marketing Activities**
 - Press Activity
 - Publicity
 5. **Television**
 - Rights Holders
 - Non Rights Holder Crews
 - Camera Positions
 6. **Medical**
 - No of Doctors
 - No of First Aiders
 - No of Ambulances
 7. **Security**
 - Match Policing
 - Security
 8. **Commercial and Sponsor Activities**
 - Sponsor Activity
 - Other Commercial Activity
 9. **Miscellaneous**
 - Policy on Alcohol Sales
 - Charity Collection
 - Other Events on The Complex
 - Any Other Business
-

CONTINGENCY PLANS

FIRE	
-	Immediate Notification of Discovery of Fire
-	<p>Immediate Response to Incident</p> <ul style="list-style-type: none"> • Action in the event of activation of fire alarm system • Evacuation and cordoning of immediate area • Whether and how to evacuate all or part of the ground • Deployment of additional security stewards in affected areas • Identification of location, description and severity of incident • Measures to prevent fire spreading • Safety of personnel
BOMB THREAT / SUSPECT PACKAGE	
-	Immediate Notification of Receipt of Bomb Threat or Discovery of Suspect Package
-	<p>Immediate Response to Incident</p> <ul style="list-style-type: none"> • Search Procedures • Whether and how to evaluate all or part of the ground • Evacuation and cordoning of immediate area • Deployment of additional security stewards in affected areas • Instructions not to examine suspect package but to clear area • Possible restrictions on use of radios near suspect package. Use of other means of communication • Notification to Gardai in accordance with agreed procedures • Liaison with Garda
DAMAGE TO STRUCTURES	
-	Immediate Notification of Structural Damage or Defect
-	<p>Immediate Response to Incident</p> <ul style="list-style-type: none"> • Evacuation and cordoning of immediate area • Whether and how to evacuate all or part of the ground • Deployment of additional security stewards in affected areas • Immediate inspection of damage or defect • Liaison with Authorities • Arrangements for ensuring no use of area closed due to damage or defect, until repaired to satisfaction of Structural Engineers

GAS LEAK

- Immediate Notification of Discovery of Gas Leak

- Immediate Response to Incident

- **Evacuation and cordoning of immediate area**
- **Whether and how to evacuate all or part of the ground**
- **Deployment of additional security stewards in affected areas**
- **Identification of location, description and severity of incident**
- **Turning off gas**
- **Action to extinguish any naked flames**
- **Safety of personnel**
- **Notification to emergency gas service / fire service and supply of information**
- **Action when gas service / fire service declares area safe**

CROWD SURGE / OVERCROWDING

- Immediate Notification of Actual or Likely Incident

- Immediate Response to Incident

- **Deployment of security stewards to monitor crowd densities**
- **If overcrowding - use of security stewards and PA messages to redistribute crowd**
- **If signs of crowd distress, crush or if surge likely to lead to injury - deployment of personnel to area concerned.**
- **Notification to emergency services**
- **Deployment of first aid/medical staff**
- **If problems not quickly resolved - whether to halt the fixture and declare emergency**

PITCH INCURSION

- Immediate Notification of Incursion

- Immediate Response to Incident

- **Action to clear pitch**
 - **Location to which patrons on pitch should be taken**
 - **If pitch incursion after a fixture action to disperse patrons**
 - **If ground clearance impossible during fixture-whether, after consultation to abandon match.**
 - **Action to escort players and match officials to safe area**
 - **Liaison with Gardai**
 - **Action to contain extent of pitch incursion**
 - **Deployment of personnel to forestall further incursions**
 - **Action to contain or prevent confrontation**
-

DISORDER INSIDE THE VENUE	
-	Immediate Notification of Location, Nature and Scale of Disorder
-	<p>Immediate Response to Incident</p> <ul style="list-style-type: none"> • Whether and if so scale of intervention • Nature of intervention • Who is to undertake intervention • Location to which offender(s) should be taken • Deployment of personnel to prevent further disorder • Liaison with Gardai • Whether to halt race meeting and declare emergency • Whether Garda take overall command in part/ whole of ground • Return of overall command to Ground Management • Recording of details for evidence purposes
EVACUATION	
-	Immediate Notification of need for partial or total Evacuation of the ground
-	<p>Immediate Response to Incident</p> <ul style="list-style-type: none"> • Use of parts of the complex as evacuation routes in some scenarios • Patrons with special needs e.g. disabled • Players and match officials • Dispersal of patrons outside ground • Contingency arrangements in event of unforeseen car parking or other obstructions on the designated evacuation routes outside the ground • Training of security stewards and management personnel • Pre-prepared written instructions to personnel • Awareness of specific responsibilities • Functions of Control Room • Liaison with Gardai and other emergency services • Whether Gardai (Emergency Controller) assume overall command • Use of recognised code words to signify evacuation of the ground • Warnings/ instructions to patrons • Procedure when normal situation restored
RADIO COMMUNICATIONS SYATEM FAILURE	
-	Immediate Notification of Partial or Full Failure of Radio System
-	<p>Immediate Response to Incident</p> <ul style="list-style-type: none"> • Contacting maintenance engineer • Alternative means of communication • Use of security stewards to relay messages • Use of any back up radio channels • Use of any telephone system/ electronic boards • Use of Gardai to relay messages

PUBLIC ADDRESS SYSTEM FAILURE	
-	Immediate notification of partial or full failure of PA System
-	Immediate Response to Incident <ul style="list-style-type: none">• Contacting maintenance engineer• If system cannot be repaired – consultation with Senior Garda Officer present, on safety and public order issues• Liaison with Garda on emergency message arrangements• Use of video screens• Issue of loud hailers to security stewards in affected areas.• Instructions to security stewards to transmit predetermined messages
CCTV FAILURE	
-	Immediate notification of failure of CCTV system
-	Immediate Response to Incident <ul style="list-style-type: none">• Contacting maintenance engineer• If system cannot be repaired – consultation with Senior Garda Officer present on safety and public order issues• Redeployment of security stewards as considered necessary

SCHEDULE OF DRAWINGS

Drawing No	Title	Scale
EV 001	Site Layout	
EV 002	Entry & Exit Routes	
EV 003	Emergency Scenario 1	
EV 004	Emergency Scenario 2	