



Wicklow County Council,  
Planning Department,  
County Buildings,  
Whitegates,  
Wicklow Town

**Date: 29th March 2023**

**Re: Proposed multi stage concert and arts event to be held on 30<sup>th</sup> June, 1<sup>st</sup> July and 2<sup>nd</sup> July 2023 at Russborough House and Gardens, Blessington, Co Wicklow. Camping, campervan and car parking facilities from 29<sup>th</sup> June to 3<sup>rd</sup> July 2023.**

Dear Sir/Madam,

Event Fuel Ltd t/a FUEL wishes to make an application, for a licence in accordance with Part XVI of the Planning and Development Act 2000 (as amended), and the Planning and Development Regulations 2001 (as amended) to hold above mentioned outdoor concerts.

We are submitting with the application the following details in accordance with the Article 187 of the Planning and Development Regulations 2001 (as amended).

#### **1.0 Contact details:**

Applicant Name: Event Fuel Ltd  
Address: 11 Camden Street Lower,  
Saint Kevin's,  
Dublin 2  
Telephone: +353 (0) 1 497 9337  
Email: brian@fuelhq.ie

Promoter Name: EP Republic Ltd  
Address: Bord Gais Energy Theatre  
Grand Canal Square  
Dublin 2  
Telephone: +353 (0) 1 674 2422  
Email: agoliger@festivalrepublic.com

#### **2.0 Anticipated Attendance**

It is proposed that the maximum attendance at the event will be 25,000 people per day.

#### **3.0 Dates and Duration**

##### **Campervan Campsite, Car Camping Campsite and General Campsite:**

Open from 16:00hrs on Thursday 30th June 2023 until 17:00hrs on Monday 3rd July 2023.

Further details of the arena opening times and entertainment start and finish times can be found in the table below.

Opening Times				Entertainment Curfew		
Date	The Big Field	Main Arena	Show Starts	Main Arena	The Big Field	Campsite & lawn facilities



<b>Friday 30<sup>th</sup> June</b>	12:00hrs	15:00hrs	13:00hrs	22:30hrs	23:00hrs	00:00hrs
<b>Saturday 1<sup>st</sup> July</b>	09:00hrs	12:00hrs	10:00hrs	22:30hrs	23:00hrs	00:00hrs
<b>Sunday 2<sup>nd</sup> July</b>	09:00hrs	12:00hrs	10:00hrs	22:30hrs	22:30hrs	23:00hrs

#### 4.0 Newspaper Notice

Copies of the public notices published in the Irish Independent and the Wicklow People on 29<sup>th</sup> March, 2023 are included as part of this application.

#### 5.0 Consent

We attach a letter from the Alfred Beit Foundation, Alan Stacey, & Bryan Joyce consenting to use of their lands.

#### 6.0 Draft Event Management Plan

We have attached 8 hard copies of the draft Event Management Plan prepared by Event Fuel Ltd.

#### 7.0 Site Location Maps /Drawings

The enclosed drawing is to be read in conjunction with the Event Management Plan, which identifies the site location and layout of the concert venue.

- Drawing – Site Plan
- Drawing – Arena Plan

#### 8.0 Statement of Compliance

In the last 24 months the applicant has had no substantial or habitual breaches of a licence issued to them, or the conditions of a licence, granted to them by any local authority under section 231 of the Act.

#### 9.0 Fees

A payment to the sum of €2,500 has been made to Wicklow County Council in respect of the fees payable under Article 20 of the Regulations.

Yours Sincerely,

Brian McDermott  
Event Fuel Ltd

All queries should go to:

Brian McDermott,  
Event Fuel Ltd,  
11 Camden Street Lower,  
Saint Kevin's,



Dublin 2  
Tel: +353 (0) 1497 9337  
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Ange Goliger  
EP Republic Ltd,  
Bord Gais Energy Theatre,  
Grand Canal Square,  
Dublin 2  
Tel: +353 (0) 1674 2422  
Email: [agoliger@festivalrepublic.com](mailto:agoliger@festivalrepublic.com)

The Alfred Beit Foundation  
Russborough House and Parklands  
Russborough,  
Blessington  
Co. Wicklow  
W91 W284


Date: 7<sup>th</sup> March 2023

To Whom It May Concern,

I can confirm that The Alfred Beit Foundation gives consent for the Kaleidoscope Festival to take place at Russborough House and Parklands from Friday 30th June to Sunday 2nd July 2023, inclusive.

I also give consent to camping and car parking facilities associated with this event from Thursday 29<sup>th</sup> June to Monday 3rd July, 2023 inclusive.

Yours faithfully,



Orla Gallagher  
The Alfred Beit Foundation

Mr. Bryan Joyce,  
Meadowfield,  
Mountseskin Road,  
Saggart,  
Co Dublin  
D24X522

Date: 27<sup>TH</sup> - MARCH - 2023

To Whom It Concerns:

I can confirm that I, Bryan Joyce, give consent for my lands at Russborough, Co Wicklow to be used as part of the Kaleidoscope Festival for car parking, campervan parking and camping purposes from Thursday 30th June to Monday 3rd July 2023, inclusive.

Yours faithfully,

  
Bryan Joyce

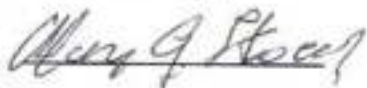
Mr. Alan Stacey,  
Brannockstown,  
Naas,  
Co. Kildare

Date: 18-2-23

**To Whom it Concerns:**

I can confirm that I, Alan Stacey, give consent for my lands at Russborough, Co Wicklow to be used as part of the Kaleidoscope Festival for car parking, campervan parking and camping purposes from Thursday 29<sup>th</sup> June to Monday 3rd July 2023, inclusive.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Alan Stacey', written over a horizontal line.

Alan Stacey













# EVENT MANAGEMENT PLAN

## Section 1

### KALEIDOSCOPE FESTIVAL 2023

Russborough, Blessington, Co. Wicklow

Version	Date
Version 1 - Draft	27 Mar 2023

Submitted by:  
Brian McDermott  
Event Fuel Ltd t/a FUEL  
11 Camden Street Lower,  
Dublin 2

All enquiries to:  
Brian McDermott, FUEL  
[brian@fuelhq.ie](mailto:brian@fuelhq.ie)

Fiona McGinn, FUEL  
[fiona@fuelhq.ie](mailto:fiona@fuelhq.ie)

Last modified: 27 Mar 2023

## **SECTION 1 - EVENT MANAGEMENT PLAN**

This Event Management Plan has been drafted in accordance with the Planning and Development Regulations 2001 (as amended) and the appropriate codes of practice and covers the following key elements.

- Event Management Structure and Responsibilities
- Event Safety Strategy
- Medical Provision and Facilities
- Site Security and Stewarding
- Traffic Management Plan
- Emergency Plans
- An environment monitoring programme for before, during and after the proposed event.
- Provision for the full clean-up of the area and for any remedial works arising from any damage caused to public property, facilities or amenities associated with the event.

## **SECTION 2 APPENDICES**

(any revisions to these appendices will be circulated)

Appendix 1	Major Emergency Plan
Appendix 2	Trader Fire Risk Assessment Form
Appendix 3	Adverse Weather Plan
Appendix 4	Health and Safety Terms and Conditions
Appendix 5	Health and Safety Contract
Appendix 6	Terms and Conditions of Entry
Appendix 7	Sanitation and Waste Management Plan
Appendix 8	Operational Management Plan
Appendix 9	Draft Traffic Management Plan
Appendix 10	Summary Safety Statement incl short Risk Assessment

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## **SECTION 1 - EVENT MANAGEMENT PLAN**

### **1 SUMMARY OF FESTIVAL**

Kaleidoscope Festival is a family focused music and arts festival event with multiple stages featuring a variety of entertainment including art, music, culture, sport, wellness, science, technology, food, literacy, spoken word and social experiences which will be held at Russborough House on the 30th June, 1st July and 2nd July 2023..

The most prominent entertainment is to take place on **five (5) covered stages**. In addition to this there will be numerous smaller tented structures and areas, for accommodation of various forms of entertainment.

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

	Opening Times			Entertainment Curfew		
Date	The Big Field	Main Arena	Show Starts	Main Arena	The Big Field	Campsite & lawn facilities
Friday 30th June	12:00hrs	15:00hrs	13:00hrs	22:30hrs	23:00hrs	00:00hrs
Saturday 1st July	09:00hrs	12:00hrs	10:00hrs	22:30hrs	23:00hrs	00:00hrs
Sunday 2nd July	09:00hrs	12:00hrs	10:00hrs	22:30hrs	22:30hrs	23:00hrs

#### **Campsites:**

Campervan fields will be open from 16:00hrs on Thursday 29<sup>th</sup> June for early entry setup until 17:00hrs on Monday 3rd July 2023.

If required and they are signed off by the Event Safety Coordinator the campsites may be opened earlier than advertised to alleviate pressure on the gates.

The anticipated number of people attending the event is a maximum of 25,000 people each day including children.

### **2 PUBLIC SAFETY**

#### **2.1 CROWD MANAGEMENT**

##### **AIMS OF THE CROWD MANAGEMENT OPERATION**

Last modified: 27 Mar 2023

The public safety objectives of the crowd management operation are: -

- To maintain a safe environment for members of the public / staff / artists working at the festival.
- To ensure only authorised ticket and pass holders gain access to the relevant areas.
- To monitor crowd movements, identify and deal promptly and effectively with any identified crowd control issues.
- To take necessary action to prevent and deter unauthorised fires.

### **PEDESTRIAN GATES, ARENA ENTRANCES & SEARCH AREAS**

The pedestrian gates, arena entrances and search areas will be kept completely clear of all obstacles, a queuing system will be defined by the use of crowd barrier, several lanes will be set up to speed ease of entry staffed by stewards who will do a ticket/wristband check and security who will manage the crowd and carry out searches.

The arena entrance barriers will be broken down for egress and the crowd movement can be monitored by security personnel. A sweep of the arena will be done by security before the arena closes to make sure that any remaining attendees are directed out and the arena is cleared.

### **STAGE / ENTERTAINMENT AREA**

Pre-recorded music can be played from the stages to help keep ticket holders entertained at the opening stages of the event and between acts. The pit area at the main stages will be staffed by security with medical personnel adjacent to the pit at the main stage. The pit will be kept clear of anyone other than authorised personnel.

### **SECURITY / STEWARDING COMPANIES**

We will contract security / stewarding companies for the build, break and event days. The security contractors used will be professional and competent operators in the field of event security and will hold the relevant PSA Event Licence. The management and staff have many years of experience at ensuring safe and secure entertainment at events.

### **DEPLOYMENTS**

A security / stewarding schedule will be produced for the event. The areas and numbers of deployments will be detailed in this. It should be noted that the placements and numbers need some ability to be fluid to be able to react appropriately to unexpected crowd behaviour.

### **CO-ORDINATION OF SECURITY / STEWARDING COMPANIES**

The security / stewarding companies will be co-ordinated by the Security Co-ordinator based in Event Control. It is our intention that Event Control will contain event representatives which may include:

- Security Co-ordinator / Deputy
- Event Controller or Deputy
- Event Safety Coordinator
- Medical Control

This will facilitate close and continued liaison between all the key personnel and contractors leading to a rapid co-ordination of response and redeployments, flexibility, management and supervision being maintained throughout the event.

A space will be available in or close to Event Control that can facilitate any onsite statutory agency meetings.

### **CROWD SWAY/SURGES**

Our Security / stewarding placements and pit spotters together with the stage barrier set up mean that we have made all reasonable endeavours to ensure that the crowd is carefully monitored and managed in all instances including any crowd sways or surges.

### **CROWD MOVEMENTS/EGRESS**

Our security / stewarding placements, CCTV and egress spotters together with the site layout mean that we have made all reasonable endeavours to ensure that crowd movements / egress is carefully monitored and managed.

## **2.2 CAPACITY MANAGEMENT**

### **ENTRY AND EXIT OF THE AUDIENCE / ACCESS CONTROL**

Public admission to the event will be by ticket only. On entry to the site tickets will be scanned electronically which will enable the ticketing manager to calculate the number of public onsite at any given time. Tickets will be exchanged for wristbands for weekend ticket holders.

### **TICKET CONTROL**

Tickets will be sold via a computerised system. The tickets will carry a number of security features such as serial numbers, holograms or barcodes. The number of tickets sold will not exceed the capacity. Should we have a situation where the event has not sold out prior to the day of the event we would sell tickets on site, to maximise the selling of the event. The computerised ticketing system would be installed at the Box Office.

The safe holding capacity for the arena has been calculated based on the guidance within the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996, using an occupant load factor of 0.5m<sup>2</sup>/p to determine the occupancy of temporary structures. The yield of this analysis is substantially in excess of the proposed anticipated attendance of 25,000. The margin between venue capacity and number of attendees is designed to facilitate comfort and ease of movement of attendees.

### **VENUE EXIT CAPACITY**

Occupancy levels for all venues are set such that under normal circumstances, the floor area, the number and width of the fire exits and the layout of the structures or arrangement of infrastructure, means that all persons are likely to be able to escape to a place of safety with or without assistance.

The means of escape from all venues on the site will be in accordance with the appropriate guidance documents to ensure all persons can exit as quickly as possible and will consider:

- Maximum numbers permitted based on public area floor area,
- Travel Distances,
- Escape route capacity, and
- Any other matter relevant to specific venue.

An occupant load factor of 0.5m<sup>2</sup>/p will be applied over the net available viewing area in order to ascertain the maximum potential occupant capacity of each venue. The Home Office Guide to Fire Precautions in Places of Entertainment (Tented Structures) will be used to determine the required exit capacity in each tent, using an emergency egress time of 2.5 minutes from each tented structure.

### MUSIC ARENA AGGREGATE EXIT CAPACITY

The emergency exit width required based on an evacuation time of 8 minutes (Code of Practice for Safety at Outdoor Pop Concerts) and a maximum occupant capacity of 25,000 persons is **29m**. The actual width provided from the concert site is **32m** as shown on the site plan.

Arena Exit Numbers	Width (m)	Exit Capacity (Persons) <sup>(1)</sup>
Exit A Main Arena	6m	5,232
Exit B Main Arena	5m	4,360
Exit C Main Arena	3m	2,616
Exit D The Big Field	3m	2,616
Exit E The Big Field	4m	3,488
Exit F The Big Field	4m	3,488
Exit G The Big Field	6m	5,232
Exit H The Big Field	6m	5,232
<b>Total</b>	<b>40m</b>	<b>32,264</b>

#### Note

- 1) Exit capacity based on an 8 minute evacuation time, and a minimum clear exit width 1m for 109 persons.



- 2) *The maximum capacity of the arena is 25,000 people which is well below the arena exit capacity.*
- 3) *Exit widths will be maintained from the exit from the site to a place of safety.*

#### **Routes of egress/ escape:**

All appropriate precautions will be taken to reduce the potential for injury (such as trip risks) arising from obstructions and other hazards. Escape routes and exits will be kept free of obstruction and will be maintained in a readily usable state for the duration of the event in compliance with the Fire Safety in Places of Assembly (Ease of Escape Regulations) 1985.

Barriers used at arena entrances will be removed prior to egress. In the event of an evacuation being initiated these barriers are to be moved immediately to one side to allow unobstructed egress from the site.

Prior to commencement of the event, a check is to be made of all escape route exits to ensure that chains, padlocks and other locking devices have been removed and that gates can be quickly opened in an emergency situation by the steward manning the gate.

#### **Exit Capacity for Main stage and Main Tented Entertainment Area's**

Venue	Tent Area (m)	Net Viewing Area (m <sup>2</sup> )	Occupant Load Factor	Occupant Capacity	Egress Time (minutes)	Exit Widths required <sup>(2)</sup> <sub>(3)</sub>
Mainstage (Pending confirmation of Structure)	49m x 55m	2,021 <sup>(4)</sup>	0.5m <sup>2</sup> /p	4,042	2.5	25m
Stage 2 Zozimus	44m round	1,140 <sup>(4)</sup>	0.5m <sup>2</sup> /p	2,281	2.5	15m
Stage 3 Scrumdiddly	12.2m round	87 <sup>(4)</sup>	0.5m <sup>2</sup> /p	174	2.5	2m
Stage 4 Trad / Hualai	36m round	972 <sup>(4)</sup>	0.5m <sup>2</sup> /p	1,944	2.5	12m

<sup>(1)</sup> Occupancy load factor is taken as 0.5 unless otherwise stated.

<sup>(2)</sup> Aggregate width after one (widest) exit is discounted; exit capacity is calculated as per Home Office Guide to Fire Precautions in Places of Entertainment (Tented Structures) – minimum clear exit width 1m for 164 persons.

<sup>(3)</sup> All exit widths will be finalised once the structures are complete on site.

<sup>(4)</sup> the net viewing area is based on the 75% of the tent total area – this figure takes account of the stages and back of house area.

## **2.3 EVACUATION AND EMERGENCY ACCESS**

Emergency access routes to the arena and the site will be provided. Emergency routes will be kept clear of obstructions. The Event Management Team will be carrying out inspections throughout the event to ensure emergency routes are kept clear.

### **EVACUATION PLANNING**

Please see Major Emergency Plan in Appendix 1.

### **EMERGENCY EXITS AND MEANS OF ESCAPE**

All exit gates and escape routes will be unlocked and manned by trained and briefed security personnel during the event to ensure they can be quickly opened if required.

All emergency exit gates will be provided with relevant gate numbers / letters which are identifiable from both inside and outside the arena and will include the running man symbol, the gate numbers / letters will correspond to the site plan.

Fire exits will be provided in all enclosed structures to give access to the arena with two available from the main stages and bar counters. All signage and directional arrows within structures will also conform to the appropriate standards including S.I No. 132/1995 and BS5499-4: 2000.

Exit signs will be lit by both primary and emergency lighting. The emergency exits will be checked by the Event Management Team on an ongoing basis. Emergency lighting will be checked by the electrical contractors on a daily basis.

## **2.4 ORIENTATION AND INFORMATION**

### **EVENT SIGNAGE**

All access and egress routes, sanitary accommodation, drinking water and first aid points will be adequately lit and signposted. Signs will be clear, visible and adequately illuminated at night and safety signs will conform to legislative requirements. Consideration will be given to the positioning of site signage to ensure that it does not impinge or distract from emergency signage.

Clear signage will help festival attendees to navigate themselves, on arrival, during the event and on egress.

Signage will also be erected to designate end of concert egress routes to the following locations:

- Coach / Bus Pick Up
- Pedestrian Egress Routes
- Pick Up
- Campervan Area
- Campsites
- Car Parks

Large site maps will be installed around the site to aid orientation.

### **INFORMATION POINTS**

Throughout the duration of the event, a central information point will be situated on the Front Lawn. This will be staffed by Kaleidoscope Festival personnel to provide information to persons attending the event.

## **2.5 CAMPSITES**

### **CAMPSITE OPENING**

If the facilities in the campsites are ready and the completion certificates obtained, we may make the decision to open the campsites earlier than advertised so that early arrivals can be accommodated on-site in the campsites rather than waiting in the car parks and to avoid pressure building at the gates.

The opening of the campsites and car parks will be subject to confirmation that appropriate security, fire and medical cover is in place.

### **CAMPSITE DESIGN**

The Kaleidoscope Festival Campsite will be divided into:

- General Camping
- Campervan & Caravan
- Boutique
- Disabled Access Camping
- Staff camping

The number of attendees staying in the Campervan/ Caravan and Boutique areas will be limited and attendees must have purchased a specific ticket in advance.

The campsite will have lit areas with facilities such as fire lanes, water points, toilet blocks, security and stewarding teams. Around the perimeter of each sector will be a security/emergency vehicle access route.

An observation tower made of scaffold tower construction will be used and will be placed in a strategic location in the campsite area. This will be a designated fire point as well as acting as a watchtower.

Facilities will be maintained 24 hours a day whilst public are on site and are lit during hours of darkness.

The campsites are incorporated into the site plan with consideration given to vehicle access and site topography.

### **INFORMATION, ORGANISATION AND SUPERVISION**

Detailed information regarding camping terms and conditions are included on the tickets and on the website ([www.kaleidoscopefestival.ie](http://www.kaleidoscopefestival.ie)) There will be site maps in the campsite. Additional terms and conditions for campervans/caravans will also be available.

## **2.6 FIRE SAFETY**

### **FIRE REPORTING PROCEDURE**

All staff onsite will be advised to watch for possible fire hazards and will be aware of the procedure for dealing with them. Please see Major Emergency Plan in Appendix 1.

### **FLAMMABILITY CERTIFICATION**

All floor coverings, wall coverings, curtains, drapes, fabric, and decorations in furnishings supplied and used will carry flame retardancy certification or be inherently flame retardant.

Copies of the certification will be kept in the Site Office.

### **FIRE SAFETY FOR TRADERS**

Traders will be positioned carefully to minimise the risk of fire. Concessions using gas fired cooking equipment will be sited at least 6m from any other unit. Concessions units using electrical powered cooking equipment are to be sited 3m away from any other unit.

The locations of concession units will be as shown on the Site plan.

Qualified gas engineers will carry out inspections on every food trader before opening to the public. The event management team and trader manager will check the traders' compliance with fire safety guidelines on an on-going basis.

No petrol generators will be permitted on site.



A trader fire risk assessment form must be completed by each trader. A sample of the form can be found at Appendix 2.

## **EQUIPMENT AND FIRE POINTS**

Appropriate distribution of fire extinguishers will be provided for all stages, emergency exits, mixing desks, backstage areas and campsite fire points. An adequate number of fire extinguishers, suitable to the risk and in accordance with the recommendations of IS 291 2015 and are to be manufactured to the appropriate standard such as IS EN3-7 and shall be provided throughout the venue (inc Marquees).

All fire extinguishers and other firefighting equipment will be checked prior to opening the campsites and prior to opening the arena each day. Fire extinguishers and other firefighting equipment will be maintained and refilled as required throughout the event.

All food, non-food, sponsor installations and the bar concessionaires are responsible for their own fire-fighting equipment subject to inspection by our onsite Event Management Team.

Generators will be adequately earthed and signed off by a competent and registered electrician.

Fire Marshals will survey the campsites throughout the event. Fire Marshals will be equipped with radios, spare radio batteries and loudhailers, and will be trained in the use of fire extinguishers. Fire extinguishers will be placed at strategic locations throughout the site and the Fire Marshals will be briefed on these locations. Security and stewarding staff will be briefed on the location of extinguishers within the area which they are working. In the event of any security or stewarding personnel discovering a fire that requires putting out that they are unable to deal with themselves using available fire extinguishers, the correct procedure is that they must contact their control who will mobilise resources.

## **PUBLIC COOKING ZONE**

The public are advised that personal campfires are not permitted within the camping area, this will be monitored by the Fire Marshals and by a team of security and stewards who have been trained in the use of fire extinguishers. One designated public barbecue area will be established in the campsite. This barbecue area will be monitored by Fire Marshals & Security/Stewards. The barbecue area will be cordoned off from tents with rope & pole to establish a safe perimeter from tents and structures. Barbecue area will be denoted with signage & flags. These areas will be equipped with fire extinguishers & metal waste bins for the safe disposal of hot ash/coins.

## **GAS CANISTERS AND AEROSOLS OVER 250ml**

Gas canisters and aerosols (over 250ml) are not allowed onsite. Security will confiscate any gas canisters or aerosols found at the campsite or arena entrances.

## **FIRE SAFETY DURING THE LOAD IN AND LOAD OUT**

Fire extinguishers will be in all areas with a generator, site offices and catering facilities when they are in use. Any LPG that is used and stored onsite during the load in and load out will be stored correctly and safely.

## **PYROTECHNICS AND SPECIAL EFFECTS**

We do not anticipate there will be any of these effects included as part of performances. In the event that a request for use of pyrotechnics arises this will be denied by Festival management. In the event that this policy changes details will be collected in advance and reviewed by the Event management team in consultation with the Wicklow Fire Service.

In the event a fireworks display is included within the event programme it will be a condition of contract with any operator that they are only used in compliance with the department of Justice Standards (Guidance on organised Fireworks Displays 2006), and other relevant legislation. Specific details will be supplied to Wicklow Fire Service and consultation with them and relevant statutory agencies will take place in advance. Any pyrotechnics onsite will be stored correctly and safely.

## **CERTIFICATION**

The following certification shall be kept on site in the safety file and will be available for inspection:

- LPG (liquefied petroleum gas) Installation
- Electrical Installation
- Emergency Lighting
- Lining Materials
- First Aid Fire Fighting Equipment (fire extinguishers, fire blankets, etc.)
- Fireworks / Pyrotechnics
- Temporary Structures (Certified by an Independent Chartered Structural Engineer)

All floor coverings, wall coverings, curtains, drapes, fabric, artificial or dried foliage, decorations and filling materials used in furnishings supplied and used will carry flame retardancy certification to the relevant standards or will be inherently flame retardant. The details of all such materials will be held onsite in the Site Office.

## **EXIT AND DIRECTIONAL SIGNS**

Site design and size will be consistent throughout the venue. All exits will be clearly signed as 'Exit', will be illuminated and will include the running man symbol. All signage and directional arrows within structures will also conform to the appropriate standards including Safety, Health and Welfare at Work (General Applications) Regulations 2007. Certification stating emergency exit signage and emergency lighting has been installed in accordance with IS 3217:2013 will be provided and available for inspection in the site office.

All signage will be of an appropriate size. Consideration will be given to the positioning of other site signage to ensure that it does not impinge or distract from emergency signage.

## **2.7 STRUCTURES**

## **STAGE AND TENT DETAILS**

The Main Stage is a covered big top stage which will be supplied by a competent contractor.

Large staging provided will be designed to provide an adequate number of exits, which will be sited so as to give access away from the audience. Any exits will be kept clear from obstruction by equipment and cables etc at all times by security personnel.

It will be a condition of contract that all contractors will sign a completion certificate relating to their structure. The Event Management Team will ensure that the completion certificates for all temporary structures are signed off prior to the public being allowed on site. Copies of the completion certificates for all temporary structures will be kept in the Site Office.

All temporary structures will be designed to possess adequate strength and stability for their use. Handrails will be provided for any stairways and will be considered for other areas such as ramps. Measures will be taken so the ramps are slip resistant. The temporary structures will be erected by competent contractors in accordance with their submitted plans.

## **SUBMISSION OF INFORMATION**

Kaleidoscope Festival will obtain documents, plans and calculations relating to the stages and other temporary structures where relevant, as well as their risk assessments and safety method statements.

## **BARRIERS**

A variety of barriers will be used in strategic places. Heavy duty barriers will be used to protect front of house towers, speaker stacks and crowd channelling barriers will be used in areas such as the Arena Entrance to separate the crowd into lanes. The Arena Entrance barrier lanes will be reconfigured in time for egress.

There will be additional barriers / fences provided within the Russborough estate to prevent patrons entering historical sites or potentially unsafe areas, and to ensure ordered egress at the show end.

## **ADVERSE WEATHER PLAN**

An adverse weather plan will be in place throughout the event and it will incorporate information from and for all relevant contractors. It will include an outline of actions to be taken at specific wind speed trigger points. The Event Management Team will check that periodic wind measurements are taken throughout the event.

Please see Adverse Weather Plan in Appendix 3.

## **BRIDGES**

There will be two temporary bridges installed at this event. These temporary structures will be erected by competent contractors in accordance with their submitted plans. Documentation and certification of these structures will be available for inspection from the Site Office.

## **FUNFAIR**

Funfair facilities are to be provided in the arena and will be operated by a specialist contractor. The funfair contractor will be required to complete and provide relevant health and safety documentation as per other contractors. They will also be required to submit the specific risk assessment, safety certificate and insurance for each attraction to ensure compliance with the relevant standards and regulations. The funfair is denoted on the site plan and arena plan as Fairground #1 and Fairground #2 and is located in the Main Arena & the Big Field.

## **SPONSORS**

It is anticipated that approx. 10 sponsors will have promotional activities across the arena and campsites. The health and safety procedures regarding sponsors will be the same as for all other contractors and traders on-site. Where any structures are erected drawings and calculations will be provided on request prior to the event.

## **2.9 HELICOPTERS AND LOW FLYING AIRCRAFT**

### **LOW FLYING AIRCRAFT**

We will inform the Irish Aviation Authority about the festival so that they can put measures in place to prevent low flying aircraft from travelling directly or in close proximity to the festival site.

### **HELICOPTERS**

The safety of any helicopter operations will be under the direction of a specialist contractor who will assess the suitability of the flight landing path and the respective landing site. There are currently no anticipated Helicopter operations for the 2023 Festival.

## **2.10 LIGHTING**

All access/exit ways leading to and from the site, gates out onto the road, car parks, toilet blocks, first aid points, campsites / camping areas, and campervan campsites will be illuminated by the provision of suitable lighting systems. Sufficient portable lighting equipment will be available to address any areas of inadequate lighting on the approaches to the event site. These temporary lighting towers will be powered by local electrical generators (diesel).

The Mixing Towers and outdoor stages will be fitted with banks of spot lights which will be powered by electrical generators (diesel).

Lighting in tents will be generator powered and will have back up emergency lighting units and lit exit signs that are self-contained.

Festoon style lighting mounted on scaffolding will also be installed to light walk ways in the campsites and around other areas of the site.



A lighting test will be carried out prior to the event. Relevant statutory agencies that wish to attend will be welcome.

Lighting will be positioned so as to minimise glare onto adjoining roads and into areas of wildlife as far as reasonably possible.

## **2.11 ELECTRICS**

A temporary electrical system will be set up on site using temporary generators and wiring systems. All work will be carried out by competent and experienced electrical contractors. All works will be completed in accordance with the relevant standards.

Emergency lighting will be provided on all arena and tent exits and other key areas around the site and will have a separate power supply to the primary lighting supply. Lighting will be provided in all marquees.

As a condition of contract between traders and ourselves, their electrical power supply will be supplied and managed by our onsite electrical contractor.

A completion certificate will be issued by the electrical contractor and will be kept onsite in the Site Office. Test certificates will be issued for the electrical system and again will be kept onsite in the site office.

## **2.12 VEHICLES AND PLANT SAFETY**

Kaleidoscope Festival will give instruction to all staff, contractors and traders on vehicles and vehicle movement during the build, break and event stages through the Site Rules and inductions. The use of buggies on the site and backstage will be limited to essential use and will be controlled in the interest of the safety of staff, attendees and visitors to the area.

Only fully certificated workers will be permitted to use the plant supplied. Their certification will be checked at the Site Office before keys are distributed. Any drivers found driving carelessly, dangerously or without a Banksman (when required) will be disciplined and may be fined.

## **2.13 MEDICAL PROVISION & FACILITIES**

### **MEDICAL PROVISION**

Kaleidoscope Festival will provide a comprehensive on site medical provision to diminish the strain on local resources. The level of provision will be carefully planned in order to cover the levels recommended for the size and nature of the event. All onsite medical provision will be provided by a competent contractor.

A detailed Event Medical Plan will be attached to the final Event Management Plan as an appendix.

### **MEDICAL OPERATIONAL PLAN**

A detailed medical operational plan will be provided to and agreed with the HSE and will be included as an appendix to the final EMP.

### **ONSITE FACILITIES**

The following medical facilities will be provided onsite:

- Medical Control
- Main Medical Centre
- First aid post in campsite
- Ambulance parking locations

### **ROLE OF THE MEDICAL CO-ORDINATOR**

- Co-ordinate with the event promoter
- Liaise with the event medical officer, voluntary emergency services officer, all medical service providers and the HSE Emergency Management Office.
- Ensure all licensing conditions in relation to medical provision are complied with.
- Ensure appropriate agreed levels of medical cover are in-situ and address any deficiencies in service levels.
- Ensure all staff sign in and out of the site and operate within their scope of practice.
- Ensure regular monitoring of medical activities (number of patients seen, presentations and transfers) with updates at an agreed frequency and communicate any issues in relation to safety or emerging trend to the Event Control.
- Ensure all records are compiled, collected and retained.
- Conduct pre-event briefings with all relevant event and medical team personnel.
- Ensure reporting structures are in place at all levels.
- Ensure all relevant communications, procedures and contact details are in place and tested between the key stakeholders at the event.
- Ensure all medical facilities and ambulances are fit for purpose.
- Ensure that agreed arrangements are in-situ for a Major Emergency.
- Ensure that staff have the necessary personal protection equipment and their welfare and safety are catered for.
- Remain on site until stood down by Event Control
- Ensure post-event debriefings are conducted and recorded.
- Prepare reports as required for the Event Promoter and attend and contribute to the end of day debrief.
- Act as the Event Medical Controller of Operations in the event of a major emergency until relieved.

### **SITE MEDICAL OFFICER**

A site medical officer shall be appointed in consultation with the HSE. The Site Medical Officer should have overall responsibility for the management of medical treatment onsite. Other duties are as detailed below:

- Report to the Event Controller/ Deputy and safety officers
- Co-ordination with the Event Medical Co-ordinator regarding the treatment and discharge/transfer of patients.
- Overall clinical responsibility for the patients
- Review all patients prior to transfer off site.
- Be present on site at least an hour before the gates open to public and
- Remain on site until such a time as medical operations are stood down.
- Know the location and staffing arrangements of the First Aid Posts and the medical centre, and details of ambulance cover.
- Be easily identifiable in a high visibility tabard or jacket
- Be available by radio at all times & ensure any movements are made known to medical control
- Liaise closely with the medical co-ordinator, HSE EMO, and the voluntary agencies if required.
- Act as the medical incident officer in the occurrence of a major emergency

## **VOLUNTARY ORGANISATIONS**

The duties and responsibilities of the voluntary aid organisations are detailed below:

- Provide First aid staff, ambulances & Paramedics for the event as outlined in their terms of engagement.
- Be identifiable in high visibility uniforms.
- Be 18 years and over.
- To work within the protocols of their training and registration within their organisation and the Pre –Hospital Emergency Care Council (PHECC)
- To record patient treatment on the (PHECC) treatment forms.
- To respect patient confidentiality at all times to report any concerns re audience safety to the Medical Co-ordinator via their senior officer only.
- Be present on site at least an hour before the gates open to public and remain on site until such a time as medical operations are stood down.

## **BUILD-UP AND BREAKDOWN**

Outside of the hours of onsite cover any incidents on site will be dealt with by the assigned First Aider or transferred to hospital if necessary.

## **LOCATION**

It is our intention that the main Medical Tent on site will be situated adjacent to the main arena field in a courtyard of Russborough House (map ref S13).

There will also be a first aid point in the main tent campsite. There will be a roaming first aid presence at the stage, in the arena and in the campsites. There will be a medical response to the car parks, queues whenever the site is open to ticket holders.

## **DOCUMENTATION**

A log will be kept of all actions and decisions made by the onsite medical provision. This will be held confidentially by the provider.

## **MEDICAL, AMBULANCE AND FIRST-AID PROVISION**

When determining the resourcing levels, consideration will be given to the Health Service Executive Requirements. The medical resourcing levels will be agreed following consultation with the HSE and will be included in an appendix to the final EMP.

### **2.14 ALCOHOL**

Bars will be provided onsite at the locations identified on the submitted site plan. The bars are to be open during specific times to be agreed with the relevant authorities.

Security personnel working at the bars will be given specific briefing on their duties.

Security Personnel will be provided to:

- Control and restrict the supply of alcohol to underage persons
- Ensure that persons deemed intoxicated are not admitted into the queuing system
- Manage the queuing system and the flow of people to the bar serving counter

Proof of age checks will be in operation from the beginning of each bar queuing system, staff will be briefed to challenge anyone that appears to be under the age of 25.

There will be clear signage stating that alcohol cannot be taken from the campsites into the arena.

The Alcohol Management Plan will be attached to the final Event Management Plan.

### **2.15 FACILITIES FOR DISABLED TICKET HOLDERS**

Kaleidoscope Festival will arrange for special provisions for disabled persons, including car parking, designated campsite, sanitation facilities and viewing areas where appropriate.

Designated viewing areas will be provided at the main stages for disabled access customers. Information will be sent out in advance to all ticket holders who request disabled access, so that they have advance notification about the various facilities on offer to them. Contact details will be provided for disabled ticket holders to get more information.

### **2.16 – 2.19 HEALTH AND SAFETY STRATEGY**

We are fully committed to safe working practices and a copy of our Health and Safety Contract, Health and Safety Policy and Health and Safety Terms and Conditions are included in the following appendices.

Appendix 4 – Health and Safety Terms and Conditions

Appendix 5 – Health and Safety Contract

We will comply with all relevant health and safety legislation. The Health and Safety documents contain full details of our working practices and procedures.

All phases of the event including the load in, the event itself and the load out will be given equal status as far as health and safety are concerned. All contractors are required to sign our Health and Safety Contract and comply with our Health and Safety Terms and Conditions before their contract is considered binding. All contractors supply their own method statements and risk assessments.

All contractors and visitors to site will be required to complete the H&S induction before commencing work on site. Work on site will be monitored by the Site Manager and the Event Management Team and safety inspections will take place regularly.

## **2.16 INTERNAL CHECKLISTS AND INSPECTIONS**

Regular and ongoing inspections of structural and health and safety issues, emergency exits, the arena entrance and egress, emergency lighting, emergency access lanes, stair and ramp guards where appropriate, trip hazards, décor, lights, sound systems, curtains, drapes, furnishings, fabrics, floor surfaces, sanitary facilities, drinking water, stage safety, fire points, traders and general housekeeping will be carried out by the Event Management Team or other key personnel.

Routine maintenance checks will be carried out by the appropriate contractors.

Visual safety checks will be conducted by staff prior to using any equipment or plant. Checks of emergency access lanes will be carried out on a regular basis. The Event Safety Coordinator or a nominated representative will carry out an inspection of the arena prior to opening each day and ongoing inspections of the site.

Contractors, sponsors and staff employed on the site will be provided with detailed health and safety information via the health and safety documentation in advance of the build.

## **2.17 ACCIDENT AND INCIDENT REPORTING**

The location of the accident book will be notified to all employees. All accidents and near miss incidents must be reported, and it is a condition of contract with all contractors and staff that they must report any accidents and near miss incidents immediately. Kaleidoscope Festival and the Event Management Team will be notified, and appropriate preventative action will be taken. All near misses and accidents will be recorded in the accident book and any serious incidents or dangerous occurrences will require an Incident Report Form to be submitted to the HSA.

Last modified: 27 Mar 2023



In the event of a serious incident or dangerous occurrence, materials and equipment will be left undisturbed, providing they do not create a hazard. Kaleidoscope Festival and the Event Management Team will be contacted immediately, and an investigation will be started. The accident book will be available onsite for inspection at any time.

## **2.18 COMPETENCIES OF DIRECTLY EMPLOYED STAFF**

All directly employed staff will be informed of safety measures taken to control risks during work. Hazards will be identified, and where possible removed. Where it is not possible to remove the hazard, the hazard will be controlled. Safety information will be given during the briefing. All employees will be expected to perform their task in accordance with the information and briefing provided with due regard for their own health and safety and that of others affected by their tasks.

## **2.19 COMPETENCIES OF CONTRACTORS' AND SUB-CONTRACTORS'**

All contractors and sub-contractors will be instructed to inform their staff of safety measures taken to control risks during work. They will be instructed to identify hazards and where possible remove them. Where it is not possible to remove the hazard, the hazard must be controlled. All employees of contractors and sub-contractors will be expected to perform their task in accordance with the information, briefing and training provided with due regard for their own health and safety and that of others affected by their tasks.

## **3 SECURITY**

### **3.1 AN GARDA SÍOCHANA**

Regular meetings will be welcomed with An Garda Síochana to facilitate the liaison and co-operation during the planning, the event itself and post event for the debrief. An Garda Síochana will be notified at the earliest opportunity in the case of any relevant incidents.

### **3.2 SECURITY AND STEWARDS**

#### **SECURITY AIMS AND OBJECTIVES**

The aims and objectives of the security plan in relation to crime and disorder are:

- To prevent and deter incidents of crime.
- To deal positively and proportionately with any incidents of disorder / anti-social behaviour.
- To provide an eviction service from site.
- To ensure the security of onsite infrastructure, bars, stages etc.

#### **SECURITY STRATEGY**

The key objectives of our security strategy will be: -

- Strong liaison with An Garda Síochána to facilitate intelligence sharing and mutual support.
- The interaction of security staff at an early stage with ticket holders in a positive and friendly manner.
- The use of response units to react quickly to reports of incidents.
- The eviction of persons attempting to cause problems or stirring up large groups of people to behave in an anti-social manner.
- The use of a co-ordinated approach with strong management from the Security Co-ordinator.

### **3.3 LOST PROPERTY**

Lost property facilities will be provided during the event at the central info point on the Front Lawn. Following the event, there will be a number of lost property open days taking place at The Avon in Blessington, throughout July. There will be an email address for the public to contact should they have any lost items.

### **3.4 SAFEGUARDING OF CHILDREN**

A Safeguarding Children's policy has been produced for the festival and is available upon request.

### **3.5 CCTV**

CCTV cameras are already in situ at the site. A live feed of these cameras will be made accessible to an Garda Síochána throughout the event.

### **3.6 SEARCHING AND CONFISCATIONS**

Searching will take place at the pedestrian gates and arena entrances for items that are prohibited onsite. The conditions of entry state that searching will be carried out and there will be signage with this message at all the entrances.

The Terms and Conditions of Entry are included in Appendix 6.

Glass will not be allowed on the site and all reasonable efforts will be made to enforce this policy through searches and confiscations.

## **4 ENVIRONMENTAL**

### **4.1 SANITARY FACILITIES**

A full Sanitation and Waste Management Strategy will be included in an appendix to the final EMP. A draft sanitation & waste management plan is included in Appendix 7 of this application.

#### **4.2 DRINKING WATER**

Sufficient drinking water points will be placed around the site for adequate supply of potable and wholesome drinking water for ticket holders throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water. The water systems will be installed by competent contractors. Installations will be cleaned, sterilised and free from debris prior to connection to any mains or tanked water supply.

The water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitation of the points and checks for leaks, damages, flooding or blockages.

Sufficient sanitary accommodation units and hand sanitation units will be placed in suitable locations around the event site for the provision of sanitary for ticketholders throughout the event. This will be in accordance with guidance laid out in the relevant legislation or guidance. Sanitary accommodation units will be regularly emptied throughout the event by a competent licensed contractor.

#### **4.3 NOISE**

A full Noise Management Plan will be attached to the final Event Management Plan as an appendix.

#### **4.4 LITTER**

A full Sanitation and Waste Management Plan will be included in an appendix to the final EMP. A draft sanitation & waste management plan is included in Appendix 7 of this application.

#### **4.5 LIAISON WITH LOCAL RESIDENTS**

All reasonable efforts will be made to ensure that effective communication will be undertaken with local residents.

The Kaleidoscope Team will be liaising with local residents via post, house calls and phone calls. This will be for information purposes and to address any concerns relating to the proposed festival. The concerns and issues raised during this engagement will be included as part of our planning process.

A resident briefing letter has been produced and will be circulated, which includes details of the festival, the start and finish times of the concert each day, information on any traffic restrictions

and details of the resident's hotline. The briefing letter will include a point of contact who will be available 3 weeks before the festival, during the festival and for one week post festival and will be available to address all information needs and concerns raised.

#### **RESIDENTS HOTLINE**

The resident's hotline number will be available as a facility for local residents to call in with any concerns, observations or complaints. Local residents will be encouraged to get in touch at any time and all of their concerns will be comprehensively considered. The hotline will be operational during the hours of the event and will be answered by the neighbourhood liaison team. Where necessary calls taken can easily be referred to the Security Coordinator, Event Controller or An Garda Síochána.

#### **4.6 TRADERS**

Details of all food traders including crew catering, ice cream vans, and staff catering will be submitted to the relevant statutory agencies prior to the event. All concession units will be registered with the local authority / health board in either Ireland or the UK.

#### **COORDINATION OF PUBLIC FOOD TRADERS**

It is our intention that all food traders for ticket holders will be coordinated by an appointed trader coordinator. All details for food traders will be collected and will be held by the trader coordinator.

#### **MERCHANDISING & NON-FOOD TRADERS**

There will be non-food traders in the arena and campsites. The non-food traders sell a variety of items including clothes, jewellery and accessories.

In addition to the non-food traders we will also have official merchandising stalls selling official band merchandise.

#### **OFF-SITE CASUAL TRADING**

No off-site casual trading shall be permitted.

#### **FUN FAIR**

There will be a fairground operator on site. List of attractions for 2023 to follow. Safety documentation will be available from the Site Office.

#### **4.7 ENVIRONMENTAL IMPACT & MONITORING**

Monitoring of the environmental impact of the event will be on-going, with particular consideration to the following:

- Disposal and build-up of litter
- Standards of sanitary facilities

- Noise levels
- Crowd build up outside of the venue
- Traffic congestion and unauthorised parking

## **REMOVAL OF TEMPORARY STRUCTURES**

The dismantling and removal of all temporary structures associated with the event, will commence immediately after the event finishes. At this stage any agreed reinstatement works will also take place.

## **CLEAN UP**

Post event the waste contractor will complete a full clean-up of the festival site; all litter will be removed from site and taken to an approved facility.

## **DAMAGE TO PROPERTY OR AMENITIES**

It is not expected that there will be any damage to public property, facilities or amenities as a result of the event. However, should it be evident that such damage has occurred as a result of the event, necessary repair and remedial works will be undertaken.

## **UNAUTHORISED ADVERTISING / PROMOTIONAL MATERIAL**

No unauthorised flyering or advertising will be permitted outside of the venue.

## **5 MANAGEMENT STRUCTURE**

A full Operational Management Plan will be included in an appendix to the final EMP.

## **6 COMMUNICATIONS**

### **6.1 RADIO SYSTEMS**

Key staff will be issued with an event radio, contact list and instructions for radio use. All workers issued with radios will also be given a radio channel list which shows which channel everyone is on; this will enable our more experienced workers to liaise directly with each other on minor issues.

### **6.2 LANDLINES**

Landline telephones within Russborough House may be used during the event if required. A full telephone contact list for the individual Emergency Services and key event personnel will be held confidentially and circulated to An Garda Síochána and the Statutory Agencies in advance of the event.

### **6.3 WIRELESS NETWORKS**

Wireless networks or equivalent will be installed for working personnel at various locations throughout the site, subject to survey.

#### **6.4 EMERGENCY COMMUNICATIONS**

Public information can be broadcast immediately at the stages by the Stage Managers, who will take instruction from Event Control. This could be used if required in the event of an emergency or major incident. Loud hailers can be used by security and stewards to give information directly to ticket holders.

A full Major Incident Plan will be included in an appendix to the final EMP.

#### **6.5 RECORD KEEPING**

A log of key radio transmissions on the Security Control channels will be made. Details of incidents and accidents onsite will be recorded in the Control log. Medical Control will also keep records and logs of their radio transmissions.

#### **7 SITE PLAN AND SITE DESIGN**

The site plan is, as with the Event Management Plan, a work in progress document. The finalised (as far as reasonably possible) has been circulated to the statutory agencies. Safety provisions and access /egress plans are carefully worked out prior to the event. The plan uses a grid for ease of reference and takes sight lines, topography and crowd movements into account.

#### **8 TRAFFIC**

##### **TRAFFIC MANAGEMENT PLAN**

The Traffic Management Plan will be developed as part of the planning process following consultation with An Garda Síochána, Wicklow County Council and relevant prescribed bodies, who will make up a dedicated traffic subgroup.

The TMP will cover all aspects of vehicle and pedestrian access to and egress from the site during the load in and load out as well as for the event itself. The TMP will include arrangements for vehicle routes, public transport, pedestrian access, and car parking. A traffic signage plan will be developed included as part of the Event Management Plans.

A draft TMP is included in Appendix 9 to this application. A final TMP will be included as an appendix to the EMP submission.





# APPENDICES TO THE EVENT MANAGEMENT PLAN

## Section 2

### **KALEIDOSCOPE FESTIVAL 2023**

Russborough, Blessington, Co. Wicklow

Version	Date
Version 1 - Draft	27 Mar 2023



# **KALEIDOSCOPE FESTIVAL 2023**

## **APPENDIX 1 MAJOR EMERGENCY PLAN**

## **A DEFINITIONS**

### **Definition of major emergency plan**

These plans outline the procedures to be adopted in the event of any emergency or major emergency upon the site for the Kaleidoscope Festival 2023. It should be noted that this is the Major Emergency Plan written by Event Fuel for the Kaleidoscope Festival and therefore it sits alongside but does not replace separate Major Incident/Emergency plans that will exist for Wicklow County Council, the Health Service Executive (HSE) and An Garda Síochána. As per the Kaleidoscope Festival's Major Emergency Plan, the roles, responsibilities and procedures outlined below are specific to a Major Emergency at Kaleidoscope Festival, and as such need to be agreed with the principle response agencies.

It is also important to note that what may be a Major Emergency for e.g. the Health Service Executive (HSE), by way of example, needing to treat a large number of people who may or may not be connected with Kaleidoscope Festival and resulting resourcing issues, that does not make it a Major Emergency for Kaleidoscope Festival. See further information below on the definition and declaration of a Major Emergency for Kaleidoscope Festival.

These procedures distinguish between -

- **Emergencies onsite** – any incident onsite requiring prompt and co-ordinated action by event control, onsite security, fire and medical teams and/or external Emergency Services. An emergency may be able to be dealt with by onsite teams without a direct response from the external Emergency Services.
- **Emergencies offsite** – any incident offsite but linked to the event requiring prompt action by one or more of the Emergency Services. Resources controlled by the Event Controller may be available to assist but need to do so under the request and command of the external Emergency Services.
- The distinction between onsite and offsite is normally defined as the boundary of the site. The boundaries of offsite are normally the areas that are outside of the control of the Event Controller such as the public highway.
- **Contingency Plans** – contingency plans are written in relation to a specific event occurring such as the need to stop the music playing or water contamination. They are therefore different from the Major Emergency Plan which rather sets out the command, control and co-ordination of onsite resources and liaison with the emergency services in the event of a Major Emergency situation.
- **Major emergencies** – this is any emergency which involves a large number of people and which requires the implementation of special arrangements by one of the principle response agencies, the HSE, the Local Authority and An Garda Síochána for –
  - The initial treatment, rescue and transport of a large number of casualties
  - The involvement either directly or indirectly of large numbers of people
  - The handling of a large number of enquiries likely to be generated both from the public and the news media.

- The need for a large-scale combined resources of two or more of the emergency services
- The mobilisation and organisation of the emergency services and supporting organisations, eg Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The Major Emergency Plan has been drawn up under the direction of the Event Controller. Kaleidoscope Festival will circulate the Major Emergency Plan to the key decision-making personnel in the team responsible for putting appropriate staff at the disposal of the Emergency Services in the event of a Major Emergency. Kaleidoscope Festival will circulate the different aide memoirs attached at Appendix A to the relevant personnel onsite. All staff onsite will be briefed in how to raise the alarm and in who they report to in the case of a Major Emergency. The Major Emergency Plan will be circulated to all Emergency Services and other agencies within the Statutory Agency Group forum involved in the Kaleidoscope Festival.

## **DEFINITION OF ROLES AND RESPONSIBILITIES**

### **Event Control (controller of operations) -**

- a) The Event Controller / Deputy in their absence, Event Safety Coordinator, and Security Coordinator will
  - i) Liaise with An Garda Síochána
  - ii) Mobilise resources through Kaleidoscope Festival's Security Coordinator and Security Control
- b) Will supply an on-site Medical Coordinator, Site Medical Officer and medical facilities.
- c) Will supply stewards at key locations onsite to guide emergency vehicles to and from the incident and to assist in any cordons, which are established by the An Garda Síochána.
- d) Will supply stewards to assist in the management of the crowd, the evacuation of sectors or the evacuation of the site itself.
- e) Will facilitate the clearing of crowds/ obstructions from emergency access routes and the access facilities for incoming support.
- f) Will supply a Press Officer, to work in conjunction with the principle agencies to carry out regular media briefings.
- g) Planning and distribution of any onsite messages or information to be given to the public in conjunction with the principal agencies.

**Note:** When the designated lead agency takes on the coordination role, the employees and agents of Kaleidoscope Festival will work with and under the direction of the lead agency. Event Control and their team will manage these employees and agents.

**The Local Authority -**

- a) The saving of life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- c) Fire fighting, protection and rescue in a fire situation.
- d) Rescue in the event of persons being trapped.
- e) Assistance in salvage operations as appropriate.
- f) Dealing with incidents involving hazardous materials, including identification, containment, neutralisation and clearance of chemical spills and emissions;
- g) The provision of support for the emergency services - staff and equipment.
- h) To receive evacuees from the event site and provide temporary accommodation for persons made unintentionally homeless by the incident, and to work together with Event Control to repatriate those from outside of the area.
- i) The establishment and equipping of the designated temporary mortuary/body holding area
- j) The maintenance of the normal local authority facilities such as highways, drainage, street lighting etc.
- k) Site clearance, demolition, clear-up operations, removal and disposal of debris;
- l) The investigation of the incident in conjunction with other investigative bodies where appropriate.

**An Garda Síochána -**

- a) Save life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- c) The protection and preservation of the scene.
- d) The establishment of access routes for the emergency services and the provision of assistance with access for responding organisations. The identification of the best routes to the receiving hospitals and the provision of ambulance escorts where necessary.
- e) The identification and management of a helicopter landing site for the air evacuation of casualties.

- f) The investigation of the incident in conjunction with other investigative bodies where appropriate, including collection of evidence and forensic work.
- g) The protection and recovery of property at the scene.
- h) Recovery of bodies and identification of the dead on behalf of the Coroner.
- i) The collation and dissemination of casualty and survivor information
- j) Traffic management
- k) The provision of a co-ordinated response to the media.
- l) The preparation of a final report where appropriate.

**Health Service Executive -**

- a) The saving of life in conjunction with the other emergency services.
- b) Co-ordinate the emergency services and other organisations when assuming the role of lead agency.
- b) To instigate a command and control structure
- c) To protect the health, safety and welfare of all health service personnel on site.
- d) To co-ordinate the HSE communications on site and to alert the main 'receiving' hospitals for the receipt of the injured.
- e) To carry out a health service assessment for the incident
- f) To instigate a triage process when required.
- g) To treat casualties
- h) To transport casualties to hospital
- i) To provide clinical decontamination of casualties and to support mass decontamination.
- j) To mobilise additional and specialist assets as required
- k) To maintain adequate emergency cover throughout other parts of the Ambulance Service area
- l) To reduce to a minimum, the disruption of the normal work of the Service
- m) To alert and co-ordinate the work of the Voluntary Aid Societies enabling them to provide services appropriate to the incident and as required.

- n) Welfare support for those affected by the incident in conjunction with the site welfare services.

## **PERSONNEL AND CONTROLS**

### **1) Event Controller/Deputy**

The Event Controller is the person responsible for all aspects of licensing and public safety. The Event Controller for Kaleidoscope Festival is named as Brian McDermott; his deputy will be confirmed and named in the final version of the Major Emergency Plan to be circulated to all stakeholders in advance of the event. Throughout the duration of the event either the Event Controller or Deputy Event Controller will always be onsite and available on radio.

### **2) Event Safety Coordinator**

The Event Safety Coordinator for the event will be Roland Cottle. The Event Safety Coordinator or nominated Deputy will be onsite throughout the event.

### **3) Event Control**

Throughout the event the Event Controller/ Deputy will be available via radio. During a Major Emergency, the Event Controller/Deputy would be based in Event Control/Major Emergency Liaison Centre. In most situations, the event production team continue with normal operational running of the event while the some of the event management team would focus on the Major Emergency response in conjunction with Security and Event Control. Key staff such as the Event Controller/ Deputy, Event Safety Coordinator will split their responsibilities up to make sure that there is still the ability to run the normal operations of the unaffected parts of the event and site.

### **4) Security Control**

Security Control will be in Event Control and will be operational throughout the event and whilst the public are onsite. It will be operated under the direction of the Security Coordinator, Liam Hogan, and will be staffed throughout this time by controllers from each security and steward company with full security channel logging of all transactions and permanent monitoring of the emergency channel.

### **5) An Garda Síochána Control**

An Garda Síochána have advised they will be available on site via their communications vehicle.

### **6) Medical Control**

Medical control is operated under the direction of the Medical Coordinator. Medical Control will be fully operational throughout the duration of the event. The primary ambulance loading point and the primary triage area will be located at the main medical facility. Any subsidiary or secondary ambulance loading points or triage areas will be directed from here.



In the event of a Major Emergency, the method of handing over medical control to the HSE, and placing Kaleidoscope Festival's medical personnel at their disposal will be achieved as follows:

Upon arrival at the site, the HSE representative will, in liaison with the Medical Coordinator, assess the situation and having done so will assume command of all on-site medical personnel and facilities. The Medical Coordinator will act as Medical Emergency Officer until relieved by a doctor nominated by the HSE.

There will be a first aid presence for the campsites from when they open until when the site closes.

## **7) Major Emergency Liaison Centre**

A Major Emergency Liaison Centre will be set up in Event Control, and will (initially) become the Major Emergency Liaison Centre only in the event of a Major Emergency being declared.

In any emergency or Major Emergency, and if appropriate, the Event Management team will inform all Kaleidoscope Festival staff to avoid the routes to and from, and the area itself, where any emergency may be whilst going about their daily business.

Should the Major Emergency Liaison Centre become unavailable or unusable, the contingency locations would be at Russborough House where there are landlines and office space or at the event office depending on the nature and location of the Major Emergency.

## **B COMMUNICATION AND CONTROL**

A full telephone and radio directory of all key personnel will be compiled and circulated in advance of the event.

### **Key Event Personnel:-**

Event Controller	Brian McDermott
Deputy Event Controller	TBC
Event Safety Co-ordinator	Roland Cottle
Site Manager	Feidhlim Byran
Medical Co-ordinator	% Willie Wade, Event Medical Services
Site Medical Officer	% Willie Wade, Event Medical Services
Security Co-ordinator	Liam Hogan

## **C PROCEDURES**

### **1. Notification and Declaration of a Major Emergency**

Notification of a potential major emergency will be passed to the principal agencies by the organisation first receiving the information. The Event Management Team will maintain a list of numbers to facilitate this. The site co-ordination group will make the decision to declare a major emergency in conjunction with the Event Controller. The lead agency will be determined, and the On-Site Co-ordinator established. Each of the other principal agencies would have a Controller of Operations.

Kaleidoscope Festival and all other principal agencies (as relevant to the incident) will provide the controller of operations or senior representatives (as required) to -

- The Major Emergency Liaison Control which will be located in Event Control. Sufficient site maps will be provided.

Co-ordinated action will then be taken to protect life and property and to preserve the scene.

The scene may be restricted to the area surrounding the incident, rather than relating to the whole of the site. Hence any transfer of authority from the Event Controller/Deputy, the lead agency, in the event of a Major Emergency may be limited to a specific area of the site, rather than the entire site.

Outside agencies needing to come onsite during a major incident, will report to the most convenient gate as decided by the Event Controller/Deputy, where they will be met by security who will transfer them to the appropriate onsite location.

The Event Controller will give consideration to abandoning the pass system at pedestrian and vehicle gates.

## **2. Fire within the Arena, Campsite or Carparks**

If the fire marshals discover, or are informed by security staff of a fire within the site, Event Control must be informed immediately. If necessary, the fire will be tackled in the first instance with available fire extinguishers.

The coded messages to be used in the event of a fire over the radio will be-

(i) "The Organisers have a message for MR ASH who is in...."

This denotes a small fire not likely to need a mobile response and gives the location of the fire. This is any fire incident, which in the opinion of the person reporting does not require a fire service attendance, and can be dealt with by that person using the fire extinguishers available. These incidents must still be reported to Event Control for information. Such incidents would include:

- Small rubbish or camp fires in the arena
- Bin fires
- Small rubbish and campfires larger than knee height and one pace wide in the campsites

OR

(ii) The Organisers have a message for MR IRELAND who is in....."

This denotes a fire to which a mobile response may need to be called and gives the location of the fire. This is any fire incident requiring an immediate fire service attendance. Event Control will immediately report this by calling 999/112. Such incidents would include:

- Any tent or structure involved in fire
- Any fire incident where persons are believed to be trapped
- Any fire incident where persons have been injured
- Any fire incident where an explosion is witnessed or reported
- Any fire incident where cylinders, canisters or LPG are involved
- Any vehicle fire
- Any smell of gas or gas leak
- Any fire that is obviously beyond the control of an extinguisher
- Any fire in a wooded area

If security staff, stewards or others become aware of a MR IRELAND within the arena, campsites or car parks – Event Control must be informed immediately. If necessary, the fire will still be tackled in the first instance with available fire extinguishers until a mobile response arrives at the scene.

In high risk areas or areas that may be in the path of any danger, a sweep of all individual vehicles and tents will be undertaken by security to ensure that everyone is removed from the area to safety.

### **3. Structural Collapse**

Should any of the temporary structures collapse, security and the fire safety team will assist in the evacuation of any necessary part of the entertainment arena and control the crowds, in order to minimise any further casualties from any subsequent structural defects. The Event Controller/Deputy would immediately notify Wicklow Fire Service, who would then advise as to which other agencies must be notified.

### **4. Suspect Package**

All radio and mobile phone calls must be made at least 25m away from any area of the site under suspicion.

The HOT principles will be applied

- Has it been deliberately concealed or is it obviously **HIDDEN** from view?
- Is it **OBVIOUSLY** suspicious – does it have wires, circuit boards, batteries, tape, liquids or putty like substances visible?
- Is it **TYPICAL** of what you would expect to find in this situation?

If any suspicious package is found the Event Controller will make a decision, having taken advice from An Garda Síochána, as to full or partial evacuation or any other action that may be required. If evacuation were deemed to be necessary, a coordination group comprised of the Event Controller/Deputy, Security Co-ordinator, and the principle response agencies would be called together to discuss and coordinate any action to be taken. If an evacuation is deemed necessary a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated. The code word to be used in the event of a Suspect Package is **Mr Case**.

## **5. Bomb Alert**

All key office staff will be briefed on how to take phoned bomb threats and what information to note. They will also have the Bomb Threat Checklist included in Appendix D

If any bomb threat is received by either An Garda Síochána or the event, a decision will be made by the Event Controller having taken advice from the An Garda Síochána, as to full or partial evacuation or any other action which may be required. If evacuation were deemed to be necessary, a Tactical Control, comprised of the Event Controller/Deputy, Security Co-ordinator, and the principle response agencies would concurrently be called together to discuss and coordinate any action to be taken.

The coded message to be used in the event of a bomb threat over the radio will be:

“The Organisers have a message for Mr Case who is in...”

This denotes a bomb threat and gives location of the suspicious package.

If an evacuation is deemed necessary, a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated.

The briefing given to responding security in such incidents will include the following messages: -

- Report it to your line manager (don't use your phone or radio within 25m of the item)
- Do not touch the suspicious item
- In consultation with your line manager and Security Control, take charge and clear the immediate area to a safe distance (100m) and keep the others from approaching
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial
- Help establish a cordon under the command of your line manager
- Follow their instructions
- Try and keep eyewitnesses on hand so they can tell An Garda Síochána what they saw

## **6. Terrorist Attack**

At an event of this nature, a terrorist attack is a potential activity that we will be alert to especially with recent occurrences. The attack, in traditional terms would be from a suspect package and would be dealt with as above. Recent events have taught that a 'traditional' attack is now not the only potential and the Event Controller/Deputy in conjunction with An Garda Síochána will need to be alert to any vehicle, chemical or gas attacks or random destructiveness designed to put life in danger. In the event of a terrorist attack, coordination group will be established immediately. Where it is possible to identify an affected area then the public will be evacuated away from that area and cordons established.

If an evacuation is deemed necessary, a search should be made of any evacuation areas to ensure that no secondary device may have been left to maim or injure those being evacuated.

## **7. Water Contamination and /or Failure**

The event takes place in the grounds of Russborough House and Parklands. In the event of failure / contamination of the water supply it may be necessary to cordon off water points and to introduce a contingency supply. The water infrastructure is designed with built in contingencies and stop valves which can isolate part of the supply if required.

## **8. Knife Incident**

In the event of a knife incident, festival security and stewards will do all they can, being mindful of their own safety, to protect members of the public and preserve the scene. No member of festival staff will be briefed to approach the known location of an armed suspect.

The coded message to be used in the event of a knife is:

“The Organisers have a message for MR TEMPLE who is ...”

## **9. Acid Incident**

In the event of an acid incident, staff will be briefed to contact Medical Control and get water. The coded message to be used in the event of an acid incident over the radio is:

“The Organisers have a message for MR SID who is....”

## **10. Drone Incident**

In the event of a drone incident, staff will be briefed to contact Event Control immediately. The coded message to be used in the event of a drone incident over the radio is:

“The Organisers have a message for MR BIRD who is....”

## **11. Firearms Incident**

Any information received in relation to firearms will be passed directly to the Event Controller/Deputy and the Security Co-ordinator who will immediately liaise with An Garda Síochána as to what follow-up action is required. Speed of communication is paramount.

In the event of a firearm being discharged, event security and stewards will do all they can, being mindful of their own safety, to protect members of the public and preserve the scene prior to the arrival of the An Garda Síochána. No member of event staff will approach the known location of an armed suspect. The code word used in the event of a firearm is **Mr Smith**.

## **12. Adverse Weather**

The objective of the response to the potential evacuation of large numbers of people as a result of adverse weather conditions is to deal with the initial stages of such an incident until outside help can arrive if needed. Where appropriate a co-ordination group will be established. A possibility is that in the event of extreme weather conditions, a full evacuation of the site may ensue and this will be acted upon in the terms of the evacuation plan set out later in this document. Monitoring of predicted weather is carried out onsite and wind policies are collected for key structures and checked by the Event Safety Co-ordinator. Weather warnings will be posted on the website in advance along with advice about what to bring if appropriate.

### 13. Crime investigation

All Security, Stewards and other relevant staff will be made aware of the requirements made of them in relation to any crime scenes, that is -

- They should be available for a witness statement
- They should be available for court if necessary
- They should know the basics of scene and evidence preservation
- They should know about the retention of witness where practicable/appropriate etc

If in any doubt, advice should be sought from a supervisor, the security coordinator or the An Garda Síochána as appropriate.

CODE WORD	ISSUE
MR ASH	Small fire not needing fire safety team attendance
MR IRELAND	Fire needing fire service attendance
MR CASE	Bomb / suspect package
MR SMITH	Firearm
MR TEMPLE	Knife
MR SID	Acid
MR BIRD	Drone

## D) EVACUATION PROCEDURES

### 1. Evacuation of the Entertainment area

We will adopt an “Amber” alert code that we can use to warn staff that we may need to evacuate and to trigger assigned roles and actions to prepare. It should be noted that in the event of a quick decision being made to evacuate due to a clear threat, the amber alert state may be bypassed if we go straight to a full evacuation.

The message will be made over the radio (and / or PA system if appropriate)

“Staff announcement – can the Amber Team Leader report to Event Control”

Staff will be briefed that in the event of hearing this message, they must:

- Maintain radio silence
- Standby for further instruction

In the event that Amber is declared, the Security Coordinator will activate the following plan.

- An Garda Síochána and Event Controller will be informed of the situation if not already aware.
- The best evacuation gates will be worked out and the safety area designated.
- The last check of the relevant evacuation routes will be established and / or a further check will be organised.
- A response team will be dispatched to check the designated safety area.

- A suitable and senior member of the team will be dispatched to the scene of the (potential) emergency and resources will be deployed as appropriate.
- Key staff will get ready to report to the Major Emergency Liaison Centre inside Event Control
- Key staff will report to predetermined locations (Event Management Team to site offices)
- RVP's will be checked and staffed
- The stage manager will be advised to be on standby for a Show Stop

At the earliest opportunity when an evacuation might be pending, the following procedure should be followed:

- Event Control will do an all channel radio call "Amber"
- Event Control will work out the best evacuation gates and designate the safety area
- Event Control will establish how long ago the last check of the relevant evacuation route(s) were done and / or organise a further check if required
- Event Control will dispatch a response team to check the designated safety area

The decision to evacuate / invacuate people from the arena to a designated safety area (due to fire, structural collapse, bomb threat, public disorder or for any other reason) will be taken by the Event controller after consultation with the appropriate authorities. During the rest of this document evacuation can be assumed to mean invacuation wherever this is appropriate.

Should evacuation be deemed necessary, any message given out over the public address systems or stages will be agreed in advance with the Garda Síochána if possible and will take into account the point of and method of delivery. The Event Controller will then arrange for the message to be delivered as appropriate.

#### **Sample Message**

"This is an announcement from Kaleidoscope Festival. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so. We will keep you informed as to when it is safe to come back into the Arena. Thank you."

In the event of an evacuation the general plan will be to take the crowd out of the arena via the arena entrances. Emergency service vehicles will enter the land from Gate 4.

Evacuation through these gates will avoid the main stage and back stage areas where problems are most likely to arise. All other emergency exit gates will be open and available if required.

Stewards on duty inside the arena will assist the public from the arena into the designated safety area taking particular consideration of disabled members of the public and members of the public with pushchairs. Security will secure the area evacuated from the public once the evacuation has taken place. They will also facilitate the arrival of the Emergency Services and ensure that they are directed to the location of the emergency and are able to work without interference, prevent panic and take other action as appropriate.



The designated RV point for staff to muster in the event of a full site evacuation will be determined at the time depending on the location of the incident.

## **2 Evacuation of other areas of site/ entire site -**

Due to the number of persons involved and the proximity of the event site, it is unlikely that evacuation of the entire site will be necessary or desirable. Many visitors will have arrived by road, they do so over a 24 hour period and a mass exodus could soon bring traffic to a standstill over a wide area. Many visitors would no doubt wish to return to their campsite regardless of any advice given. In the event it may be preferable to evacuate specific areas of the site. In the event it may be preferable to evacuate specific areas/venues of the site. However, this procedure is applicable to both full and partial evacuation of the site.

The decision to evacuate people from any area of the site to a designated safety area (to be determined on site with respect to the incident) in the event of a Major Incident will be taken by the Event Controller/Deputy after consultation with the principle response agencies.

Should an evacuation be deemed necessary, any message given out over the public address systems or stages will be agreed in advance with the principle response agencies and will take into account the point of and method of delivery. The Event Controller/Deputy will then arrange for the message to be delivered as appropriate.

### **Sample Message**

“This is an announcement from Kaleidoscope Festival. Due to unforeseen circumstances, please leave this area as quickly as possible. Please exit in the direction of (INSERT) / Please exit the site using Pedestrian Gate (INSERT) and follow the instructions of An Garda Síochána, Security and Stewards. Do not stop or divert to take personal belongings. We will keep you informed as to when it is safe to come back into this area. Thank you”

In order for the emergency services and An Garda Síochána to gain access to the area, gates not being used for public evacuation (to be decided by the Event Controller/Deputy in consultation with the principle response agencies) will be kept clear.

All stewards on duty in the relevant area will assist the public from that area into the designated safety area as directed by the Event Controller or Deputy. They will secure the area evacuated from the public once the evacuation has taken place. They will also facilitate in conjunction with the Security Coordinator the arrival of the emergency services and ensure they are directed to the location of the incident and are able to work without interference, prevent panic and take other action as appropriate.

### **Spontaneous Evacuation**

We recognise that a spontaneous evacuation may start as a result of a real or perceived threat. We also note that in the event of a partial or full evacuation the public may refuse to follow instructions and instead evacuate to their perception of a place of safety as quickly as possible. We therefore commit to responding in as flexible a manner as possible. Our primary objective in any evacuation will be doing all that we can to ensure and maintain public safety. In the case of spontaneous evacuation, we will do all that we can to protect and maintain emergency access and Event Control.

We will also be alive to secondary waves of spontaneous evacuation.

### **Evacuation during Ingress or Egress**

We recognise that an evacuation may be required during ingress or egress rather than simply when the majority of the audience are in the arena. The same principles outlined in this plan will still apply and consideration will always be given to existing crowd movements when designating the evacuation route(s) and designated safety area.

### **Missing Persons**

During medium or long term evacuation, An Garda Síochána will take on the role of coordinating missing persons however in the first instance / short term the following should be actioned:

1. Event Control to dispatch a member from the Event Management team to the designated safety area to coordinate a missing person's search with direction from the Security Coordinator.
2. The area will run an information / coordination service.
3. An Garda Síochána will be informed of this procedure and it will be handed over at an appropriate time.

### **Evacuation Wardens/Marshals**

When assigning evacuation roles to onsite staff, the following criteria will be applied:

- as few different onsite companies will be involved as possible in the nomination of evacuation marshals and wardens for ease of liaison, control and command. All other companies onsite will be on standby for redeployment as required
- normal static security positions will remain in the same place during an evacuation where it is safe to do so
- normal roving (i.e. response team) positions will be the personnel that will move to wherever needed
- Security supervisors will perform the role of evacuation wardens in each area under instruction from Security Control and security and stewards in that area work to them

Specific roles that require covering during an evacuation:

- The proposed evacuation route will be checked by the initial evacuation staff before the public are directed that way for lighting and obstacles
- A number of security staff will become scene preservation staff
- Welfare and information staff will be deployed to any designated safety area to deal with queries
- Toilet blocks, showers, backstage areas, disabled platforms etc. will be checked / cleared

An aide memoir for evacuation is included at Appendix A.

## **E) MAJOR EMERGENCY PROCEDURES**

Major Emergency procedures will come into effect as outlined in 'Definitions' above and it is anticipated that an evacuation of a part of the site will have been undertaken by the event staff that will then be at the disposal of the co-ordinating command of the Major Emergency. The rendezvous point/major emergency liaison centre is initially at Event Control onsite, which will be used if possible as a forward control point in the event of a major emergency.

If large-scale resources are to be built up on site they can be held at the major incident centre/RVP prior to being called forward. Stewards will be detailed to establish and maintain the onsite routes. All offsite traffic routes will be established and maintained by An Garda Síochána to facilitate that or other rendezvous points as may be set up.

In the event of press and media queries received in relation to the Major Emergency, Kaleidoscope Festival would aim for strong liaison and consultation and wherever possible, a joint response. Press contacts for each of the principle response agencies and Kaleidoscope Festival will be included in the Key Personnel Contact Sheet, which will be circulated in advance of the event.

A contact list of key personnel staff will be available to the principle response agencies in the event of a major emergency and this list will be circulated in advance. Copies will also be available onsite at the time if required. In the event of any communication failure, there are radios, mobile phones and landlines onsite as well as contingency communications equipment including back-up generators. The response to a failure of the communication system would therefore be to move to another form of communication while the technical problems were being investigated and resolved. Any failure in communication systems will be co-ordinated by the site Event Office in liaison with the relevant contractor. The Event Management team will inform all principle response agencies of any change of communications structures onsite that would affect the Key Personnel Contact Sheet.

The Event Controller/Deputy would be present in the Major Emergency Control Centre and part of site coordination group during a major incident operation in order to assist in the co-ordination of the event personnel and assist as requested thereafter.

## **APPENDIX A**

### **AIDE MEMOIRS FOR STAFF, KEY CONTACTS AND AREA COORDINATORS**

All staff are expected to know, without referring to notes, the following five key pieces of information:

- How to get help
- The location of the onsite medics and how to call for medical assistance
- The location of the nearest fire extinguisher and how to call for fire assistance
- The location of the nearest emergency exit
- How to find out the answers to the questions you don't know

### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

All managers must additionally:

- a) Stay in one location where they can be contacted
- b) Establish the location of their staff, ensure their safety and manage them
- c) Pass on clear instructions when received as to what is required
- d) Go to any pre agreed amber RV point or carry out any pre agreed amber roles

## **EVACUATION**

- In the event of an evacuation it is vital that instructions given to the public are carefully planned.
- The wrong instructions could lead to panic and injury and so it is vital you only pass on instructions that you have been given by your line manager.
- Evacuation will be via routes communicated at the time depending on the nature of the incident.
- Take particular consideration to disabled members of the public and parents with children in pushchairs.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Staff should evacuate to a designated RV point.

### **MAJOR EMERGENCY**

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed coordinator from the lead agency.
- All instructions will come from Event Control / Event Management and will be clearly identified as being from and on behalf of the appointed lead agency.

**AIDE MEMOIR FOR NOMINATED EVACUATION WARDENS AND MARSHALS** (i.e. security managers and supervisors etc.)

### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

Evacuation wardens must additionally:

- c) Go to their pre-agreed amber RV point (agree this in advance with all of your staff)
- d) Establish the location of your staff, ensure their safety and manage them
- e) Pass on clear instructions when received as to what is required

And if applicable:

- f) Carry out any pre-agreed amber role (agree this in advance with Event Control)
- g) Move to any pre-agreed evacuation radio channel (agree this in advance with Event Control)

### **EMERGENCY RESPONSE**

Please ensure that any emergency response is directed to the location of the incident and help them work without interference and take other action as appropriate. If you are at the scene of an emergency refer to Event Control for instructions. Check with Event Control whether they need you to help supply scene preservation staff.

### **EVACUATION**

- In the event of an evacuation it is vital that instructions given to the public are carefully planned. It is important you wait for instructions.
- The wrong instructions could lead to panic and injury and so it is vital you only pass on instructions that you have been given.
- The public may refuse to follow instructions and make the decision themselves to evacuate and choose their own route. We recognise that evacuation may be chaotic particularly in the

current climate. Our primary aim is to do all that we can to ensure and maintain public safety and we may need to respond flexibly.

### **EVACUATION ROUTES**

- You will be instructed by Event Control / Event Management of the need to evacuate and the route that should be used for the evacuation.
- At each emergency exit gate there should be a briefing / sign that informs the security staff on that gate of the issues to bear in mind during an evacuation through that gate.

### **EVACUATION DEPLOYMENT OF STAFF**

- Brief your staff at the pre-agreed RV point or by radio
- Redeploy them as efficiently and quickly as you can.
- Use a member of staff to act as a marshal through each gate and along each evacuation route. The rest of the crowd will follow. It is easier to lead a crowd than to issue them directions so continue to do this as necessary sending staff to lead the way.
- Use other staff to clear the areas in your zone towards the routes.
- If you have emergency exit gates entering your zone that are not being used for evacuation of the crowd, ensure that they are kept staffed, closed, but unlocked with the staff on the non public side to assist any emergency services that respond to this gate to enter the zone.

### **EVACUATION RESOURCES**

- There are loud hailers situated at every arena emergency exit, on every arena entrance. These can be used to give messages out to the public but they should remain in their allocated positions.
- There are contingency loud hailers that can be used elsewhere if required.
- If you require additional resources, contact Event Control.

### **EVACUATION KEY POINTS FOR STAFF BRIEFING AT THE TIME**

- Use clear, calm, consistent and repeated messages.
- During any evacuation, there should be no conflicting vehicle movement through the crowd.
- Watch out for members of the public trying to help at the scene.
- They should try and answer any questions the public may have as well as they are able, but the priority is to evacuate the area quickly and safely.
- The route will lead to a designated safety area where there will be more staff specifically deployed to answer questions and assist.
- Take particular consideration to disabled members of the public and parents with children in pushchairs.

### **ONCE EVACUATION COMPLETE**

- Once you think that your area is evacuated, arrange for your staff to do a full sweep through (including any toilets / showers / disabled platforms / tents / backstage etc as applicable to your zone) and then evacuate your area yourself along with your staff.
- Staff should evacuate to the agreed RV point.
- Inform Event Control once your area is clear.
- Liaise with Event Control as to the procedure for locking down the evacuated area to prevent people from accessing back into it.

### **MAJOR EMERGENCY**

- If a Major Emergency is declared, all contractors and their staff will work with and under the direction of the appointed coordinator from the lead agency.
- All instructions will come from Event Control / Event Management and will be clearly identified as being from and on behalf of the appointed lead agency.

#### **FURTHER INFORMATION**

- Event Control is available to give any further explanation you may require and to help brief your staff.

## **APPENDIX B**

### **STAGE MANAGER EVACUATION ANNOUNCEMENT BRIEFING**

#### **ATTENTION ALL STAGE MANAGERS**

#### **AMBER**

Amber means we are on standby to evacuate

If amber is declared, all staff must:

- a) Keep the radio clear
- b) Standby for instructions

Stage Managers should in addition

- e) Be on standby to stop the show
- f) Stay in one location where they can be contacted
- g) Establish the location of their staff, ensure their safety and manage them
- h) Pass on clear instructions when received as to what is required

#### **EVACUATION ANNOUNCEMENTS**

In the event that we have to evacuate your audience / stage, you will be instructed by Event Control to cut the music on your stage instantly and make the following public announcement over your PA:

“This is an announcement from Kaleidoscope Festival. Due to unforeseen circumstances could you please leave the area as quickly as possible. You should use the emergency exit gates (INSERT). Look for the exit signs above the outer Arena fence. Please take your personal belongings with you if it is safe to do so we will keep you informed as to when it is safe to come back into the Arena. Thank you.”

Please do this slowly, calmly and clearly and repeat until your stage / area is completely clear.

Only Event Control or Event Management have the authority to ask you to do this.

## GOOD HOUSEKEEPING

Please ensure that you inform all crew and contractors not to leave unattended, unmarked bags lying around your area in case they are mistaken for a suspect package.

THANK YOU

## APPENDIX D

Taken from NaCTSO guidance

Bomb threat guidance

(For circulation to event offices onsite)

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead Gardaí. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime, should be treated seriously and must be reported to the An Garda Síochána by dialing 999/112

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes and the intent is to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Immediate steps if you receive a bomb threat communication

Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.



If you receive a telephone threat you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- note the number of the caller displayed on the phone
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow Garda advice
- report it to your line manager
- if the threat is delivered face-to-face try to remember as many distinguishing characteristics of the threat-maker as possible
- if discovered in a written note, letter or as graffiti, treat as Garda evidence and stop other people touching the item
- If the threat is received via email or social media application, do not reply to, forward or delete the message. Note the sender's email address or username/user ID for social media applications
- preserve all web log files for your organisation to help the Garda investigation (as a guide, 7 days prior to the threat message and 48 hours after)
- REMEMBER Dial 999/112 and follow Garda advice. Seek advice from the venue security/operations manager as soon as possible

Assessing the credibility of bomb threats – management considerations

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This process is assisted greatly by gathering and recording as much information as possible from the original caller or message.

Any threat received should be communicated without delay to event or security management who will contact and liaise with the An Garda Síochána who will assess the threat at the earliest opportunity.

When specific intelligence is known to An Garda Síochána, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:-

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

## **APPENDIX E**

### **ETHANE - Initial actions at a terrorist major incident**

## **Circulate to Controls onsite**

### **2.1 Exact Location**

- Confirm nearest junction or exact address
- Geographic size of the incident

### **2.2 Type of Incident**

- Explosion, building collapse, firearms incident etc.

### **2.3 Hazards**

- Identify the hazards present or suspected (such as number of hostiles, types of weapons etc.)
- Consider potential or secondary devices
- Is evacuation or invacuation necessary and safe?

### **2.4 Access Routes**

- Update with routes that are safe to use
- Clarify routes which are blocked
- Nominate and search the RVP

### **2.5 Number of Casualties**

- List type and severity
- Approximate number of dead, injured, survivors and witnesses

### **2.6 Emergency Services**

- List those Services present and those required
- Conduct a joint dynamic hazard assessment with the emergency services

## **APPENDIX F**

### **KALEIDOSCOPE FESTIVAL'S BUSINESS CONTINUITY**

In the case of a Major Incident the following procedures are in place to ensure that Kaleidoscope Festival's operation can continue as normally as possible:

- Contingency mobile phones are available
- Contingency landlines are available inside Russborough House
- All IT information is stored on a remote server
- Alternative work spaces if required can be organised inside Russborough House



# **KALEIDOSCOPE FESTIVAL 2023**

## **APPENDIX 2 TRADER FIRE RISK ASSESSMENT**

# Fire Risk Assessment

## Food Traders

**To comply with Kaleidoscope and Festival Republic trading regulations you MUST carry out a Fire Risk Assessment of your stall or unit. Failure to do will result in a prohibition on trading. Completed forms should be returned to the Festival Safety Team, and one should be completed for each stall, venue or area.**

This form allows Trading stallholders to explain about their venues and what they are doing to control fire risks (and other general safety issues). The Festival Safety Co-ordinator can review this Risk Assessment. This is a key stage in signing off your pitch, the final decision to open resides with Event Management. You must describe what will be done to control any remaining hazards.

Traders are reminded that unless otherwise agreed in writing, they are responsible for the fire and safety management within their own premises, not the Festival.

**Please use the notes area at the end of each section to give more information on how fire risks will be reduced to an acceptable level.**

Name / Location of Pitch or Stall

Responsible Persons Name  
Business/Company Name


NOTE: This must be the person who holds responsibility for fire safety on behalf of the stall holder and must be present on site

Mobile number on site

Email address

Business type & brief description

e.g. Clothes trader - t-shirts, hoodies  
or Sponsor - Games facility

### Section 1 - General

Is your pitch/venue a:

Marquee/Tent

☐

Trailer/Vehicle  
Outdoor / Open

☐

Custom Built  
Other

☐
☐

If other, please describe here:

If Custom, please describe in Notes section - If Outdoor or open style then skip irrelevant questions

### TRADERS / STALLHOLDERS:

What size is your pitch (in metres)

 M by  M

How much of this space is open for public access?

If you serve from a counter or an external frontage enter 'zero'

Do you provide a covered seating area?

YES ☐ NO ☐

How many staff will work on the stall at any one time?

Do staff sleep on the premises?

YES ☐

NO ☐

If YES, a smoke detector **must** be fitted in the area where people sleep

Do you confirm all staff have been briefed on working in high noise environments and that suitable hearing protection has been provided?

YES ☐

NO ☐

It is the stallholders responsibility to ensure hearing protection is worn at all times of risk

Do you confirm that the stall will be free of trip hazards or other risks?

YES ☐

NO ☐

Do you confirm that proper access (ladders etc.) will be provided for any work at height required to build the stall?

YES ☐

NO ☐

## Section 2 - Fire prevention & Fire safety

*If you will be using gas please also complete section 3*

Does your activity(s) involve any hot works, such as braziers, kilns or similar?

YES ☐

NO ☐

If YES please describe in Notes section below

What is the stall constructed from? Is any sheeting fire retardant?

please describe in Notes section below

Is any stall décor & furnishings treated to be flame retardant?

YES ☐

NO ☐

If NO please give information on how the risk of fire is reduced

Evidence of treatment may be required onsite. The Festival reserves the right to conduct flame tests on any such materials.

Is any foam furniture marked as being flame retardant?

YES ☐

NO ☐

NOTE: There should be a label or indelible stamp. No Label = NO GOOD!

Do you confirm that you don't use candles or other open flames for light

YES ☐

NO ☐

NOTE: The sale of candles, garden flares or chinese lanterns must be approved by site management

Have you identified combustible materials that could promote fire spread beyond the point of ignition such as cardboard, paper, etc?

YES ☐

NO ☐

Do you have "no smoking" signage?

YES ☐

NO ☐

Are adequate exits provided for the numbers of persons working?

YES ☐

NO ☐

Will all exits remain unobstructed?

YES ☐

NO ☐

Are your staff able to evacuate the stall/venue easily if normal access is blocked?

YES ☐

NO ☐

If the normal lighting failed would the occupants be able to make a safe exit (do you have back up lighting such as torches)?

YES ☐

NO ☐

Do all electrical appliances show proof of current testing?

YES ☐

NO ☐

Have you checked arrangements for waste collection?

YES ☐

NO ☐

NOTE: Waste cooking oils must not be disposed of on site

Can you provide assurance that staff will not sleep in your venue?

YES ☐

NO ☐

Have your staff been trained on how to use fire fighting equipment?

YES ☐

NO ☐

Have your staff received fire action procedures including evacuation of

YES ☐

NO ☐

your venue/stall? \_\_\_\_\_

Do you use any other flammable substances in your stall?  
This includes diesel, petrol, paints, thinners, solvents and so on (please describe below)

YES ☐ NO ☐

Is there any cooking or naked flame within the venue?

YES ☐ NO ☐

**Section 2 Notes - You must ensure that the fabric / exterior of your stall is protected from direct heat, open flames etc**

### Section 3 - Gas Installations

Do you have a current inspection certificate for any gas installation and appliances? NOTE:Ensure a copy is available for inspection

YES ☐ NO ☐

Are all gas connections made with crimped fittings with any hoses kept as short as possible?

YES ☐ NO ☐

Are gas hoses in good condition with no surface cracks, splits or signs of wear? NOTE:Gas hose must be marked with BS3212

YES ☐ NO ☐

Do you have staff who have been trained in the safe method of changing and handling gas cylinders?

YES ☐ NO ☐

Are gas cylinders stored outside the stall and secured upright?

YES ☐ NO ☐

Are gas cylinders kept away from public access and not blocking any exit routes or circulation areas?

YES ☐ NO ☐

Are gas appliances securely fixed or stood on a stable non-combustible base?

YES ☐ NO ☐

Is the stall construction or fabric shielded from the effects of heat from gas appliances?

YES ☐ NO ☐

**Section 3 Notes**

### Section 4 - Further Health & Safety

Are you aware of likely noise levels at your trading position?

YES ☐ NO ☐

Do you confirm that noise sources will be properly controlled within your venue/space?

YES ☐

Do you confirm that all work at height required to build or dismantle the stall/venue will be carried out safely with the correct PPE?

YES ☐

**Section 4 Notes**

## Section 5 Emergency Procedures

Have your staff been instructed in what to do in an emergency?

YES ☐

NO ☐

NOTE: This includes how to raise the alarm, where to go, how to turn off gas or electrical appliances and so on.

What type of fire extinguishers do you have

Water/Foam ☐

Powder ☐

CO2 ☐

Blanket ☐

Have the extinguishers been tested within the last 12 months?

YES ☐

NO ☐

Have staff been trained in how to use the extinguishers?

YES ☐

NO ☐

Are all exit routes kept clear of obstructions, storage or waste?

YES ☐

NO ☐

NOTE: Include the routes immediately outside and around your stall

Do you have a sufficient number of exits and exit signs placed clearly and visibly to show public exit routes?

YES ☐

NO ☐

If there was a fire, how would you raise the alarm to anyone in the stall and surrounding area?

NOTE: This could be as simple as a whistle or a bell

## Section 5 Notes

## Section 6 - Notes and Confirmation

Any other relevant information regarding safety on your stall or area?

Declaration that the information given is correct and that you agree to implement this risk assessments

Signed:

Date

Company:



## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 3 ADVERSE WEATHER PLAN**



This document is supplementary to the Event Management Plan and Risk Assessment and is intended to provide information on the provisions and procedures in place for adverse weather. This Policy document represents the overall approach adopted by Event Fuel and is intended to complement rather than replace any adverse weather plan developed by a temporary structure supplier.

For the purpose of this plan, adverse weather is described as localised or widespread inclement weather that poses an increased risk of injury or damage to persons, property and infrastructure on the event site. Adverse weather may include, but is not limited to; heavy rain, heat wave, extreme cold, thunder storms, lightning strike, hail, and high winds.

Russborough House is an event site situated in Blessington, Co Wicklow at a ground elevation of 193m above sea level. The site has adequate drainage and is not prone to flooding. The Main Arena is entirely on grass, with some hard standing concourse on the exterior. The site is served with a mains drinking water supply.

During the event planning phase the suppliers of temporary structures shall be required to provide information regarding the performance of their structure in high wind and other adverse weather. Structure providers will be expected to develop and circulate a suitably detailed wind action plan for every one of their structures.

Met.ie will be monitored throughout the build, break and during the event.

Met Eireann's Warning System is categorised into the below:

**Status Yellow – Weather Warning – Be Alert**

**Status Orange – Weather Warning – Be Prepared**

**Status Red – Severe Weather Warning – Take Action**

The criteria for different warning levels (Yellow, Orange, Red) for the following elements are included below:

Weather Element	Criteria for Red – Severe Weather Warnings
Wind	Mean Speeds in excess of 80km/h Gusts in excess of 130km/h
Rain	70mm or greater in 24hrs 50mm or greater in 12 hrs 40mm or greater in 6hrs
Thunderstorms	No Criterion
Criteria for Orange – Weather Warnings	
Wind	Mean Speeds between 65 and 80 km/h Gusts between 110 and 130 km/h
Rain	50mm – 70mm in 24hrs 40mm – 50mm in 12 hrs 30mm – 30mm in 6 hrs
Thunderstorms	Widespread thundery activity over an area of several counties.
Criteria for Yellow – Weather Alerts	
Wind	Mean Speeds between 50 and 65 km/h Gusts between 90 and 110 km/h
Rain	30mm – 40mm in 24hrs 25mm - 40mm in 12 hrs 20mm – 30mm in 6 hrs
Thunderstorms	No Criterion

*Taken from [www.met.ie/met-eireann-warning-system-explained](http://www.met.ie/met-eireann-warning-system-explained)*

In the event of Met Eireann issuing a status yellow, orange or red weather alert, statutory agencies will be consulted as needed to discuss the necessary actions and response which may need to be taken.

PREVIOUS HISTORY AND DATA				
10 YEAR AVERAGE DATA FOR MONTH OF JUNE (2012 TO 2022) INCLUSIVE*				
Max Temp °C	Min Temp °C	Rainfall mm	Wind Speed m/s	Gust Speed m/s
27.01	4.32	62.97	8.98	43.3

June 2022 AVERAGE DATA*				
Max Temp °C	Min Temp °C	Rainfall mm	Wind Speed m/s	Gust Speed m/s
23.2	4.7	78.3	9.1	37

\*Temperature, rainfall and wind data taken from <https://www.met.ie/climate/available-data/historical-data#/> using Casement

### Infrastructure Provisions

- Site suitability for capacity crowd in adverse weather conditions assessed in advance.
- Sufficient potable water supply for capacity crowd available while site is open to the public.
- Event Fuel Health and Safety Team to set up an anemometer from the first week of build, with readings available from their office at all times.
- Anemometer to be in place on site.
- Communication via telephone established with all onsite teams from arrival, and via radio when these are delivered and distributed.
- All structures to be monitored by Event Management Team and signed off in conjunction with the supplier when complete as per manufacturer's design.
- Independent structural engineering firm contracted to assess the structural integrity of major structures (e.g. stages, big tops, bridges). Pre-site document overview, initial onsite assessment with feedback for improvements to be actioned, and a final site report all to be supplied before first show day.
- Major structures to be grounded from lightning strikes.
- Emergency egress routes planned along existing hard standing or metalled roadways wherever possible.

### Onsite Provisions for Staff During Build, Show, and Break

- Trained first aider on duty during event build and break periods.
- External medical care <30 minutes.
- Relevant PPE and wet weather equipment available for directly employed staff.
- Limited shelter available for staff in portacabins, marquees and gazebos.
- Dedicated staff welfare facilities available including hot and cold refreshments and shelter as appropriate.
- Drinking water will be provided by Production.
- Bottled drinking water reserve held and bottled drinking water available for staff.
- In the event of extremely hot weather, mobile patrols will monitor the welfare of staff such as security and traffic personnel and provide drinking water.
- Sunscreen available from Production.

### Onsite Provisions for Public and Staff Welfare During Show

- Extensive medical facilities and personnel available in arena during show.
- External medical care <30 minutes.
- Medical and welfare tents equipped with heating.
- Limited stock of all-weather clothing and equipment available for purchase from onsite traders.
- Sheltered entertainment available in arena.
- Variety of hot refreshments available for purchase in arena.
- Welfare facilities available in site holding a stock of a suitable number of blankets and emergency 'space' blankets.
- Drinking water outlets are available in the campsite and arena.
- Door policy permits patrons to bring <500ml sealed bottles of water in to the arena.
- Pit water distributed to the crowd by the pit security staff at the main stage if required.

- Sunscreen available from the medical posts within the site.

### **High Wind Procedure**

**WIND LEVEL 1** – When monitoring registers a gust wind speed in excess of 10m/s (if possible measured at 10m above ground), in conjunction with an increasing general trend of recorded wind speeds, production staff should be put on alert that action may be required and if installation is still in progress, consideration should be given to delaying further installation. At this level the use of cranes should be temporarily suspended. It may become necessary for suspended loads to be lowered and in preparation; it should be considered to release any secondary safety bonds from some equipment to allow ease of lowering should conditions worsen.

**WIND LEVEL 2** – When monitoring registers a gust wind speed in excess of 15m/s (at 10m), in conjunction with an increasing general trend of recorded wind speeds then work at height should be suspended and PA systems, lighting trusses and video screens should be lowered. Side and back wall sheeting from stage structures will need to be removed and side walls on tents secured closed.

**WIND LEVEL 3** – When monitoring registers wind speeds in excess of 20m/s (at 10m) in conjunction with an increasing general trend of recorded wind speeds, then all stage work should be suspended with PA and screen systems lowered where possible and work areas made safe. If equipment has been suspended in public areas and been fitted with additional fixed safety suspensions (preventing rapid lowering) then areas around such installations should be secured.

The operational maximum wind speed should be taken as a one-second gust measured at 10m above ground level. The operational maximum gust wind speed is 25m/s. At this speed, significant disruption to the event is likely, and is considered a threat to public and crew safety.

10m/s = 36 kph

15m/s = 54 kph

20m/s = 72 kph

25m/s = 90 kph

### **Electrical Storm Procedure**

**STORM LEVEL 1.** Electrical storms within 32km. Festival Management, Production, Site Manager and other relevant parties put on alert to the possibility of lightning strike. Work continues as normal.

**STORM LEVEL 2.** Electrical storms within 16km and closing. Personnel put on alert to increasing likelihood of severe weather. Climbing personnel to return to ground level, including any personnel on fire watch towers or elevated security towers. Normal stage-level or ground based work continues.

**STORM LEVEL 3.** Electrical storms within 9km and closing. Personnel to cease normal work and prepare protection of equipment from severe weather. It should be considered whether necessary to 'power down' the stage and equipment. Electrical personnel to report to stage managers. Standby cue repeated at 9km radius. Shut down cue will be given by Event organiser or appointed deputy. Any shutdown command will be transmitted from event control through to site manager, the Electrical Contractor & Stage Managers.

If shutdown is implemented the Stage Manager is to interrupt the performance. Video Screens to show:

“The stage has been shut down for safety; performances will resume after the storm has passed”.

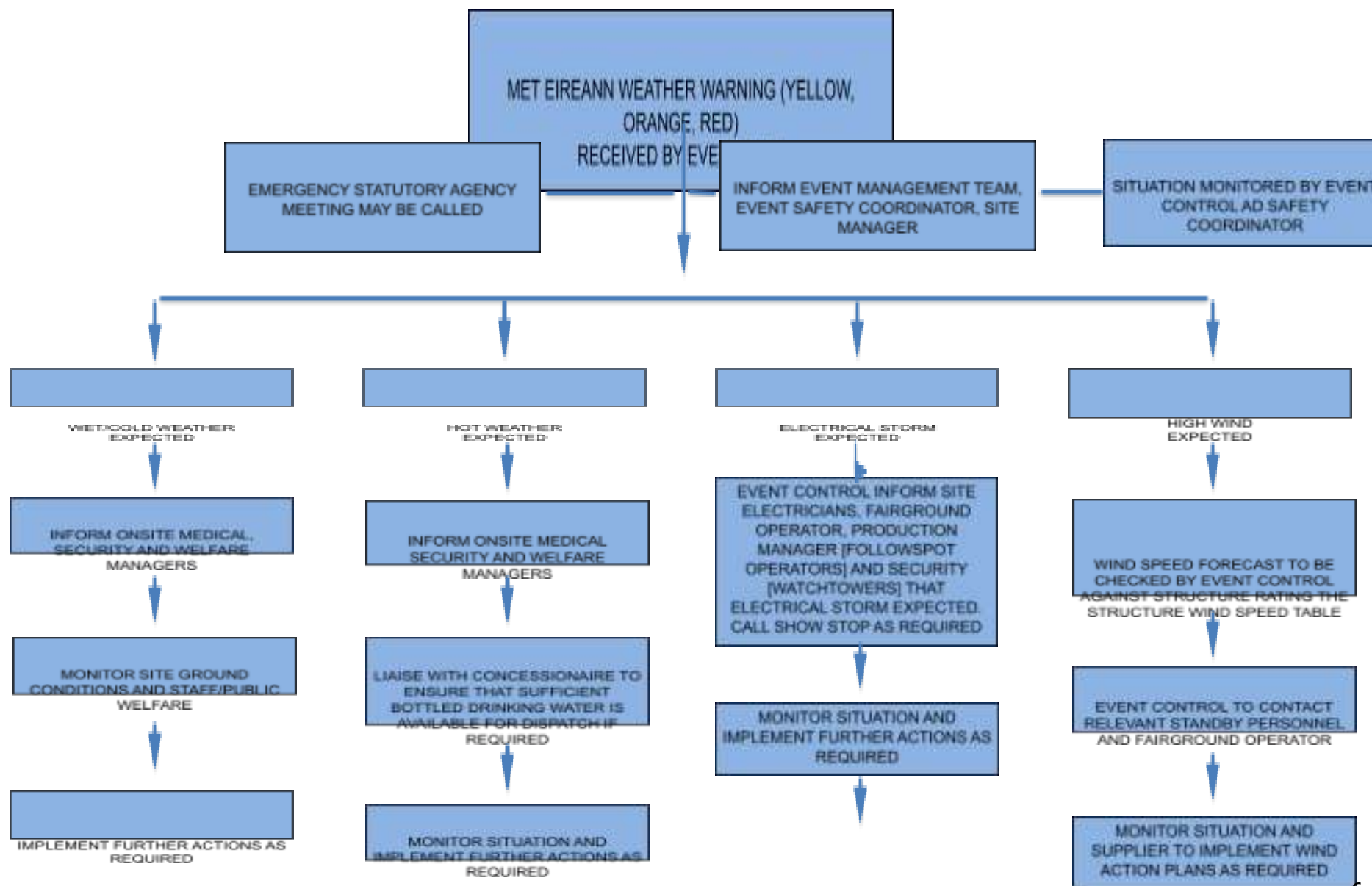
LX and PA to feedback to Stage managers who will in turn confirm with Electrical personnel that they are ready for shut down. Video to continue to display for 5 minutes; or until instructed by Event Control / Electric Contractor to proceed to shutdown.

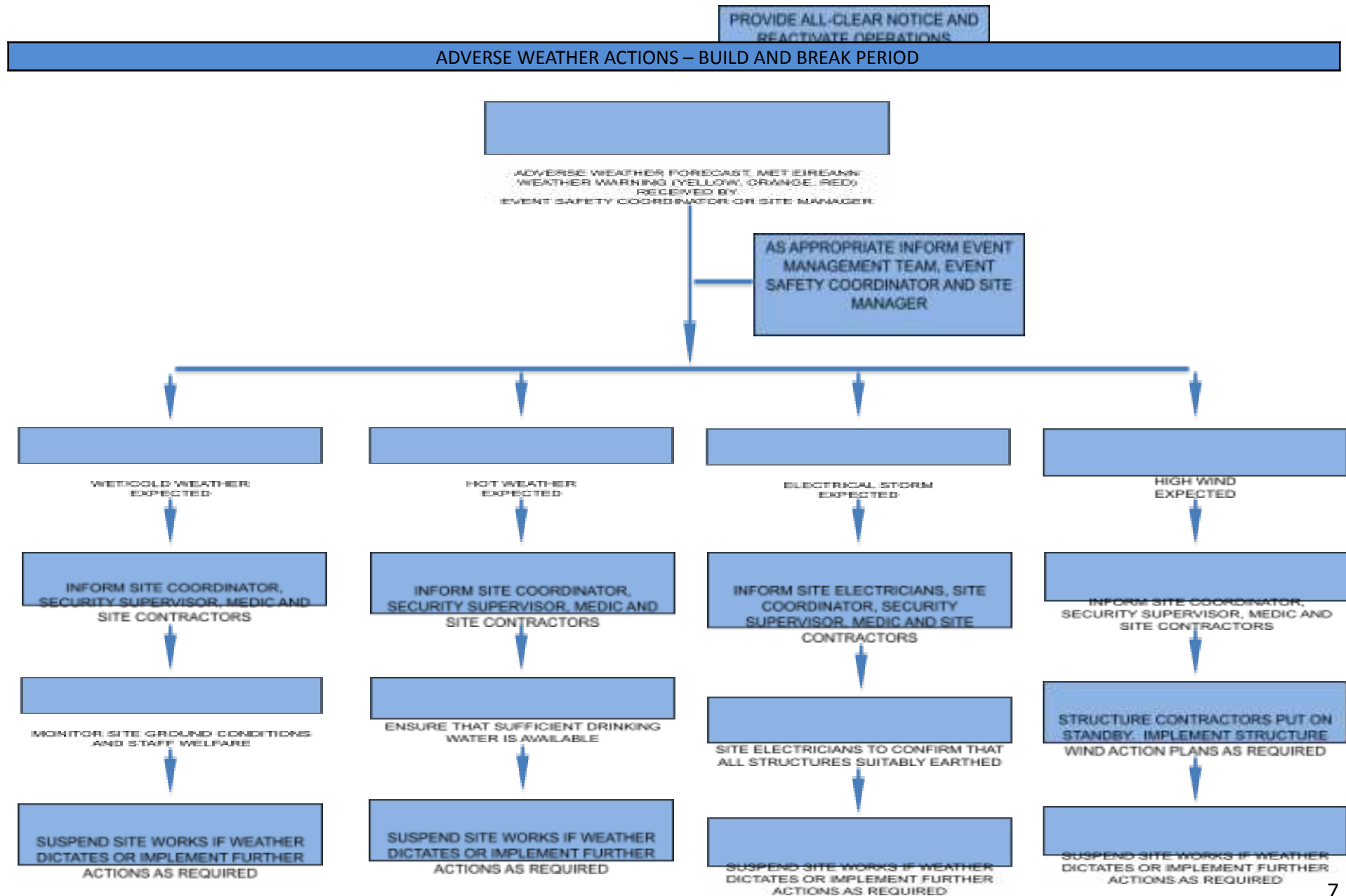
Stage manager to feed back when Video has shutdown then Video Breakers Opened. All remaining circuits to be opened, generator breakers opened and engines shutdown; isolate batteries.

The 30/30 rule.

If there is a period of 30 seconds between the flash and bang, then the lighting is more than 6 miles distant. If the period drops below this then Level 3 has been reached and the action noted above must be taken. High-level work should not resume until 30 minutes after the weather system has passed i.e. the time period between lighting and thunder is consistently more than 30 seconds

ADVERSE WEATHER ACTIONS - EVENT PERIOD





## Wind Speed Conversion Chart

Beaufort Force	Description	Specification on Land	Knots	Km/h	mph	m/s	kN/m <sup>2</sup>
0	Calm	Smoke rises vertically	0	0	0	0	0
1	Very light	Direction of wind shown by smoke drift but not by wind vanes	0-3	1-5	1-3	1-2	.002
2	Light Breeze	Wind felt on face, leaves rustle, ordinary wind vane moved by wind	4-6	6-11	4-7	2-3	.005
3	Gentle Breeze	Leaves and small twigs in constant motion, wind extends light flag	7-10	12-19	8-12	3-5	.015
4	Moderate breeze	Wind raises dust and loose paper, small branches move	11-16	20-29	13-18	5-8	.039
5	Fresh breeze	Small trees in leaf start to sway	17-21	30-39	19-24	8-11	.074
6	Strong breeze	Large branches in motion, telegraph wires whistle	22-27	40-50	25-31	11-14	.120
7	Near gale	Whole trees in motion, inconvenient to walk against wind	28-33	51-61	32-38	14-17	.177
8	Gale	Twigs break from trees, difficult to walk	34-40	62-74	39-46	17-20	.245
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed	41-47	75-87	47-54	20-24	.353
10	Storm	Trees uprooted, considerable structural damage	48-55	88-101	55-63	24-28	.481
11	Violent storm	Widespread damage	56-63	102-117	64-73	28-32	.628
12	Hurricane	Widespread damage	>64	>118	>74	>32	



## **KALEIDOSCOPE FESTIVAL 2023**

### **APPENDIX 4 Health & Safety Terms & Conditions**





**Supplier's Health and Safety Terms and Conditions**  
**(as referred to in Condition 17.2 of the Conditions of Purchase & Hire)**

**1. GENERAL**

- 1.1. The Supplier accepts its duty to comply with all applicable health and safety legislation and any relevant accredited "Code of Practice" or guidance. Furthermore, the Supplier acknowledges that it is its sole responsibility to implement such legislation and good practice, and shall hold the Company harmless and shall indemnify the Company against all liabilities, costs, expenses, damages and losses or enforcement action resulting from any failure by the Supplier to work in accordance with such legislation or good practice.
- 1.2. The Supplier shall implement safe methods of working and shall ensure that any person or organisation undertaking the Works on its behalf (whether a person employed or contracted by the Supplier ("**Staff**") or a person or organisation otherwise engaged by the Supplier as a sub-contractor), does so without risk to their own health and safety or that of others, including ensuring that personnel are fit to work and not impaired by virtue of alcohol or other intoxicant.
- 1.3. The Supplier shall ensure that all persons carrying out the Works are sufficiently trained, experienced and are competent to do so safely, and that they are managed and overseen by a "Crew Boss" or similar who shall take responsibility for implementing safe working.
- 1.4. The Supplier shall ensure that all persons working on its behalf are made aware of any "Site Rules" imposed by the Company.
- 1.5. The Supplier shall provide suitable and sufficient risk assessments of all activities associated with delivery of the Works and, in particular, any activities which present a high risk to the safety and wellbeing of working personnel on site, other site users, the environment or the Company.
- 1.6. The Supplier and any person carrying out work on its behalf shall comply with the Public Health (Tobacco) Acts 2002-2015, which cover all temporary event structures and vehicles.
- 1.7. The Supplier must obtain the prior written consent of the Company to use any sub-contractors to perform the Works. Such consent may be given or withheld at the Company's discretion. Any such consent by the Company shall not relieve the Supplier of any of its obligations under the Agreement.
- 1.8. The Supplier shall ensure that no person (aged under 16) is permitted to work or otherwise be brought onto the event site, and that a full risk assessment is conducted for any young person (16 or over but under 18) carrying out works on behalf of the Contactor.
- 1.9. The Company's health and safety system relates to the Supplier's work inside the Company's site, i.e. the area that it controls. If the Supplier is working on the public highway and/or in areas outside of the Company's jurisdiction for part of its operation, it is assumed that it has carried out its own risk assessment for its work in these areas, completed a method statement and have all of the appropriate PPE, insurance and health and safety procedures in place.
- 1.10. If the Supplier requires the Company to supply or undertake any activity as part of their risk assessment, this must be highlighted clearly and agreed in writing (email being sufficient) with the relevant Event Manager.

**2. CO-OPERATION**

- 2.1. The Supplier shall ensure that all persons working on its behalf co-operate with the Company in the effective management of safety risks on site, and shall assist with the implementation of safe systems of work.
- 2.2. The Supplier shall ensure that all persons working on its behalf complete the health and safety induction. This induction shall provide information regarding specific hazards that may be encountered on the event site, basic welfare and contact information and "Site Rules". The induction shall not provide training on the Supplier's own safe systems of work, which shall be

the sole responsibility of the Supplier. Neither shall the induction obviate the Supplier's obligation to comply with this Health and Safety Terms and Conditions and all other terms of the Agreement).

- 2.3. The Company shall provide to the Supplier the "Site Rules" to maintain safe working. The Supplier shall circulate the same to all of its Staff and sub-contractors, and ensure compliance with the same (the Supplier acknowledging that it shall retain full responsibility for any non-compliance with the "Site Rules" by any of its Staff and sub-contractors).

2.4. The Company shall monitor site working and may penalise any person or organisation operating without due regard to safety or the stated "Site Rules". This may include a "Yellow/Red Card" system whereby offenders are given a formal warning, followed by exclusion from site for repeat infringements. The Supplier shall co-operate with such a system and acknowledges that serious or repeated non-compliance with the Site Rules shall constitute a material breach of the Agreement. In the instance of a "Red Card" being issued to any persons working on behalf of the Supplier, such person shall be excluded from site and the Supplier shall be fined €100 in liquidated damages (which the parties agree is a genuine pre-estimate of the damages that the Company may suffer).

- 2.5. The Supplier shall provide to the Company in a timely manner, any information relating to the Works that may be required under the Safety, Health & Welfare at Work Regulations 2013.

### **3. SITE RISKS**

- 3.1. The Company shall provide a register of site hazards, including the locations of any known overhead and underground services (water, power, gas, sewage etc.). This shall be made available to the Supplier in advance of its arrival on site and during the site safety induction. The Company shall provide indicative maps of any such services, however the Supplier should not rely on the accuracy of such maps and must make its own investigations if the Works present a risk of contact with overhead or buried services.

### **4. CONSTRUCTION ACTIVITY**

- 4.1. The Supplier is advised that the event site shall be considered a "Construction Site" under the terms of the Safety, Work & Welfare at Work (Construction) Regulations 2013 and will be managed accordingly. Regardless of the nature of the Works, the Supplier must fully comply with the "Site Rules" or other obligation, including the mandatory use of personal protective equipment ("**PPE**") required under applicable legislation or by the Company.
- 4.2. If the Works include the installation of infrastructure or equipment, the Supplier must ensure that a competent individual assesses the installation to ensure it has been constructed correctly and is fit for use. Upon satisfactory inspection, the Supplier shall sign a completion certificate as provided by the Company confirming the same.
- 4.3. The Supplier shall carry out periodic inspections of any installation provided as part of the Works to ensure it remains safe and serviceable. If requested to do so, the Supplier shall provide written evidence of such regular inspections or tests to the Company.
- 4.4. If requested to do so by the Company, the Supplier shall provide a competent person ("**the Babysitter**") to monitor any installation provided as part of the Works, and who shall carry out periodic inspection and maintenance as required. The Babysitter shall be available 24/7, must have a good command of English and must be able to understand and promptly respond to requests and instructions.

### **5. VEHICLES AND PLANT**

- 5.1. The Supplier shall not bring onto site any vehicle (including mechanical plant, buggy, quad bike etc.) without the express permission of the Company and without a pass being issued for each specific vehicle.
- 5.2. The Supplier shall ensure that suitable insurance is provided for any vehicle supplied by the Supplier, and this insurance shall cover the vehicle's use on the event site in the course of the Works. The Supplier shall indemnify the Company against any and all claims, damage or other losses arising from the operation of vehicles and plant supplied by the Supplier.
- 5.3. The Supplier shall ensure that any relevant Staff or sub-contractor hold a valid full driving licence and is not barred or suspended from driving. Any Staff and sub-contractors required to operate a vehicle or plant provided by the Company shall be required to present evidence of competence and authorisation to drive at the Production Office.

- 5.4. If the Works require the use of a crane, the Supplier shall ensure that all relevant information, including a site-specific "Lifting Plan" is produced and circulated to all parties. The Supplier shall ensure that a competent person is provided to act as the "Lift Supervisor" (for both "Contract Lifts" and "Crane Hire Only Lifts"). The Supplier shall pay particular regard to ground stability, the avoidance of buried and overhead services and the effects of weather in drafting the Lifting Plan. The Supplier shall not undertake any crane operations without the knowledge and express authorisation of the Company's on-site representative.
- 5.5. The Supplier shall ensure that any Staff or sub-contractors operating a vehicle on its behalf does so safely and in accordance with any speed limit, curfew or other restriction imposed by the Company.
- 5.6. No person shall operate any vehicle whilst their capacity is impaired by alcohol, prescription medicine or other drugs.
- 5.7. Any use of ATV style buggies (e.g. Kubota / John Deer / Mule ) must include the use of seatbelts.
- 5.8. Passengers must not be carried in the load compartment of any vehicle.
- 5.9. Any vehicle movements with limited visibility or in high pedestrian areas must use the aid of a banksman.

## **6. FIRST AID, ACCIDENTS, NEAR MISSES AND ACCIDENT REPORTING**

- 6.1. The Supplier is reminded of its duties under the Safety, Health and Welfare at Work (General Application) Regulations 2007 to make suitable arrangements to provide first aid care to its Staff whilst at work. Notwithstanding this, the Company shall provide basic site first aid facilities (which may vary during the construction process), which will be outlined during the Supplier's site safety induction.
- 6.2. The Supplier must ensure that its Staff and sub-contractors immediately report any accidents including near misses to the Company's Production Office. The Supplier should also maintain records of any such incidents.
- 6.3. The Supplier shall co-operate with the Company in the investigation of any incident and shall be responsible for making any report required under the Safety, Health & Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. Any report made by the Supplier must be shared with the Company.
- 6.4. In the event of a serious accident the Supplier shall ensure that its Staff and sub-contractors leave all materials, equipment and tools undisturbed (providing they do not cause a hazard) to aid investigation.

## **7. PERSONAL PROTECTIVE EQUIPMENT**

- 7.1. The Supplier shall ensure that all Staff and sub-contractors carrying out the Works are provided with and shall use at all times, suitable and appropriate PPE. Where required by the Company, the Supplier shall comply with any site-wide PPE rules, such as the wearing of hi-visibility vests.
- 7.2. Any persons working onsite in a self-employed capacity shall provide all necessary PPE and equipment that may be required to carry out the works.

## **8. STRUCTURAL SAFETY**

- 8.1. The Supplier shall not remove and shall ensure that its Staff and sub-contractors do not remove any components, bracing or guy lines of any temporary structures or add any banners or hoarding without consulting the relevant supplier of the structure and/or the Company's event safety co-ordinator, site manager or other designated Company representative.
- 8.2. If the Supplier's Works involve the installation of any structure, then this must be completed in accordance with the "IStructE Guidance on Temporary Demountable Structures" and all other relevant guidance, including "Guidance for the Management & Use of Stages and related temporary event structures if applicable". Maximum structural loads (including lateral loads) shall be clearly identified. An "Adverse Weather Plan", including reference to wind speed shall be provided by the Supplier for use by the Company in operating any structure.

## **9. WORKING AT HEIGHT**

- 9.1. Wherever practicable the Supplier shall design any structure or work operation to avoid the need to carry out work at height. If this is not practicable, the Supplier shall ensure that any such activity is carried out in accordance with the Safety, Health & Welfare at Work (Work at Height) Regulations 2006.

- 9.2. It shall be the responsibility of the Supplier to establish and provide safe means of access, including the provision of suitable PPE to any Staff and sub-contractors who is required to work at height. Furthermore, the Supplier shall ensure that all such persons have received appropriate training and remain competent and capable of carrying out work operations at height.

## **10. WORK EQUIPMENT**

- 10.1. The Supplier shall ensure that any work equipment it provides for use at the event site complies with relevant legislation, is fit for purpose, safe and maintained in good working order.
- 10.2. The Supplier shall ensure that only competent and suitably trained Staff and sub-contractors are allowed to operate work equipment.
- 10.3. The Supplier must comply and/or must ensure that its Staff and sub-contractors comply with the Safety, Health & Welfare at Work (General Application) Regulations 2007 (2010) when supplying motorised lifting equipment with or without personnel and supply all the requisite paperwork /certification in accordance with legislation to the Company.

## **11. USE OF CHEMICALS OR OTHER SUBSTANCES HAZARDOUS TO HEALTH**

- 11.1. The Supplier shall not bring any dangerous substance onto the event site without specific advance permission of the Company. This includes (but is not limited to): oxidising agents; corrosive and toxic materials; pyrotechnics; compressed gases; and volatile fuels.
- 11.2. If such materials are required for the delivery of the Works, then the Supplier shall notify the Company, submit an event-specific risk assessment and take all necessary precautions to protect Staff and sub-contractors, other persons and the environment. The Supplier shall also provide relevant training to all personnel including handling the material(s), PPE, spillage and clean-up equipment.

## **12. HOUSEKEEPING**

- 12.1. The Supplier shall ensure that its Staff and sub-contractors keep the event site in a safe condition, free from hazards and that all work areas on the site are organised so as not to create a risk to people or the environment. This shall include the avoidance of trip hazards, unprotected edges, low-hanging hazards etc.
- 12.2. The Supplier shall ensure that its Staff and sub-contractors remove all waste materials and packaging from the site, and avoid the contamination of the site (in particular any watercourse) by litter, waste liquids or other materials – including food waste. Where such facilities exist, the Supplier should make use of on-site recycling arrangements, otherwise all waste arising from the Works must be removed from site by the Supplier.

## **13. FIRE SAFETY**

- 13.1. The Supplier shall not bring to the event site any volatile fuels or other highly flammable materials without the express advance permission of the Company. If such materials are required, and agreed to by the Company, then the Supplier shall ensure that they are safely stored and handled.
- 13.2. The Supplier acknowledges that no petrol generators shall be permitted on the event site and shall not (and ensure that its Staff and sub-contractors do not) bring such generators on the site.
- 13.3. The Supplier shall ensure that no person or organisation working on its behalf (including Staff and sub-contractors) interferes or compromises any fire safety measure; this may include the blocking of egress routes, the disconnection of smoke detectors or emergency lighting or the blocking of firefighting equipment.
- 13.4. The Supplier shall not carry out any hot works (including welding and grinding) without the permission of the Company's event safety co-ordinator or the site manager, and only after suitable fire safety precautions are in place.
- 13.5. Any soft goods, material or tent membrane supplied by the Supplier shall be inherently flame retardant or durably treated to BS 5438: 1989 or other recognised standard. Certificates of compliance must be supplied on request.

## **14. PERSONAL INFORMATION**

- 14.1. For security reasons, the Supplier may require full details of the name, address, place and date of birth for all persons coming to site, including sub-contractors before such person is permitted

onto site.

- 14.2. The Supplier shall ensure in advance that its Staff and sub-contractors label all of their personal/working bags with their name, company, and mobile number before arriving at the site. All staff and contractors are subject to search on arrival or at any time onsite. Anyone with prohibited items\* will be refused entry or subject to eviction.



## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 5**

## **Health & Safety Event Contract**



**SUPPLIER'S EVENT HEALTH & SAFETY  
CONTRACT 2023 (THE "EVENT H&S CONTRACT")**

**KALEIDOSCOPE: ("the Event")**

Between: EP Republic Ltd (company number 467070) of Bord Gais Energy Theatre, Grand Canal Dock, Dublin 2 ("**EP Republic**") and Event Fuel Ltd (company number 523570) of 11 Camden Street Lower, Saint Kevin's, Dublin 2 ("**Event Fuel**").

and

NAME OF COMPANY  
ADDRESS LINE 1  
ADDRESS LINE 2  
ADDRESS LINE 3  
ADDRESS LINE 4

COMPANY REGISTRATION NUMBER ("the **Supplier**")

Dated: DATE 2022

## **Background**

A. This Event H&S Contract is to be read in conjunction with the following:

- i) 2023 Pre-Qualification Questionnaire ("**PQQ**")
- ii) The Commercial Terms between Event Fuel, EP Republic and the Supplier (which incorporate EP Republic's Conditions of Purchase and Hire ("**the Conditions**") and the Confirmation Letter
- iii) The Health and Safety Terms and Conditions

all of which are incorporated into and together constitute "**the Agreement**".

B. Neither this Event H&S Contract nor the other documents referred to in paragraph A above obviate the responsibility of the Supplier to comply with all relevant legislation and recommended guidance for its specialism and the activities it shall carry out.

C. An Event H&S Contract must be completed for each event the Supplier is working on.

## **1. DEFINITIONS AND INTERPRETATION**

- 1.1 All terms and words used within this Event H&S Contract have the meaning as defined within the Conditions unless otherwise stated.
- 1.2 In the event of any conflict between this Event H&S Contract and the other documents referred to

in A above that form this Agreement, then the Commercial Terms shall prevail to the extent of the conflict.

## **2. THE AGREEMENT**

- 2.1 In consideration for its appointment as a Supplier to provide services to Event Fuel and EP Republic at the Event, the Supplier agrees that it will fully observe and perform all of its obligations provided in the Commercial Terms and in the Agreement generally. The Supplier warrants that the information provided within the PQQ is accurate and that it shall carry out the actions and procedures specified within the PQQ and Commercial Terms.
- 2.2 The Supplier hereby confirms that it has read, understood and agrees to be bound by terms and conditions of the Agreement (as comprised by this Event H&S Contract, Confirmation Letter, the Commercial Terms, the Conditions, the PQQ, the Supplier's Health and Safety Terms and Conditions and any other document(s) incorporated into the Agreement by reference).
- 2.3 The Supplier acknowledges that strict compliance with the Conditions and the Health and Safety Terms and Conditions is a fundamental condition of the Agreement, and any act or omission by the Supplier in relation thereto shall, without prejudice to any other rights and remedies available to Festival Republic, constitute a material breach of contract and allow Event Fuel and EP Republic to terminate the Agreement immediately in accordance with Condition 20.
- 2.4 Any use of a sub-contractor is subject to prior approval by Event Fuel and EP Republic. In the event that obligations are to be carried out by a sub-contractor, the Supplier undertakes to procure that such obligations are carried out by that sub-contractor and the Supplier agrees that it shall remain fully responsible and liable for all acts and omissions of any sub-contractor.

## **3. EXECUTION**

By completing and signing this Event H&S Contract you confirm that you have read the Event H&S Contract and other documents forming the Agreement in full and that the information you have provided is correct.

SIGNATURE:

DATE OF SIGNATURE (DD/MM): 2023

NAME

POSITION

NAME OF SUPPLIER

Please complete this document and then email it to the provided email address. If you have any issues, please contact our H&S Team.





## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 6 TERMS & CONDITIONS OF ENTRY**

## **Kaleidoscope Festival 2023 – TERMS & CONDITION**

### **GENERAL-**

- a) These Terms and Conditions (T&Cs) incorporate, and should be read together with, any Vendor's and/or Agent's T&Cs or regulations, which you can obtain from the point of purchase from the Official Agent.
- b) Purchasing a ticket or accepting a guest ticket for this event constitutes your acceptance of these T&C's.
- c) Artists and billed attractions may be subject to change. The Promoters are not liable for the payment of any compensation or loss of money and/or expenses incurred.
- d) No trading allowed within the venue without the Promoters prior consent.
- e) Goods using unauthorised event logos and unauthorised professional recording equipment will be confiscated.
- f) Do not buy tickets, wristbands or goods from unlawful street traders/touts. They are invalid. Invalid tickets or wristbands are non-refundable.
- g) You give your express consent to your actual/ simulated likeness to be included for no fee within any audio or visual recording to be used in any media for any purpose at any time. This includes filming by An Garda Síochána or security staff which may be carried out for the security of customers and/or the prevention of crime.
- h) No unauthorised buses, coaches or trucks will be allowed on site.

### **REFUNDS -**

- a) Refunds are only considered on major cancellation, substantial alteration or by special exception determined by the promoter.
- b) Refunds should be obtained from the point of purchase, no later than 3 months after the event.
- c) A minimum of the face value of the ticket will be refunded.
- d) Refunds of booking fees per ticket are subject to the T&Cs of the point of sale.

### **AGE POLICY -**

- a) Each adult attending can accompany up to a maximum of 3 Teen/Child/Baby Ticket holders.
- b) To enter or exit the festival site Teens/children/babies must be accompanied by a responsible adult who **MUST** be the parent, legal guardian or nominated guardian.
- c) Children aged under 10 years of age must be accompanied by an adult at all times-MUST be the parent, legal guardian or nominated guardian.
- d) Children aged 10-12 years may only enter the arena unaccompanied with the written consent of their parents, legal guardian or nominated guardian. Consent forms will be available at the entrance to the main arenas from the area zone manager.
- e) All other young people (12+) may access the arena unaccompanied at the discretion of the parent, legal guardian or nominated guardian.
- f) We do not accept any parental or supervisory duty of care or liability for any under 18s on site.
- g) Any children aged 16 or under attending workshops over the event weekend must be accompanied by a parent or guardian.
- h) Proof of age is required for all festival-goers including children.
  - a. Accepted documents include passport/age card. In the case of children, parent's may bring their own passport and a photocopy of the child's birth certificate.
- i) Ticket Types:
  - a. Adult Weekend (no camping)
  - b. Adult Weekend (with camping)
  - c. Age 12 to 17 Weekend Ticket (no camping)
  - d. Age 12 to 17 Weekend Ticket (with camping)
  - e. Age 6 to 11 Weekend Ticket (no camping)
  - f. Age 6 to 11 Weekend Ticket (with camping)
  - g. Age 2 to 5 Weekend Ticket (no camping)
  - h. Age 2 to 5 Weekend Ticket (with camping)
  - i. Babes in Arms (Under 2) Weekend Ticket (no camping)
  - j. Babes in Arms (Under 2) Weekend Ticket (with camping)
  - k. Accessibility ticket Camping (supplemental application)
  - l. Accessibility ticket Non-Camping (supplemental application)

### **TICKETS AND WRISTBANDS -**

- a) Tickets are non-transferable and only valid when purchased from official agents of the promoter.

- b) Tickets for this event have a unique barcode which will be scanned upon entry and if found to be duplicated, either in error or fraudulent gain, only the first ticket scanned will be admitted, regardless of original ownership.
- c) Tickets/wristbands purchased from unauthorised sources will be rendered invalid and refused admission.
- d) Tickets must be exchanged for a wristband on first entry at a wristband exchange.
- e) Non-camping ticket/wristband holders are not permitted access to the campsites.
- f) Tickets must be valid, presented in full, with stubs and not tampered with (in the event of accidental damage, refer to point of purchase prior to event). Tickets remain the property of EP Republic Ltd.
- g) You are responsible for your wristband. Damaged/Tampered wristbands will be refused entry into the event. Wristbands are not transferable and cannot be used by different people on different days.
- h) The Promoter will not issue duplicate tickets for lost or stolen tickets or wristbands.
- i) Tickets cannot be used as part of any marketing, media or sales promotion, without the prior written consent of the Promoter.
- j) If you have obtained this ticket in breach of these Terms and/or if you breach any of these Terms, the ticket will be void and all the rights conferred on you will be void. If you seek to gain entry on a void ticket then we reserve the right to refuse you entry or eject you from the event and you might be liable to legal action for trespass. Void tickets are non-refundable.
- k) You are responsible for your ticket prior to entering the event.
- l) All wristbands remain the property of the Promoter until 5pm the day after the last day of the event.
- m) Anyone attempting to enter on false accreditation or by misrepresentation will be refused entry, may have the accreditation confiscated and may be reported to An Garda Síochána.
- n) No first-time admission after 11pm on Friday or Saturday or after 8pm on Sunday.
- o) One parking pass can be purchased per booking for a fee of €6.35. This pass must be purchased at the time of booking your tickets and cannot be added on later. If after completing your ticket booking you require a parking pass, or if you require any additional parking spaces, passes can be purchased via Ticketmaster for the fee of €23 per pass.

#### **SECURITY**

- a) The Promoter reserves the right to evict a customer and/or refuse admission, without a refund. Please see the Eviction Policy on the event website.
- b) You may be body and/or bag searched at the entrances, on the site or when leaving. Any person who refuses to be searched by a steward or other person acting on the behalf of the Promoter will be refused admission or ejected from site.
- c) Any item(s), reasonably considered for use as a weapon, which may cause danger, offence or disruption to any other person, will be confiscated.
- d) Any person carrying illegal items or carrying out illegal activity will be given to the An Garda Síochána and refused entry.
- e) Anti-social behaviour may lead to eviction. Please act responsibly.
- f) Throwing gas, aerosol or similar canisters/containers on to fires is extremely dangerous and will lead to eviction.

#### **DAMAGE/LOSSES**

- a) The promoter is unable to accept any liability for personal or property damages, losses (including confiscations) or injuries sustained at this event - other than caused as a result of our negligence. Any personal property brought to the event is at your own risk.
- b) We may prosecute you if you cause damage to the Venue, the venue's infrastructure, or cause harm to any other person at the Event and/or Venue.

#### **BANNED ITEMS**

- a) **Banned from Event** – Smoke & Gas canisters, aerosols over 250ml, airhorns, fireworks, flares, glass, illegal / unidentifiable substances, drugs, 'legal highs', laser equipment/pens, megaphones, nitrous oxide, sky or 'Chinese' lanterns, sound systems, spray cans, tabards/high viz jackets, drones.
- b) Generators with the exception of those fixed in campervans.
- c) Excessive amounts of food, cigarettes and alcohol. Only bring enough for personal consumption.
- d) Unauthorised professional photography or use of professional recording equipment is prohibited and zoom lenses, audio visual or cinematographic devices will not be permitted on site.
- e) **Banned from Arena** - Cans, disposable BBQs, campsite stoves, umbrellas.  
Alcohol (see point F below)  
Large or open drinks bottles are not permitted into the Arena. (sealed\* plastic or empty reusable bottles under 500ml of soft drinks/water are permitted).  
You are encouraged to carry an empty refillable water bottle. Please refill your empty bottles at the water points inside the arena for free.  
\*Bottles must be sealed, untampered with or empty so that they are not used for bringing alcohol into the arena.
- f) You will not be allowed to bring in glass bottles or any kind. Broken glass is very dangerous for kids and for animals who will be using the estate and fields after the event. Leave all glass in the car, decant it into reusable containers or bin it. There are no exceptions.
- g) Camping chairs are allowed in the main arena but cannot be used close to the main stage. You may be asked to remove your chairs from an area if it becomes particularly busy.
- h) Anyone resisting the confiscation of disallowed items or disregarding these conditions will face eviction.
- i) Under 18's are not permitted to bring alcohol or to purchase alcohol on site.

j) It is illegal for an over 18 to purchase alcohol on the behalf of under 18s.

**FIRE AND SAFETY**

- a) Fires are not permitted anywhere onsite. Anyone involved with starting a fire or throwing anything onto a fire will be evicted from site.
- b) The burning of plastics, bedding, tents, furniture etc. is not permitted anywhere onsite.
- c) Smoking including electronic cigarettes is not permitted in enclosed public spaces or buildings including the arena big tops.
- d) The use of disposable BBQ's and cooking stoves are only permitted in designated BBQ areas. Gas BBQ's are not permitted.
- e) Excessive exposure to loud music may cause damage to your hearing.
- f) Pyrotechnics, lasers, smoke machines, strobe lighting/special effects may take place during some performances.
- g) The use of drones or similar equipment for any reason is strictly forbidden onsite without written permission from the promoter.
- h) The event is outdoors. You are strongly advised to bring appropriate clothing and footwear to protect against inclement weather.
- i) Sleeping or camping in vehicles in the car parks is not permitted.
- j) Parents are reminded that there are areas of the festival site, especially immediately in front of the stages, that are inappropriate for some people including young children.
- k) We remind all performers to remember there are children present and to use appropriate language, however we cannot ensure they will follow this advice. Some of our comedians and music acts' material may not be suitable for younger audiences (and some adults).

**HOUSEKEEPING**

- a) Please use the bins and recycling points provided on and off site.
- b) No animals, other than guide or hearing dogs, are permitted on site.

**INFORMATION & NOTIFICATION –**

- a) For ticketing enquiries please contact [www.ticketmaster.ie](http://www.ticketmaster.ie)
- b) Disabled facilities are available. Please contact: [info@kaleidoscopefestival.ie](mailto:info@kaleidoscopefestival.ie)
- .....
- c) For non-ticketing related enquiries contact – [info@kaleidoscopefestival.ie](mailto:info@kaleidoscopefestival.ie)
- d) Event website - <http://www.kaleidoscopefestival.ie>



## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 7 SANITATION & WASTE MANAGEMENT PLAN**

## **SANITATION AND WASTE MANAGEMENT STRATEGY**

### **SANITATION**

Guidance is taken from Chapter 20 of the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 in the provision of all sanitary facilities at Kaleidoscope Festival 2023. The minimum sanitary accommodation requirements detailed below have been based on a capacity of 25,000 attendees which is our maximum attendance. This specification can be altered in line with ticket sales and forecasted attendance.

### **SANITARY UNIT REQUIREMENTS**

The requirements for toilets have been calculated as follows:

Ratio of male: female

Male 50%                      12,500

Female 50%                    12,500

Based on the guidance the number of public toilets provided on-site in both the campsites and the arena will be in excess of the following -

Female 1 toilet per 100 females = 125 toilet units

Male 1 toilet per 500 males = 25 toilet units

1 urinal per 125 males = 100 urinals

Given the nature of the event and audience we are planning to provide well in excess of the above minimum requirement. The festival's sanitation specification is available upon request.

The locations of the toilet blocks will be shown on the site plan. The toilet blocks will be situated carefully to ensure good access for servicing vehicles.

### **Management and Servicing of Facilities**

- The sanitary contractors will be sent a copy of our Health and Safety Terms and Conditions and Health and Safety Event Contract and Pre-Qualification Questionnaire to complete in addition to providing details of their own Health and Safety Policy, Risk Assessment, control of hazardous substances and insurance.
- The toilets will be maintained and serviced throughout the event.
- Toilet blocks will be separated for male and female use.
- All toilet blocks in the arena will receive a surface service (replenishing consumables etc), with a full suck as required. It is imperative that a high standard of cleanliness, servicing and replenishment of consumables is maintained throughout the event.
- We will require an overall supervisor from the contractor who will be expected to oversee the servicing and cleanliness of all of the toilet blocks onsite. This supervisor will be provided with one of the site radios.
- In addition monitoring of the standards of the servicing and cleanliness will also be carried out by the Event Controller/Deputy, Site Manager and Event Safety Co-ordinator.

### **Additional Facilities**

Additional toilet facilities will be provided in the following areas:

- Production and Backstage area
- Onsite traders will have their own designated toilets
- Accessible toilets will be strategically placed around site

### **Hand Sanitizer Stations**

We will install sanitizer stations at each of the toilet blocks. The sanitizer units throughout the site will be refilled regularly.

## **WASTE MANAGEMENT**

### **Waste Management Contractor**

Kaleidoscope Festival will ensure that a competent and experienced contractor is appointed to carry out the Waste Management. They will take responsibility for waste management and clean-up, before during and after the event. Kaleidoscope Festival are committed to enhancing the environment through our operations wherever possible and minimising any negative impact.

The plan provides management of the risks associated with waste accumulation, collection and final disposal with the aim of ensuring;

- that waste does not affect the use of the site before or during the show by blocking emergency access routes or hampering with movement around site, or marring customers enjoyment at the events.
- that waste does not build up causing fire or trip hazards to staff and attendees and does not attract insects or vermin.
- that the contractor is briefed that waste should be collected and removed from the site in all weather conditions.
- that the site is returned to its previous condition as quickly as possible.

### **Waste Management**

Within the event site will be:

- Main Stage
- Food Trader units
- Merchandise tents
- Sponsorship activations
- Toilet blocks
- Bars
- Campsites
- Car Parks

There will also be:

- Production area (offices, and toilets)
- Dressing room area (crew dining tent, dressing rooms, toilets)

### **Waste Streams & Bin Placement**

- Waste types entering the Arena will be tightly controlled at the Entrance point. Spectators will be permitted to enter with a reusable or plastic water bottle for personal use in the arena. Spectators will not be permitted to enter the arena with personal alcohol in cans, bottles or other receptacles. Strictly no glass will be permitted in the arena, any glass will be placed into the

confiscation bins, prior to entering the arena.

- Kaleidoscope Festival has limited traders on acceptable packaging used. Strictly no glass bottles/glasses will be allowed, all cups, food containers, napkins etc are compostable, along with food waste. Traders will dispose of waste generated into 3 bins (recyclables, residual & compostable waste streams). Traders' bins will be positioned behind each trader's unit, and serviced throughout the event by the allocated waste teams.
- Bins are to be placed in public areas around the food concessions, and other locations such as public toilets, bars.
- Body spillage kits and clinical waste containers will be positioned within the First Aid stations and at the onsite medical centre.

Cleansing in the arena will take place throughout the event where this is possible. During the event this will take the form of litter picking of discarded waste which will be placed into sacks. Once full our cleaners will carry these bags to the waste compound.

Cleansing of the production & facilities areas will also take place throughout the event as necessary.

#### **Clinical & Other Waste Streams**

Clinical and other medical waste containers will be provided.

#### **Steps to Remove Litter Throughout the Event**

Dedicated staff will operate throughout the site ensuring litter build up at the arena entrance and exit is maintained at a safe level for the patrons and focused on the servicing of the bins and removal of waste to dedicated compounds. Litter picking will be carried out continuously throughout the duration of the event. All waste removed from site will be taken to an approved facility.

#### **Steps to Prevent Litter from Being Dropped Offsite**

No authorised flyers or leaflets will be distributed in connection with the festival in the local area.





## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 8 OPERATIONAL MANAGEMENT PLAN**

## **KALEIDOSCOPE FESTIVAL 2023**

### **OPERATIONAL MANAGEMENT PLAN**

#### **KEY RESPONSIBILITIES**

##### **Event Controller**

The following identifies some of the responsibilities of the Event Controller / Deputy: -

- Having overall responsibility for the management of the event and ensuring that the event is carried out in a safe and efficient manner;
- Being involved in the planning meetings with relevant statutory agencies i.e. Local Authority, An Garda Síochána, and HSE etc;
- Ensuring the provision of adequate personnel for the event including stewarding, first-aid and medical staff; conducting a post event meeting and preparing a debrief report.

##### **Event Safety Co-ordinator**

The following identifies some of the responsibilities of the Event Safety Co-ordinator/Deputy Event Safety Co-ordinator: -

- Act as co-ordinator on behalf of the Promoter and Event Controller and should report directly to the Event Controller/Deputy;
- Should be involved in the planning arrangements to ensure that activities are carried out in accordance with the agreed specification;
- Co-ordinating and checking the collection of health and safety information prior to and during the event, including method statements, risk assessments and completion certificates.
- Co-ordinating on-site inductions and onsite liaison with contractors;
- Evaluate the efficiency of structural and safety arrangements during the event;
- Ensuring that the safety details and conditions agreed for the holding of the event are implemented;
- Act as co-ordinator of technical aspects of the arrangements insofar as they impinge on safety matters;
- To pay attention to the pit area immediately in front of the stage;
- Monitor first-aid and rescue tactics for distressed patrons;
- Take any necessary action to alleviate any perceived risks;
- Assisting the Event Controller/Deputy in co-ordinating safety in response to an emergency or major incident.
- Advise and assist with crowd management and public safety issues.

##### **Security Co-ordinator**

- To oversee and co-ordinate the security of offsite, site perimeter, arena, stage and bar security operations
- To liaise with An Garda Síochána in the case of any crime investigation and to co-ordinate assistance in any crime investigation via onsite staff.

##### **Site Manager**

- To ensure that the site is designed with the minimum of risk to attendees after the proper assessment of all factors.
- To be responsible for overseeing site preparation prior to event, including the erection of all structures.
- To ensure that the site is organised so that work is carried out with the minimum risk after proper assessment of all factors.

#### **STAFF LIST - Subject to change**

<b>Role</b>	<b>Name</b>	<b>Contact Number</b>
Event Control	Brian McDermott	086 317 7824
Deputy Event Control	tbc	
Overnight Event Control	John Cribbin	086 466 8686
Event Safety Manager	Roland Cottle	089 702 7703
Site Manager	Feidhlim Bryan	085 208 0393
Production Manager	Fiona McGinn	087 647 7580
Security Provider	Shea McNelis, Integrity Security	087 674 9781
Security Coordinator	Liam Hogan	086 247 7710
Medical Coordinator	Willie Wade, Event Medical Services	086 253 7764
Medical Supervisor	% Willie Wade, Event Medical Services	086 253 7764
Internal Traffic Management	Tim Kinghan	087 245 4194
External Traffic Management & Chapter 8 Signage	Freeflow Traffic Management	
External Traffic Management	An Garda Siochana	
Noise Consultant	c/o Enfonc	
Production Coordinator	Brian Sinnott	085 822 1552
Licensing Coordinator	Alison Keelan	086 1010 475



## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 9 TRAFFIC MANAGEMENT PLAN**

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1.2	Kaleidoscope Festival
<b>Chapter 2 - Traffic Pre and Post Event</b>	
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3.4	Private Hire Buses/Coaches
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3.9	Shuttle Buses
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## **Chapter 1 – The Event**

### **1.1 Introduction**

This DRAFT Traffic Management Plan (TMP) has been drawn up for the Kaleidoscope Festival 2023 in consultation with An Garda Síochána, Wicklow County Council and other prescribed bodies.

The main focus of the TMP is to ensure that concert attendees can access the site as quickly and safely as possible in relation to regular road users whilst maintaining Emergency Services and production access to the event.

This document will be updated and revised throughout the planning period.

The traffic management plan for Kaleidoscope 2023 will be developed in collaboration with Freeflow Traffic Management, who will also advise on and carry out the erection of signage on public roads in accordance with Chapter 8 of the Traffic Signs Manual, relating to Temporary Traffic Measures and Signs for Roadworks

### **1.2 Event Details**

Kaleidoscope Festival takes place from 30th June - 2nd July 2023.

The campervan site will open for early entry from the 29th June at 16:00hrs.

This Traffic Management Plan will demonstrate how the events will deal with the associated traffic for ingress and egress.

The overall event has a maximum capacity of 25,000 including children. At max capacity it is anticipated that this will equate to approximately 6,000-6,500 vehicles.

In 2023, the price of one family ticket will also include car parking for one vehicle. This ticketing structure eliminates the need to review parking tickets at the entrance gate and is designed to get vehicles onto site in an efficient way, thus easing congestion on surrounding roads.

Festival attendee tickets are divided into the categories of camping and non-camping, which will provide organisers with advance knowledge of the number of people who will camp and the number of people who will attend as “day trippers”.

All of the above will inform future drafts of this Traffic Management Plan.

## **Chapter 2 – Pre and Post Event Traffic**

### **2.1 On Site Dates**

We are planning to start the build on Monday the 12th of June 2023 and would plan to be off site by Sunday 11th July 2023.

### **2.2 Vehicle Routes**

All contractor vehicles will be advised in advance of their route to the event site. Their main entry point to the site will be via the coach entrance (Gate 4) on the N81.

We will have security personnel based at this gate for the duration of the time that we are on site.

Every event vehicle arriving on site will be checked by security staff in a designated holding area. Vehicles will be called onto the actual concert site by the site manager when he/she is ready to receive them.

## **Chapter 3 – Public Vehicle Routes**

### **3.1 Public Routes**

In 2023, Public Routes to access the site will be distilled into the following streams:

- Red Route - General Car Park
- Blue Route - Campervan/Caravan/Boutique Parking/Day Tickets
- Purple Route - Taxi & Drop Off

Clear and adequate signage will be erected along the route, in line with the Chapter 8 signage plan provided by Freeflow Traffic Management, to direct vehicles to their designated parking sites. An overflow car park will be established to the East of the site in an adjacent field. This car park will be used based on the prevailing traffic conditions and need to relieve any congestion along the roads approaching the festival site. The decision to open additional car park gates will be reached in consultation between the Gardaí, Event Control and the Traffic Management Supervisor, who will be in touch with individual car park management teams and access coordinators via site radio.

A viewing tower will be installed at Critical Junction G1/G2, giving a bird's eye view of traffic flow on the L6052, L3863 and L6056. The staff member stationed in the viewing tower will be in direct radio communication with Event Control and the Traffic Management Supervisor and will advise on traffic conditions on the approach roads for both the Blue & Red routes.

### **Red Route**

#### ***General Car Park/Overflow Car Park***

- N81 Route (Dublin) - Cars
  - Through Blessington Town on N81
  - Right at Texaco/Burgage Roundabout (Critical Junction A)
  - Left onto the L6052, Old Ballymore/Kilmalum Road

- Left at Critical Junction G1/G2 to access the main car park by Gate 1
- Overflow::
  - Left at Critical Junction G1/G2 & continue beyond Gate1 to Gate 8
- M7/M9 Route (Naas) - Cars
  - Take the south Naas exit from the M7 (Motorway Junction 10)
  - Take the Naas ring road as far as the R411 roundabout where it will join the R411 to Ballymore Eustace.
  - Follow the L6056
  - Right at Critical Junction G1/G2 to access car park via Gate 1
  - Continue to Gate 3 to access general car park
  - Overflow options:
    - Right at Critical Junction G1/G2 & continue beyond Gate 1 to Gate 8

#### **Blue Route**

##### ***Campervan/Caravan/Day Tickets/Boutique Tickets***

- N81 Route (Dublin) - Campervan/Caravan/Day Tickets
  - Through Blessington Town on N81
  - Right at Texaco/Burgage Roundabout (Critical Junction A)
  - Left onto the L6052, Old Ballymore/Kilmalum Road
  - Continue until the L3863 (Critical Junction G1/G2)
  - Continue to Gate 1
- M7/M9 Route (Naas) - Campervan/Caravan/Day Tickets
  - Take the south Naas exit from the M7 (Motorway Junction 10)
  - Take the Naas ring road as far as the R411 roundabout where it will join the R411 to Ballymore Eustace.
  - Follow the L6056 turning right at Critical Junction G1/G2
  - Continue to Gate 1.

#### **Purple Route**

##### ***Taxi & Drop Off***

##### ***At the existing carriage entrance to Russborough House.***

- Southbound - Taxi & Drop Off
  - N81 southbound away from Blessington
  - Right at L38632 towards Glashina (Critical Junction B)
  - Continue to drop-off area on the L3863 outside the carriage gate (Gate 9)
- Northbound - Taxi & Drop Off
  - N81 northbound towards Blessington
  - Turn left turning left after the garden centre (L38632 towards Glashina) (Critical Junction B)
  - Continue to drop-off area on the L3863 outside the carriage gate (Gate 9)

### **3.2 Disabled Parking**

Disabled attendees will follow the Blue Route via Gate 1 into the Campervan/Caravan/Boutique/Day Ticket site. They will follow the exit route through this site, turning right into the existing hard-standing car



park to the north east of Russborough House where a dedicated disabled car park will be located. Disabled attendees wishing to camp will have a dedicated campsite area within the General Campsite.

### **3.3 Private Hire Coaches/Buses**

Any Private Hire Coaches and Buses which arrive to the festival will be directed to follow the N81 southbound and enter the festival site via Gate 4 – the established coach entrance for Russborough House. Drop off of attendees will be accommodated. Private hire buses and coaches will be required to register in advance via the festival website. An on-site registration process will be in place to facilitate an orderly collection of festival attendees. Parking of private hire coaches will not be permitted onsite.

### **3.4 Taxis/Drop-Off Point**

A Taxi and drop-off zone will be established on the L3863, outside the existing carriage entrance to Russborough House (Gate 9). Patrons dropped here will enter the site on foot via the stone archway entrance. A one-way system will be in place on the L3863 for the duration of the event weekend. There will be no turn onto this road from the N81. Vehicles leaving the drop-off area will be sent left back towards Blessington-those wishing to return southbound towards the M7 or M9 can turn at the roundabout at Burgage (approx. 3km).

- M7/M9/Northbound N81

Taxis and drop-off vehicles will drive to the N81 and continue northbound towards Blessington, turning left after the garden centre (L38632 towards Glashina, Critical Junction B) and continuing to the drop-off area on the L3863 outside the carriage gate (Gate 9)

- N81 (Dublin)

Taxis and drop-off vehicles will turn right off the N81 (L38632 towards Glashina, Critical Junction B) and continue to the L3863, turning left towards the drop-off area at Gate 9.

### **3.5 Staff Car Park**

The staff car park is located in the field adjacent to the Production Offices and will be accessed off the existing coach road, via the Coach Gate at Gate 4.

### **3.6 Production Car Park**

Production parking is limited and is strictly controlled. Approved staff will be issued with a car pass to allow them to access the Production car park. The Production car park will be positioned in the field behind the main stage and will be accessed off the existing coach road, via the Coach Gate at Gate 4.

### **3.7 Artist Car Park**

An Artist carpark will be established adjacent to the production car park in the field behind the main stage. Artists coming via Blessington Town will follow the N81 southbound and enter the festival site via Gate 4. Artists coming via Naas will follow the R411 southbound until Ballymore Eustace where they will join the L2025 and then head northbound on the N81 to Gate 4 where they will enter the festival site.

### **3.8 Shuttle buses**

Shuttle bus services will run from Blessington Town during the event. It is planned that shuttle buses will run from Naas and Citywest subject to demand.

Shuttle buses will approach the site via the Taxi/Drop off route and leave attendees at Gate 9 to enter the site by foot.

### **3.9 Public Route Map**

See Appendix 1.1 to the TMP for a full overview of public route maps, junction management plans and Chapter 8 signage plans.

### **3.10 Overflow/Contingency Car Parking**

Overflow parking will be available in two sites adjacent to the main event site, as outlined in the Site Plan.

Overflow car park can be accessed via Gate 8 on the L3863.

In our calculations we have accounted for space for more cars than we anticipate being present at the festival. In the unlikely event that all existing car parks & the adjacent overflow car park reach capacity at any time over the festival weekend we have identified available contingency parking as below:

- Park & Ride facility at The Avon, Blessington. This would consist of sending vehicles northbound on the N81 towards The Avon resort (approx. 4km) where a shuttle bus would be provided to bring patrons to the main festival site.

### **3.11 End Of Show Egress**

Prominent signage and directional arrows will direct vehicles to the egress routes.

- Campervan/Caravan/Boutique/Day Tickets/General Parking
  - Exit via Gate 9 onto L3863, onto N81
  - Contingency - Exit via Gate 1 onto L3863 onto N81
- Overflow Car Park
  - Exit via Gate 7 onto L3863 onto N81
- Production/Staff/Artist/Performer
  - Exit via Gate 4 onto N81

## **Chapter 4 Emergency Services Route**

### **4.1 Emergency Services Access**

Emergency services access will be maintained at all times.

There will be two emergency access routes to provide emergency access to both the top and bottom of the site at all times.

- Top Access
  - Gate 2 off the L6056 will be utilised as an emergency vehicle access point to the top of the site. Public traffic movement at this gate will be halted if it is required for emergency

- movement
- Bottom Access
  - Gate 5 off the N81 will be maintained as an emergency vehicles access point to the lower areas of the site.

Emergency access routes will be agreed with Wicklow Fire Brigade, HSE Emergency Management, an Garda Síochána and the local authority. The internal road network will allow emergency services to reach all parts of the site.

## **Chapter 5 - Traffic Signage and plans**

### **5.1 Publication of routes**

Routes to the festival will be published on promotional literature which will be distributed via a Ticketmaster mail out in advance of the event, on the Kaleidoscope Festival website and social media platforms.

### **5.2 Signage**

Routes to the festival will be well signposted and will remain so until the event is over. The signage plan will be drawn up and agreed following consultation with An Garda Síochána, the local authority, Transport Infrastructure Ireland and any other relevant prescribed bodies. Kaleidoscope Festival will work in conjunction with Freeflow Traffic Management to develop and implement the external road signage plan in line with Chapter 8 of the Traffic Signs Manual, relating to Temporary Traffic Measures and Signs for Roadworks



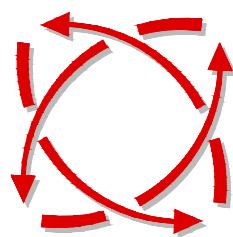
# **APPENDIX 1.1 to the TMP Public route maps, junction management plans and Chapter 8 signage plans**

## Appendix 1.1

# *PROPOSED TRAFFIC MANAGEMENT SCHEME*

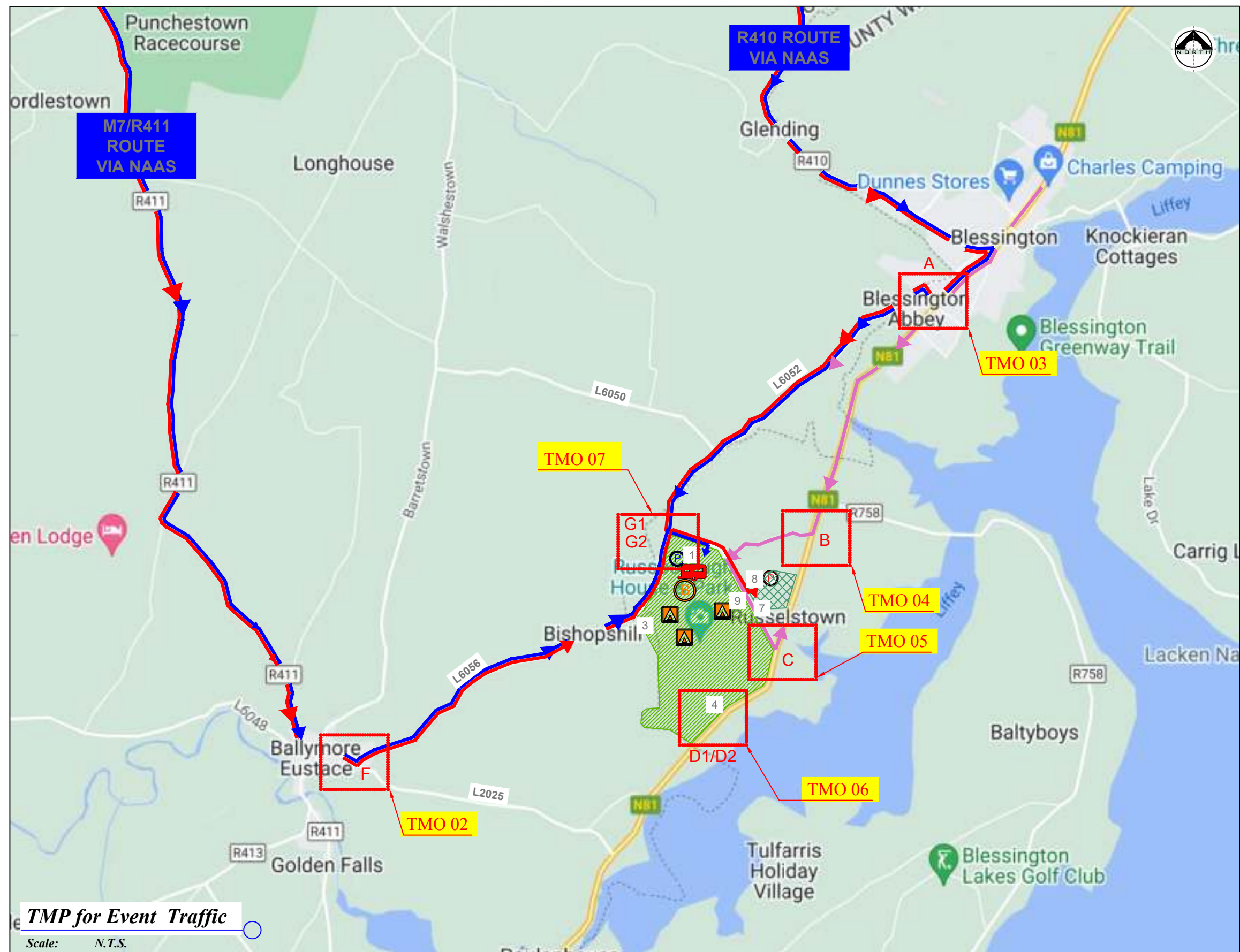
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



*Kaleidoscope Festival  
at  
Russborough House  
2023*



*FREEFLOW  
TRAFFIC  
MANAGEMENT*





LEGEND					
	Sign Location				
	Boutique / Campervan, Day Parking, Boutique				
	Weekend Parking Route				
	Drop Off Route				
	Caravan / Campervan				
	Boutique Camping				
	General Camping				
	Weekend Parking				
	Day Ticket Parking				
	Critical Junctions				
	Key Access Gates				
	Event Area (included parkings)				
	Overflow Parking				

Works TTM type:	Static Type A				
Design Parameters:	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	3 (<12h) 2 (>12h)	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-Width 10/5/1in/20
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

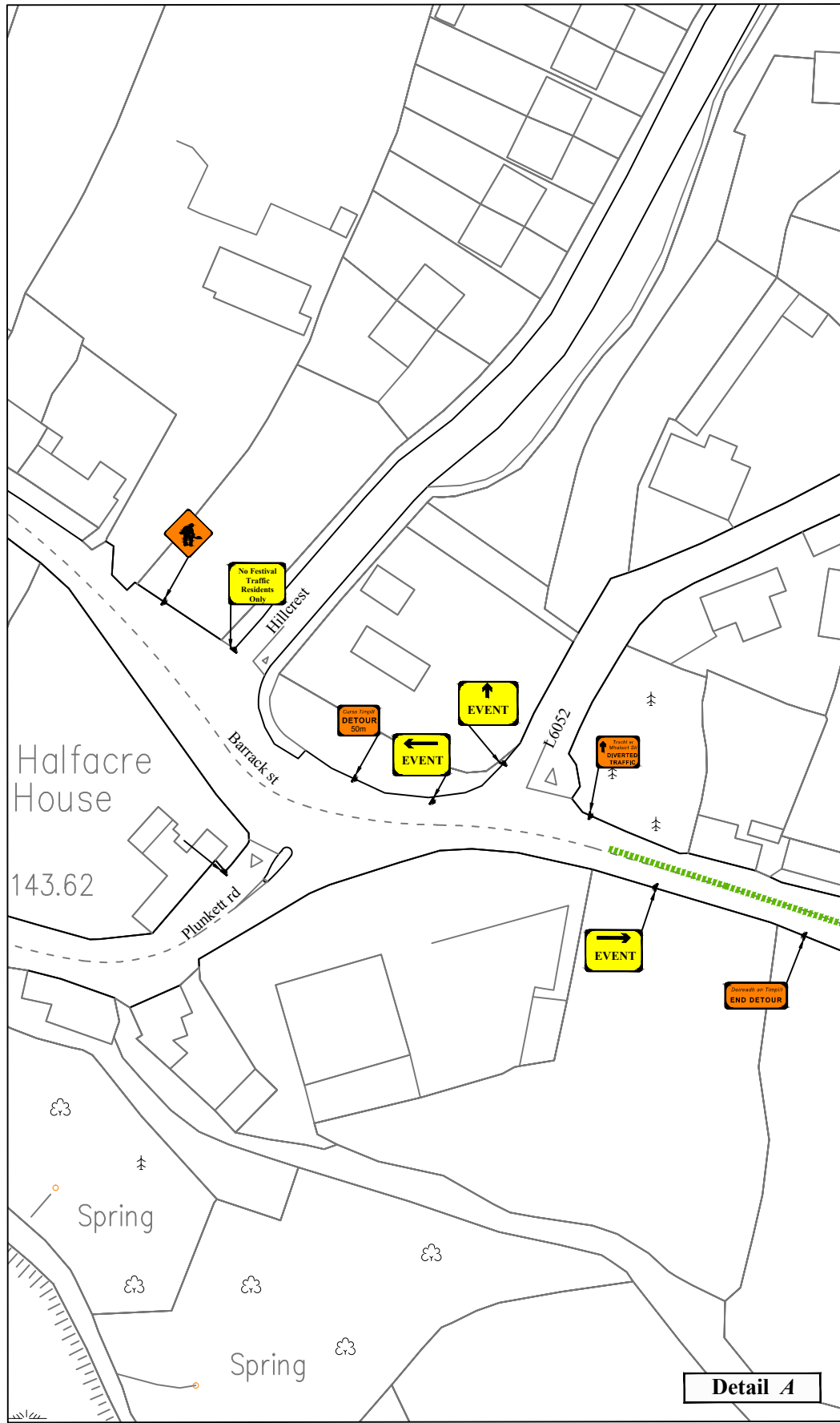
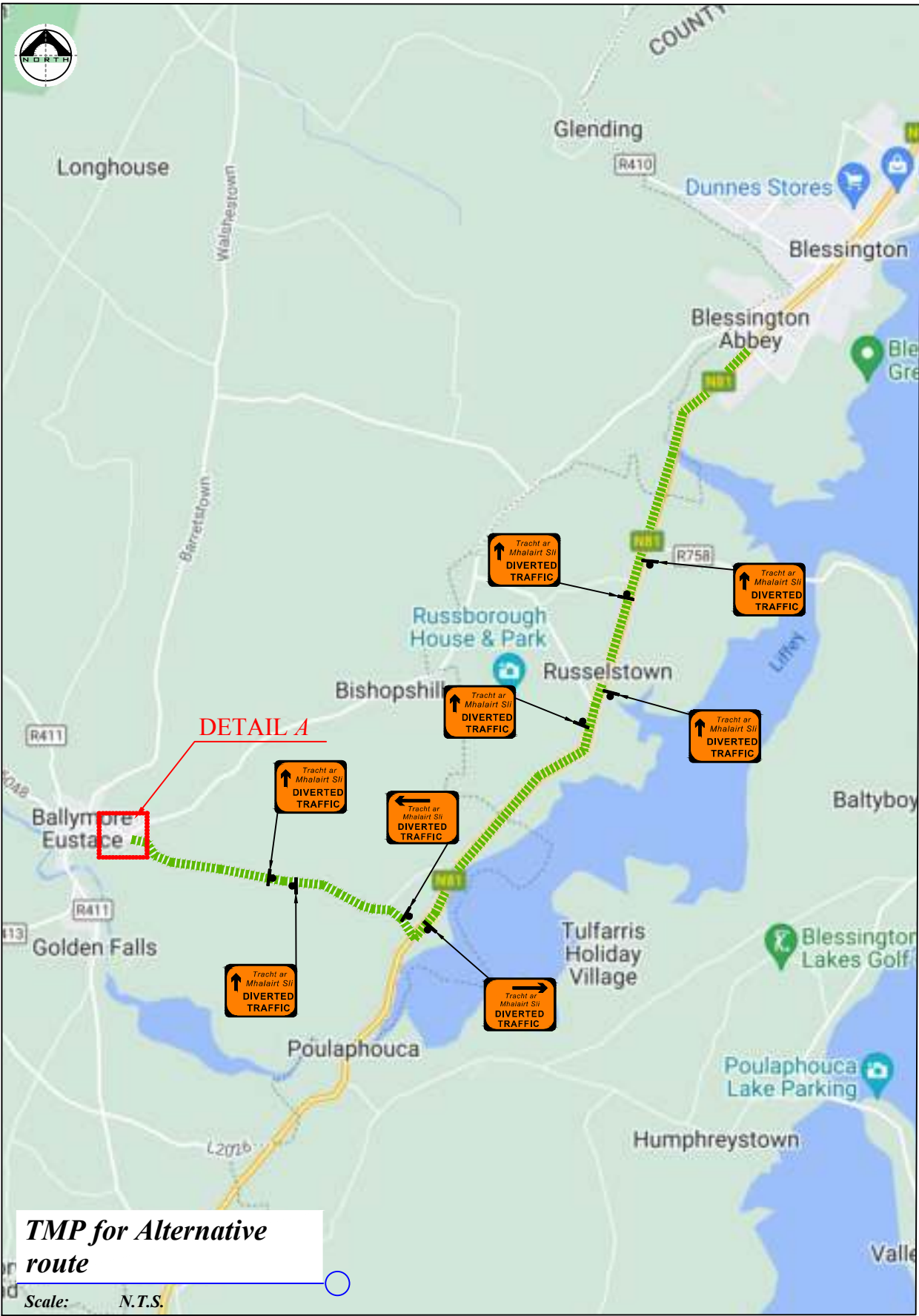
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


- All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
- All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
- Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
- Exact sign positions to be agreed on site.
- All affected Parties and An Garda Siochana to be notified prior to works commencing.
- Signs to be positioned so as not to cause an obstruction to other road users.
- All signs to be faced with retro-reflective material to class ref 2 of EN 12899.
- "End of Roadworks" sign placed 20m to 50m from end of works area.
- Emergency routes will be maintained.



Rev:	Description:	Date:	Job Details:		Drawing:		Dwg no:
			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023		TMP for Event Traffic		01
							Rev:
							02
			Sheet:	CAD File ref.:	Drawn By:	Date:	Scale:
					DM	February 2023	As Shown





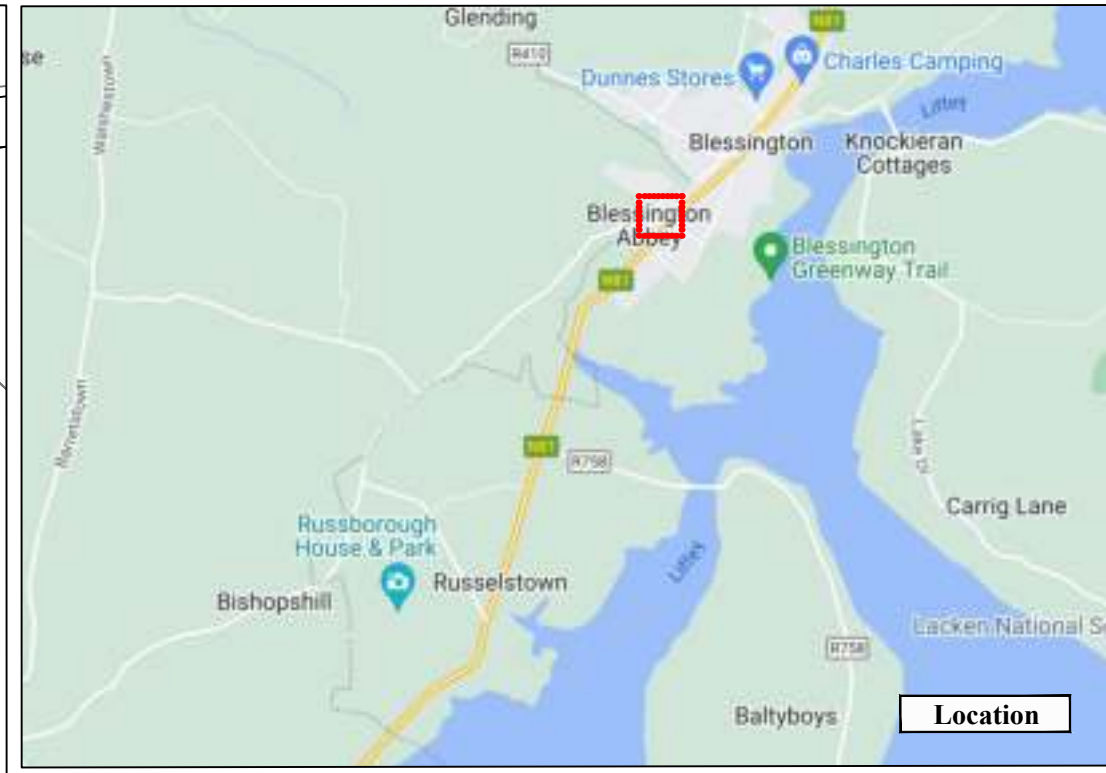
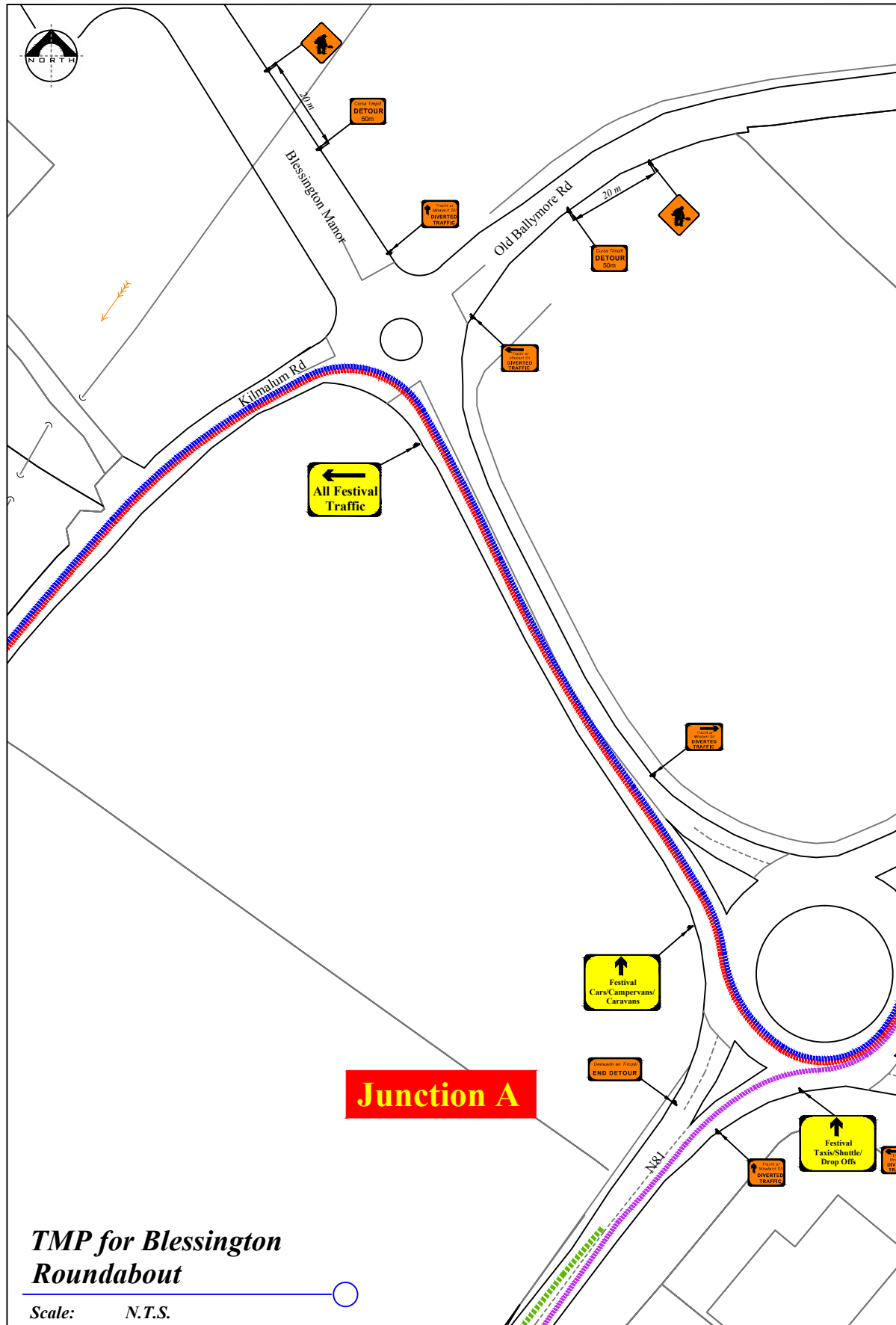
LEGEND					
	Sign Location				
	Boutique / Campervan, Day Parking, Boutique				
	Weekend Parking Route				
	Drop Off Route				
	Caravan / Campervan				
	Boutique Camping				
	General Camping				
	Weekend Parking				
	Day Ticket Parking				
	Critical Junctions				
	Key Access Gates				
	Event Area (included parkings)				
	Overflow Parking				

Works TTM type:	Static Type A				
<u>Design Parameters:</u>	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	3 (<12h) 2 (>12h)	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-Width (10:1in30)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

**Note:**

- All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
- All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
- Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
- Exact sign positions to be agreed on site.
- All affected Parties and An Garda Siochana to be notified prior to works commencing.
- Signs to be positioned so as not to cause an obstruction to other road users.
- All signs to be faced with retro-reflective material to class ref 2 of EN 12899.
- "End of Roadworks" sign placed 20m to 50m from end of works area.
- Emergency routes will be maintained.

	Rev:	Description:	Date:	Job Details:		Drawing:		Dwg no:
				Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023		TMP for Alternative Route		02
				Sheet:		CAD File ref.:		Rev:
				Sheet:	CAD File ref.:	Drawn By:	Date:	Scale:
						DM	February 2023	As Shown



**LEGEND**

- Sign Location
- Boutique / Campervan, Day Parking, Boutique
- Weekend Parking Route
- Drop Off Route
- Caravan / Campervan
- Boutique Camping
- General Camping
- Weekend Parking
- Day Ticket Parking
- Critical Junctions
- Key Access Gates
- Event Area (included parkings)
- Overflow Parking

Works TTM type:	Static Type A				
Design Parameters:	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	2	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
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7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-10m (10/5/10/5)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

**Note:**

- All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
- All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
- Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
- Exact sign positions to be agreed on site.
- All affected Parties and An Garda Siochana to be notified prior to works commencing.
- Signs to be positioned so as not to cause an obstruction to other road users.
- All signs to be faced with retro-reflective material to class ref 2 of EN 12899.
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- Emergency routes will be maintained.



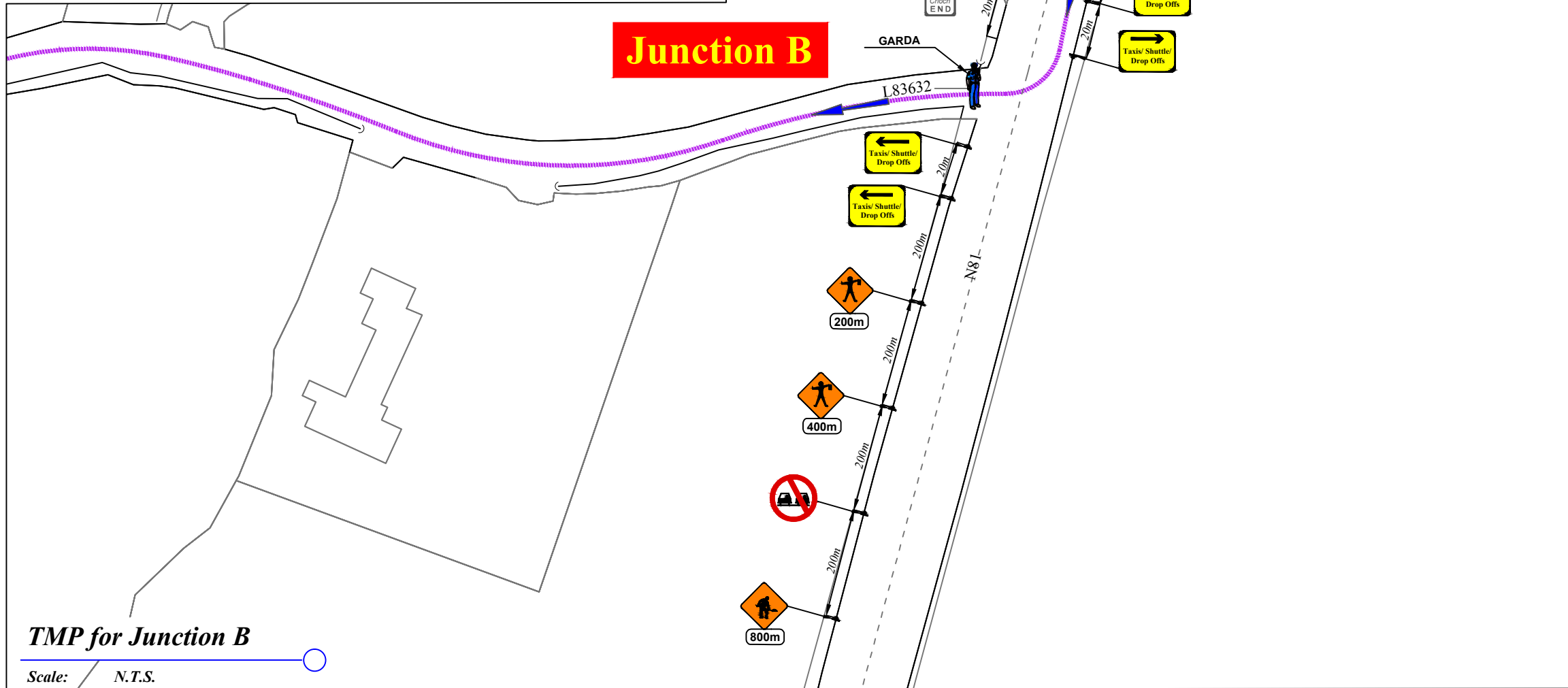
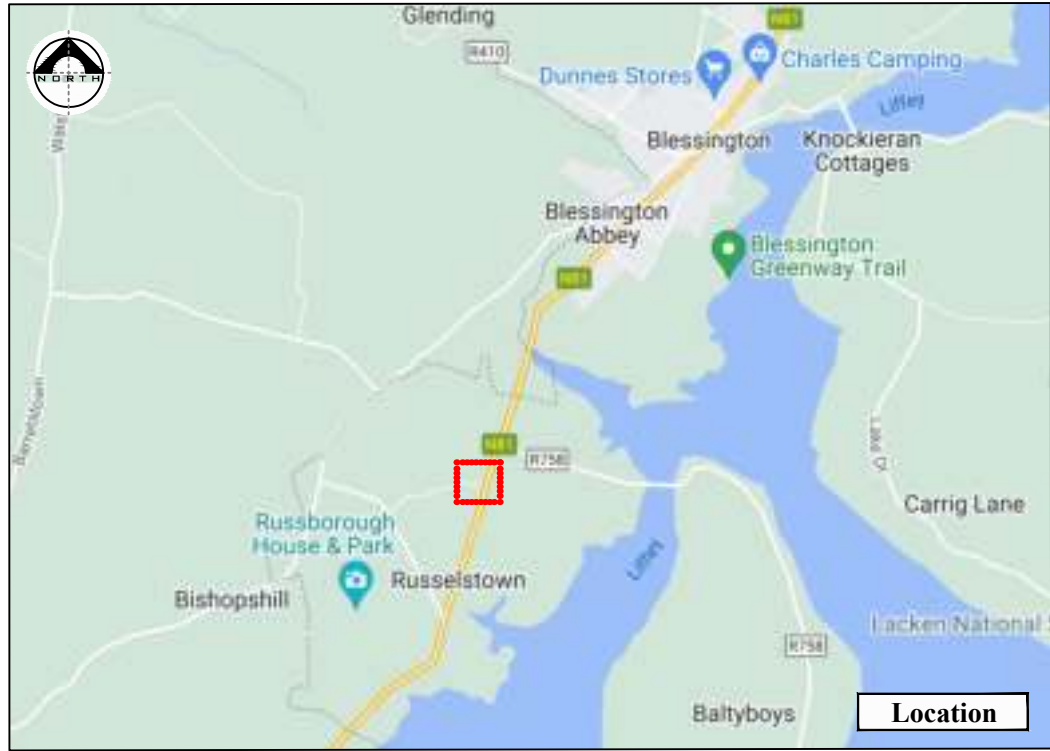
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Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023	
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Drawing:	
TMP for Blessington Roundabout	
Drawn By:	Date:
DM	February 2023

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03
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01
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**LEGEND**

Sign Location

Boutique / Campervan, Day Parking, Boutique

Weekend Parking Route

Drop Off Route

Caravan / Campervan

Boutique Camping

General Camping

Weekend Parking

Day Ticket Parking

A-G2 Critical Junctions

1/2/3/4 Key Access Gates

7/8/9 Event Area (included parkings)

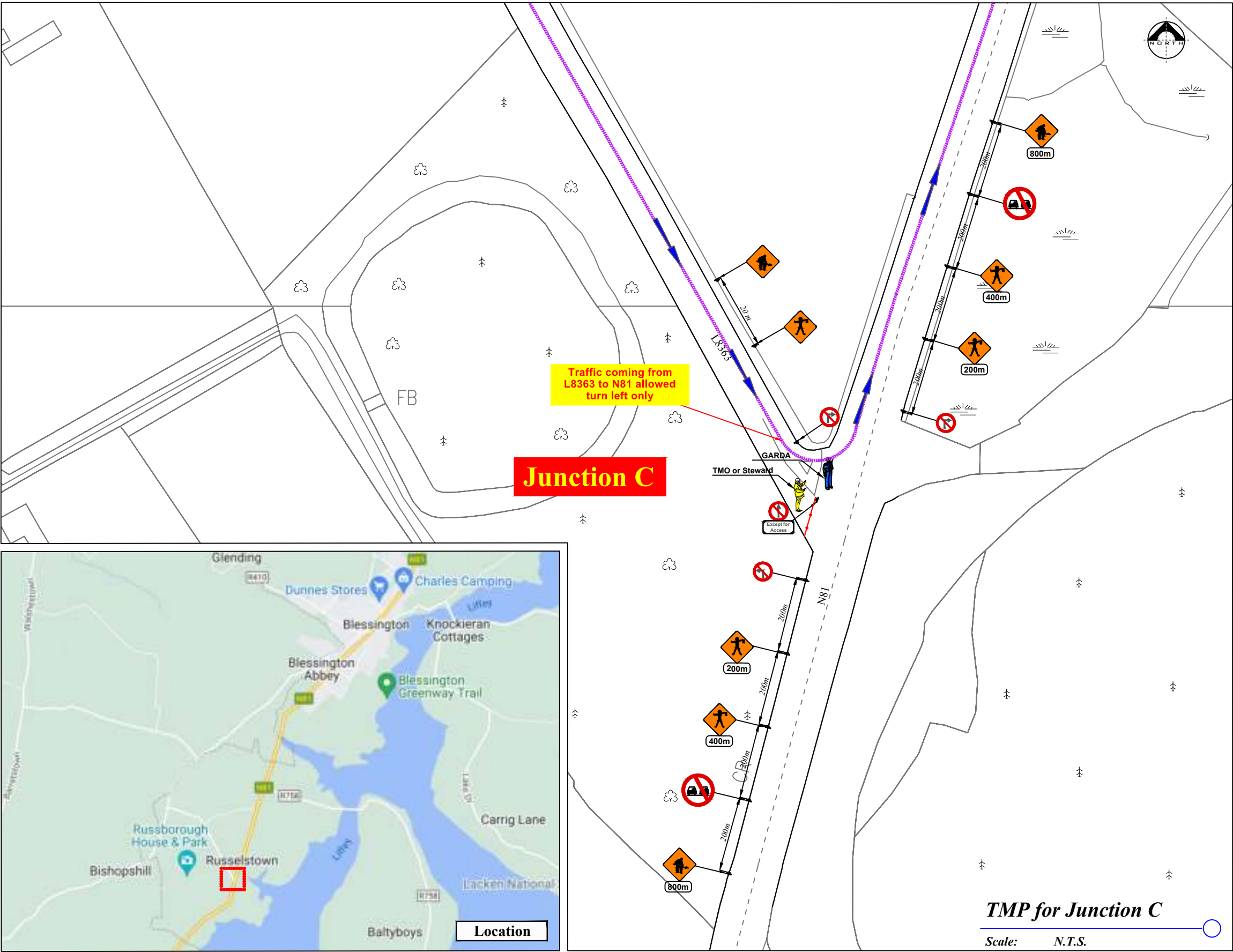
Overflow Parking












Works TTM type:	Static Type A				
	Design Type A: >12h				
Design Parameters:	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	2 (<12h) 3 (>12h)	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-10m (10/5/10/10)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

- Note:**
- All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
  - All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
  - Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
  - Exact sign positions to be agreed on site.
  - All affected Parties and An Garda Siochana to be notified prior to works commencing.
  - Signs to be positioned so as not to cause an obstruction to other road users.
  - All signs to be faced with retro-reflective material to class ref 2 of EN 12899.
  - "End of Roadworks" sign placed 20m to 50m from end of works area.
  - Emergency routes will be maintained.



Rev:	Description:	Date:	Job Details:	Drawing:	Dwg no:
			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023	TMP for Junction B	04
					Rev:
					01
			Sheet:	CAD File ref.:	Scale:
				DM	As Shown
				Drawn By:	
				February 2023	



LEGEND					
	Sign Location				
	Boutique / Campervan, Day Parking, Boutique				
	Weekend Parking Route				
	Drop Off Route				
	Caravan / Campervan				
	Boutique Camping				
	General Camping				
	Weekend Parking				
	Day Ticket Parking				
<b>A-G2</b>	Critical Junctions				
1/2/3/4	Key Access Gates				
7/8/9					
	Event Area (included parkings)				
	Overflow Parking				

Works TTM type:	Static Type A				
Design Parameters:	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	3 (<12h) 2 (>12h)	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-Width (10/5/1in10)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

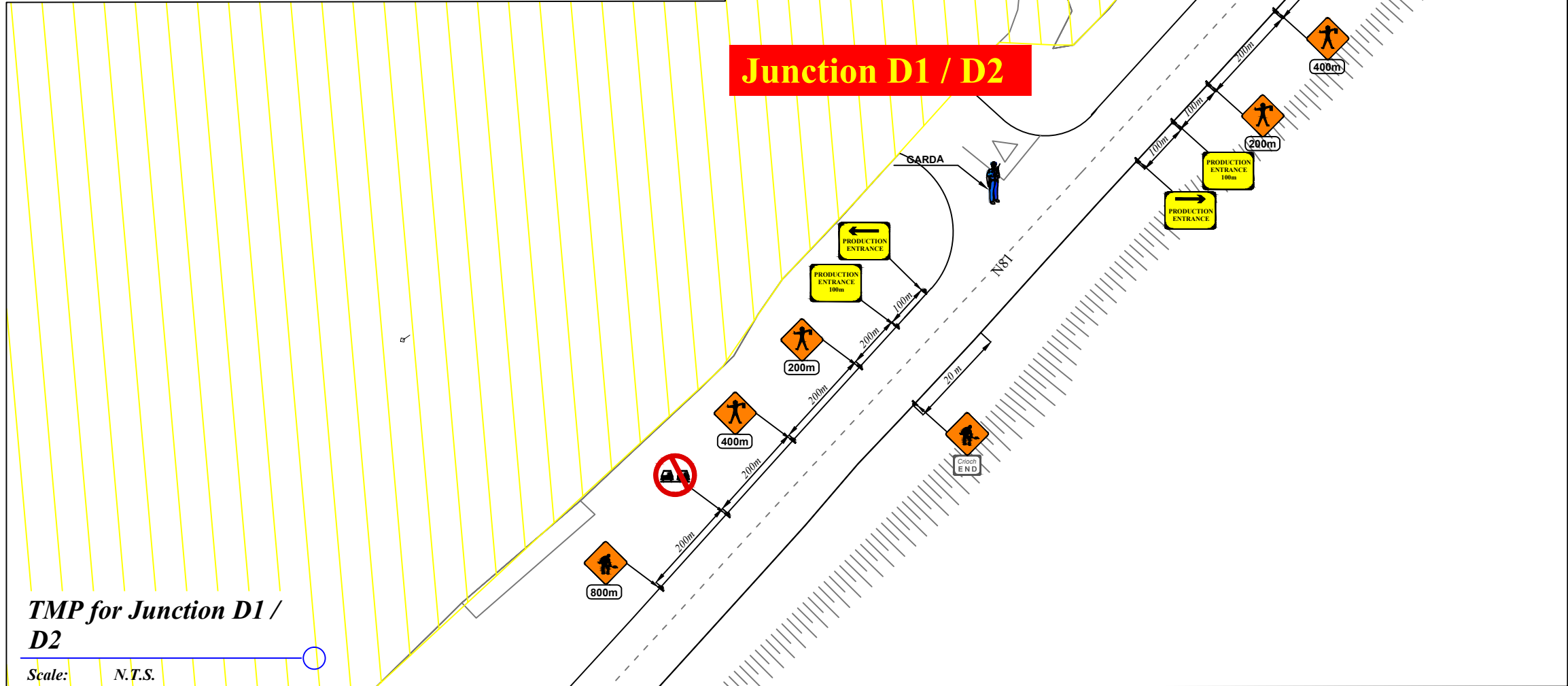
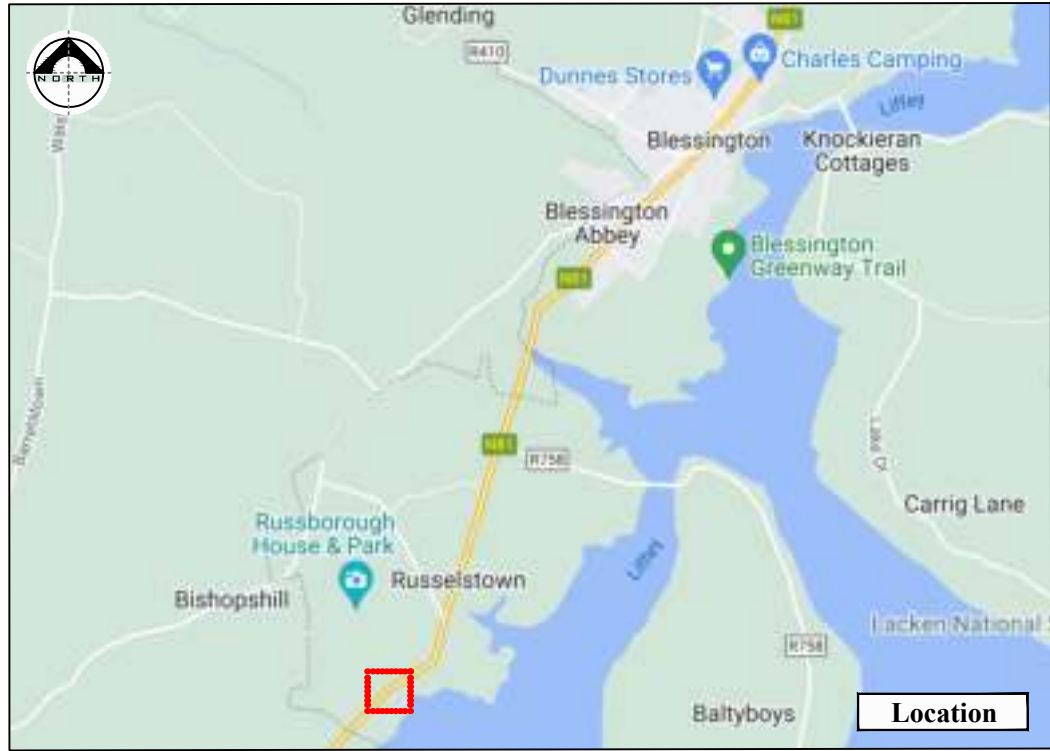
**Note:**

1. All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
2. All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
3. Detailed Risk Assessment to be carried out prior to the installation of Traffic Management System.
4. Exact sign positions to be agreed on site.
5. All affected Parties and An Garda Siochana to be notified prior to works commencing.
6. Signs to be positioned so as not to cause an obstruction to other road users.
7. All signs to be faced with retro-reflective material to class ref 2 of EN 12899.
8. "End of Roadworks" sign placed 20m to 50m from end of works area.
9. Emergency routes will be maintained.



Rev:	Description:	Date:	Job Details:		Drawing:		Dwg no:
			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023		TMP for Junction C		05
			Sheet:		CAD File ref.:		Rev:
					Drawn By:		Scale:
					DM		As Shown
					Date:		
					February 2023		





**LEGEND**

Sign Location

Boutique / Campervan, Day Parking, Boutique

Weekend Parking Route

Drop Off Route

Caravan / Campervan

Boutique Camping

General Camping

Weekend Parking

Day Ticket Parking

A-G2 Critical Junctions

1/2/3/4 Key Access Gates

Event Area (included parkings)

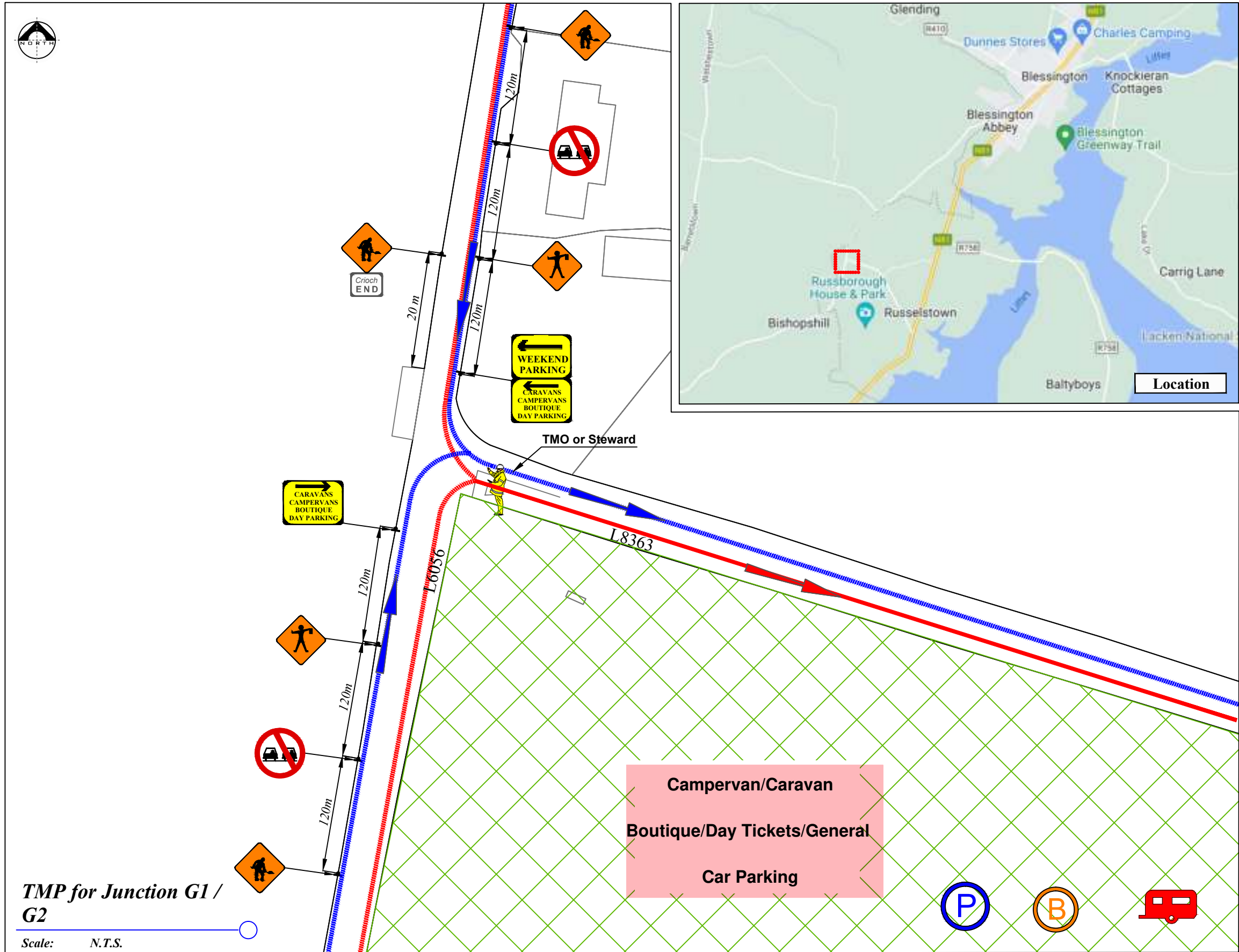
Overflow Parking

Works TTM type:	Static Type A				
Design Parameters:	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	2 (<12h) 3 (>12h)	3 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-10m (10/5/10/10)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

- Note:**
- All signs to comply with Chapter 8 of the "Traffic Signs Manual"-Guidance Document-2019.
  - All Traffic Management to be carried out in accordance with Chapter 8 of the "Traffic Signs Manual".
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  - "End of Roadworks" sign placed 20m to 50m from end of works area.
  - Emergency routes will be maintained.



Rev:	Description:	Date:	Job Details:	Drawing:	Dwg no:
			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023	TMP for Junction D1 / D2	06
			Sheet:	CAD File ref.:	Rev:
				Drawn By: DM	Scale: As Shown
				Date: February 2023	



LEGEND	
	Sign Location
	Boutique / Campervan, Day Parking, Boutique
	Weekend Parking Route
	Drop Off Route
	Caravan / Campervan
	Boutique Camping
	General Camping
	Weekend Parking
	Day Ticket Parking
	Critical Junctions
	Key Access Gates
	Event Area (included parkings)
	Overflow Parking

Works TTM type:	Static Type A				
Design Parameters:	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
1. Minimum Sign Size mm	450	600	600	600	750
2. Statutory Speed of the Road	30km/h	50	60	80	100
3. Distance between Advance Signs	10m	20m	20m	120m	200m
4. Number of Advance Signs	1 (<12h) 2 (>12h)	2	2 (<12h) 2 (>12h)	2 (<12h) 4 (>12h)	3 (<12h) 4 (>12h)
5. Minimum Visibility of Signs	25m	50m	60m	90m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-10m (10:5:10:10)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
12. Two-way Roadway width (m)	5m	5m	5m	-	-

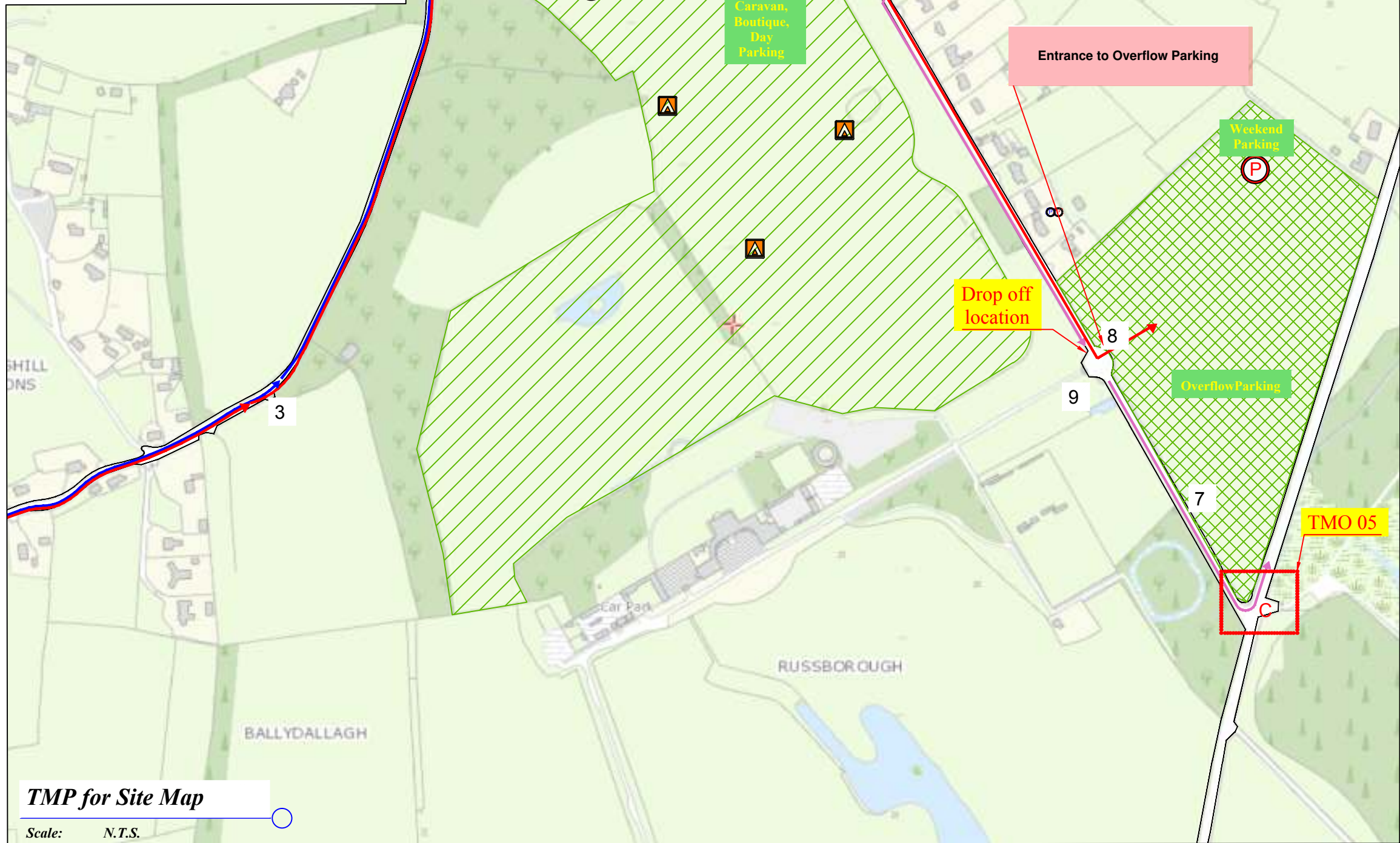
**Note:**

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Rev:	Description:	Date:	Job Details:		Drawing:		Dwg no:
			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023		TMP for Junction G1 / G2		07
							Rev:
							02
			Sheet:	CAD File ref.:	Drawn By:	Date:	Scale:
					DM	February 2023	As Shown





### TMP for Site Map

Scale: N.T.S.

LEGEND					
	Sign Location				
	Boutique / Campervan, Day Parking, Boutique				
	Weekend Parking Route				
	Drop Off Route				
	Caravan / Campervan				
	Boutique Camping				
	General Camping				
	Weekend Parking				
	Day Ticket Parking				
<b>A-G2</b>	Critical Junctions				
1/2/3/4	Key Access Gates				
7/8/9					
	Event Area (included parkings)				
	Overflow Parking				

Works TTM type:	Static Type A				
Design Parameters:	Design Type A: >12h				
	LV-1 (I)	LV-1 (III)	LV-1 (IV)	LV-2 (I)	LV-2 (II)
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7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m
8. Leading Taper	1in1m	1in5m	1in10m	1in40	Lane-10m (10/5/10/10)
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m
11. Lane Width (m)	2.5m	3 (2.5)	3 (2.5)	3 m	3 m
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Rev:	Description:	Date:	Job Details:		Drawing:		Dwg no:
			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough House 2023		TMP for Site Map		08
							Rev:
							01
			Sheet:	CAD File ref.:	Drawn By:	Date:	Scale:
					DM	February 2023	As Shown



## **KALEIDOSCOPE FESTIVAL 2023**

# **APPENDIX 10 SUMMARY SAFETY STATEMENT**



## **KALEIDOSCOPE FESTIVAL 2023 SUMMARY SAFETY STATEMENT INC RISK ASSESSMENT GUIDE**

The Risk Assessment for Kaleidoscope Festival 2023 will be drawn up with reference to the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events, 1996 as well as our own experience of Kaleidoscope Festival and other events in previous years.

We will continue to update and revise the risk assessment and where appropriate will use our contractor's risk assessments as a reference, in order to ensure that the risk assessment is appropriate for Kaleidoscope Festival 2023.

We have also referred to the section on risk minimisation from the PAS 51:2004 paper - Guide to Industry Best Practice for Organising Outdoor Events which sums up our planning and working practice –

1. Design – designing the risks out, or mitigating them wherever possible
2. Planning – ensuring that risks that cannot be designed out are controlled, and that there is coordination and cooperation between contractors
3. Information – ensuring that all event personnel know the site risks and limitations via our contract with them and also the site rules which are posted around site.
4. Selection – appointing only competent contractors who use trained personnel
5. Methodology – obtaining and vetting method statements and risk assessments
6. Control – only allowing authorised persons on site; enforcing rules
7. Prioritisation – concentrating on what could cause the most significant damage, particularly to people
8. Monitoring – ensuring that plans are implemented and that problems, accidents and incidents are reported
9. Reviewing and recording – ensuring that lessons are learnt for the next time. Each event is reviewed post event and improvement points are fed into the planning of subsequent events.

### **NATURE OF THE EVENT**

The event will comprise a three-day, family focused multistage music and arts festival with camping, campervan/caravan and parking facilities.

Bars will be provided at the event. Security personnel will be provided at the bars to:

- Control and restrict the supply of alcohol to underage persons
- Ensure that persons deemed intoxicated are not admitted into the queuing system
- Manage the queuing system and flow of people to the bar serving counter

### **AUDIENCE PROFILE**

The audience at Kaleidoscope Festival 2023 will be family groups with an approximate 50/50 adult to child and male to female ratio.

We will assess the event accordingly and will take the anticipated age group and nature of the crowd into account in all our planning.

### **WHO IS AT RISK?**

The Risk assessment has two main thrusts of examination -

- a) The risk to employees, contractors and sub contractors and the environment in the build, production operation and decommissioning of the event.
- b) The risk to non-employees (ticket holders and members of the public without tickets, guests and artists) working at or attending the event.

There will be a first aider on site from the start of the build to the end of the get out, as well as a full medical provision onsite for the duration of the event itself.

### **THE BUILD, THE EVENT AND THE BREAKDOWN**

There are three stages to the event –

1. The build
2. The event itself
3. The breakdown

Each stage is as important as the others and therefore has as much consideration in its planning. As some contractors only work for the build and then the breakdown, and some only work the event itself we will have one main risk assessment, rather than breaking it down for each stage, as this then gives the bigger picture of the event to the reader and it illustrates clearly how all elements must work together to make the event happen safely. We have also done this as some contractors finish their work early on in the general build, some finish their work during the event, and some only finish their work as the get out is completed and to avoid any confusion as to what the general period is we have kept to one main document.

### **EVENT SAFETY TEAM**

We have designated an Event Safety Coordinator who will remain full time on site during the event itself. This person will be supported by the Site Manager and Production Office together with other members of the site management team who will have a specific Health & Safety remit. By setting this team in place we aim to ensure a robust and resilient system to support the aim of making the Kaleidoscope Festival 2023 for all who work and attend. This team will ensure the following happens:-

1. Coordination of the collection of information prior to and then during the events
2. The coordination and direction of the safety management of the events



3. Ensuring that the load in, the events and the load out have safety and security as integral and priority elements.
4. Onsite monitoring and coordinating contractors' standards with regards to health and safety
5. Ensuring a full system of reporting is carried out when appropriate
6. Onsite liaison with contractors and the relevant authorities
7. Checking of method statements and risk assessments
8. Collection and checking of completion certificates
9. Communication of safety information to contractors
10. Monitoring and coordinating safety infrastructure, procedures and general performance
11. Assisting the promoter/event control in coordinating safety in response to a major incident

There will be continual monitoring of all of the hazards and control procedures outlined below and corrective action will be taken as necessary, although I have not listed this in every risk for brevity's sake. A health and safety audit will be taken at regular intervals to monitor whether there are any areas that can be improved upon.

#### **HEALTH AND SAFETY DOCUMENTATION**

All contractors will be expected to supply and comply with their own risk assessments, method statements where appropriate and insurance certification.

Site rules will be given out to contractors and staff. Signage containing the site rules will also be displayed around the site. All contractors will be expected to comply with good practice and legislative requirements in respect of their specialist area. These procedures are all an essential and core part of the risk assessment process. All contractors will be actively encouraged to continually review their working practices in an effort to render the working environment as safe as possible.

#### **CALCULATIONS AND CERTIFICATION**

Structural drawings and calculations will be obtained in advance for all structures and tents and completion certificates will be signed off for all completed installations; these will be collated by the event safety coordinator on site. Tent exit calculations and flammability certificates will be obtained and available for inspection.

#### **KEY STAFF**

Risks will be proactively monitored by the Event Safety Coordinator and team, the event controller/deputies, the site manager, security co-ordinator, stage managers and other delegated staff. In addition to this, the stage manager will oversee stage production work. This delegation of elements of monitoring and managing the risks away from the safety coordinator to other competent people ensures that we can monitor multiple operations on site at the same time and with an acceptable and appropriate level of specialist experience. This also frees up the event safety team to make a clearer assessment of the work schedule and for them to be where they consider they are most needed. For example, the more dangerous tasks like rigging and other work at height jobs where individuals are working in a high-risk environment - to themselves as individuals as well as to others not involved in the work.

As contractors arrive on site they must come in through our production gate. This is managed by specific security staff that have a long-standing experience of the running of a production gate. The security staff at this position will call through on the radio system as contractors arrive and check with key staff before they send them through to the site. They will know where to send them and also to advise contractors on whom they should report to. If it is their first time onsite they will need to complete a site safety induction. The work-load of managing and monitoring risks is divided equally between key staff so that their workload is at an appropriate and manageable level.

### **KEY RISKS**

The following risks are considered to be higher risks than others and have been marked as “key risks”. A key risk is a risk that will be proactively monitored by key staff – namely the event safety team, the event controller/deputies, the site manager, our structural engineer, the production manager or security coordinator.

The key risks – are roughly held under the following titles-

- Fire/explosion/electric shock.
- Crowd management issues.
- Vehicles / pedestrians – transport issues.
- Pyros/barrier/lifting/ work at height/loading/rigging – stage work.

These risks will be monitored and managed by various and different key staff who have experience of this particular area and we have a sufficient number of key staff with appropriate skills and management capabilities.

The risk assessment will be designed to be a work in progress document as new risks are sure to arise as time goes on, we also need to be able to respond to new legislation and we need to be able to change systems as and when we come across new problems.

The actions identified in the risk assessment as well as a commitment to abide by the agreed licence conditions demonstrates a commitment to take all reasonable steps to ensure that employees, contractors, sub contractors, ticket holders and members of the public without tickets, guests, competitors, artists and the environment have had those risks reduced to a minimum.

### **DETAILED ASSESSMENTS**

The full RA document will be divided into sections dealing with the distinct phases of Construction, Public Operation and dismantling. A further section covers general operational and managerial risks. Assessments of operations during the construction phase should be read in conjunction with the overall Construction Phase safety plan drafted to meet the CDM 2015 Regulations.

Each assessment identifies two risk ratings: one is the Initial Risk which assesses the hazard in its raw state i.e. with no controls in place and the Residual Rating indicates the resulting danger once the identified control mechanisms have been implemented.

The Effectiveness of Controls is a scale from 1 to 5 which indicates how likely the stated control measures are to mitigate risk. Those controls which rely on information or behavioural change only are likely to have a low score, whilst those which enact design and engineering controls, or other collective measure will score more highly.

Incident outcomes will be defined by the following table, which considers potential loss or damage aside from personal injury

Insignificant	Minor	Moderate	Major	Catastrophic
<b>Health and Safety</b>				
No treatment required	Minimal medical attention	Injury requiring three or more days off work	Serious injury, hospitalisation or fatality	Multiple fatality or life-changing injury
<b>Social, cultural, reputation or media</b>				
Minor social impacts or local complaints	Media attention or medium term social impacts	Local media attention with potential impact on current venue	National media attention. Future events affected	Sustained international media outcry. Cancellation of event(s)
<b>Legal</b>				
Minor or technical non-compliance	Breach of regulation leading to potential enforcement action	Litigation or prosecution leading to fine. Enforcement affects show	Serious breach of regulation or major litigation. Enforcement affects multiple shows	Significant prosecution, Class Action litigation. Severe impact on future events
<b>Environment</b>				
Negligible adverse effects on biological or physical environment	Moderate short-term effects, not impacting ecosystem functions	Medium-term environmental effects and effects on eco-systems	Serious medium-to- long term environmental effects	Very serious long-term and irreversible environmental impairment

The likelihood of a given incident occurring is defined as follows:

Probable	Likely	Possible	Unlikely	Remote
Incident has happened repeatedly before and is expected again	Incident has occurred more than once before and is liable to occur again	Incident has been recorded before and could happen again	Incident not previously recorded but is conceivable	Technically feasible, but no known instance or expectation of occurrence

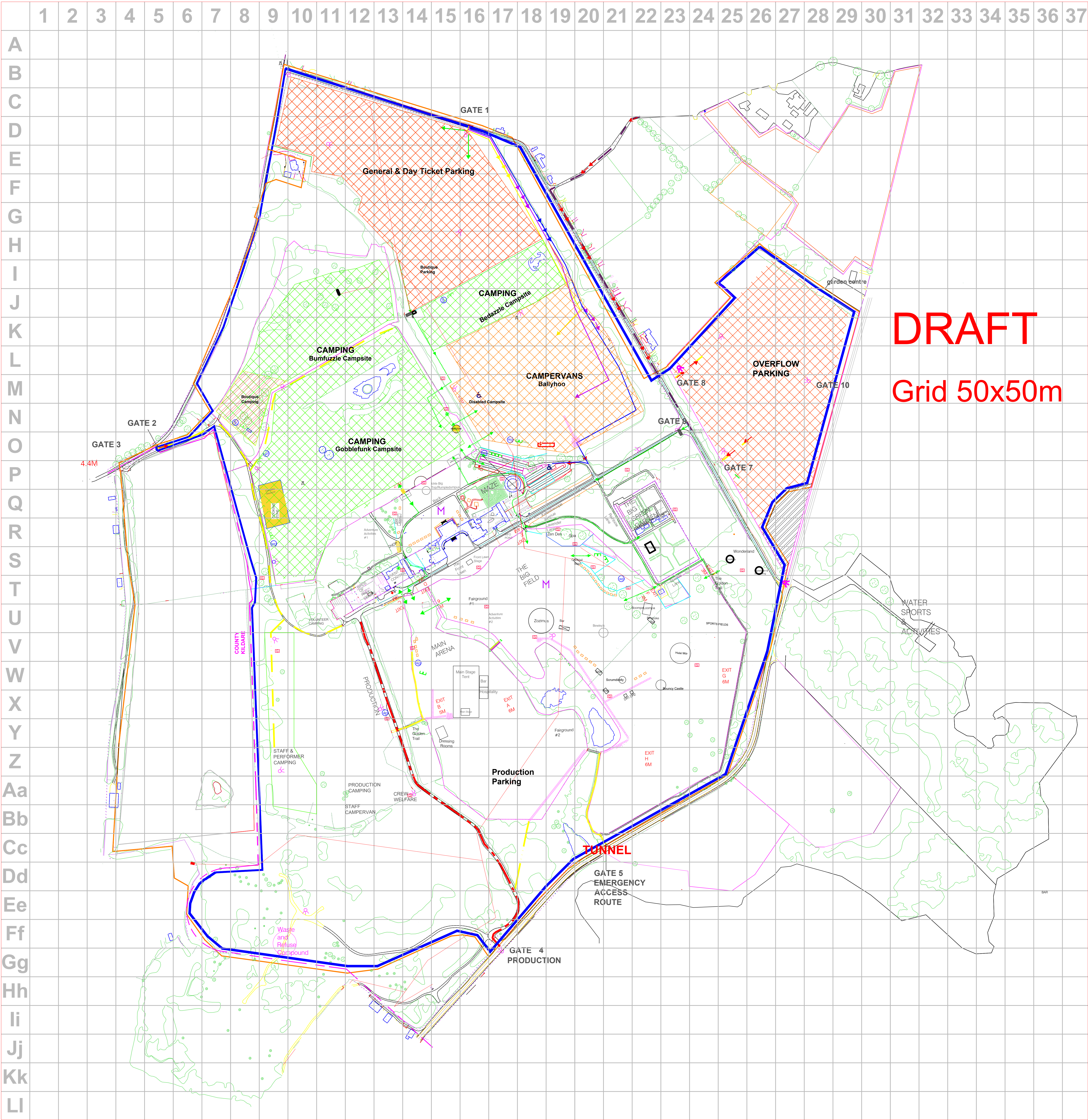
Likelihood and severity combine as follows:

	Probable	Likely	Possible	Unlikely	Remote
Catastrophic	HIGH	HIGH	HIGH	MEDIUM	MEDIUM
Major	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Moderate	MEDIUM	MEDIUM	MEDIUM	LOW	LOW
Minor	MEDIUM	LOW	LOW	LOW	NEGLIGIBLE
Insignificant	LOW	LOW	NEGLIGIBLE	NEGLIGIBLE	NEGLIGIBLE

### **Risk Levels**

HIGH	– Hazards must be controlled immediately to avoid death or major loss
MEDIUM	– Control of risks is tolerable but further action necessary
LOW	– Control of hazards is acceptable and will require monitoring
NEGLIGIBLE	– No further action required





DRAFT  
Grid 50x50m

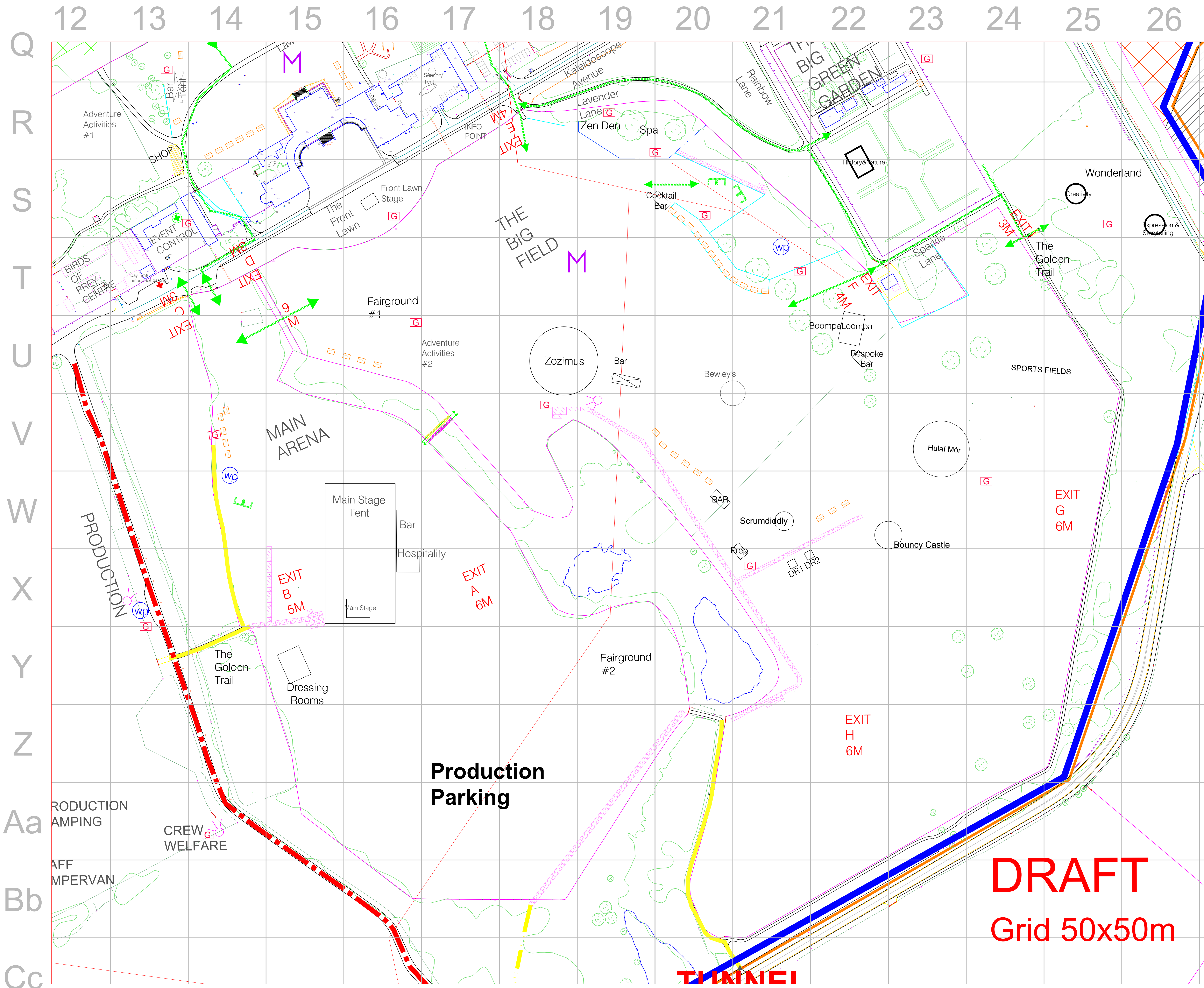
ROUTES / ROADWAYS/BOUNDARIES							
Pedestrian Route	Site Road	Vehicle Movement	Production Route	Trakway	EXIT Emergency Exit	Emergency Route RED	General Campsite
County Border	Event Perimeter	Wicklow fields	Disabled access	Campervan	Drop off route	Parking	

SERVICES/AMENITIES/INFRASTRUCTURE							
Toilets	Water Point	Meeting Point	Concession	Activation Area	Babazone	Lighting Tower	Generator
Medical	Cabins	TENT	Temporary Fencing	Overhead Cables	Waste disposal tank	Tower	Disabled Campsite
Disabled Parking	Temporary Bridge	Existing Stone Bridge	Emergency Vehicle Parking				

Drawn for Brian McDermott  
Event Fuel Ltd t/a FUEL  
11 Camden St Lower  
Dublin 2  
  
brian@fuelhq.ie  
086 317 7824

EVENT	Kaleidoscope 2023
VENUE	Russborough House
PLAN TYPE	Site Plan
VERSION NUMBER	2.1
DATE UPDATED	28.03.23
SCALE	1:2500 @ A0
DRAWN BY	Fiona McGinn



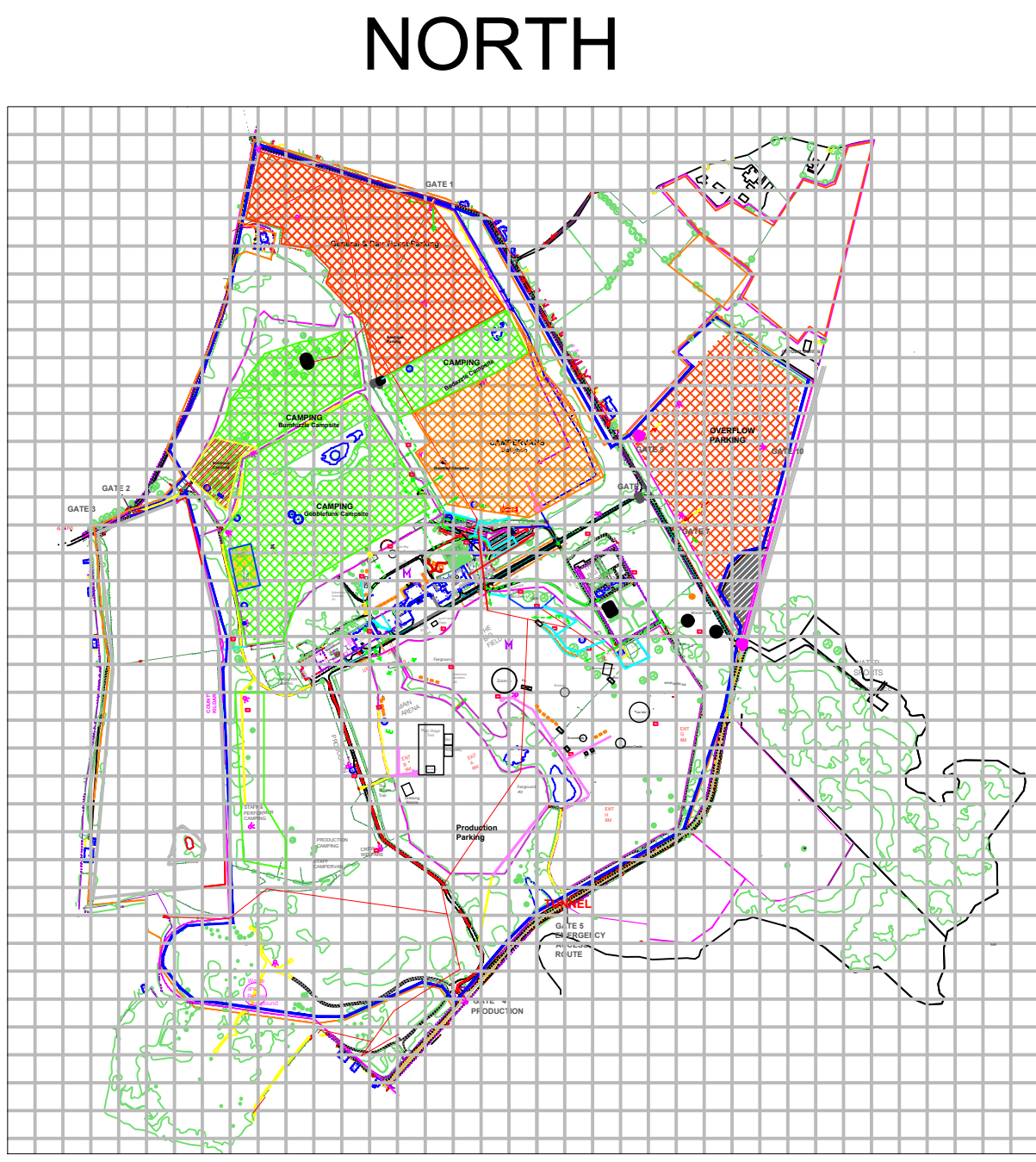


ROUTES / ROADWAYS/BOUNDARIES							
Pedestrian Route	Site Road	Vehicle Movement	Production Route	Trakway	EXIT Emergency Exit	Emergency Route RED	General Campsite
County Border	Event Perimeter	Wicklow fields	Disabled access	Campervan	Drop off route	Picket Fence	Parking

SERVICES/AMENITIES/INFRASTRUCTURE							
Toilets	Water Point	Meeting Point	Concession	Activation Area	Babazone	Lighting Tower	Generator
Medical	Cabins	TENT	Temporary Fencing	Overhead Cables	Waste disposal tank	Tower	Disabled Campsite
Disabled Parking	Temporary Bridge	Existing Stone Bridge	Emergency Vehicle Parking				

Drawn for Brian McDermott  
Event Fuel Ltd t/a FUEL  
11 Camden St Lower  
Dublin 2

brian@fuelhq.ie  
086 317 7824



EVENT	Kaleidoscope 2023
VENUE	Russborough House
PLAN TYPE	Arena Plan
VERSION NUMBER	2.1
DATE UPDATED	28.03.23
SCALE	1:1000 @ A0
DRAWN BY	Fiona McGinn



