



FAO Siobhan O'Brien
Wicklow County Council,
Planning Department,
County Buildings,
Whitegates,
Wicklow Town

Date: 20th June 2025.

Re: Final EMP and licence document submission for Kaleidoscope Festival 2025

Dear Siobhan,

Please find attached updated and finalised event management documents for Kaleidoscope Festival 2025, in line with the event licence conditions received on the 3rd June 2025.

- Overview of licence conditions issued with a quick reference guide to the Festival's response/relevant updated documents
- Final Event Management Plan
- Final EMP Appendix documents including Traffic Management Plan, Alcohol Management Plan & Event Medical Plan
- Copy of the Festival's insurance documents (Appendix 17)
- Updated site plans

In line with the licence conditions received, the Festival will submit an ecological report no later than 1 week before the event date.

Yours Sincerely,

Fiona McGinn

*Production & Licensing Director - Kaleidoscope Festival
Event Fuel Ltd t/a FUEL*

All enquiries to:

Fiona McGinn, FUEL
fiona@fuelhq.ie

Brian McDermott, FUEL
brian@fuelhq.ie

2025 Licence Conditions Table		
No.	Condition	Notes/Response
1	The Outdoor Event Licence shall be for a maximum capacity of 20,000 attendees per day	Acknowledged
2	A final Event Management Plan, including appendices, shall be formally agreed with Wicklow County Council, Wicklow Fire Service, the HSE and An Garda Siochana by the 20th June This shall include:	Attached
2a	a) List of key personnel (Event Controller, Deputy Event Controller, Event Safety Co-ordinator, Security Co-ordinator, Site Manager, Medical Co-ordinator, Site Medical Officer, Noise consultant and Transport/Traffic Co-ordinator) and their telephone and mobile telephone numbers. This shall include a fire crew to remain on site for the duration of the festival.	Provided in EMP Section 1.4
2b	b) A Final Traffic Management Plan prepared in line with the Traffic Signs Manual as published by the Department of Transport, specifically Chapter 8 Temporary Traffic Measures and Signs. The arrangements identified in the final TMP shall remain in place for the duration of the works. The Traffic Management shall be managed by a suitably qualified person with appropriate training i.e. a holder of a CSCS Construction Skills Certificate Scheme and/ or SLG Sighting, Lighting and Guarding licence. This qualified person shall be at the particular site location at all times when road signing, lighting and guarding is being installed, modified or removed on the roadway.	Appendix 9
2c	The final Traffic Management Plan shall include: i) The details of managers, supervisors, operatives etc. to be onsite and their relevant training experience records; ii) Details of external signage plan (locations of all the proposed signage) and detail the installation of signs prior to the event commencing to direct attendees to and from the event. Sign installation shall have regard to Chapter 8 of the Traffic Signs Manual when installing/removing and maintaining these directional/information signs. Details of Variable Message Signs (VMS) in accordance with TII's 'Guidelines for the Use of VMS on National Roads'; iii) Pedestrian routes to the venue/associated with the venue segregated from vehicular traffic, all pedestrian routes within the venue shall be to a suitable standard and adequately illuminated; iv) Detail any critical junction, gate or other locations (e.g. drop off points) where measures will alter the existing road layout; v) Detail of contingency measures to deal with parking in the event that parking areas become full. Detailing where people will be directed from both south and west. An indicative quantum of spaces that each car park can accommodate shall be included; vi) Detail of how parking associated with the event will be strictly limited to on-site / park and ride parking and how the operator will ensure a "no off-site parking" policy will be maintained during the event; vii) Detail of event lighting in order to clarify it has been positioned in such a manner as to minimise light pollution/glare onto the adjoining road network.	Appendix 9
2d	List of funfair attractions to assist with fire risk assessment;	EMP Section 4.9
2e	An Alcohol Management Plan;	Appendix 16
2f	Details of liaison with the local community;	Appendix 14
2g	Fire Safety Plan	Major Emergency Plan Appendix 1 EMP Section 2.6
2h	Event Medical Plan	Appendix 13
2i	Other Matters raised to date	Acknowledged
3	1. Site layout plans to a minimum scale of 1:500 shall be formally agreed with Wicklow County Council, Wicklow Fire Service and An Garda Siochana by the 20th June 2025. These shall clearly show: i) evacuation routes and assembly areas ii) the number, position and size of outdoor and indoor stages/tents iii) the location of speakers iv) the layout of the tent camping, campervan and caravan areas v) location of observation towers vi) location of monuments and protective barriers vii) the position of the event control room viii) the water supply, toilet accommodation, hand washing facilities, refuse and waste disposal for the food traders/food stalls ix) changing places facilities in accordance with the requirements of the Disability Officer	Appendix 11
4	No vehicles, other than operational vehicles in use by event staff, shall be permitted in tent camping areas	Acknowledged
5a	Exit routes and means of escape shall comply with the requirements of Chapter 15, Code of Practice for Safety of Outdoor Pop Concerts and Other Outdoor musical Events, 1996.	Acknowledged
5b	At all times while the premises is in use for the event, the ground surfaces, including exit routes, must be maintained in a safe condition free from slip or trip hazards etc. This may necessitate the installing of suitable ground coverings. Exit routes must be available for immediate use and capable of safely evacuating the capacity crowd regardless of weather conditions.	Acknowledged
6	A qualified and experienced noise control consultant shall be appointed to liaise between the licensee, promoter, sound system supplier, sound engineer, Environmental Health Officer and Local Authority on all matters relating to noise control prior to and during the event. The noise control consultant shall carry out a survey prior to the event to determine the background noise levels (as defined by the Code of Practice on Environmental Noise Control at Concerts) at locations around the venue representative of the noise sensitive premises likely to experience the largest increase in noise/highest noise level as a result of the concerts.	Acknowledged

2025 Licence Conditions Table		
7	The music noise level shall not exceed 65dBA over a fifteen minute period at 1metre from the façade of the nearest noise sensitive location during rehearsals, sound checks and the event between the hours of 08:00–23:00. The music noise level shall not exceed 45dBA over a fifteen minute period at 1metre from the façade of the nearest noise sensitive location during the event between the hours of 23:00–08:00. Noise levels shall be continually monitored to ensure these limits are not exceeded and the Environmental Health Officer(s) and Local Authority shall have access to the records of the monitoring at any time. A copy of the record of noise monitoring shall be provided to the Local Authority no later than 3 days following the event.	Acknowledged – Noise Monitoring Report to be returned by 9th July
8	No amplified music shall be played at the event after 22:30 on the 28th of June, 00.00 on the 29th June and 23.30 on the 30th June and before 8:00 on any day. No other activity, including (but not limited to) the funfair, cinema, use of generators, dismantling or moving of equipment that is likely to cause a noise nuisance to residents shall be carried out between 23:00 and 08:00 on any day.	Acknowledged
9	A qualified and experienced ecology consultant shall be appointed to prepare an ecological "report, including walkover survey of the event site, prior to the event to include details of habitats (mapped) and species on site and an impact assessment of the festival supported by mitigation measures. The report shall be submitted to and agreed by the Local Authority 1 week prior to the event and the agreed mitigation measures shall be included in the Final Event Management Plan.	Acknowledged – Ecology report to be submitted no later than 27th June 2025
10	Sanitary accommodation shall be in accordance with the Code of practice for Safety at Outdoor Pop concerts and other outdoor musical events 1996 or other appropriate code of practice as agreed in advance by the Environmental Health Officer.	Acknowledged
11	Concession units using gas fired cooking equipment shall be sited at least 6 metres from any other unit in accordance with Section 22.5 of the Code of Practice for Safety of Outdoor Pop Concerts and Other Outdoor Musical Events, 1996	Acknowledged
12	All temporary electrical work shall be certified to meet the requirements of the National Rules for Electrical Installations – ET 101.	Acknowledged
13	The licensee shall ensure that all items of equipment in operation at the funfair shall have valid safety certificates, which shall be in accordance with the provisions of Section 239 (7)(b) of the Planning and Development Act 2000 (as amended)	Acknowledged
14	All construction/development/de-construction/dismantling works at the Event site shall be carried out between the hours of 08.00 and 22.00	Acknowledged
15i	The removal of structures and the carrying out of any works for the reinstatement of the lands subsequent to the Event, these works shall be completed by 6.00pm on Thursday 11th of July 2024, unless otherwise agreed in writing by the Local Authority	Acknowledged
15ii	The full clean-up of the local area, including Blessington, and the road network on the approaches to the venue affected by the Event. This shall be completed by 6.00pm on Monday 8th July 2024, unless otherwise agreed in writing by the Local Authority	Acknowledged
15iii	The repair of and remedial works arising from any damage caused to public and private property, facilities or amenities associated with the Event. These works shall be completed by the 11th of July 2024 unless otherwise agreed in writing by the Local Authority	Acknowledged
16	Access routes to the Event shall be maintained free from obstruction during the Event, to ensure that Emergency Services Access is available in the event of an emergency.	Acknowledged
17	A trained firefighting team of 6 persons with Class B fire engine, or similar approved, shall be provided on site for the full duration of the event	Acknowledged & Confirmed – Meath Civil Defence
18	The licensee shall maintain public liability insurance cover for the full duration of the Event. Details of the insurance cover shall be submitted for the written agreement of Wicklow County Council not later than 1 week prior to the commencement of the Event	Appendix 17
19i	The licensee shall comply in full with all of the conditions attached to this licence. In holding the subject event the licensee shall have due regard to the provisions of Section 231(3)(b)(iv) of the Planning and Development Act 2000 as amended and the implications of non-compliance with this event licence for future events at this location. The licensee shall also have due regard to the Provisions of Section 233 of the Planning & Development Act 2000 as amended which the Planning Authority may use should the event be held in contravention of the terms of this licence.	Acknowledged
19ii	The event licence relates to the subject events outlined above and nothing in this event licence shall be constructed as negating the licensee's statutory obligations or requirements under any other enactments or regulations.	Acknowledged
20	A debriefing session organised by the licensee shall be held not later than two weeks after the termination of the Event. The licensee shall advise Wicklow County Council and all relevant prescribed bodies of the debriefing session and request that they attend	Acknowledged and to be agreed
21	Any additional requirements of the Emergency Management Office of the Health Service Executive shall be resolved directly with the office prior to the event	Acknowledged
22	The event medical plan for this event is to be agreed with all medical providers and submitted to the Health Service Executive, Emergency Management Office, no later than two weeks prior to the event	Appendix 13
23	Medical / First aid activity [if any] at the event shall be recorded, compiled in an event medical report and forward directly to the Health Service Executive, Emergency Management Office, within one month after the event to include the following information:	Acknowledged
23i	Number of patrons accessing medical / first aid services	Acknowledged
23ii	i) Number of patrons requiring actual treatment.	Acknowledged
23iii	ii) Number of patrons removed to hospital.	Acknowledged
23iv	Types of injury/ illness	Acknowledged
24	The granting of this licence is subject to the event organisers adhering to government and local public health requirements applicable to the area in which the event is to take place. It must be noted that public health requirements may change between the time of the granting of the licence and the date in which the event is to be held. In this case the most up to date government and local public health requirements must be adhered to by the event organiser.	Acknowledged
25	1. Access shall be facilitated to the immediate area for Health Service Executive Community Services providing domiciliary care services to the population adjacent to the venue.	Acknowledged
25i	Where Hospitals, Health Centres or Residential units are located within Traffic or Pedestrian restricted areas associated with the event, access for Staff, Clients and Visitors must be maintained.	Acknowledged



EVENT MANAGEMENT PLAN

Section 1

KALEIDOSCOPE FESTIVAL 2025

Russborough, Blessington, Co. Wicklow

Version	Date
Version 5 - Final Submission	19 Jun 2025

Submitted by:

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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 7a	Drinking Water Plan
Appendix 8	Operational Management Plan
Appendix 9	Traffic Management Plan
Appendix 10	Noise Monitoring Plan
Appendix 11	Current Site & Arena Plans
Appendix 12	Summary Safety Statement incl short Risk Assessment
Appendix 13	Medical Plan
Appendix 14	Residents Briefing Letter
Appendix 15	Event Risk Assessment
Appendix 16	Alcohol Management Plan
Appendix 17	Festival Insurance

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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 4th, 5th and 6th July 2025.

The most prominent entertainment is to take place on **four (4) covered stages**. In addition to this there will be numerous smaller tented structures and areas to accommodate various forms of entertainment.

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

	Opening Times		Entertainment Curfew		
Date	Arena Opens	Entertainment Starts	Main Stage	Zozimus Stage	Campsite & lawn facilities
Friday 4th July	14:00hrs	16:00hrs	22:30hrs	23:30hrs	00:00hrs
Saturday 5th July	09:00hrs	10:00hrs	22:30hrs	23:30hrs	00:00hrs
Sunday 6th July	09:00hrs	10:00hrs	22:30hrs	22:30hrs	23:00hrs

Campsites:

Campervan fields will be open from 16:00hrs on Thursday 3rd July for early entry setup until 17:00hrs on Monday 7th July 2025.

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 20,000 people each day including children.

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.

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1.1 SITE PLAN & SITE DESIGN

The site plan is, as with the Event Management Plan, a work in progress document. The finalised plan (as far as reasonably possible) will be circulated to the statutory agencies prior to the Event. It is to scale and the Event's capacity. 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. The current copy of the Site Plan and Arena Plan is included in Appendix 11.

1.2 MANAGEMENT STRUCTURE

A full Operational Management Plan is included in Appendix 8.

1.3 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 Officer

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

- Act as coordinator 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;
- Evaluate the efficiency of structural and safety arrangements during the Event;
- Pay particular attention to the pit area immediately in front of the stage;
- Ensuring that the safety details and conditions agreed for the holding of the Event are implemented;
- Act as coordinator of technical aspects of the arrangements insofar as they impinge on safety matters;
- Monitor first-aid and rescue tactics for distressed attendees;
- Take any necessary action to alleviate any perceived risks;
- Assisting the Event Controller/Deputy in co-ordinating safety in response to an incident or major emergency;
- Advise and assist with crowd management and public safety issues.

Production & Licensing Director

- The planning and delivery of the Event via the Production Coordinator / Licensing Coordinator / Site Manager and contractors.
- To ensure that the site is organised, built and managed with the minimum of risk to attendees after the proper assessment of all factors.
- Ensure collaboration & consultation with Local Authority/Emergency Services in advance of the event

Licensing Assistant

- The submission of information to the relevant agencies
- Acting as liaison between the Event and Local Authority/ Emergency Services
- Compliance with licence conditions

Security Coordinator (The duties of the Chief Steward are performed by our Security Coordinator)

- The Security Coordinator and their Deputy represent the Event in the management, briefing and coordination of all onsite security and stewarding resources.
- They are independent of the security contractors
- They manage security via the Event Control Tent
- The conduct and oversee all liaison with An Garda Síochána
- They arrange briefings for security and stewarding companies.

Site Manager

- To be responsible for overseeing site preparation prior to the 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

Medical Coordinator

The delivery of the Medical Management Plan and the management of the onsite medical response for attendees and staff

Fire Coordinator

The delivery of the Fire Management Plan and the management of the onsite fire response for attendees and staff

Traffic Coordinator

The overall management of the car park and transport operation

Trader Manager

Coordinating all trading activity including layout, position, compliance with licence conditions, trader health and safety, control of trader vehicle movement

Area Managers / Campsite Management Team

To oversee and manage their area, including all staff, acting as a point of contact for attendees and monitoring standards and issues in their area

1.4 STAFF LIST

Any revisions to the below will be circulated to statutory agencies prior to the Event along with contact details for key personnel.

ROLE	NAME	NUMBER
Event Controller	Julia Dalton	+353 87 916 2021
Deputy Event Controller	Katie Dalton	+353 87 055 1340
Event Safety Officer	Alex Lepingwell	+44 7786 808051
Production and Licensing Director	Fiona McGinn	+353 87 647 7580
Security Coordinator	Brian Cagney	+353 83 851 0501
Overnight Event Controller	Conor Phelan	+353 86 329 2994
Site Manager	Feidhlim Bryan	+353 85 208 0393
Medical Coordinator	Willie Wade % Event Medical Services	+353 86 253 7764
Site Medical Officer	Provided by Event Medical Services	tbc
Fire Coordinator / Deputy	Shane Quinn % Meath Civil Defence	+353 85 806 7487
Campsite Manager	Jenny Guerin	+353 85 122 8466
Security Company	PULSE Security Veronica Phelan - Operations Manager	01 409 0202

1.5 EVENT CONTROL

A central Event Control Room will be provided onsite, it is from here that the onsite communications system will operate. It is our intention that Event Control will contain event representatives which may include:

- Security Coordinator
- Event Controller or Deputy
- Event Safety Officer
- Licensing Office Personnel
- Security Operators
- Stewarding Control
- Medical Control
- Fire Control
- Traffic Control
- Desks will be provided for representatives from the Local Authority + An Garda Síochána as requested

Each of the control desks in the Event Control room will be well maintained and appropriately

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equipped. The control room will have access to radio communications. Access to the CCTV control room will be provided to Event Control & An Garda Siochana.

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

2 PUBLIC SAFETY

2.1 CROWD MANAGEMENT

CROWD MANAGEMENT

AIMS OF THE CROWD MANAGEMENT OPERATION

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 Event.

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 a crowd barrier, and 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.

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. 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. 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 all ticket holders.

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 in the Box Office.

The entire arena and site will be appropriately fenced/secured with a mixture of temporary event fencing where required and making use of existing fencing, hedgerows and gates. There will be exit lanes available for attendees to vacate the site at all times.

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 0.5m²/p to determine the occupancy of temporary structures. The yield of this analysis is substantially in excess of the proposed anticipated attendance of 20,000. 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 0.5m²/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 is based on an evacuation time of 8 minutes (Code of Practice for Safety at Outdoor Pop Concerts) and a maximum occupant capacity of 20,000 persons, which is **28m**. The actual width provided from the concert site is **29m** as shown on the site plan.

Arena Exit Numbers	Width (m)	Exit Capacity (Persons) ⁽¹⁾
Exit A Main Arena	10m	8,720
Exit B Main Arena	9m	5,232
Exit C Main Arena	3m	2,616
Exit D The Big Field	3m	2,616
Exit E The Big Field	4m	3,488
Total	29m	22,672

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 20,000 people which is 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 Tented Entertainment Areas

Venue	Tent Area (m)	Net Viewing Area (m ²)	Occupant Load Factor	Occupant Capacity	Egress Time (minutes)	Exit Widths required ⁽²⁾ ⁽³⁾
Zozimus (big top tent)	45x45m	1519 ⁽⁴⁾	0.5m ² /p	3,038	2.5	18m
Stage 2 Scrumdiddlyu mptious	9x15m	101 ⁽⁴⁾	0.5m ² /p	202	2.5	1.2m
Stage 3 Ickle Big Top	14m round	115.5 ⁽⁴⁾	0.5m ² /p	231	2.5	1.5m

⁽¹⁾ Occupancy load factor is taken as 0.5 unless otherwise stated.

⁽²⁾ 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.

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

⁽⁴⁾ the net viewing area is based on 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.

Any serious incident in an enclosed venue or where people face imminent life-safety threat shall result in localised evacuation, initiated and managed by local resources (stewards, security etc.) – there need not be a delay waiting for communication and decision-making from Event Control or the On-site Coordinator.

	Action	Common example	Kaleidoscope
Directed	Immediate dispersal of all persons, but using specific routes only	If a fire or incident threatens an exit route, people should be directed to avoid that route	Fire in trader block to the southeast of Main Arena, prompts evacuation towards the north, and West routes only
Local/Partial	Clear people from area of immediate risk	Incident requiring evacuation of one building does not require every premises in the vicinity to be cleared.	Fire in one of the tented venues would result in the immediate area evacuated. People would be moved to unaffected parts of the arena, campsites and so on. The wider event would probably continue
Phased	Staged removal of people from specific areas in order of risk -common in a large or complex venue	In a multi-storey premises it would be appropriate to evacuate the upper floors first since they are at greater risk – and their exit may be compromised by people evacuating from lower floors at same time	Complete failure of site infrastructure (water/power), prompting closure. Attendees removed from entertainment areas to campsites, to car parks, then disperse. An accelerated version of normal event closure

Full	Immediate dispersal of all persons using all available exit routes	Evacuation of an entertainment space such as a concert hall, using all available exit routes concurrently until all persons have left the premises for a place of safety	As indicated above, there are no circumstances where a full and immediate evacuation of the Kaleidoscope site is practicable or an effective response to reasonably foreseeable threat.
Invacuation	Bringing people into the premises from outside	Instances where the threat is outside the venue e.g. extreme weather, active shooter etc.	Serious incident in car park or along N81 requires public to be brought into the event site to a place of safety within the perimeter.

It is proposed that non-emergency traffic will be permitted to use the emergency access route as it provides vital and important access to all areas of the site. In addition, the public will have designated and manned crossing points across the emergency access route. This is deemed acceptable on the basis that

- The movement of both vehicles and public is transient in nature and therefore will not have overall impact on the emergency access route
- Security in the vicinity of the emergency access route will be vigilant to ensure that there is a min 4m clear route on the emergency access route.

SITE ROADWAYS AND LAYBYS

All permanent and temporary roadways shall be kept clear at all times for emergency service vehicles. Along emergency route and access routes hard-standing lay-bys will be provided for site service vehicles adjacent to toilet blocks and any other areas where site service vehicles may need to stop.

Trader vehicles are not permitted to park on or block these roadways and laybys. Non-compliance with this may lead to vehicles being towed and possible eviction from site (without refund). The Trader Manager and Event Safety Team will be monitoring this throughout the Event.

2.4 FIRE SAFETY PLAN

For the Kaleidoscope event scheduled from the 4th-6th July 2025, the Meath Civil Defense has committed to providing a comprehensive fire safety support package. This includes the deployment of a Fire Appliance and a John Deere vehicle, alongside the necessary associated equipment to ensure readiness for any fire-related emergencies. Furthermore, the provision of a

dedicated fire crew is also confirmed, consisting of four skilled members from the Civil Defence Auxiliary Fire Service. This team will be on-site and available for a continuous 72-hour period, starting from 12:00 PM on the 4th July until 12:00 PM on the 7th of July.

FIRE REPORTING PROCEDURE

ALL incidents of fire must be reported to Fire Control on the Event radios. The word “fire” is not to be used on any Event Site Radio; code words should be used instead (Refer to code words noted below).

All staff onsite will be advised to watch for possible fire hazards and will be aware of the procedure for dealing with them.

Should staff become aware of a fire they are briefed to inform their supervisor immediately and to follow the below protocols:

Use the following codes, as appropriate:

- MR. ASH: For a small fire that can be dealt with by a fire extinguisher.
- MR IRELAND : For a large fire requiring attendance by the fire brigade.
- Inform the public in the immediate area and direct them away from the scene.
- Attack the fire with the nearest suitable equipment (if safe to do so).
- Leave whenever danger threatens.
- Report all fires to Fire Control- even if you have extinguished it.

The following fire incidents would require immediate fire service attendance:

- A tent or structure involved in fire
- Any fire incident where there are persons believed 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 fires
- A substantial fire within a concession unit
- Any smell of gas or gas leak
- Any fire that is obviously beyond the control of an extinguisher.
- Any fire in the proximity of the trees

999/112 Protocol

- In the Event of any security or stewarding personnel discovering a fire, they should immediately notify their control and then the onsite fire team via Fire Control.
- Whilst starting to mobilise their resources the onsite fire team should inform Event Control that they are attending a call.
- Event Control personnel must then ensure that all activation information and stand-down calls are directly passed to Wicklow County Fire & Rescue.
- Wicklow County Fire & Rescue will contact Event Control should a 999/112 call be received directly, to pre-alert and to obtain an onsite situation report.

- A meeting will be held in advance of the Event to discuss the operating and communication protocols in detail to eliminate any ambiguity or misunderstanding. This meeting will include representatives from Wicklow County Fire & Rescue, the Event Control Team, Security Coordinators, onsite firefighting team.

If security staff, stewards or others become aware of a MR IRELAND within the arena, campsites or car parks – Fire Control must be informed immediately, and a firefighting crew mobilised to the incident. If necessary, the fire will still be tackled in the first instance with available fire extinguishers.

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.

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 fire fighting equipment will be checked prior to opening the campsites and prior to opening the arena each day. Fire extinguishers and other fire fighting 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 on the Back Lawn. This barbecue area will be monitored by Fire Marshals & Security/Stewards. The barbecue area will be cordoned off from the public thoroughfare by picket fencing or an equivalent fencing type to establish a safe perimeter from tents and structures. The barbecue area will be denoted with signage & flags/fencing. These areas will be equipped with fire extinguishers & metal waste bins for the safe disposal of hot ash/coals.

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)

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.

2.5 STRUCTURES

STAGE AND TENT DETAILS

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 the Adverse Weather Plan in Appendix 3.

BRIDGES

There will be one temporary bridge installed at this event as shown on the site plan. This temporary structure 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 Vintage Carousel Company & De Koning Funfair. These are specialist contractors. Funfair contractors 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 Funfair 1 (Vintage) and Funfair 2 (Modern) and is located in the Main Arena & the Big Field. See section 4.9 Traders for more information & list of rides.

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.

2.6 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:

- Taxi & Coach Drop Off/Pick Up Point
- Pedestrian Egress Routes
- 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 in the Big Field. This will be staffed by Kaleidoscope Festival personnel to provide information to persons attending the event.

2.7 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) There will be site maps in the campsite. Additional terms and conditions for campervans/caravans will also be available.

2.8 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 walkways 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.

2.9 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.

2.10 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.

2.11 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.

2.12 ACCIDENT AND INCIDENT REPORTING

The accident book will be held in the Health & Safety office and its location 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.

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.

2.13 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.

2.14 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.

2.15 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.

2.16 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.

Provision will be made for Disabled Customers.

Where appropriate, this will include a dedicated Event Access Team to assist Disabled Customers.

Accessible infrastructure will include a dedicated campsite with adjacent accessible parking, accessible sanitary facilities and accessible viewing platforms at stage 1 and 2.

Disabled Customers who are only able to attend the event if accompanied can apply for a complimentary ticket to the event for their Companion/PA/Carer via an online application system. This process is administered by the Event Access Team. Disabled Customers also use this application system to apply for access to parking, sanitary facilities, viewing platforms etc.

There will be a separate Disabled Access Campsite staffed by a dedicated Access Team on site 24 hours a day throughout the event to assist Disabled Customers. The appropriate level of accessible facilities will be installed in the Disabled Access Campsite.

A Disabled Access Guide will be created for the event. This guide will be sent to Disabled Customers in advance of the event. It contains guidance and information on the dedicated facilities and infrastructure that they can expect to be provided at the event, along with site layout, transport, and travel information.

This information will also be posted on the festival app.

2.17 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 Event Medical Services, a competent provider with extensive festival experience.

MEDICAL OPERATIONAL PLAN

The Event Medical Plan is attached in Appendix 13, and has been developed in advance of the event, in consultation with the HSE and Emergency services.

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 (Grid 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.

2.18 ALCOHOL

Bars will be provided onsite at the locations identified on the submitted site plan. The licensed opening hours for the bars are as below:

BAR	LOCATION	LICENSED HOURS
Bar 1	Main Arena-Main Bar	12:00hrs - 00:00hrs
Bar 2	Main Arena - Cocktail Bar	12:00hrs - 00:00hrs
Bar 3	Main Arena-Zozimus	12:00hrs - 00:00hrs
Bar 4	Big Field - Boutique Bar/Prosecco Bar	12:00hrs - 00:00hrs

Last modified: 19 Jun 2025

Bar 5	Guest Area	12:00hrs - 00:00hrs
Bar 5	Back Lawn Bar	12:00hrs - 00:00hrs

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.

An Alcohol Management Plan is included as in Appendix 16 to this EMP.

2.19 TOBACCO CONTROL

Smoking (including use of electronic cigarettes) will not be permitted inside any enclosed public or working tents, portacabins, structures (such as Front of House and stage viewing areas) or near any fuel sources.

2.20 SALE OF TOBACCO

Tobacco kiosks on site will be registered for the sale of tobacco products and will comply with current legislation regarding display, offering for sale and age checks.

Retailers will store their tobacco out of view, within a closed container or dispenser only accessible by the retailer and retail staff. Self-service vending machines are prohibited onsite.

All retailers of tobacco products will be registered with the Health & Safety Executive (HSE).

2.21 TOBACCO CONTROL SIGNAGE

All working vehicles on site will have "No Smoking" signs visible in them and it will not be permitted for staff to smoke in these vehicles.

We will also put up "No Smoking" signage on portacabin doors (including toilets), staff offices, and other enclosed staff areas.

All signage will carry the international “No Smoking” sign and will comply with the relevant legislation.

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 / STEWARDING COMPANIES

PULSE Security are contracted for the build, break and event days. The contractor is a professional and competent operator in the field of event security. The management and supervisors have many years of experience at ensuring safe and secure entertainment at events.

DEPLOYMENTS

A Security & Staffing Deployment 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.

COORDINATION OF SECURITY AND STEWARDING COMPANIES

The security company will be coordinated by the Security Coordinator based in Event Control.

This will facilitate close and continued liaison between all the key personnel and contractors leading to a rapid coordination of response and redeployments, flexibility, management, and supervision being maintained throughout the Event

SECURITY BRIEFINGS

Security briefing and protocol documents will be sent to security contractors in advance of the Event, along with any relevant site-specific information. On event days the Security

Coordinator carries out a Security Managers and Supervisors briefing which An Garda Síochána are welcome to attend. It is the responsibility of the security contractors to ensure that their staff are appropriately briefed on procedures and the position that they are undertaking, and to manage them accordingly.

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 in the Big Field. Following the event, there will be a number of lost property open days taking place in Blessington, throughout July. There will be an email address for the public to contact should they have any lost items. A location for Lost & Found days will be communicated closer in advance of the event.

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.

A copy of the footage will be kept by us for 12 months (unless subject to ongoing investigations in which case it will be kept until no longer required). On request, a copy of the Event CCTV will be provided to An Garda Síochána following 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.

Searching will take place at the public entry gates. The priority of the searching operation is to deter, disrupt and detect those attempting to enter the Event with items that are prohibited onsite or illegal items, while simultaneously maintaining good order and public safety as well as an efficient flow rate of customers through the entrance gate.

If identified, any items which may reasonably be considered for use as a weapon, or which may cause danger or disruption to any other persons at the Event will be confiscated. The Terms and Conditions of Entry and the list of prohibited items are available to Statutory Agencies upon request.

Glass will not be allowed in the arena and all reasonable efforts will be made to enforce this policy through searches and confiscations. There will be a decanting facility at the pedestrian gates and bins will be located at the pedestrian gates and arenas entrance for disposal.

Persons suspected of carrying items that may be used in an offensive or dangerous manner or carrying out illegal activities within the arena or other parts of the site may also be searched.

Information on searching measures and prohibited items is provided to ticketholders in advance of the Event and there will be signage displaying this message at the entrances.

4 ENVIRONMENTAL

4.1 SANITARY FACILITIES

The sanitation & waste management plan is included in Appendix 7 of this application.

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 the Event. The minimum sanitary accommodation requirements detailed below have been based on an assumed capacity of 20,000 attendees. This specification can be altered in line with ticket sales and forecasted attendance.

The requirements for toilets have been calculated as follows:

Event Attendance	20,000
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Last modified: 19 Jun 2025

Ratio of male: female	1:1
Male 50%	10,000
Female 50%	10,000

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

Female 1 toilet per 100 females = 100 toilet units

Male 1 toilet per 500 males = 20 toilet units

1 urinal per 125 males = 80 urinals

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

There will be Disabled Access toilets strategically placed around the site, typically at each toilet block and at the accessible viewing platform, and a mobiloo accessible unit in the accessible campsite.

There will be a number of offsite toilets located in the main car parks and drop off area.

Sanitary Facilities for Staff

Additional toilet facilities will be provided in the following areas:

- Production and Backstage areas
- Onsite traders will have access to designated toilets blocks

4.2 HAND SANITISER STATIONS

We will install sanitiser stations at each of the toilet blocks. The sanitiser units will be refilled regularly, as required.

4.3 MANAGEMENT AND SERVICING OF FACILITIES

The polyjohn toilets and urinals will be maintained and serviced throughout the Event on a continuous basis.

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.

The cleaning contractor will be required to nominate an overall Supervisor to oversee the servicing and cleanliness of all of the toilet blocks onsite.

In addition, monitoring of the standards of the servicing and cleanliness will also be carried out by the Event Controller/Deputy, Site Manager, Event Safety Officer, Campsite Managers and Area Coordinators.

4.4 DRINKING WATER SUPPLY

In relation to the supply of safe drinking water at Kaleidoscope Festival, the final submitted version of this EMP will be accompanied by 'Appendix 7a Drinking Water Plan' which will provide full details of the drinking water plan, in adherence with the guidance document 'Wicklow County Council Criteria for Safe Drinking Water Plan for Outdoor Events Version 1.0/2024'. Please see below for an overview of the festival's method statement for the provision of safe drinking water.

Our water supplier, Kelly Environmental, is based in Wicklow and will be responsible for delivering water from a Wicklow County Council designated fill point to the site (GPS coordinates provided in Appendix 7a).

In order to ensure the safety and quality of the water stored on site we will implement a rigorous monitoring system which will be overseen and implemented by our plumbing contractor Alex O'Neill. This will involve daily checks of the residual chlorine levels in the water using a Hach meter. Should the chlorine levels be found to be low, adjustments will be made by adding chlorine to maintain the required levels.

Additionally, the water supply from Russborough's well supply, which will be used in the initial stages before switching to water delivered to the site, will undergo a comprehensive microbiological analysis prior to the event. A report of this analysis will be provided, and similar to the delivered water, its quality will also be monitored daily for the duration of its use. The Russborough supply will be used to drip-feed three water storage tanks in advance of the event. Over the course of the weekend, we will rely exclusively on water delivered to the site, foregoing the use of the Russborough water supply to ensure consistent water quality and availability.

Sufficient drinking water points will be placed around the site for adequate supply of safe 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.

See Appendix 7a for the drinking water plan.

4.5 NOISE MONITORING

Enfonc has been appointed to monitor noise levels throughout the Event to ensure noise levels are not exceeded. We will ensure compliance with the MNL (music noise level) level agreed through consultation with Wicklow County Council.

Visits will be made to the monitoring points throughout the times when there is music on the stages. An assessment will be made to determine if the predetermined noise level is exceeded. If the predetermined noise level is being exceeded, a further assessment will be made off site as to the stage, stages, area or areas of the site which are causing the predetermined noise level to be exceeded. If at any stage the acoustic consultant finds that the predetermined noise level is being exceeded, he will contact Event Control with his findings.

Prior to the event, we set up our equipment to capture baseline noise levels. This data is stored and can be provided if needed. Our noise monitoring system operates in real-time and can be accessed remotely. We receive immediate alerts if noise levels surpass predefined thresholds.

Monitoring locations will be established as below.

- 2no. Noise Monitoring Terminals (NMTs) installed adjacent to the site - one to the north-west, and one to the east. The NMTs monitor and record the appropriate noise levels and audio recordings will be triggered by threshold exceedances (the audio can provide evidence of the noise source later).
- A point-to-point network connection from the NMTs will be provided to allow remote viewing and control of the NMT.
- A third NMT will be installed at FOH to monitor local levels from the stage.
- A laptop will be installed at the sound desk of the main stage (FOH) which will display the live noise levels as measured by the NMTs.
- Another laptop will be installed at the control room (or elsewhere) to allow event control to view the live noise levels.

The noise management plan is attached in Appendix 10.

4.6 EVALUATION

A report including noise monitoring results carried out for the Event in relation to the same, will be completed. The Local Authority shall have access to the results of the monitoring at any time and a copy of these shall be forwarded to them within 3 working days after the Event.

4.7 LITTER / WASTE MANAGEMENT

The waste management plan for the festival has been prepared by Native Events and is included in Appendix 7 to this event management plan.

LITTER & WASTE MANAGEMENT CONTRACTOR

Native Events have been appointed to carry out the Litter & Waste Management for the event. They will take responsibility for waste management and clean-up, before, during and after the Event. They are also appointed to carry out cleaning services throughout the event including

load in and load out times. Kaleidoscope Festival is committed to enhancing the environment through our operations wherever possible and minimising any negative impact.

OBJECTIVES

The objectives of the Waste Management Plan are to:

- Meet the licensing requirements of the event.
- Comply with all pertinent environmental legislation
- Make the event a cleaner, tidier, and safer event by continually managing waste throughout the event.
- Manage all waste in line with the waste hierarchy set out in the EU Waste Framework Directive to minimise waste, exploit all reuse and recycling opportunities to recover its value and therefore minimise disposal to incineration or landfill.
- Identify how performance will be monitored.

WASTE MANAGEMENT

The waste management arrangements for the Event will be planned 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 movement around site, or marring attendees' enjoyment at the Event.
- that waste does not build up causing fire or trip hazards to staff and attendees and does not attract insects or vermin.
- 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 types entering the site will be tightly controlled at the entry gates.
- Bins will be strategically placed at key locations around the site including entry gates, around food concessions, public toilets and bars.

Dedicated staff will operate throughout the Event to ensure the following;

- Litter build up in the arena and at the arena entrance and exit is maintained at a safe level for the attendees.
- The bins are serviced
- The removal of waste to dedicated compounds.
Litter picking is carried out, whereby discarded waste will be placed into sacks, once full these bags will be taken to the waste compound.

All waste removed from site will be taken to an approved facility.

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

CATERERS, FOOD CONCESSIONS AND BARS

Kaleidoscope Festival has strict requirements on acceptable food service packaging and waste management as follows:

- Strictly no glass bottles/glasses are allowed.
 - All cups, food containers, napkins etc. must be compostable to IS EN 13432:2001. Disposable plastic food containers and utensils are prohibited.
- We do not allow bioplastic serve ware or straws as it contaminates the pre-determined waste streams.
- Food trader staff must dispose of their waste into three bins provided behind their concessions as appropriate.
- A Yellow & Red Card Policy will be in place at the event to penalise non-compliance with the above requirements.

Kaleidoscope Festival will maintain the following standards to ensure the above requirements can be adhered to:

- Bins will be provided behind all food concessions for Food Waste Only, Recyclable, and Not Recyclable waste.
- The bins for Recyclable and Not Recyclable waste will be 1100l bins unless lack of space dictates that 240l bins must be provided.
- At least one 240l Food Waste Only bins will be made available to each food concession.
- The onsite crew caterers are to be provided with 1100l or skips for food waste as appropriate to the quantities.
- Concession bins will be serviced by the Waste Management contractor throughout the event.
- Sufficient bags for Recyclable waste and Food waste will be provided to each food concession unit to allow for separation of waste.

SUSTAINABILITY INITIATIVES

There are several sustainability initiatives that will be applied at this Event.

Pre-Event Communication

We will encourage attendees and staff to limit the amount they bring to the Event and provide information on the sustainability initiatives.

Recycling Bags

We will make bags available for Recyclable and Not Recyclable waste at the Recycling Points, and Info Points in the campsites.

Three Bin System

We will encourage composting and recycling by grouping bins for three waste streams throughout the event. These will be clearly labelled: **Compostable**, for paper plates, wooden cutlery, and food scraps; **Recyclable**, for paper, cans, and plastic bottles; and **Not Recyclable**, for crisp packets, plastic straws, wet wipes etc. Bin stations will be monitored by staff to provide guidance to the attendees on which bin to use to prevent contamination. Additional bins will be added where required if specific waste streams are identified.

Recycling Points

Recycling points will be located in visible places in the campsites where attendees can take their full bags of recyclable and not recyclable waste. There will be separate waste streams for compostable waste where available.

Food Traders and Caterers

We operate very strict packaging protocols. All food packaging is compostable and food waste bins are provided to traders and caterers for their own use back of house.

Drinking Water Points

There are drinking water points located at each toilet block. Attendees are permitted to bring a reusable bottle <500ml into the arena. Drinking water points are also available in back of house and staff onsite are encouraged to bring reusable bottles.

4.8 LIAISON WITH LOCAL RESIDENTS

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

A briefing letter was circulated to residents living adjacent to the event site. A copy of this letter can be found in Appendix 14 to this event management plan.

The briefing letter 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.

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 during the event days; this number is included as part of the resident briefing letter. 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.

4.9 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

Information of fun fair rides which will be present on site at Kaleidoscope Festival 2025 are below. Safety documentation will be available from the Site Office.

Area	Name of Ride
Modern Funfair	Giant ferris wheel
Modern Funfair	Star flyer
Modern Funfair	Twister
Modern Funfair	Terminator
Modern Funfair	Waltzer
Modern Funfair	Meteorite
Modern Funfair	Bumpers
Modern Funfair	Twister
Modern Funfair	Orbiter
Modern Funfair	Bungee
Modern Funfair	Funhouse
Vintage Funfair	Chair o plane vintage
Vintage Funfair	Big hobby horse carousel vintage
Vintage Funfair	Coaster
Vintage Funfair	Viking ship
Vintage Funfair	Ferris wheel vintage
Vintage Funfair	Helter-skelter vintage
Vintage Funfair	Train vintage
Vintage Funfair	Small hobby horse vintage
Vintage Funfair	Cup n saucer
Vintage Funfair	Kiddies toy town.

4.10 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 COMMUNICATIONS

5.1 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.

5.2 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.

5.3 WIRELESS NETWORKS

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

5.4 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.

Major Emergency Plan attached in Appendix 1 to this event management plan.

5.5 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.

6 TRAFFIC

TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan (TMP) has been developed by Freeflow Traffic Management as part of the planning process in consultation with An Garda Síochána, Wicklow County Council and relevant prescribed bodies. The TMP includes arrangements for vehicle routes, public transport, pedestrian access, and car parking, and a traffic signage plan.

The TMP is attached in Appendix 9 and has been reviewed and revised in consultation with AGS & prescribed bodies.



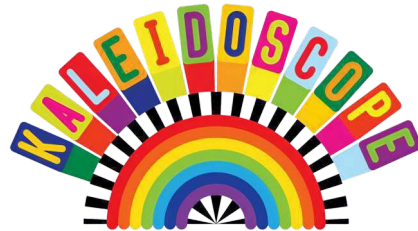
APPENDICES TO THE EVENT MANAGEMENT PLAN

Section 2

KALEIDOSCOPE FESTIVAL 2025

Russborough, Blessington, Co. Wicklow

Version	Date
Final Submission	19 June 2025



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 1 MAJOR EMERGENCY PLAN

Version	Date
Final Submission	19 June 2025

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 2025. It should be noted that this is the Major Emergency Plan written by Event Fuel Ltd t/a 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 upon with the principal 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 on how to raise the alarm and 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 the 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 Julia Dalton. Her Deputy will be named in the final version of this document, to be submitted before the event. The overnight Event Controller is named as Conor Phelan. Throughout the duration of the event either the Event Controller, Deputy Event Controller or overnight Event Controller will always be onsite and available on radio.

2) Event Safety Coordinator

The Event Safety Coordinator for the event will be Alex Lepingwell. 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, Brian Cagney, 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	Julia Dalton
Deputy Event Controller	Katie Dalton
Overnight Event Controller	Conor Phelan
Event Safety Co-ordinator	Alex Lepingwell
Site Manager	Feidhlim Byran
Medical Co-ordinator	% Willie Wade, Event Medical Services
Site Medical Officer	% Willie Wade, Event Medical Services
Security Co-ordinator	Brian Cagney

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 principal 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. See Appendix 7a Drinking Water Plan attached to the EMP for more information.

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 ensure 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 Síochana 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 Síochana 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 principal 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 hailer 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 hailer 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

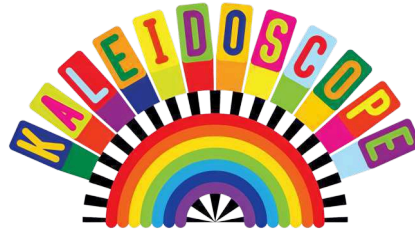
- List those Services present and those required
- Conduct a joint dynamic hazard assessment with the emergency services

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 2025

APPENDIX 2 TRADER FIRE RISK ASSESSMENT

Version	Date
Final Submission	19 June 2025

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 2025

APPENDIX 3 ADVERSE WEATHER PLAN

Version	Date
Final Submission	19 June 2025

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 strikes, 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

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 (2014 TO 2024) 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 2023 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:

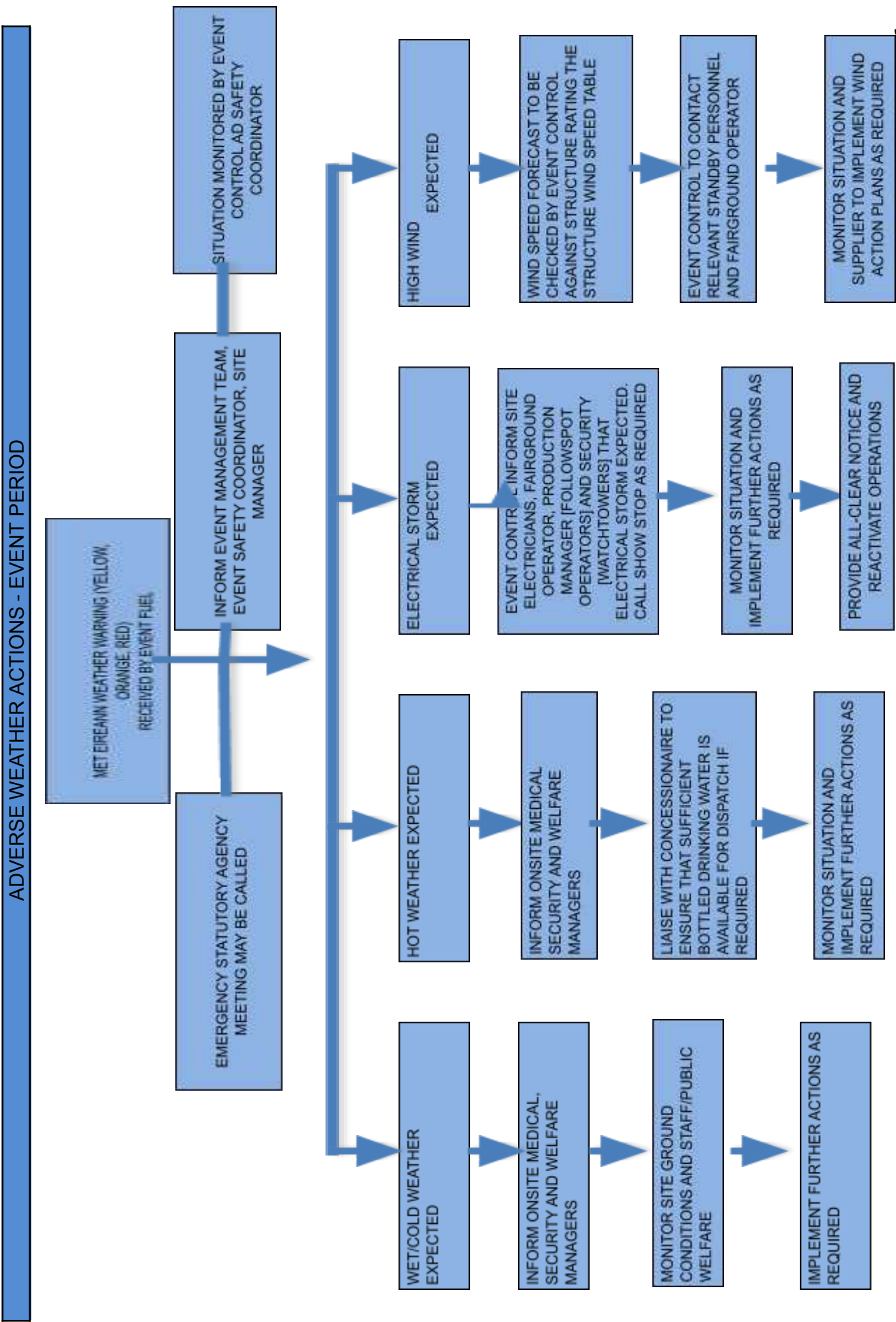
“The stage has been shut down for safety; performances will resume after the storm has passed”.

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.

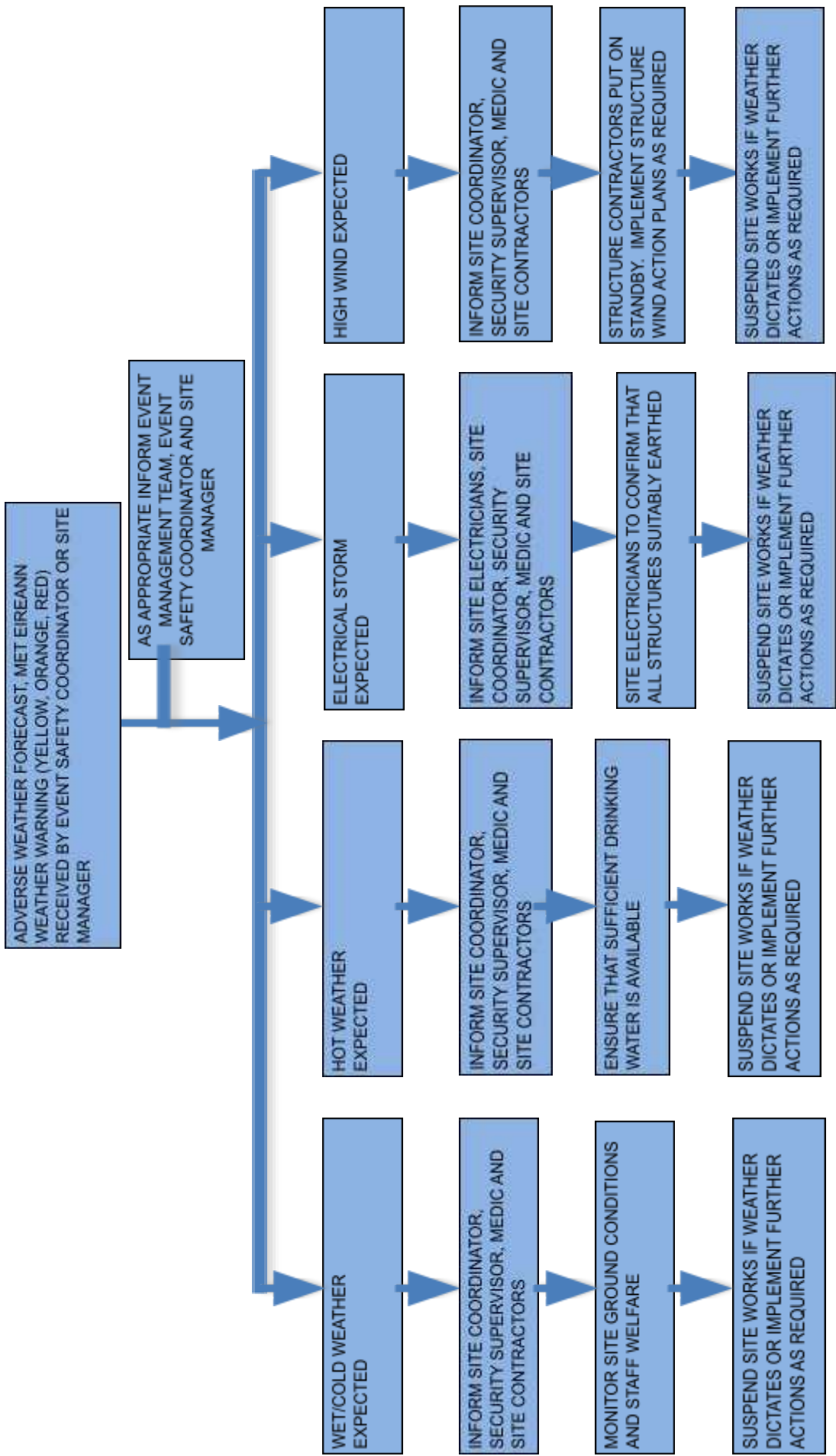
Stage manager to feed back when Video has shutdown then Video Breakers Opened. All remaining circuits to be opened, generator breakers opened and engines shutdown; isolate batteries.

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

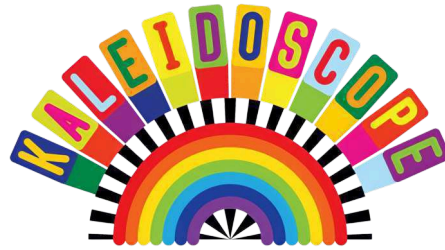


ADVERSE WEATHER ACTIONS – BUILD AND BREAK PERIOD



Wind Speed Conversion Chart

Beaufort Force	Description	Specification on Land	Knots	Km/h	mph	m/s	kN/m ²
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 2025

APPENDIX 4 Health & Safety Terms & Conditions

Version	Date
Final Submission	19 June 2025



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 includes 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 2025

APPENDIX 5

Health & Safety Event Contract



**SUPPLIER'S EVENT HEALTH & SAFETY
CONTRACT 2025 (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 2025

Background

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

- i) 2025 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): 2025

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 2025

APPENDIX 6

TERMS & CONDITIONS OF ENTRY

Version	Date
Final Submission	6 February 2025

Kaleidoscope Festival 2025 – 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, parents may bring their own passport and a photocopy of the child's birth certificate.
- i) Ticket Types:
 - a. Adult Weekend (includes camping)
 - b. Child (u18) (includes camping)
 - c. Babes in Arms (Under 2) Weekend Ticket (includes camping)
 - d. Adult One Day tickets (No camping - Friday or Saturday or Sunday)
 - e. Child (u18) One Day tickets (No camping - Friday or Saturday or Sunday)
 - f. Babes in Arms (Under 2) One Day tickets (No camping - Friday or Saturday or Sunday)
 - g. Accessibility ticket Camping (supplemental application)
 - h. 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 is included per 'family unit' and is included in the adult ticket price. Festival goers are asked to only bring the number of vehicles required and refrain from travelling with extra vehicles.

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



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 7 SANITATION & WASTE MANAGEMENT PLAN

Version	Date
Version 1 - Draft Submission	28 March 2025

Waste Management Plan: Kaleidoscope 2025

Event Details:

Date	3rd - 7th July 2025			
Location	Russborough House & Park			
Expected Patrons	18,000 across the weekend (a mix of day tickets and camping with roughly 9000-10000 camping)			
Waste Management Supplier Contact	<ul style="list-style-type: none"> Josh Brownlow, josh@nativeevents.ie, will be available throughout the planning of the event on 0851254286 Megan Best, megan@nativeevents.ie, will be available for the duration of work onsite on 0868424861 			
Expected Waste Types	<ul style="list-style-type: none"> Cardboard Plastics Paper Bulky items 	<ul style="list-style-type: none"> Compostable Serveware Coffee Cups Food Waste 	<ul style="list-style-type: none"> Plastic Bottles Aluminium Cans 	<ul style="list-style-type: none"> Camping equipment Glass Event Build Waste

Method:

Load In	<ul style="list-style-type: none"> Bins and skips will be delivered on June 30th and July 1st On June 30th, 6 sets of bins will be set up in working areas for load in. <ul style="list-style-type: none"> Please use the skip for building waste and the 240L bins for general waste, food and recycling. Penalties will be incurred if the 240L bins are used for building waste Signage and receptacles will be set up site wide from July 1st - 3rd.
Bins	<ul style="list-style-type: none"> Public Area bins will be made up of 70 stations, each containing 3 x 240L wheelie bins, 1 for Food and Compostable Items, 1 for ReTurn Bottles and Cans, and 1 for All Other Materials The bins will each be labelled to differentiate between each waste stream. The placement of bins will be focused around food stalls, exhibitors, toilets, walkways, viewing and entertainment areas. All bins will be lined with bin liners so that they can be

Waste Management Plan: Kaleidoscope 2025

	<p>emptied without removing bins from the stations.</p> <ul style="list-style-type: none"> • Back of House bins will consist of 2x 240L bin for recycling, 1x 1100L bin for general waste, 1x tonne sack for cardboard and 1x 140L bin for food waste. These will be located in pre-determined locations for stakeholders to use. <ul style="list-style-type: none"> ○ Located beside the trader toilet, generator, sink etc. ○ Bins will be sturdy and have lids ○ Sacks will be for cardboard only. ○ There will be *XX compounds in total for stakeholders to access with their waste. ○ Each compound will be serviced by crew/bin lorry as required during the event. ○ Back of House bins by the bars will include 240L bins for glass • A Campsite Recycling Point will be located in each campsite, near an entrance/exit/toilet block. <ul style="list-style-type: none"> ○ Contained with stake and rope ○ Signage on heras panel to signify "Recycling Point" and to differentiate between General Waste and Recycling ○ Campers can dispose of their bagged campsite waste at these recycling points. ○ There will be *XX recycling points
	<ul style="list-style-type: none"> • *INSERT BIN MAP HERE
Vehicles and Equipment	<ul style="list-style-type: none"> • 1 x truck for delivery and removal of the bins removal of some of the waste. • 2 x Jeep and trailer for delivery and collection of equipment and for onsite transport of equipment and waste. • 1 x buggy for transport of staff, welfare, and tools • Litter pickers • PPE • Bin liners • Weighing scales

Waste Management Plan: Kaleidoscope 2025

Staffing	<ul style="list-style-type: none"> • June 30th, 1 crew will be onsite to land deliveries, set up waste compound and disperse / manage load in bins • July 1st - 3rd, 5 crew will erect signage and distribute bins site wide. They will also monitor load in bins and do a pre-clean of the site on July 3rd . • Live Event Days July 4th - 6th there will be 8 crew each day, monitoring litter, bins and sorting collected waste • Live Event Days July 4th - 6th there will be a designated litter picking group: <ul style="list-style-type: none"> ◦ 4 people from 1pm - 6pm ◦ 9 people from 7pm - 12am • Live Event Days July 4th - 6th there will be a designated toilets and VIP cleaning team of 4 crew each day to litter pick, clear out toilet units and restock. • Staff will also be contactable via RT, provided by the production team • All staff will be in hi-viz branded uniform to be easily identifiable.
Sorting of Waste	<ul style="list-style-type: none"> • Full bags collected will be taken to the waste hub, where they will be organised to ensure segregated bags are disposed of properly. The waste streams that will be separated are: <ul style="list-style-type: none"> ◦ Food waste ◦ ReTurn ◦ Glass ◦ Bulky Waste ◦ Mixed Recycling ◦ General Waste
Transfer of Waste	<ul style="list-style-type: none"> • All general waste and mixed recycling collected during the event will be removed by a Rear End Loader (REL) truck. The REL will stay on-site from July 5th - 7th and return one day in the load out. • Bulky waste will go into the skip onsite • ReTurn bottles and cans will be collected for by a community group partner. • Mixed recycling, general waste, glass and food waste will be transferred to *XXXX Glon Recycling.

Waste Management Plan: Kaleidoscope 2025

Load Out and Final Site Clean	<ul style="list-style-type: none">• July 7th - 9th, 5 crew will sort and dispose of remaining waste and collect in all waste infrastructure from the site• The litter picking group will do a full site sweep<ul style="list-style-type: none">◦ July 7th 15 people 12pm - 8pm◦ July 10th 10 people 9am - 5pm• All bins, skips and equipment will be removed by end of day July 10th
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KALEIDOSCOPE FESTIVAL 2025

APPENDIX 7a DRINKING WATER PLAN

Version	Date
Final Submission	19 June 2025

DRINKING WATER PLAN

Introduction

In relation to the supply of safe drinking water at Kaleidoscope Festival, the following water plan aims to respond to the queries set out in the guidance document 'Wicklow County Council Criteria for Safe Drinking Water Plan for Outdoor Events Version 1.0/2025'.

We acknowledge and confirm that the final details of the drinking water plan, the method statement, monitoring results, certificates, production instruction and safety data sheets must be sent to privatedrinkingwater@wicklowcoco.ie two weeks in advance of the event.

Following the event, a report of the review of the implementation of the Drinking Water Plan as part of the review of the Event Management Plan with all supporting documentation will be submitted.

Relevant Suppliers

Kaleidoscope Festival works with highly experienced and qualified companies with extensive experience in the provision of safe and reliable water to large scale event sites. Please see contact details below:

Company: Kelly Drain Maintenance Services Ltd
Contact Person: Ian Kane
Services: Water tanker supply
Email: iankane@drainsurgeons.ie
Company Registration Number: 410537

Company: A.N O'Neill Ltd
Contact Person: Alex O'Neill
Services: Plumbing Services and water quality testing
Email: anoneill@gmail.com
Company Registration Number: 127505

Water Source & Agreements

Kelly Drain Maintenance Services Ltd draw drinking water from a source at Greystones, Co Wicklow. From this point, mobile water tankers are filled and transported to the event site.

The Google Map coordinates for this point are 53°07'23.0"N 6°03'59.4"W
The Google Map link for this location is: <https://maps.app.goo.gl/HmwBEXLxj8G9sgC28>

Regarding the agreement between the supplier and Uisce Éireann for the abstraction of drinking water from the public water supply, Eoghan Forristal, Water Network Operations Manager for Uisce Éireann, confirms:

'there is no standpipe policy in place in Wicklow [...] therefore in its absence, the requirements from Uisce Éireann are that we are notified for planned water abstraction in advance, volume required and locations so as to ensure security of supply for that area. With the above in mind, Kelly Drain Maintenance Services Limited are permitted to abstract drinking water from a public water supply.'

A copy of the full correspondence with Mr Forristal via email is included below for reference.

From: Eoghan Forristal <eforristal@water.ie>
Date: 2 April 2025 at 11:05:27 GMT+1
To: kellydms@gmail.com
Subject: RE: Request response

Hi Dave,

In relation to Item No. 2 as per the attached document "WCC Criteria Safe Drinking Water Plan for Outdoor Events", as follows: -

2. Identify the source of drinking water for the event? Provide details of an agreement with Uisce Éireann to abstract drinking water from a public water supply.

...as you may be aware, there is no standpipe policy in place in Wicklow and most other counties in Ireland and where it is, is applied with varying degrees of criteria and success. Uisce Éireann is looking into a national policy but this is some time away and will require statewide consultation.

Therefore, in its absence, the requirements from Uisce Éireann are that we are notified for planned water abstraction in advance, volume required and locations so as to ensure the security of supply for that area.

With the above in mind, Kelly Drain Maintenance Services Limited are permitted to abstract drinking water from a public water supply.

Kind Regards,

Eoghan
Eoghan Forristal
Water Network Operations Manager
Uisce Éireann
Teach Colvill, 24–26 Sráid Thalbóid, Baile Átha Cliath 1, D01 NP86, Éire
Uisce Éireann
Colvill House, 24–26 Talbot Street, Dublin 1, D01 NP86, Ireland
Mobile: 087 229 6678
eforristal@water.ie

Method Statement For Provision of Safe Drinking Water

Water Tankers

Four water tankers will be used to provide safe drinking water on site at the festival. These tankers are constructed of stainless steel with a capacity of 25,000L each.

The final version of this document- to be submitted no later than two weeks before the event - will include the following information in regards to the water tankers:

- Tanker Reference Number
- Confirmation of Previous Use
- Confirmation of labelling
- Certificates for cleansing & disinfection

Cleansing & Disinfecting

Kellys Environmental uses a specialist company for the cleaning and sanitising of water tanks. This company is named as J.P Ryan Limited / Tankclean Services Ltd (company registration number: 377628).

The cleaning and disinfecting product used for the sanitising of water tanks is in line with EFTCO standards. An overview of the product used, and EFTCO procedures followed are listed below:

Code: C01

Cleaning Agents: Alkaline Detergent

Guideline: Detergent with pH >7 used during the cleaning procedure. The detergent can be used via the spinners or in a concentrated way. This is always followed with a water rinse without detergent to remove all residues of the detergent

Code: P09

Procedure: Hot Water Spin (T>80°C)

Guideline: Water with a temperature > 80°C is used during the cleaning. This code can be used alone or in combination with other codes to make a complete cleaning procedure

Code: T01

Procedure: Visual/Odour Inspection

Guideline: An inspection is done from the manhole according to the EFTCO definition of clean. Specific code to meet the requirements of the Best Practice Guidelines for the Cleaning of dry bulk polymer tanks (PICS)

The final version of this document-to be provided no later than two weeks before the event-will include a copy of the EFTCO Cleaning Document for each tank, including the tank identification numbers.

Pipework, taps & other plumbing infrastructure is flushed through before use with a Sodium Hypochlorite 11% solution.

Onsite location of water tankers

Please see the Site Plan included in Appendix 11 to the event management plan.

Map reference codes:

P17

V11

T22

Water fill points are denoted on the map as a blue W within a blue circle.

Water Quality & Testing

Water quality during deployment is monitored and maintained as below:

- It is understood that microbiological and chemical analysis in accordance with EU Drinking Water Regulations 2023 must be carried out by an accredited laboratory; a copy of these test reports can be made available to Wicklow County Council if required.
- A sample of all drinking water on site will be taken in advance of the event.
- A full microbiological test will be carried out by AN O'Neill Plumbing, and a test report sent to the festival licensing office. A copy of this report can be forwarded to Wicklow County Council if requested.
- During the event, residual chlorine levels of the drinking water are taken twice a day using a Hach meter.
- These results are monitored by AN O'Neill Plumbing and a copy of this log is made available to the festival licensing office.
- All water filling, transfer and storage equipment is disinfected as outlined above in 'Cleansing & Disinfecting'.
- Residual chlorine levels in the water will be maintained between 0.5ppm to 0.8ppm
- If residual chlorine levels are found to be below this range, 10-15mls of chlorine will be added using H Grade Sodium Hypochlorite 11% and the water subsequently retested.
- On-site testing of drinking water stored on site will be carried out at 48 hour intervals to ensure its safety & microbiological quality; a copy of test reports will be sent to the festival licensing office.
- A log of the implementation of the above method statement shall be maintained in the festival licensing office and can be made available throughout the event on request.

Contingency Planning

Should the safe drinking water supply on site become compromised, the following steps are followed:

- Restrict access to the supply:
 - 1. The contaminated/compromised water supply will be isolated - sinks/filling points fed from the supply will be immediately fenced off from public access, and subsequently disconnected from the supply.
 - 2. Other supply points on site will be temporarily restricted pending testing to ensure their safety.
 - 3. An informative safety notice will be pushed out through the festival app and signage displayed at all water points.
- Testing of other supply points:
 - 1. Water points fed from other sources/water tanks will be tested; they will remain inaccessible to the public until testing is completed.
- Alternative water supply:
 - 1. The festival bar operator will be instructed to make bottled water available at all bar points.
 - 2. Additional bottled water will be distributed by the festival production team to medics, security, area managers and stages for distribution to the public as needed.
 - 3. Back of house offices and staff welfare points will be stocked with bottled water supplies.
 - 4. New fresh water tanks and supplies will be brought to site. Sinks, fill points and pipework will be flushed through & disinfected or replaced as needed, before the fresh supply is connected.

Contact Name:	Alex O'Neill	Date Sampled:	16/06/2025
Customer Name:	Alex O'Neill	Date Received:	16/06/2025
Address:	48c Robinhood Industrial Estate	Sample Location:	Russborough House
	Dublin 22		
		Date Analysis Started:	16/06/2025
		Date Analysis Completed:	16/06/2025
	Ireland	Sample Type:	Potable/ Domestic Water
Sample Condition:	Satisfactory	Sample Description:	Kaleidoscope
Sample ID:	R1145	Grab/Composite:	Grab

TEST REPORT

Parameter	Result	Units	Method	Accreditation Status
Total Coliforms	0	cfu/100ml	SOP-LTM-024	*
E.coli	0	cfu/100ml	SOP-LTM-024	*
Enterococci	0	cfu/100ml	SOP-LTM-034	***

Comments:	
-----------	--

Signed: 

Date: 17/06/2025

Ms Debbie Kelly - Laboratory Manager

The above results relate to the sample(s) tested.

This report shall not be reproduced unless all data is included and by agreement with The Water Lab.

Registered Office:
Unit C3
M4 Business Park
Celbridge, Co. Kildare

VAT No: 9672901T
CN: 449199

Tel: 01-6275656
www.thewaterlab.ie
info@thewaterlab.ie

* INAB accredited
** Accredited by Sub-con lab
*** Non-accredited

Version 04





Report Notes

We, The Waterlab, are the owner of all copyright in this report. You must not copy, reproduce, amend or adapt this report, its contents or any format in which it is delivered without our prior written agreement.

Results relate only to the sample tested and as received.

Details on the methodologies for our accredited methods can be found at www.inab.ie <<http://www.inab.ie>> under INAB Scope Reg: 339T

Uncertainty of Measurement is not applied to test results but is available on request

Stability

Samples analysed outside of their maximum holding time from time of sampling may be impacted in terms of validity of results. In such instances a comment will be added to the comments section of the report.



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 8 OPERATIONAL MANAGEMENT PLAN

Version	Date
Final Submission	19 June 2025

KALEIDOSCOPE FESTIVAL 2025

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 - Any amendments to this list will be circulated to all stakeholders.

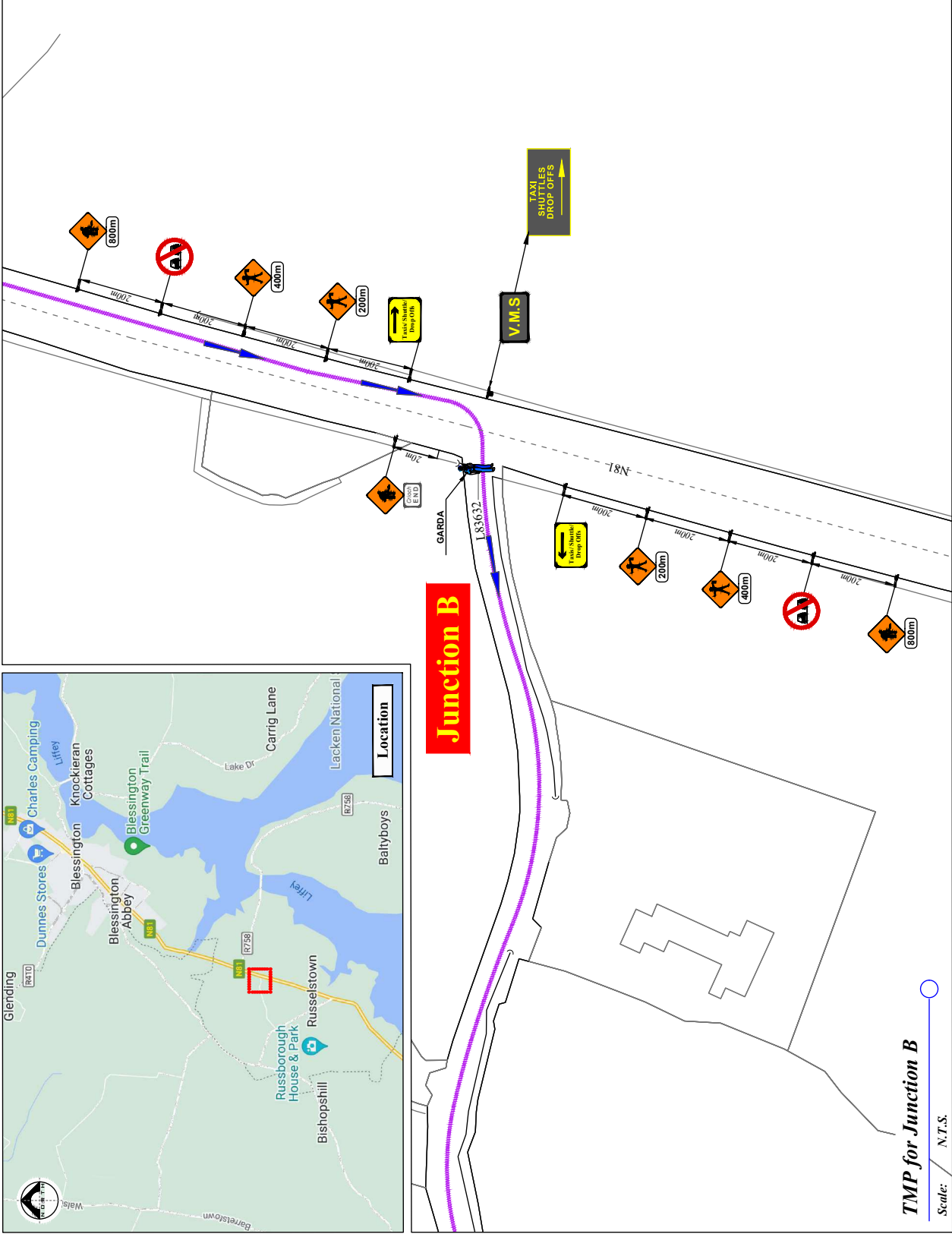
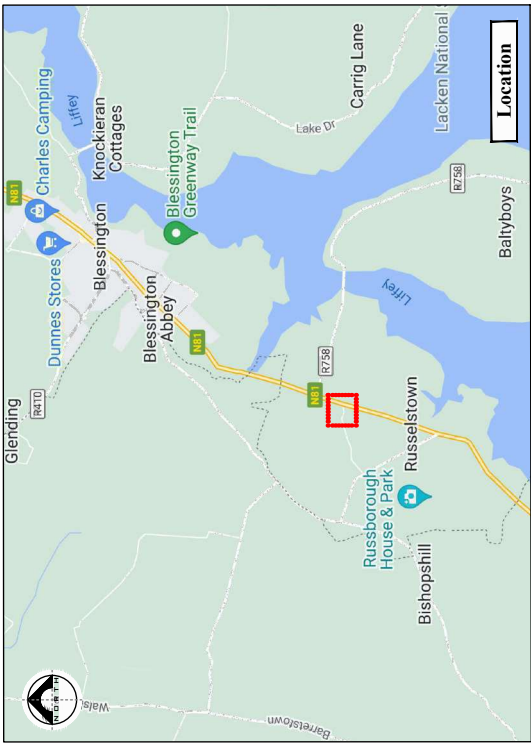
Role	Name	Contact Number
Event Control	Julia Dalton	087 916 2021
Deputy Event Control	Katie Dalton	087 055 1340
Overnight Event Control	Conor Phelan	086 329 2994
Event Safety Manager	Alex Lepingwell	0044 (0) 778 6808 051
Site Manager	Feidhlim Bryan	085 208 0393
Production & Licensing Director	Fiona McGinn	087 647 7580
Production Manager	Brian Sinnott	085 822 1552
Security Provider	PULSE Security - Veronica Phelan	01 409 0202
Security Coordinator	Brian Cagney	083 851 0501
Medical Coordinator	Willie Wade, Event Medical Services	086 253 7764
Medical Supervisor	% Willie Wade, Event Medical Services	086 253 7764
Parking Management	James Marmion, Events Parking	087 266 85 40
External Signage & Chapter 8 Signage	Brian Brady, Freeflow Traffic Management	087 285 9852
External Traffic Management	An Garda Síochána	
Noise Consultant	David Courtney, Enfonic	085 753 2224

***PROPOSED TRAFFIC
MANAGEMENT SCHEME***

for

***Kaleidoscope Festival
at
Russborough House
on (3rd) 4th-6th July, 2025***





LEGEND

Sign Location

Route to Day Ticket & Weekend Overflow Parking

Route to Boutique, Campervan, Weekend Parking

Drop Off Route

Caravan / Campervan

Boutique Camping

General Camping

Weekend Parking

Day Ticket & Weekend Overflow Parking

Critical Junctions

Key Access Gates

Event Area (Included parkings)

Works TTM type:

Static Type A

Design Parameters:

Design Parameters:	LV-1	LV-2	LV-3	LV-4	LV-5	LV-6	LV-7	LV-8	LV-9	LV-10	LV-11	LV-12
1. Minimum Sign Size mm	450	600	600	600	600	600	600	600	600	600	600	600
2. Statutory Speed of the Road	30km/h	40km/h	50km/h	60km/h	70km/h	80km/h	90km/h	100km/h	110km/h	120km/h	130km/h	140km/h
3. Distance between Advance Signs	10m	20m	20m	20m	20m	20m	20m	20m	20m	20m	20m	20m
4. Number of Advance Signs	2	2	2	2	2	2	2	2	2	2	2	2
5. Minimum Visibility of Signs	2.5m	5m	5m	5m	5m	5m	5m	5m	5m	5m	5m	5m
6. Longitudinal Safety Zone	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m	0.5m
8. Leading Taper	1m	1m	1m	1m	1m	1m	1m	1m	1m	1m	1m	1m
9. Maximum at Tapers Cone Space	3m	3m	3m	3m	3m	3m	3m	3m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m	2.5m
11. Lane Width (m)	3m	3m	3m	3m	3m	3m	3m	3m	3m	3m	3m	3m
12. Two-way Roadway width (m)	5m	5m	5m	5m	5m	5m	5m	5m	5m	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 Síochána 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:

Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough house on 3rd-6th July, 2025

Drawing:

TMP for Junction B

Dwg no:

04

Rev:

Scale:

As Shown

Sheet:

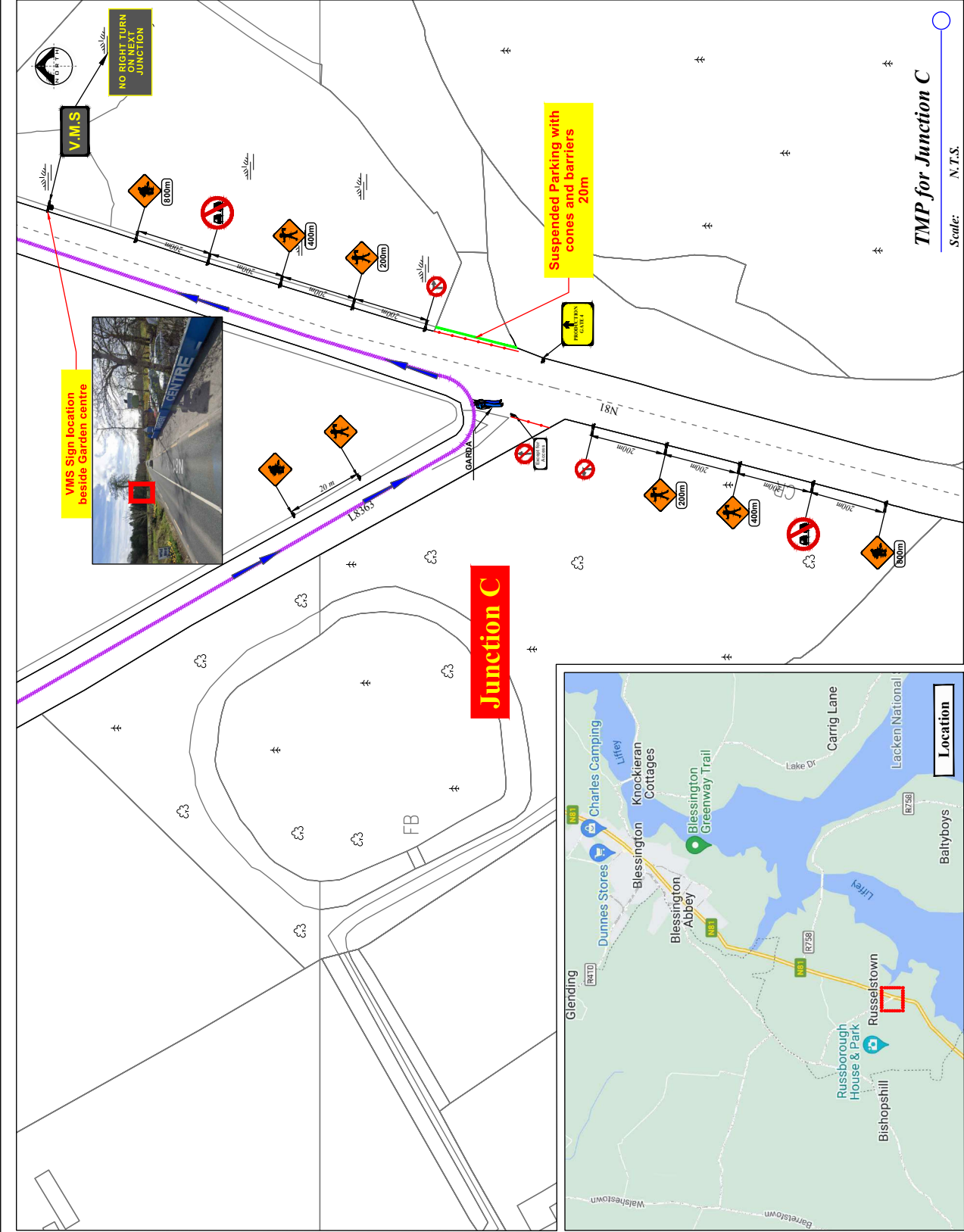
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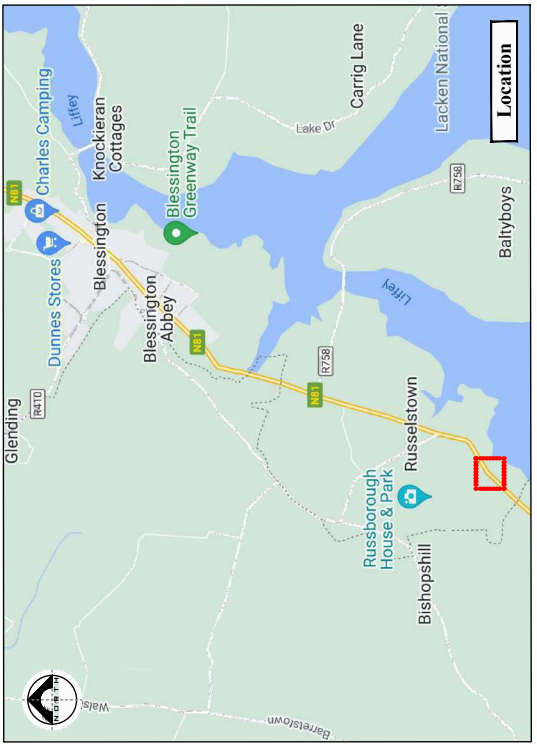
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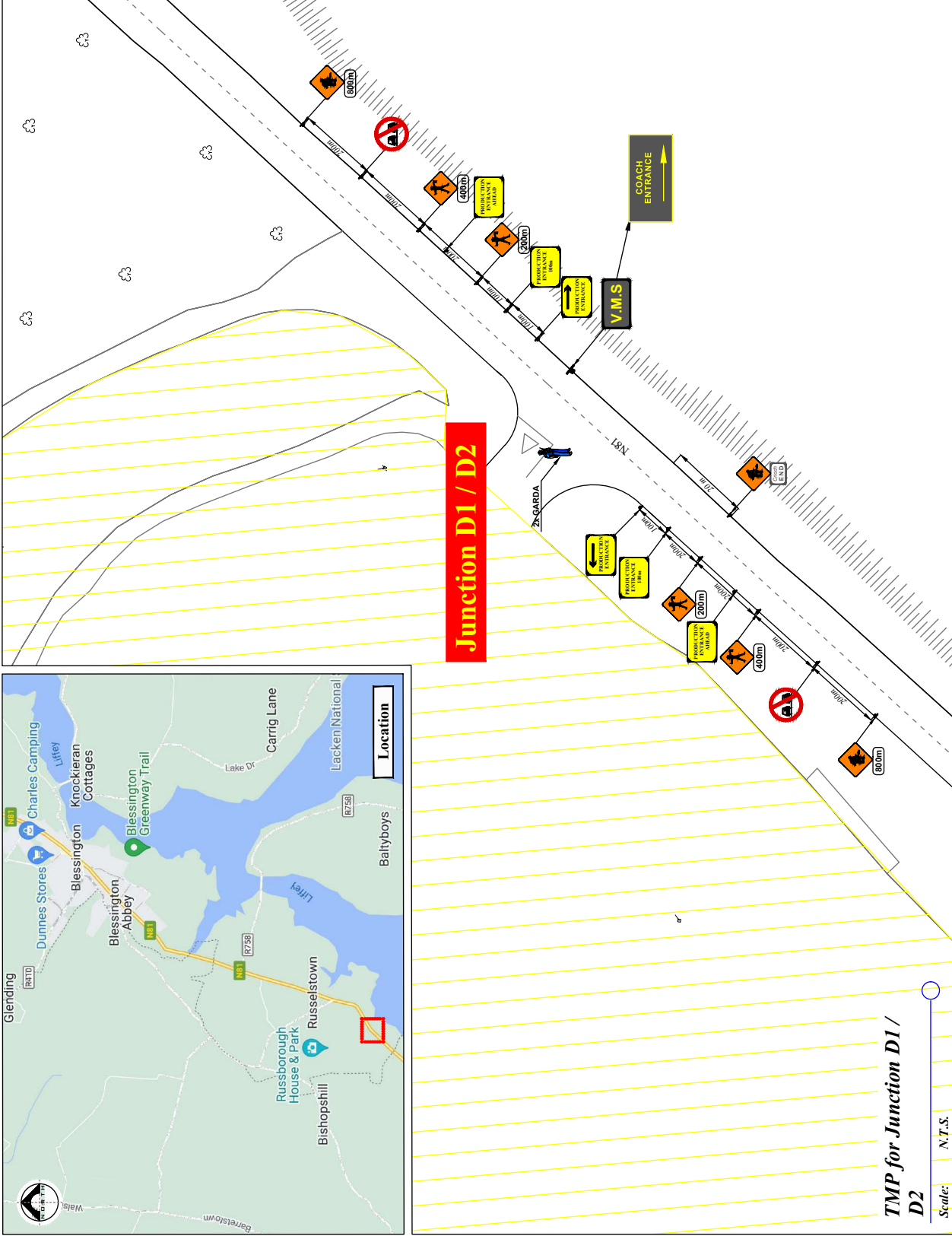
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			Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough house on 3rd-6th July, 2025	TMP for Junction C	05
			CAD File ref:	Drawn By: DM	Rev:
			Sheet:	Date: February 2025	Scale: As Shown



Junction D1 / D2



TMP for Junction D1 / D2

Scale: N.T.S.

LEGEND

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

Works TTM type:	Static Type A					
	Design Type A >12h					
Design Parameters:	LV-1	LV-2	LV-3	LV-4	LV-5	LV-6
	(D)	(D)	(D)	(D)	(D)	(D)
1. Minimum Sign Size mm	450	600	600	600	600	750
2. Statutory Speed of the Road	30km/h	40	60	80	100	120
3. Distance between Advance Signs	10m	20m	20m	20m	20m	30m
4. Number of Advance Signs	2	2	2	2	2	2
5. Minimum Visibility of Signs	2.5m	50m	60m	90m	120m	120m
6. Longitudinal Safety Zone	0.5m	5m	15m	45m	60m	120m
7. Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m	1.2m
8. Leading Taper	10m	10m	10m	10m	10m	10m
9. Maximum at Tapers Cone Space	1m	3m	3m	3m	3m	3m
10. Maximum Longitudinal Cone Space	3m	3m	6m	12m	12m	12m
11. Lane Width (m)	2.5m	3m	3m	3m	3m	3m
12. Two-way Roadway width (m)	5m	5m	5m	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 Síochána 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:

Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough house on 3rd-6th July, 2025

Drawing:

TMP for Junction D1 / D2

Dwg no:

06

Rev:

Scale:

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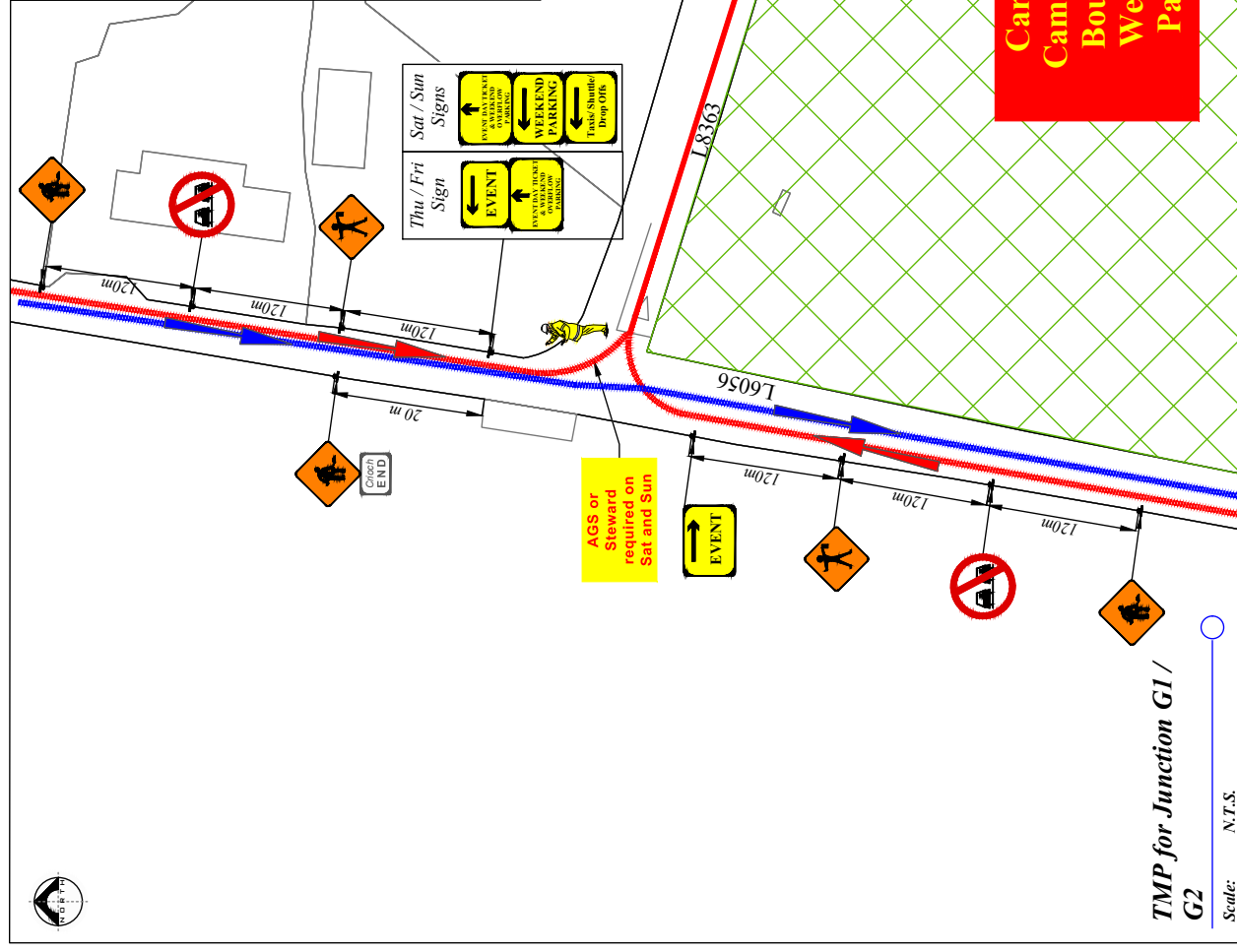
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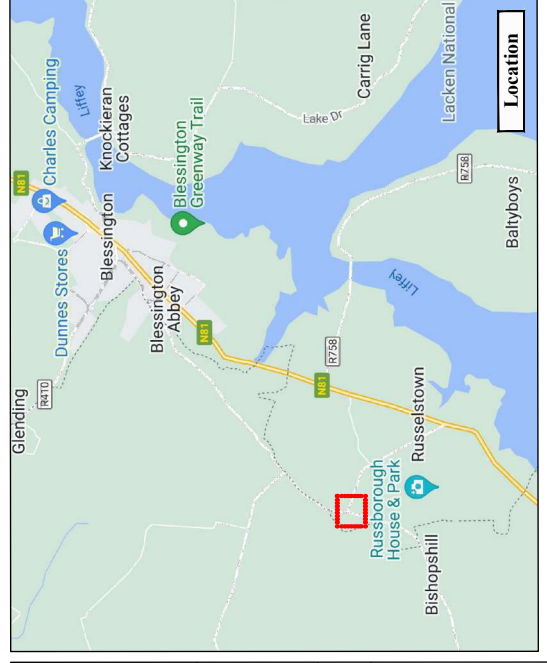
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



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Job Details:		CAD File ref.:
Proposed Traffic Management Plan for Kaleidoscope Festival at Russborough house on 3rd-6th July, 2025		
Sheet:		

Drawing: TMP for Junction G1 / G2		Dwg no: 07
		Rev:
Drawn By: DM	Date: February 2025	Scale: As Shown



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

Works TTM type:		Static Type A					
		Design Type A: >2h					
		11x-1 (0)	11x-2 (10)	11x-3 (10)	11x-4 (10)	11x-5 (10)	11x-6 (10)
Design Parameters:							
1.	Minimum Sign Size mm	450	600	600	600	750	750
2.	Stantuary Speed of the Road	30km/h50	60	80	100	100	100
3.	Distance between Advance Signs	10m	20m	20m	120m	200m	200m
4.	Number of Advance Signs	1	2	2	2	2	2
5.	Minimum Visibility of Signs	25m	50m	60m	90m	120m	120m
6.	Longitudinal Safety Zone	0.5m	5m	15m	15m	60m	60m
7.	Lateral Safety Zone	0.5m	0.5m	0.5m	1.2m	1.2m	1.2m
8.	Leading Taper	1m	1m	1m	1m	1m	1m
9.	Maximum at Tapers Cone Space	1m	3m	3m	3m	3m	3m
10.	Maximum Longitudinal Cone Space	2.5m	3m	6m	12m	12m	12m
11.	Lane Width (m)	5m	5m	5m	5m	3m	3m
12.	Two-way Roadway width (m)	5m	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.



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 10 Noise Monitoring Plan

Personnel	Company	Contact
David Courtney	Enfonic	085 532 2244

Noise Monitoring System

The NMS provides live reporting of the remote noise levels to the FOH sound mixing desk. The information enables the sound engineer to self- comply with the off-site noise levels at all times. Noise monitoring at FOH also provides localised reference levels which may be set during the sound-check. Stakeholders can have remote access to the live levels ensuring robust management of the event, and the local authority are satisfied that the planning criteria will be met.

Daily data download and report generation (with audio recording of noise events) provides all the information necessary to ensure compliance or identify the noise source of any exceedance. The system uses class 1 sound levels meters, fulfilling the required measurement standards (the same model was used for Kaleidoscope 2023 and 2024, and is used by Kildare CC).

Set-up

2no. Noise Monitoring Terminals (NMTs) to be installed in the gardens facing the event at the selected closest dwellings (mains power will be provided by the resident). The NMTs monitor and record the appropriate noise levels and audio recordings will be triggered by threshold exceedances (the audio can provide evidence of the noise source later).

A point-to-point network connection from the NMTs will be provided to allow remote viewing and control of the NMT.

A third NMT will be installed at FOH to monitor local levels from the stage.

A laptop will be installed at the sound desk of the main stage (FOH) which will display the live noise levels as measured by the NMTs.

Another laptop will be installed at the control room (or elsewhere) to allow event control to view the live noise levels.

Operations

The correlation between the FOH level and the off-site levels is an important event noise control mechanism. Therefore during the sound check the maximum FOH noise levels will be set to ensure the off-site criteria is not exceeded. Conditions during the event may vary and the FOH limit may not necessarily be the best control factor – this is why the live off-site levels are

provided to the sound engineer. The sound engineers should be made aware of the maximum off-site noise limit (65dBA LAeq, 15mins) and the event promoter will ensure this is communicated.

Enfonic personnel will liaise and work with the all the stakeholders including promoter, safety consultant and local authority to help ensure a smooth running of the event. One or two Enfonic personnel will be onsite during the most significant noise events until end of show (expected to be approximately 15:00-23:00) on Fri, Sat and Sun. They will monitor noise levels at other stages and activities as required.

Should a noise complaint be received it will be investigated with a view to correlating it to on-site conditions e.g. main stage act, and advise the event promoter of a suitable course of action. However, it should be noted that while liaising with potential noise complainants is an important factor in maintaining good relations with the community and local authority, the off-site noise condition as set out in planning is the overriding criteria. Therefore a noise complaint will be handled professionally but may not result in a reduction in event noise levels if the event is operating within the licensed criteria.

Reporting

Noise levels, include audio recordings where appropriate will be downloaded daily and provided to the event promoter. Any exceedances will be investigated and presented as required.

After the event, the noise levels will be made available to the local authority, no later than 3 days following the event and Enfonic will respond to any queries accordingly.



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 11 CURRENT SITE & ARENA PLANS

**Attached to email as
a separate file**



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 12 SUMMARY SAFETY STATEMENT

Version	Date
Final Submission	28 Mar 2025



KALEIDOSCOPE FESTIVAL 2025 SUMMARY SAFETY STATEMENT INC RISK ASSESSMENT GUIDE

The Risk Assessment for Kaleidoscope Festival 2025 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 2025.

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 2025 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 2025 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
Health and Safety				
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
Social, cultural, reputation or media				
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)
Legal				
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
Environment				
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:

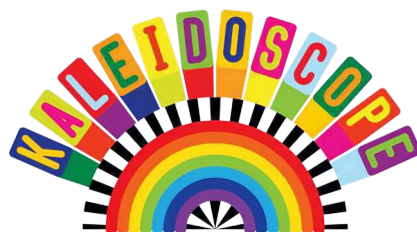
Probable	Likely	Possible	Unlikely	Remote
Incident has happened repeatedly before and is expected again	Incident has occurred more than once before and is liable to occur again	Incident has been recorded before and could happen again	Incident not previously recorded but is conceivable	Technically feasible, 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



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 13

EVENT MEDICAL PLAN



KALEIDOSCOPE FESTIVAL 2025

**RUSSBOROUGH,
CO. WICKLOW**

4TH – 6TH JULY 2025



EVENT MEDICAL PLAN

This medical plan and/or its contents, information and its design principles are the exclusive property of Event Medical Services and are not to be reproduced in any means or to be used for any other project without written agreement of Willie Wade, Managing Director, Event Medical Services.

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THIS PLAN WILL BE CIRCULATED TO THE FOLLOWING STAKEHOLDERS

TITLE	NAME	ORGANISATION	CONTACT TELEPHONE
Event Controller	Julia Dalton	Kaleidoscope	+353879162021
Overall Event Medical Co-Ordinator	Willie Wade	EMS	+353862537764
Deputy Event Medical Co-Ordinator	TBC	EMS	TBC
HSE Emergency Management Office	Brendan Lawlor	HSE	+353872933158

OBJECTIVES OF EVENT MEDICAL PLAN

The purpose of this event medical plan is to address the immediate healthcare needs of the audience and staff at the event with minimal impact on the local HSE resources and services. This is best accomplished by providing defined medical team roles, command, control, and communication structures for the duration of the event.

All medical team leaders along with select event team managers will see this plan and refer to it during their activities whilst at the event.

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1. EVENT DETAILS

1.1 EVENT PROMOTER

Event Fuel Ltd t/a FUEL, 11 Camden Street Lower, Dublin 2

Contact: Brian McDermott

Email: brian@fuelhq.ie

1.2 TYPE OF EVENT

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 3rd July to the 6th July 2025.

1.3 VENUE DETAILS

This event will take place at the Russborough House, Blessington, Co. Wicklow

Eircode: W91 W284

1.4 DURATION, PROFILE & EXPECTED ATTENDANCE OF EVENT

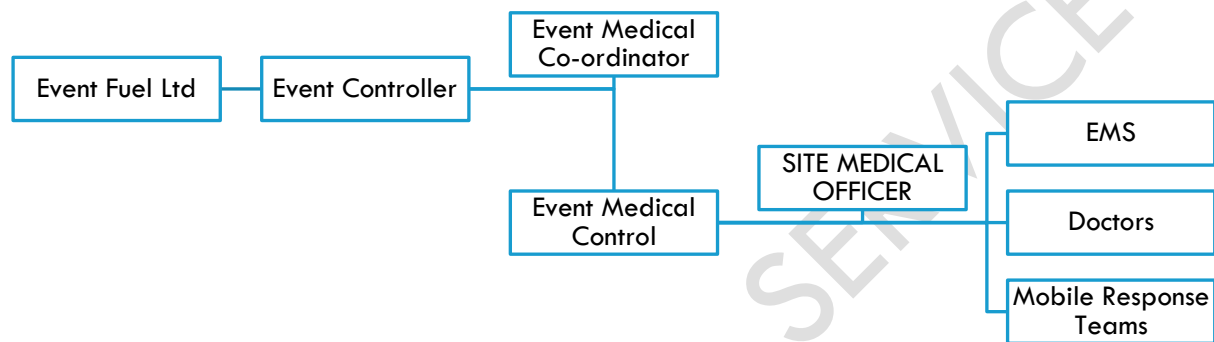
At the time this medical plan is being prepared the promoter is considering varying capacity levels. Each of these levels are included in the table below. It is expected once the capacity is confirmed that the final medical plan for this event will show one capacity level.

DATE	HEADLINE ACT	EVENT TIMES	CAPACITY LEVEL 2	FEMALE : MALE RATIO	AGE RANGE
04/07/2025	Kaleidoscope Festival Day 1	09.00 – 23.00	20,000	50:50	All ages
05/07/2025	Kaleidoscope Festival Day 2	10.00 – 00.00	20,000	50:50	All ages
06/07/2025	Kaleidoscope Festival Day 3	10.00 – 22.30	20,000	50:50	All ages
03/07/2025 – 07/07/2025	Kaleidoscope Campsite	16.00 (Thurs) – 13.00 (Mon)	20,000	50:50	All ages

2. EVENT MEDICAL / FIRST AID OPERATIONS

2.1 EVENT MEDICAL STRUCTURE

Event Medical Services (EMS) are the main medical contractors for this event acting on behalf of Kaleidoscope Festival.



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Figure 1 – Event Medical Structure

2.2 SUMMARY OF ON-SITE CLINICAL LEVELS

CLINICAL LEVEL	CAPACITY LEVEL 2 – 20,000	
	Campsite 24 hours	ADDITIONAL COVER DURING ARENA TIMES
Doctors	0	1
Paramedics	1	1
EMTs	2	3
EFRs	1	3
Paramedic Led Ambulances	1	1
EMT Led Ambulances	1	1

2.3 EVENT MEDICAL FACILITIES LOCATIONS

MEDICAL FACILITY	LOCATION
Medical Post 1	Grid Ref T13

3. DUTIES AND RESPONSIBILITIES

3.1 THE EVENT MEDICAL CO-ORDINATOR

Overall Event Medical Co-ordinator – Willie Wade

Willie Wade is a PHECC registered paramedic with extensive experience in medical co-ordination for large scale events to include previous Slane Castle concerts, Oxygen Festival, Indipendence Festival Cork, Croke Park concerts and matchdays, Phoenix Park Concerts, Sea Sessions Donegal, Pairc Ui Chaoimh concerts, Thomond Park and many more.

During the event, Willie will be contactable via the event medical channel and mobile phone.

Contact Details are as follows.

Willie Wade	+353 86 2537764	willie@eventmedicalservices.ie
		info@eventmedicalservices.ie

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The Event Medical Co-ordinator will be responsible for the allocation, command, and control of all medical and first aid personnel and resources at the event. The Event Medical Co-ordinator will be the point of contact for enquiries / updates from the HSE Regional Emergency Management Office, National Ambulance Service, HSE National Emergency Operations Centre (NEOC) and Event Promoters.

As the Event Medical Co-ordinator, Willie Wade has the following primary duties

- To participate in relevant medical planning meetings
- To sign off on the event medical plan, conduct / participate in any drills and rehearsals
- To provide overall co-ordination of the various medical services providing cover to the event
- To liaise with the event promoters/organisers, the Event Safety Officer, The National Ambulance Service Control, HSE National Emergency Operations Centre (NEOC), the Voluntary Emergency Services, An Garda Síochána and any other services or agencies relevant to the event
- To allocate medical resources efficiently and effectively prior to and during the event
- To keep a register of those who have roles in the event medical plan
- To ensure that all processes and contact details are in place for effective and efficient communications
- To ensure that appropriate PPE is being used
- To establish and maintain links throughout the event, as appropriate with the receiving hospitals and emergency services
- To ensure that patient care reports are completed for all medical assists and to provide a summary report to the organizers in an agreed format to facilitate isolating trends, etc.
- To attend and contribute to end of day debrief
- To brief all medical supervisors prior to doors on event days

- To obtain detailed onsite medical personnel sign in sheets to include pin numbers from medical providers prior to event door times
- To provide a summary of patients treated on site and transferred to hospital to the HSE Emergency Planning Office within one month of the event date

Should a situation arise whereby the nominated Event Medical Coordinator becomes incapable of carrying out their duties, a deputy event medical coordinator has been identified. The Event Controller and HSE Emergency Management Office will be informed of any transfer of responsibility during the event.

Deputy Event Medical Co-ordinator – TBC

During the event, Georgina will be contactable via the event medical channel and mobile phone.

Contact Details are as follows.

TBC

The deputy site medical co-ordinator for Kaleidoscope will update Willie Wade at regular intervals during the event.

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3.2 EVENT SITE MEDICAL OFFICER

The Site Medical Officer has overall control of the clinical treatment of patients.

Duties include;

- Be responsible for management of medical treatment on site
- Detailing of doctors and nurses as per event medical plan
- Be present on site at least one hour prior to gates opening to public
- Remain on site until such as time as medical operations are stood down
- Know the location and staffing arrangements of the ambulances, first aid posts and the medical centre as per the event medical plan
- Be easily identifiable in a hi visibility tabard or jacket with role clearly marked on same
- Be always available by radio and ensure any movements are made known to event medical control
- Liaise closely with the HSE ambulance office, EMS medical co-ordinator, HSE emergency planning officer and the voluntary organisations
- Act as the medical incident officer in the occurrence of a major emergency
- Report to the event controller and event safety officer if required

3.3 THE EMERGENCY AMBULANCES

The Emergency Ambulances have the following primary duties

- To transport patients under the direction of the Site Medical Officer and the Event Medical Co-ordinator
- To transfer patients, if required and directed by Event Medical Control from the first aid post to the main Medical Centre for further treatment or assessment
- Ambulances will not enter the audience area of the event, unless in exceptional circumstances. Sirens will not be used inside or outside the event site unless clinically deemed necessary by the Event Site Medical Officer / Event Medical Control.
- Blue lights and sirens will be used as per legislation.

3.4 MEDICAL POSITIONED TEAMS

The primary duty of the mobile response teams will be to respond to calls for assistance in their area of responsibility and keep Event Medical Control informed of their movements and status of any patients they attend.

All medical personnel will refer to the relevant sections of this document.

Event Medical Control will maintain a map of the location, call signs and clinical level of all personnel. This event map will be updated throughout the event should any positions change for any medical personnel.

4. OPERATIONAL TIMINGS

Gates to the campsite are advertised to be opened at 16.00hrs Thursday, 3rd July 2025 as previously specified.

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Stand down for the main arena is expected to be granted 1 hour after show based on the show finishing at

23.00 Friday, 4th July 2025
00.00 Saturday, 5th July 2025
22.30 Sunday, 6th July 2025

Stand down for the campsite is expected to be 13.00 on Monday, 7th July 2025.

All event medical personnel will remain in position until the Event Medical Co-ordinator confirms stand down via Event Medical Control.

5. MEDICAL / FIRST AID PROCEDURES

All medical personnel will operate within their scope of practice as defined by the Irish Medical Council (Doctors), Nursing and Midwifery Board of Ireland (Nurses) and Pre-Hospital Emergency Care Council (Advanced Paramedics, Paramedics, EMTS and EFRs).

All PHECC registered personnel will be privileged to practice from their relevant organisation.

Alleged sexual assault individuals presenting to any event medical personnel will be treated as a priority and referred to An Garda Síochána.

5.1 REFERRALS TO HOSPITAL

The event ambulances will transport NO patient off-site without the approval from the event medical co-ordinator via event medical control. The HSE National Emergency Operations Centre (NEOC) will be contacted at the start of the event and will advise of receiving hospitals if required. The number to be used is 0818 724 112.

Should a HSE National Ambulance Services Officer attend the event a designation position will be available in Event Control for them. Liaison regarding offsite transfers to hospitals will take place between event medical control and the officer in attendance.

Any patients who require transfer to hospital for further treatment, monitoring and/or investigation will be referred to an appropriate off-site medical facility. Please see average turn-around times below.

Any patients who require emergency care or acute non-emergency care will be transferred by ambulance staffed by a paramedic or an appropriate clinical level as directed by the Event Site Medical Officer. NEOC will be advised in advance of any offsite transfers to hospital.

Any patients who are referred to hospital / GP from the event medical team will be issued with a referral letter detailing their presentation and treatment on-site.

AVERAGE AMBULANCE TURNAROUND TIMES FOR AMBULANCES				
HOSPITAL	TRAVEL TIME*	TURNAROUND TIME*	TOTAL TIME OFF SITE*	CONTACT DETAILS
Tallaght University Hospital	25 minutes	60 minutes	110 minutes	Telephone: +353 1 414 2000 Eircode: D24 NR0A Tallaght University Hospital

* PLEASE NOTE THESE ARE APPROXIMATE TIMES AND WILL BE UPDATED NEARER TO THE EVENT DATE.

NON-EMERGENCY CASES ONLY – NO AMBULANCE TRANSFERS			
CLINIC	OPENING HOURS	REFERRALS	CONTACT DETAILS
St. Columcille's Injury Unit Loughlinstown	08.00 – 18.00	Self-presenting GP referral	Telephone: +353 1 211 5048 Eircode: D18 E365 St Columcille's Injury Unit
Mater Smithfield Rapid Injury Clinic	08.00 – 18.00	Self-presenting GP referral	Telephone: +353 1 657 9000 Eircode: D07 VKP9 Mater Smithfield Rapid Injury Clinic

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5.1.1 Emergency Vehicle Routes

Under the management of event control the emergency vehicle routes will always be manned and every effort will be made in conjunction with An Garda Síochána and Event Security to ensure no impediment to an emergency vehicle leaving site.

5.2 REFUSAL OF MEDICAL / FIRST AID TREATMENT ON-SITE

In the event that an attendee who, in the opinion of the event medical team requires treatment to prevent further risk or harm, refuses medical treatment, the event medical team will contact their supervisor.

Every effort will be made by the event medical team to change the patient's mind. However, if this cannot be done, the patient will be asked to sign a Refusal-of-Treatment form, witnessed by a third party.

In the case of psychiatric illness, the patient may require involuntary admission to hospital. In this case, the decision will be made by the Event Site Medical Co-ordinator and Site Medical Officer.

5.3 CONTROLLED DRUGS

A. REQUISITIONING

Controlled drugs will be obtained by prescription from a registered pharmacy

B. SUPPLY

Controlled drugs will be supplied to the event medical coordinator by EMS Doctor, Dr. Livingston, MCRN017191 (EMS Medical Director). Registered medical practitioners will be asked to sign for any controlled drugs they require during the event.

C. STORAGE

Controlled drugs will be stored in a double locked safe in the main medical centre. Access to the safe will be granted only to the registered medical practitioners employed by Event Medical Services at the event. The keys will be kept by the Event Site Medical coordinator.

D. RECORD KEEPING

All controlled drug use will be by prescription only. The prescription will be written on the patient's PCR / ACR, signed by the medical practitioner with their PHECC PIN number and double checked by another member of the event medical team. Usage of any controlled drugs will be recorded and signed by both staff members in the controlled drugs record and kept in the controlled drugs safe.

E. RETURN

Controlled drugs will be returned to the Event Site Medical Officer and Dr. Kerr Livingston at the end of the event by a medical practitioner. This return will be checked and recorded in the controlled drugs record.

F. DISPOSAL

Any unused number of controlled drugs will be disposed of safely by the medical practitioner and this disposal will be recorded in the controlled drugs record.

G. ACTION IN THE EVENT OF LOSS

In the event of loss of controlled drugs, the time, location, personnel involved (if any) and the amount of drug will be recorded in the controlled drugs record. The incident will be reported to Dr. Livingston immediately and an internal investigation will be carried out by Event Medical Services as soon as is practical. Gardaí may be requested during this process.

6. EVENT COMMUNICAITONS

6.1 COMMUNICATIONS WITH EVENT MEDICAL TEAMS

The primary method of communication among the event medical team and other event staff will be via the radio network. The event medical communications will operate on Channel TBC and will be always monitored by the event medical control.

Requests for medical assistance from stewards, security, promoters, or any other event staff should be communicated via their own control who will in turn contact event medical control. The Event Medical Controller will dispatch the appropriate medical / first aid personnel to assist.

The event medical team communications structure will be applied.

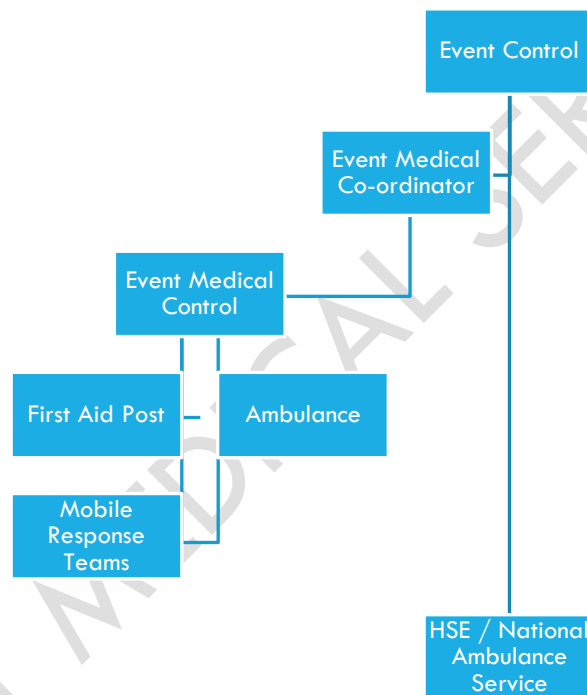


Figure 2 – Event Medical Team Communications Structure

6.2 RADIO COMMUNICATIONS SYSTEM FAILURE

Should the medical radio communications system fail at any time during the event immediate notification of this failure will be reported to the Event Controller by the Event Medical Control Team who will dispatch a maintenance engineer immediately.

In the meantime, alternative means of communication will be used to include mobile phones, back up radio channels and use of stewards and Gardai to relay messages until the system is restored.

Upon restoration of the medical radio communications system, a full radio check with all medical response teams will be carried out.

6.3 COMMUNICATIONS WITH HSE NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)

On event day, event medical control will contact the HSE National Emergency Operations Centre (NEOC) at (01) 463 3410 to confirm the event is going ahead and event medical services are now operational.

Contact details will be exchanged between both parties

NEOC will confirm if the designated hospitals are available to receive transfers. Should this status change during the event times, NEOC will notify event medical control or the Event Medical Co-ordinator.

Event medical control throughout the event will provide an update of all transports to hospital in order to facilitate monitoring of accident & emergency department ambulance activities.

Event medical control will confirm at the end of the event with NEOC when on site medical services have been suspended.

A HSE National Ambulance Services Officer may visit over the duration of the event and must report to the Event Medical Co-ordinator on arrival at the venue.

Medical assistance requests originating from inside the ticket check locations but outside of the stadium will be responded to by the event medical team following dispatch from event medical control. On receipt of such medical assistance requests, resources may be dispatched following consideration of the reduction of medical staff within the event arena and its current activity. Liaison should also take place with the statutory agencies to offer assistance and to avoid duplication of resources.

Medical assistance requests originating from household within the ticket check locations will be responded to by the statutory emergency services in the normal manner. However, contact must be made with onsite event medical control to request.

1. A response back up until arrival of the statutory emergency services
2. Assistance from event control for ease of access to the incident

If the National Ambulance Service (NAS) receives a 112/999 call from an attendee at the event, the NAS Ambulance Controller may contact the Event Medical Control to inform them of the request for assistance. A joint decision will be made whether the NAS Ambulance or the event medical team (most likely) is the appropriate medical responder.

6.4 SIGNAGE

All medical / first aid locations will be clearly sign posted and marked on the event map. Signage will be as per the Event Plan. All stewards are familiar with the location of First Aid Posts.

All medical / first aid personnel will wear hi visibility outer clothing with their role / ID clearly displayed.

Medical / first aid vehicles such as ambulances, buses and 4x4 jeeps will be clearly labelled and outlined with the appropriate hi visibility Battenberg markings.

7. INFECTION CONTROL & ENVIRONMENTAL HEALTH

7.1 INFECTION CONTROL

All event medical personnel will follow standard universal precautions to reduce the risk of acquiring infectious diseases. Alcohol hand-gel and gloves will be available to all personnel. Each organisation is responsible for ensuring that their staff are wearing the correct PPE and will be overseen by the Event Medical Co-ordinator.

7.2 CLINICAL WASTE

All at-risk waste will be disposed of by event medical personnel in clearly marked yellow bags or yellow sharps bins. Arrangements for offsite disposal of clinical waste will be as per existing protocols of the organisations providing event medical services.

7.3 ENVIRONMENTAL HEALTH CONSIDERATIONS

Event Fuel have liaised with the Council to ensure the availability of safe drinking water and sanitary facilities for attendees and staff on site.

8. MAJOR EMERGENCY / SERIOUS INCIDENT PLANS

Should a situation develop at the event that necessitates the declaration of a major emergency this will be confirmed by an authorised officer of one of the Principal Response Agencies (PRAs). The Event Medical Co-ordinator will commit all medical assist and resources to support the HSE Controller of Operations.

8.1 EVACUATION PROCEDURES

In the event of an evacuation all exits from the venue are clearly signposted.

Evacuation will be controlled by the event stewards, event security and An Garda Síochana. Included in the event management document is a number of Egress Plan scenarios. All event medical personnel will be advised to review and become familiar with same prior to doors opening.

In the event of an evacuation of the first aid posts and medical centre, all patients, medical personnel, and resources will be relocated to the nearest post or ambulance away from the incident if the rest of the venue is unaffected. If this is not possible, a secondary location will be decided by the Event Medical Co-ordinator and An Garda Síochana, if the rest of the venue is compromised.

All existing medical & first aid personnel on site will fall back to the first aid post or nearest Ambulance to them and will report into event medical control.

The event medical team members will remain at their assigned posts until re-assigned by event medical control.

In the event of a major medical incident, all medical / first aid activities will follow the guidelines as set out by Pre-Hospital Emergency Care Council (PHECC) and the Major Incident Medical Management and Support (MIMMS) training program.

8.2 MAJOR INCIDENT COMMUNICATIONS

All communications for event medical teams are supervised and controlled by the event medical control team situated in the event control room. In the event of an incident occurring that has the potential to disrupt the normal operation of the event or could affect the safety of anyone in the venue a **CODE WORD WARNING MESSAGE** will be repeated over the public announcement system and medical personnel will be notified via radio communications on the precise nature of the incident.

An example of a Code Word Warning Message is:

"This is a venue announcement. Can Mr. O'Donnell please contact the event control office".

Under the direction of An Garda Síochána, the Event Controller and Event Medical Co-ordinator, the event medical control team will direct all onsite medical personnel to go to the nearest first aid post or ambulance as identified on the site map. The Current Recognised Situation Log will be updated to confirm the onsite medical services at that time.

In the event that the situation is resolved before patrons and attendees are instructed to leave the venue, a **STAND DOWN MESSAGE** will be broadcast over the public announcement system.

An example of a Stand Down Message is:

"This is a Venue Announcement. Mr. O'Donnell has left the venue".

The confirmed event 'Code Word Warning Message' and 'Stand Down Message' will be advised by the event controller and distributed to onsite personnel prior to the doors opening.

Should the venue public address system fail, loud hailers will be issued to those in the affected areas.

9. CROWD ISSUES & UNACCOMPANIED MINORS

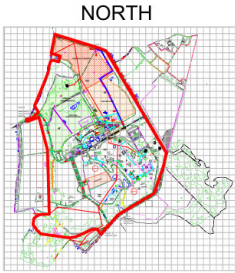
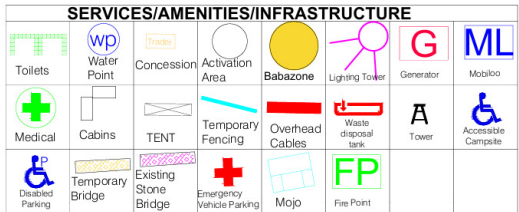
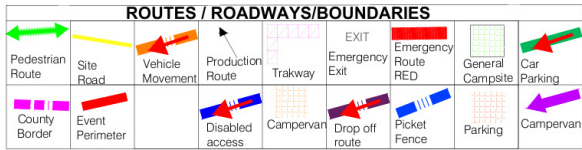
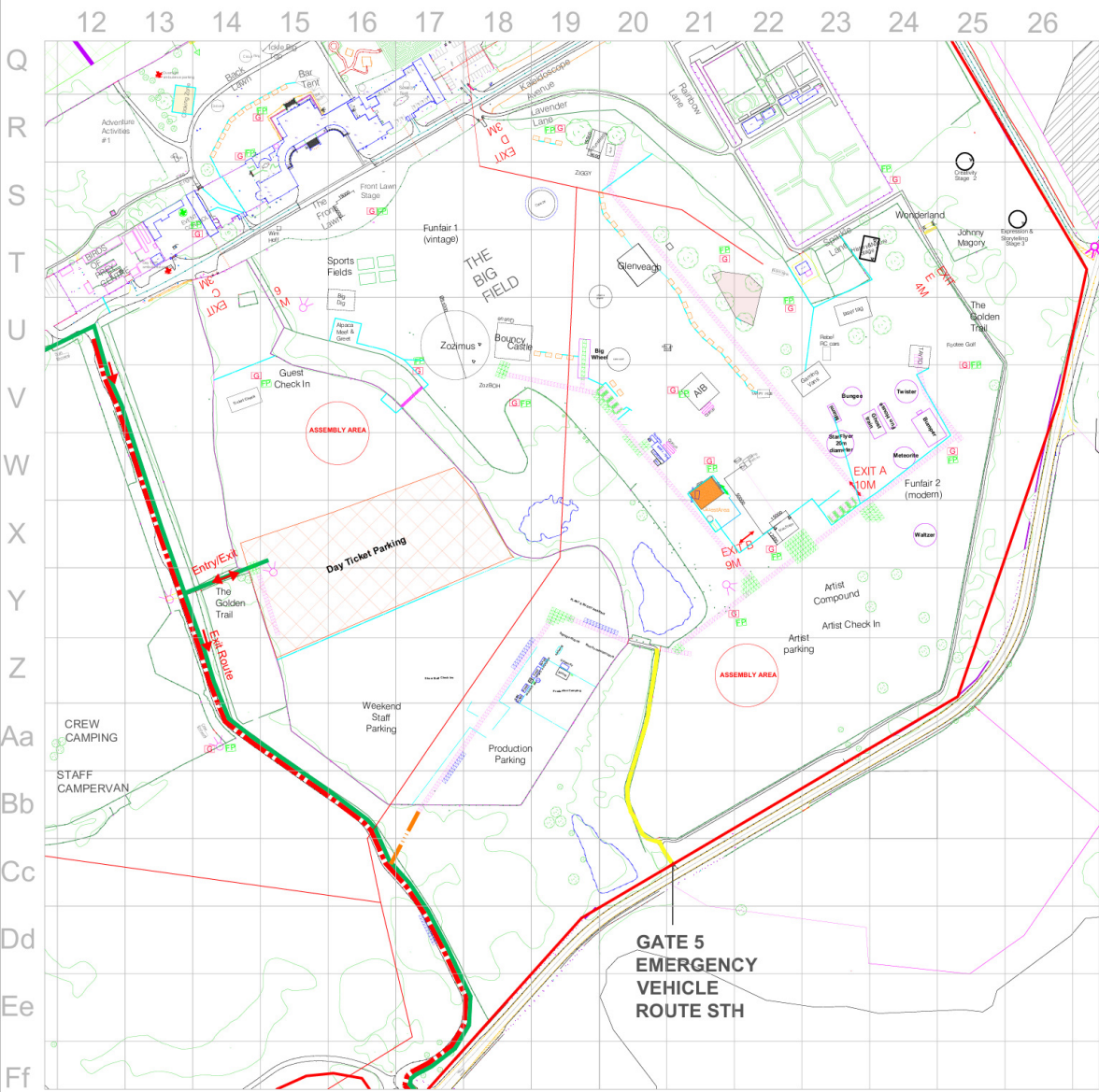
9.1 CROWD DENSITIES

The nature of the event allows for the crowd to be dispersed throughout the arena and all adjoining areas. Please refer to the Event Plan for further details.

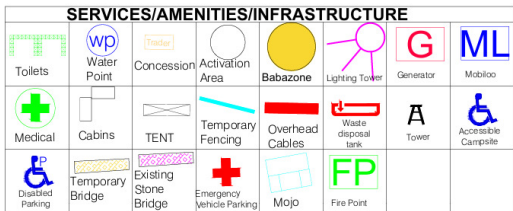
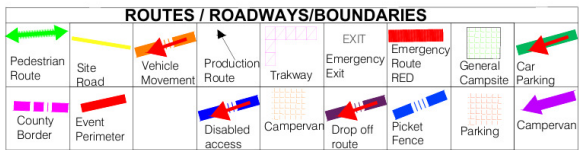
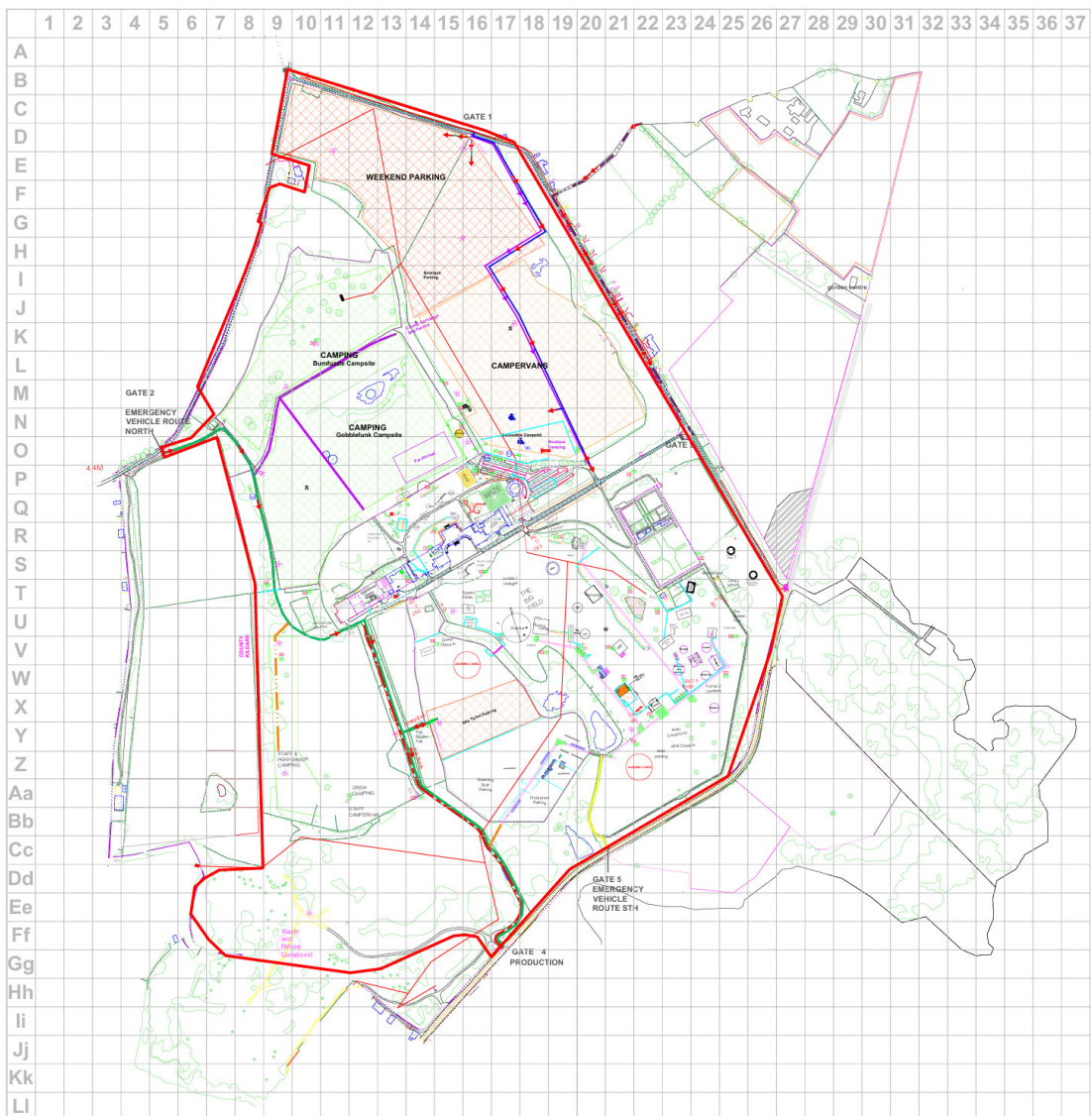
9.2 UNACCOMPANIED PERSONS

Assessment and treatment of unaccompanied unconscious patients will follow normal guidelines as set out by the Irish Medical Council (Doctors), Nursing and Midwifery Board of Ireland (Nurses) and Pre-Hospital Emergency Care Council (Advanced Paramedics, Paramedics, EMTs and EFRs) until a next-of-kin can be contacted.

10. EVENT PLANS, MAPS, DIAGRAMS AND CHARTS (as per Event Management Plan)



Event	Kaleidoscope 2025	Drawn for Event Fuel t/a FUEL
Location	Russborough House	11 Camden St Lower, Dublin 2
Drawing	Arena	Enquiries to brian@fuelhq.ie
Scale	1:1000	<small>All levels and dimensions to be checked on site and any discrepancies should be referred to FUEL for their direction. Work to figured dimensions only. Do not scale off these drawings. It is the responsibility of the contractor that all materials and workmanship comply with the relevant regulations and that all Health and Safety Regulations are implemented. These Drawings are copyright to FUEL. No work or designs on these drawings shall be reproduced or copied without written permission.</small> DRAFT Gridlines 50x50m
Date	February 24, 2025	
Drawn By	Fiona McGinn	



Event	Kaleidoscope 2025	Drawn for Event Fuel t/a FUEL
Location	Russborough House	11 Camden St Lower, Dublin 2
Drawing	Site	Enquiries to brian@fuelhq.ie
Scale	1:2500	<small>All levels and dimensions to be checked on site and any discrepancies should be referred to FUEL for their direction. Work to figured dimensions only. Do not scale off these drawings. It is the responsibility of the contractor that all materials and workmanship comply with the relevant regulations and that all Health and Safety Regulations are implemented. These Drawings are copyright to FUEL. No work or designs on these drawings shall be reproduced or copied without written permission.</small>
Date	February 24, 2025	DRAFT
Drawn By	Fiona McGinn	Gridlines 50x50m

Sterile route marked in red on both maps. It is the production route from the medical centre out the main production gate. This route is always manned and there will be no impediment to an emergency vehicle leaving site.

Please Note :

Additional Site Drawings are included in Event Management Plan submission

REFERENCES

A Framework for Major Emergency Management, 2006. *A Framework for Major Emergency Management*, Dublin: Department of Environment, Heritage and Local Government.

Code of Practice for Safety at Outdoor Pop Concerts and Other Outdoor Musical Events, Dept of Education, January 1996

Health & Safety Executive 1999

Key planning recommendations for mass gatherings in the context of COVID-19. Interim Guidance. *World Health Organisation (WHO)*. 29th May 2020

Major Incident Medical Management and Support – Pre-Hospital Emergency Care Council Clinical Practice Guidelines 2017 Edition

Pre-Hospital Emergency Care Council (PHECC)

The Event Safety Guide (The Purple Guide)

The Event Safety Alliance Reopening Guide for Event Professionals During the COVID-19 Pandemic. *Edited by Steven A. Adelman*

Guide to Safety at Sports Grounds, Sports Grounds Safety Authority, 2018. 6th Edition.

Major Incident Medical Management and Support – The Practical Approach at the Scene, 2023 – 4th Edition, Wiley Blackwell



KALEIDOSCOPE FESTIVAL 2025

APPENDIX 14

Resident's Briefing Letter

Version	Date
Final Submission	28 Mar 2025



RESIDENTS WITHIN 5km OF THE SITE

Dear Resident,

Kaleidoscope Festival returns to Russborough House, Blessington this year from the 4th-6th July.

The festival will consist of live music performances, workshops & demos and interactive performances for children and adults of all ages. The site will open to campervans and caravans from Thursday 3rd July at 4pm, with the main campsite and car parks opening at 9am on Friday 4th. As per previous years, we anticipate the majority of car parks and campsites to be clear of attendees and vehicles by 1pm on Monday 7th July.

The enjoyment and safety of our audience is our top priority; our onsite team includes a highly experienced event management team working with licensed security personnel. We have collaborated closely with local authorities to ensure a seamless and secure experience for all attendees. Festival vehicles will be roaming the public areas around the show, providing security and maintaining cleanliness.

RESIDENT TICKETS

You have received this letter specifically as a resident in the vicinity of the event. We are happy to extend tickets for the festival to your household.

If you have already reached out to the Festival by email, you will hear from the community team in the next two weeks with instructions on redeeming resident tickets. If you have not been in touch, we ask you to send an email with your name and address, including your Eircode, to info@kaleidoscopefestival.ie and the community team will get back to you. For ease of reference, we ask that you include 'RESIDENT' in the subject line.

Please note that in the interest of accommodating as many local households as possible, the number of tickets per home is strictly limited to four people (adults or children), with children under 2 years free to attend without a ticket.

If you have any concerns or questions, please do not hesitate to contact us directly at info@kaleidoscopefestival.ie. In addition, a Residents Hotline will be operational from 9am-8pm from Thursday 3rd July-Monday 7th July; the number is **089 479 8969**.

Feel free to reach out to us at either channel, and we will be happy to assist you.

For full details on the festival lineup this year please follow us online:

<https://www.kaleidoscopefestival.ie>

<https://www.instagram.com/kaleidoscopeireland/>

<https://www.facebook.com/kaleidoscopeireland>

Best regards,

The Kaleidoscope Team



RESIDENTS IN CLOSE PROXIMITY TO THE SITE ie LOCAL SURROUNDING ROADS OF RUSSBOROUGH ESTATE

Dear Resident,

Kaleidoscope Festival returns to Russborough House, Blessington this year from the 4th-6th July.

The festival will consist of live music performances, workshops & demos and interactive performances for children and adults of all ages. The site will open to campervans and caravans from Thursday 3rd July at 4pm, with the main campsite and car parks opening at 9am on Friday 4th. As per previous years, we anticipate the majority of car parks and campsites to be clear of attendees and vehicles by 1pm on Monday 7th July.

The enjoyment and safety of our audience is our top priority; our onsite team includes a highly experienced event management team working with licensed security personnel. We have collaborated closely with local authorities to ensure a seamless and secure experience for all attendees. Festival vehicles will be roaming the public areas around the show, providing security and maintaining cleanliness.

RESIDENT TICKETS

You have received this letter specifically as a resident living within close proximity to the event site. We are happy to extend tickets for the festival to your household.

If you have already reached out to the Festival by email, you will hear from the community team in the next two weeks with instructions on redeeming resident tickets. If you have not been in touch, we ask you to send an email with your name and address, including your Eircode, to info@kaleidoscopefestival.ie and the community team will get back to you. For ease of reference, we ask that you include 'RESIDENT' in the subject line.

Tickets offered for 2025 will be in line with the final quantity of tickets extended in 2024; if you require additional tickets please get in touch and we will do our best to accommodate. If you have any concerns or questions, please do not hesitate to contact us directly at info@kaleidoscopefestival.ie.

In addition, a Residents Hotline will be operational from 9am-8pm from Thursday 3rd July-Monday 7th July; the number is **089 479 8969**.

Feel free to reach out to us at either channel, and we will be happy to assist you. For full details on the festival lineup this year please follow us online:

<https://www.kaleidoscopefestival.ie>

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<https://www.facebook.com/kaleidoscopeireland>

Best regards,
The Kaleidoscope Team



Kaleidoscope 2025
Russborough House
Blessington
Co Wicklow
4-6 July 2025

APPENDIX 15
EVENT RISK ASSESSMENT

Festival Republic Ltd and Live Nation (Music) UK Ltd

INTRODUCTION

These Risk Assessments have been drawn up to identify hazards that may arise during the construction, delivery and dismantling of Kaleidoscope Festival and to outline how such hazards will be controlled. Further detail on operating plans will be included in the Event Management Plan (EMP), and where appropriate, these assessments should be read in conjunction with the risk assessments and method statements (RAMS) of specialist contractors carrying out work on behalf of Kaleidoscope Festival, Festival Republic and Live Nation.

Due regard has been given to a range of publications and guidance in the drafting of these assessments, and to the Principles of Prevention as outlined in Schedule 1 to the *Management of Health and Safety at Work Regulations*.

The assessments are grouped into generic risks i.e. those affecting all events, and those which arise from the particular location or circumstances of this event. They are also divided into Construction, Public Phase and risks arising from general Event Management.

DEFINITION OF KEY TERMS AND ROLES

Term / Role	Definition
EMP	Event Management Plan (separate document)
Festival Director	Brian McDermott
Event Safety Advisor	Alex Lepingwell
Production & Licensing Director	Fiona McGinn
Site Manager	Feidhlim Bryan
Production Manager	Brian Sinnott
Event Controller	Julia Dalton
Medical Co-Ordinator	Willie Wade
Fire Co-Ordinator	Shane Quinn - Meath Civil Defence
Traffic Co-Ordinator	Brían Brady
Zone / Area / Venue / Stage Manager	An event staff member who has operational responsibilities of a geographical area, zone, venue or stage. (see EMP for further definition)

AUDIENCE PROFILE

The audience is predominantly family groups with a 50% split between adults and children under 18 years. This type of audience we find to generally self-regulate and be aware of safety considerations. They are also likely to be keenly aware of environmental issues and in the main are unlikely to participate in anti-social or unsafe behaviour. The event capacity is 20,000.

ASSESSMENTS

This document is 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 are defined by the following table, which considers potential loss or damage aside from personal injury.

Insignificant	Minor	Moderate	Major	Catastrophic
Health and Safety				
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
Social, cultural, reputation or media				
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)
Legal				
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
Environment				
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

Construction Phase


A Infrastructure and Operations

- A1 Collision with moving vehicles
- A2 Collision, crush or overturn of mechanical plant
- A3 Loading and unloading of material on site by machines
- A4 Use of cranes for installation or technical effect
- A5 Movement of staff on vehicles & buggies across event site
- A6 Collapse of temporary structure
- A7 Adverse weather
- A8 Any incident requiring evacuation – Construction phase
- A9 Contact with underground services / overhead power cables
- A10 Work at height
- A11 Fall from unprotected edges of stages, structures or vehicles
- A12 Use of Mechanical access plant
- A13 Fall of suspended technical or stage equipment
- A14 Manual handling injury
- A15 Construction slips, trips and falls
- A16 Provision of adequate lighting
- A17 Litter and waste
- A18 Pollution from oil, diesel etc.
- A19 Installation and operation of temporary electrical supplies
- A20 Electric shock from unsafe equipment
- A21 Contamination of water supplies
- A22 Legionella exposure
- A23 Inadequate sanitary facilities
- A24 Sewage
- A25 Contact with hazardous chemicals
- A26 Contact with Biological hazards
- A27 Exposure to high noise levels

- 
- A28 Fire
 - A29 Use of lasers, pyrotechnics and special effects
 - A30 Site personnel working in extreme weather conditions
 - A31 Confined spaces operations
 - A32 Lone working
 - A33 Young person working
 - A34 Use and storage of compressed gas.
 - A35 Use of power tools
 - A36 Failure to manage contractors

B Public Attendance

- B1 Crowd movement and dynamics
- B2 Localised overcrowding
- B3 Congestion at pinch points and other site constraints
- B4 Injury through adverse dynamics at stage fronts
- B5 Movement or failure of crowd barriers
- B6 Injury through crowd surfing or other hazardous activity such as stage invasion
- B7 Event slips, trip and falls
- B8 Traffic management
- B9 Any incident requiring first aid
- B10 Consumption of harmful substances or intoxication
- B11 Injury or harm resulting from underage intoxication or drug use
- B12 Any incident requiring evacuation – public phase
- B13 Overcrowding or disorder at bars
- B14 Cancellation of entertainment
- B15 Unauthorised access
- B16 Inadequate provision for people with disability
- B17 Loss of property
- B18 Crime and general public safety
- B19 Illness arising from pre-existing medical condition
- B20 Assault or threatening behaviour

- 
- B21 Animals brought onto site by event goers
 - B22 Dangerous and prohibited items
 - B23 Accident arising from the use of fairground and amusements
 - B24 Access to hazardous areas
 - B25 Power failure affecting stage operation
 - B26 Incident requiring urgent show stop
 - B27 Disposal of clinical waste
 - B28 Hazards arising from operations or incidents on land adjacent to the event site
 - B29 Food poisoning
 - B30 Road traffic accident on surrounding highway
 - B31 Public welfare and wellbeing
 - B32 Any medical emergency affecting persons on site (public and staff)
 - B33 Safe access, circulation and egress for disabled patrons
 - B34 Injury arising from performance
 - B35 Injury or damage arising from vandalism, arson or other public disorder
 - B36 Injury from thrown missiles
 - B37 Unsafe operation of tented venues
 - B38 Entry into unsafe arena
 - B39 Injury and infection from biting insects and ticks
 - B40 Missing/Lost Children
 - B41 Operation of temporary unlicensed helicopter landing area

C Event Management

- C1 Key staff ill or otherwise unavailable for work
- C2 Failure of site communication equipment
- C3 Failure of management communication
- C4 Failure of command and control structure
- C5 Effectiveness of Site Design
- C6 Providing adequate occupant capacity
- C7 Event Cancellation

D Camping

- D1 Campsite provision



E Event Specific Factors

E1 Risks arising to/from adjacent premises and activities

E2 Natural terrain and features

Job or operation	Infrastructure and Operations		
Hazard	Collision with moving vehicles	Ref:	A1

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

The risk arising from moving vehicles, buggies and plant is recognised as one of the most significant on site, and a comprehensive set of control measures are implemented, including

- Reduction of public or other unauthorised traffic on site by means of a secure perimeter and access control system (including vehicle passes)
- Restriction in a number of access passes.
- Deliveries managed during construction, public and dismantling phases.
- Control of vehicle routes to remove traffic from areas of high density on the site
- Check on driver competence, including a requirement to show licences before any rented plant or vehicle is issued
- Designation of traffic-only and pedestrian only routes
- Imposition of speed limits, warning signs and speed restrictions in place.
- A site wide speed limit of 20k/ph is imposed; Site lighting where required at key locations
- Temporary roadway used at gates and access points where ground conditions may deteriorate, separate pedestrian channels established.
- Main access gates managed at all times, manned by security and all staff fully briefed to hazards and to wear high visibility vests during construction and dismantling phases and as appropriate during public phase.
- Avoidance of overloading buggies with materials or excess passengers
- Event will adopt a 'hazards off' policy for vehicles operating on site

Other Action / Comments

Additional monitoring and enforcement measures are outlined in the Event Management Plan

The vehicle gates will be laid out by a competent person to provide; suitable access for vehicles, segregation and management of pedestrians and safety of gate staff.

Event Safety Co-Ordinator / Production Director to review gate layout and ensure that suitable briefings are given to gate and security staff by their relevant managers regarding the risks from traffic and procedures to prevent incidents. Event Safety Co-Ordinator shall monitor ground conditions at gates and advise the Production office whether any remedial work is required to maintain safe ground conditions (temp roadway, stone, chippings etc.)

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Collision, crush or overturn of mechanical plant	Ref:	A2

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Mechanical plant is sourced from reputable suppliers who provide documentary evidence of service and inspection at the point of delivery. Plant is only issued to staff or contractors who are able to provide evidence of current training and competence.

A system of temporary roads is installed by a professional contractor, which provide a firm footing and access to the principal production areas, primary routes and key infrastructure. In instances where cranes or other potentially unstable plant is required, an assessment of suitability of ground will be carried out by the crane provider and the Site Manager / Event Safety Co-Ordinator or team before use of crane.

Mechanical plant shall be operated in designated areas to which the public do not have access and work is to be completed in public areas prior to public presence. All mechanical plant is subject to the onsite traffic restrictions and controls as outlined in the EMP including times of operation in central areas, speed limits and so on.

If forklifts or other plant are required to access the arena (or campsites if applicable) whilst open to the public (e.g. For emergency repairs) the vehicle will be escorted by walking stewards and a safe working boundary established.

On-site servicing, tyre inflation and fault-finding are carried out by the plant supplier.

Other Action / Comments

The Production Office needs to ensure that no plant keys are issued to non-accredited drivers. Spot checks to be carried out on plant operators to ensure licences and operator tickets are valid.

Vigilance required by Event Safety Co-Ordinator or deputy to ensure that lifting operations and other potentially high-risk activities are properly planned and managed (including the provision of lift plans etc. required under LOLER).

Ground conditions to be monitored, suitable ground protection to be use as appropriate i.e. trackway or pads.

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Infrastructure and Operations	
Hazard	Loading and unloading of materials on site by machines	Ref: A3

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Single Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Forklift trucks and truck-mounted crane arms (Hi-Ab's) are likely to be used during the Event. If Mechanical plant is provided by the Event the serviceability of the machine and the competence of the driver are checked before the plant is issued to users. Where mechanical plant is provided by contractors, or other third parties (such as deliveries) they have the same responsibilities and it shall be their duty to ensure that plant is suitable, serviceable and operated by competent persons.

Copies of operator permits are kept by the Production Office prior to issue of any keys. The Event is able to supply appropriate plant for virtually any task on site. Deliveries of cabins is contracted out to specialist haulage firms and is subject to risk assessment and method statements being submitted to the Event.

Drivers / contractor supervisors are responsible for the safe loading and unloading of materials. No unauthorised persons should access loading areas including on lorry beds / in the rear of vehicles without supervision. Contractors should adhere to their own risk assessments for unloading and loading to include procedures for the use of ramps and working at height (on lorry beds). Secure areas are provided for the loading and unloading of materials for concessions and in backstage areas. Once the public are on site, pedestrian-only routes are established, and banksmen can be used if required.

Any lifting accessories used shall meet legislative (LOLER) requirements regarding suitability and inspection.

No plant should be used to lift loads beyond the manufactures recommended safe limits. Safe drop zones should be maintained around lifting operations. All workers shall wear appropriate PPE as per their own risk. No man-riding of forks, loads or crane hooks.

All loads should be checked prior to lifting for stability. Pallets or stillage should not be stacked over-height and the stability of ground conditions should be considered when stacking. Where required heavy items should be stored on dunnage, Trackway or similar.

Other Action / Comments

Site Manager and other key staff are briefed to intervene if unsafe mechanical handling is observed. The Event Safety Co-Ordinator shall deploy staff to monitor site operations, a key element of which is to remain vigilant to safe systems of work for mechanical handling of materials and loads. Any site areas where construction is ongoing once the gates are open to the public shall be closed off to general access. The Festival Director or Event Controller in consultation with the Event Safety Co-Ordinator shall determine when it is safe to open such areas to public use.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Use of cranes for installation or technical effect	Ref: A4

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Any crane operation on site will be notified in advance to the Site Manager or the Event Safety Co-Ordinator.

Lifts will either be carried out as Contract Lifts by the crane provider (in which case all relevant risk assessments / lift plans will be provided) or as Managed Lifts under the control of Site Manager / Event Safety Co-Ordinator or a designated contractor.

The Event shall adopt and implement BS7121-3:2000 Code of Practice for safe use of mobile cranes. A lift plan and site-specific risk assessment will be produced for each crane operation.

Prior to lifts commencing the driver and designated lift supervisor will check the access route for stability, overhead obstructions and buried or overhead services. The Event will advise on proximity to overhead and buried services - a Permit to Work system may be implemented in high-risk areas.

A site plan showing the location of all buried and overhead services is provided by the Production Office.

During public occupation of the site, any crane lifts will be monitored by the Event Safety Co-Ordinator, who shall ensure that a full lift plan has been provided and a secure location designated for crane operations. Risk Assessments and Method Statements have been obtained from structure providers who might be using a mobile crane for installation of the temporary demountable structures.

Other Action / Comments

The Event Safety Co-Ordinator is to be notified of any crane operations planned.

A Permit to Work system is to be implemented in the vicinity of buried and overhead services and monitored by Event Safety Co-Ordinator.

Site Manager to fulfil the role of the Event Safety Co-Ordinator in the instance of works being carried out on behalf of the Event prior to their arrival on site.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Movement of staff on vehicles & buggies across the event site	Ref:	A5

People at Risk	Staff, Contractors	Severity	Major
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

The size of the site means that it is sometimes impractical to require staff to walk to their work location, and operations such as the collection of litter and recycling requires the presence of personnel on vehicles prior to public attendance.

Detailed guidance on the use of vehicles on site (including buggies) is provided in advance to contractors and staff. All drivers of any motorised vehicle should hold a valid driving licence, in the case of buggies any person who is not the holder of a driving licence will be required to declare they have received instruction in their safe use.

No person shall ride on the footplate, fork or bucket of any forklift, dumper or other plant. Wherever seatbelts are fitted, these must be used.

Crew members using buggies and pickups for transport must ensure that all passengers are secure on or within the vehicle. Pickups must not be loaded with people sat with legs or bodies hanging outside the body of the vehicle. It is critical that a safe speed is maintained when operating buggies - particularly when carrying passengers. No vehicle or buggy should be overloaded with materials or carry excessive number of passengers.

Vehicles of any type shall be prohibited to operate within the Arena when it is open to the public. If vehicular access is required, then walking stewards will be deployed to accompany it, and speed will be kept to a dead-slow pace.

Other Action / Comments

The Event Safety Co-Ordinator / Production Director shall provide a team of monitors and safety stewards to oversee operations on site. Any instances of unsafe conveyance of personnel will be stopped and the relevant Manager informed.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Collapse of temporary structures	Ref:	A6
People at Risk	All	Severity	Major
		Likelihood	Possible
Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium

Methods to Control the Risks

All stage contractors and temporary structures contractors for structures such as marquees and scaffold towers must adhere to the guidance given in IStructE Temporary Demountable Structures 4th edition.

All marquees to comply with BS EN 13782 "Temporary Structures – Tents – Safety"

All temporary structures are subject to inspection and review on site by the Event Safety Co-Ordinator and/or a qualified structural engineer. For larger structures engineering calculations and load analysis are obtained in advance of the Event and reviewed. Any structure provided by the Event and used to house, accommodate or as seating will be subject to inspection and formal sign-off on site.

The loads imposed on structures by technical equipment, signs, banners and so on are reviewed and calculated by competent persons at local and site-wide level. Access to seating areas built on temporary structures shall be controlled to prevent overloading.

Structures are positioned to ensure they are not susceptible to damage or collapse from vehicle collision, vandalism or subsidence. A review of overall build quality and serviceability of equipment (incl. Lift motors, support trussing etc.) to be included in the survey and sign-off procedure. Regular weather updates are obtained by the Event Safety Co-Ordinator and these are communicated to structure suppliers so that close monitoring can be carried out and a managed wind plan implemented. This is detailed in the Adverse Weather Plan appendix within the EMP.

Temporary alloy towers may be utilised as observation watchtowers. Any such tower shall be constructed according to the manufacturer's instructions and will be installed either by a specialist contractor, or by professional site crew.

All outriggers shall be deployed and where possible the tower shall be secured to another fixed object such as the perimeter fence itself. Access to the viewing platform shall be by integral internal stairway. The platform shall be equipped with guardrail, intermediate rail and kickboards.

No more than three persons shall be permitted up any tower. No heavy equipment or materials shall be used or stored on the towers.

Cables and catenary wires shall not be strung from the towers unless a suitable arrangement is made to ensure that no lateral load is exerted on the tower. All personnel on observation watchtowers are in radio contact with a central control point, and the instructions regarding descent from the tower in event of bad weather will be issued centrally from Event Control

Other Action / Comments

Licensing Co-Ordinator to ensure that a full list of temporary structures is obtained in advance of the event. Any new or unusual structures to be subject to full inspection and review. Schedule of repeat visits and inspections to be implemented in the event of adverse weather (high winds and heavy rain of particular concern).

Ballast, pegs, guys and load-straps to be priority for inspection.

The mechanism for securing and stewarding any temporary seating / viewing accommodation will be established by the Production Director / Event Safety Co-Ordinator and agreed with all relevant parties prior to opening.

Ensure that security staff and fire watchtower staff are properly briefed on safe access and the need to carry out a quick visual inspection of the tower prior to ascending. Circumstances under which they should descend the tower (as noted above) will also be explained.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Adverse Weather	Ref:	A7
People at Risk	All	Severity	Major
		Likelihood	Likely
Potential Outcome	Multiple Fatality	Initial Risk Rating	High

Methods to Control the Risks

Site layout and design will have considered exposure to adverse weather such as high wind speeds, susceptibility to flooding, tree cover and positioning of tall structures on site. The Event has an Adverse Weather Plan which will be circulated in pre-event information to all providers of temporary structures and other infrastructure which may present a risk (e.g. fencing).

All temporary structures used for audience accommodation are required to be able to submit wind loadings to the health and safety team. Please see the Adverse Weather Plan. All temporary structures to be earthed as protection against lightning strikes.

In the event of high winds / adverse weather being forecast additional measures such as double staking or the slashing / removal of scrim on fence lines will be undertaken by the relevant contractor or Site Crew.

A specialist weather service has been engaged to provide detailed site forecasts, lightning tracking and direct contact with professional meteorologists. In addition, continual monitoring of forecast and actual weather conditions is carried out throughout the Licence period of the event. In the event of extreme weather forecasts, susceptible structures or areas will be evacuated and closed.

The Event Safety Co-Ordinator shall ensure that an anemometer is available for taking representative wind speed measurements on site (in accordance with IStructE Temp Demountable Structures).

Where appropriate a tree survey shall be carried out by a competent person and in the event of high wind and any potentially hazardous trees isolated and remedial work carried out

The Event shall implement its written lightning policy in the event of thunderstorms. In the event of wind gusts in excess of 20mph being either forecast or measured on site, all personnel will be withdrawn from the towers. In the instance of lightning, a 30:30 rule shall be adopted i.e. If there is less than 30 seconds between the flash and audible thunder, then personnel will be withdrawn from the towers. They will remain at ground level until 30 minutes after the last instance of flash / thunder being under 30 seconds.

The site will be set out with a network of permanent and temporary roadways to enable emergency access to all key areas in the event of poor ground conditions.

Where appropriate (and in all cases where camping is part of the event) a site fire response vehicle will be provided which has rough terrain capability, meaning it can access all parts of site under all but the worst conditions. Site ambulances include 4 x 4 vehicles, equally capable of reaching incidents through poor conditions.

Other Action / Comments

Event Safety Co-Ordinator to ensure the mechanism for obtaining weather forecasts and for making direct measurements on site is operational and accurate in advance of the Event. Method of communicating with relevant contractors and crew to be verified.

Event Safety Co-Ordinator to provide regular reports to the Event Controller regarding measured and forecast wind speed, rain forecast and temperatures.

Event Safety Co-Ordinator and team to monitor clearways to all parts of site for emergency access at all times.

Trader Managers to ensure layout of concessions allows access for emergency vehicles behind stall lines.

Event Safety Co-Ordinator and team shall ensure that regular weather updates are taken and if adverse weather appears to be a threat, the following measures may be enacted:

- Additional ground covering (trackway, woodchip, stone etc.)
- Relocation of utilities and toilets to avoid inundation
- Identification of contingency accommodation areas
- Re-routing of traffic or pedestrian access routes
- Relocation of concessions
- Suspension of activities such as sponsor activations
- Deployment of plant and crew to assist with vehicle recovery or movement

In the event of extremely hot weather, sun block, drinking water, dust masks and shaded shelters shall be provided to crew working in exposed areas. The public shall have access to free drinking water at stage barriers and water points.

This is detailed in the Adverse Weather Plan appendix within the EMP.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Any incident requiring evacuation – Construction phase	Ref: A8	
People at Risk	Staff, contractors	Severity	Major
		Likelihood	Possible
Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium

Methods to Control the Risks

It is the event policy to prevent or contain all incidents within the site as far as possible. There are a number of levels of evacuation; localised where a small area of the site will be evacuated or an individual venue, partial where for example the arena may be evacuated but the production area may still be live and then total when the whole site has to be cleared.

For any major incident requiring total evacuation, the Major Incident Plan will be enacted. This will include methods for:

- briefing all staff and agencies
- communications with event staff and contractors
- preparing for an evacuation
- evacuation to a place of safety;

Local evacuation of an area or venue within the site maybe required depending on the circumstances (e.g. Fire, structural failure etc.) and arrangements will be in place at each venue to ensure all persons can escape to a place of relative safety quickly and efficiently.

All evacuation incidents will be managed as per the Event Management Plan / Major Incident Plan for the event.

All incidents will be advised to the Event Controller / Production Director / Event Safety Co-Ordinator and resources deployed to assist local managers as necessary. This can include additional staff to prevent entry into a hazardous area, barriers and similar crowd control hardware

Other Action / Comments

The Event Controller / Production Director / Event Safety Co-Ordinator will identify safe muster points for the various types of evacuation. Site inductions and briefing will advise all staff, contractors and visitors of specific arrangements and action to be taken.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Contact with underground services / overhead power cables	Ref:	A9

People at Risk	Staff, Contractors	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The location of underground electrical and gas services and overhead power cables have been plotted using information from the relevant service providers and site surveys. A detailed Hazard Map showing the location is circulated to all departments and contractors.

Prior to commencing work on site all contractors are advised of the presence of underground and overhead services and informed of the procedure for working in the vicinity of such services.

Due consideration shall be given to the presence of underground and overhead services before any change in established site layout is implemented. The Site Manager and Event Safety Co-Ordinator shall ensure that all site crew and contractors are properly briefed and supervised if they are to work in the location of buried or overhead services. CAT scanning will be undertaken in the vicinity of known buried services.

No temporary structure shall be erected beneath any overhead lines. All approach routes to the site shall be marked with signs indicating the presence of overhead power lines. No fork lift/high level or cabin moves to be carried out within 10m of overhead power lines.

Site briefings shall include explicit warnings regarding the location and risk arising from both overhead and buried services and a Hazard Map shall be provided in advance of works commencing.

Other Action / Comments

Ensure all relevant parties and departments are fully briefed on the location and risks associated with underground and overhead services.

Ensure Site Manager is advised in advance of all ground disturbing operations (including fencing, erection of temporary structures etc.) planned for locations where buried services exist. Site Manager shall ensure that any cabins or other deliveries avoid locations where power lines are present.

No performance elements such as kite flying, fireworks, open fires, drone flying, or other airborne activity is allowed in the vicinity of overhead lines.

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Infrastructure and Operations		
Hazard	Work at Height	Ref:	A10

People at Risk	Staff, Contractors	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Work at height cannot be avoided since the Event involves the construction of temporary structures and the installation of a large number of signs, illuminations etc. which are impractical without access to height. The Event adopts the principles set out in the Work at Height Regulations 2005, namely: the elimination, where practicable of the need for WAH; the provision of suitable means of access; the planning of the work operation; appropriate training and briefing, the provision of rescue and the use of PPE where applicable. The stage edges and other fall points where permanent handrails are inappropriate shall be provided with high-contrast marking and other edge indicators (including tensioned barriers, portable barricades and so on).

Advance written information and verbal briefings are provided to all staff and contractors regarding the need to carry out WAH safely and in a planned manner. Contractors are reminded of their own legal obligation to develop and implement a safe system of work.

Public food traders shall be sourced from and managed by nominated supplier(s), who shall take overall responsibility for the positioning, briefing and safety management of the individual concessions. The Event provides mechanised access plant for suitably qualified personnel, ladders and other means of access.

Traders and other third parties shall be responsible for implementing a safe and suitable means of carrying out work at height (such as the erection of signs and banners). The Event shall bear no responsibility for arranging or carrying out such tasks.

Access equipment will be used for any staff member who needs 'rescue from height'.

Other Action / Comments

A system of ongoing scrutiny and surveillance to ensure safe work methods are adopted will be implemented by the Event Safety Co-Ordinator throughout the construction, operation and dismantling of the Event.

Meetings between the Production Director and Event Safety Co-Ordinator provide opportunity for additional monitoring and feedback.

Monitoring of stage edge protection measures to be carried out by Production or Stage Manager as appropriate.

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Infrastructure and Operations		
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Hazard	Fall from unprotected edges of stages, structures or vehicles		Ref: A11
People at Risk	Staff, contractors and performers	Severity	Major
		Likelihood	Likely
Potential Outcome	Single Fatality	Initial Risk Rating	High

Methods to Control the Risks

Access to stages, elevated platforms and vehicles shall be restricted to working personnel and performers. Members of the public shall have no access.

Guests will be accommodated in clearly delineated off-stage areas and will not be positioned such that they are at risk of falling from the platform, either when in the viewing area or on the way to or from it. Where elevated viewing areas are provided (disabled and VIP viewing platforms), such handrails, intermediate rails and kick boards as required shall be provided. A visual survey shall be carried out on a daily basis to ensure all such edge protection is in place. All viewing platforms will be stewarded throughout the event.

All raised platforms shall be equipped with handrail and intermediate rail as per statutory requirements. The principal exception to this is the front edge of stages where performers require unrestricted visibility to the audience. The front edge of every stage shall be clearly marked with a high contrast strip, no less than 4cm wide. The same marking shall be used on step nosing and the entrance to stairwells.

Wherever practicable the frontline of monitor speakers will be positioned to maintain a safe distance from the stage edge for the performer.

Stage crews are professional workers who are familiar with the environment and risks of stages and temporary structures. Working light is provided on all steps and loading ramps.

Each performance stage has a designated Stage Manager (SM) who is responsible for co-ordinating activity on the stage and immediate environs. They shall ensure that all crew members are aware of any specific risks (such as trapdoors or moving scenery) and shall ensure that edges and access routes are properly marked. Construction of all stages, platforms and similar structures will be undertaken such that work will be completed with a suitable means of access and handrails installed as soon as is practical. Any incomplete structures will be signed as such and personnel advised to take heed of any such warnings.

Only drivers and authorised crew will be allowed to access the flat beds / rear of vehicles to unload where there is a risk of a fall. Loading areas should be kept clear of all unnecessary equipment or persons. There will be good working light for all loading and unloading operations.

Other Action / Comments

SM to ensure that access controls are effective i.e. No person not duly authorised is able to enter the stage or gain access to any hazardous location.

During construction and dismantling, the SM shall ensure that activity is properly co-ordinated and that access routes to workplaces remain free. This should include ensuring that flight cases and other wheeled equipment are not stored or positioned whereby they may fall from a stage / loading ramp edge.

Daily inspection of viewing platforms to be carried out by the Event Safety Co-Ordinator to ensure that all handrails and other edge protection measures are intact and functional.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Use of mechanical access plant	Ref: A12

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Single Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

There are a number of different types of access plant used across the site. The Production Office has a number of machines for use by contractors. All machines should be chosen based on the works being done and the area / ground conditions being worked in. Machines should be chosen in respect of their load capacity, reach, tyre type weight loading etc.

All contractors must provide their own risk assessments for MEWP operations being undertaken and this should include rescue procedures.

Only competent persons can operate MEWP's on site and relevant licences should be provided as required. All operators should complete the site safety induction prior to working. In addition, depending on works site hazard plans showing underground services, overhead services and environmentally sensitive areas should be received. In certain cases, a permit to work scheme may be in operation.

When operating in dense areas of site, when offloading and when operating near members of the public, banksmen should be used.

Man-cages: The Event requires the installation of several kilometres of festoon lighting, flood lighting, signage and other infrastructure. Experience has shown that the safest and most effective method of carrying out the installation is by means of man-cages attached to all-terrain forklifts.

It is noted that this practice is at variance with some guidance, however the particular conditions of the Event environment mean that alternatives are either impractical or less reliable. The size of site, rough terrain, inclines and frequent heavy mud means that standard MEWP's, ladders and even truck-mounted MEWP's are unable to carry out the task effectively or reliably. The following controls will be implemented:

- Any staff member or contractor wishing to use a man cage must obtain it from the Production Office, who will check the qualification of the operator and verify the nature of the task(s) to be undertaken.
- An inspection of the forks and cage shall be carried out prior to use by the operator to ensure they are in safe condition (notably rails and safety gate) cages and connections should be CE marked
- The cage must be secured by bolts or other suitable means, a ratchet strap is NOT sufficient
- The tilt mechanism of the forks shall be disabled on all telehandler machines.
- A means of communicating between basket and operator must be in place
- A harness must be worn and attached to the fixed point within the basket. Where fitted, outriggers shall be used on all elevations.
- The crew member shall not travel in the basket to get to the work site.
- Man cages shall not be used within 25 metres of any overhead power lines.
- Man cages or MEWP's shall not be used in the event of high winds (in excess of 25mph average speed)

Other Action / Comments

Contractors shall be required to submit their own risk assessments and working methods prior to any extensive work at height operations.

Event Safety Co-Ordinator to monitor site operations throughout construction and dismantling phases to ensure MEWP use is conducted safely and by designated persons.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Fall of suspended technical or stage equipment	Ref:	A13

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event will adopt and implement the LOLER Regulations and ensure that all stages and technical operations are aware of the duties imposed.

The Event does not own or supply any lifting or rigging equipment, this is all provided by third party contractors. It shall be a condition of contract that any such equipment supplied for use at the Event is suitable for the purpose to which it will be used; in a good state of repair; marked with appropriate SWL and operated/installed by suitably competent persons.

Evidence of periodic inspection shall be made available by any third-party suppliers for all lift motors and similar devices. The Event shall engage a competent structural engineer to assess any unusual lifting operations, or structures.

Every entertainment venue shall be subject to review by the Event Safety Co-Ordinator prior to opening. One criteria for permitting a venue to open shall be satisfaction that all suspended loads are properly attached to a suitable rigging point.

Trader Managers shall ensure that any unusual rigging or suspension of loads are brought to the attention of the Event Safety Co-Ordinator, so a full assessment can be carried out by the structural engineer or other suitably competent person.

Where equipment is not suspended but stacked at height extra care will be taken, for example the stacking of PA, or installation of freestanding lighting booms which the potential to fall. Stage management and production management will ensure all crew are aware of hazardous areas and members of the public will be kept well clear of any drop zone. Inspections will be made daily to the stability of such equipment.

Other Action / Comments

A regime of ongoing inspection and monitoring shall be carried out by the Event Safety Co-Ordinator, particularly in the light of adverse weather conditions.

During installation and dismantling all non-essential personnel shall be kept clear of the load area, and a regime of appropriate PPE implemented by the Stage Manager or contract manager.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Manual Handling injury	Ref:	A14

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious Injury	Initial Risk Rating	High
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Methods to Control the Risks

Construction, operation and dismantling of the Event will involve a significant degree of manual handling activity. All contractors and suppliers are reminded by the Event of their own duties under the Manual Handling Operations Regulations 1992, and the need to assess risks to their own staff arising from MHO's.

The Event shall implement the following controls to limit the requirement for, and risks arising from manual handling:

- Temporary roadways will be installed to all key areas , allowing vehicle or mechanical plant delivery to point of use. Wherever practicable loading docks and access ramps will be constructed for production loading.
- Flight cases and wheeled dollies will be employed for most technical equipment, which can be rolled direct onto stage. Competent and experienced crew are provided in sufficient number to carry out site and infrastructure handling tasks.

Stage and technical crews are sourced from specialist contractors and are experience in team lifting methods. Adequate working light is provided at stages and concessions.

Personal Protective Equipment in the form of gloves, boots and hard hats is required of all Event workers undertaking significant manual handling tasks. FR / LN employees can obtain PPE through the Production office, all contractors and freelancers shall provide their own.

Other Action / Comments

Health and Safety Co-Ordinator (head office) to ensure that suitable information concerning Manual Handling risks is sent to all contractors in advance and that site induction notes highlight the need for safe systems of work.

Key managers to monitor operations on site and ensure that all reasonable measures are adopted to minimise the need for manual handling and that any remaining tasks are undertaken safely. Repetitive manual handling tasks should not be given to any young person working on the Event site.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations	
Hazard	Construction slips, trips and falls	Ref: A15

People at Risk	Staff, contractors	Severity	Moderate
		Likelihood	Likely

Potential Outcome	Serious Injury	Initial Risk Rating	Medium
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Methods to Control the Risks

All contractors are required to complete their own risk assessments for their works and provide suitable footwear, clothing and equipment for their workers based on their works and the site conditions. Where required the Event will provide its staff with suitable footwear.

Site layout, fencing, temporary roadway surfaces will be used to minimise the risks of slips and trips. All electrical cables will be dug in, flown or cable ramped, and site trip hazards will be identified and marked where possible.

The site will be kept tidy and clear of litter where possible.

Adequate lighting across site. More hazardous works only to be carried out in good working light e.g. unloading of trucks.

Temporary roadway installed to allow vehicle movement during setup period and avoid damage / deterioration to ground. It is noted that this roadway is also liable to be used by pedestrian traffic, and it will be installed and checked to a level satisfactory to walkers rather than just for vehicles. All Trackway installations shall be checked by the Site manager, Event Safety Co-Ordinator and Contractor prior to public admittance for correct and safe installation.

The Event shall closely observe meteorological forecasts and will establish stocks of appropriate material, reserve relevant plant and place additional crew on stand-by, to assist with remedial works should they be required. The Festival Director or Event Controller shall liaise with the Site Manager to determine when, where and what type of contingency measures can be effectively used to maintain safe conditions on site. Priority shall be given to areas of high traffic and in the front of entertainment stages.

A survey of the site is conducted by the Event Safety Co-Ordinator prior to public access. Particular attention is paid to the condition of the ground and the presence of any object or infrastructure which may present a trip or injury risk. Any noted items will either be cleared immediately or notified to the Production Office for removal.

All marquees and temporary structures will be required to carry out wrapping and visibility marking of tent pegs and posts which are in the public domain, or which present a risk to staff backstage

Stewards, event staff and technical crews are requested to remain vigilant for any protruding objects, or holes in the ground which may cause injury. Patrols are maintained by the Event Safety Co-Ordinator during the Licence period, with attention paid to identifying and eliminating any trip hazards.

Regular updates are obtained from site medical teams by the Licensing Co-Ordinator, with the express intention of identifying any pattern or indication that a given location is causing injury. All medical staff are instructed to

bring trip or fall injuries caused by infrastructure or "foreign object" to the attention of the Licensing Co-Ordinator and Event Safety Co-Ordinator for immediate action.

Other Action / Comments

Ongoing monitoring to be carried out by the H&S Co-Ordinator, Zone Managers, Site Manager, Security and Stewarding teams to ensure that any excessive risks which may emerge are rapidly identified, isolated and remedial measures taken

Good housekeeping by all contractors during the construction phases

The Production Office to ensure that all suppliers are aware of the need to avoid trip hazards and to wrap any tent pegs or similar with foam and high visibility marking. Key managers to ensure that their respective part of site is properly prepared, with trip hazards eliminated or secured, prior to public opening.

Event Safety Co-Ordinator to ensure that survey of all marquees and venues is undertaken prior to public access, and that the removal or mitigation of risk from pegs and pins has been undertaken prior to the venue being signed off as ready to open.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Provision of adequate lighting	Ref:	A16

People at Risk	All	Severity	Moderate
		Likelihood	Likely

Potential Outcome	Serious Injury	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event will install temporary festoon lighting to allow safe navigation of principal access routes.

Floodlighting will be installed to create adequately lit working areas in the vicinity of stages, markets and technical production areas. Particular attention shall be paid to access ramps and stairways.

The employment of key managers means that each part of site is closely monitored, and any poorly lit areas which may present a hazard can be brought to the attention of a manager who has responsibility for that particular part of site.

The Event shall retain a stock of temporary lighting, lighting towers and generators which can be deployed to areas where additional lighting is required - either to facilitate work operations or to enable safe public access.

Locations which are inherently higher risk (traffic junctions, gates, ticket checkpoints, bridges etc.) shall all be provided with overhead floodlighting.

The timing of the Event means that available daylight is maximised i.e. there is relatively little dark period during which time technical or construction operations are required.

Other Action / Comments

Staff and contractors are advised that adequate lighting is essential to safe working, and if the safety of any activity is compromised by poor lighting, this should be brought to the attention of the key manager or Event Safety Co-Ordinator. The operation shall be suspended until a safe means of working can be established - either through additional lighting or the re-scheduling of the work.

Effectiveness of Controls:	5	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Litter and Waste	Ref: A17	

People at Risk	All, Environment	Severity	Major
		Likelihood	Likely

Potential Outcome	Equipment / Environmental damage	Initial Risk Rating	High
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Methods to Control the Risks

A comprehensive system of solid and liquid waste management is implemented throughout the duration of the event. Suppliers, contractors and catering operations are required to use recyclable and compostable materials.

No facilities are provided on site for the collection and disposal of cooking oil. All traders shall be responsible for disposal of their own waste oil.

Every part of site is cleansed at least once daily, with response teams able to attend any locations requiring additional or emergency cleansing. The Fire Safety team, Site Manager, Event Safety Co-Ordinator and team and Trader Manager will monitor conditions in both public and secure parts of trade areas to ensure that waste does not accumulate to the point where it presents a fire, health or environmental hazard. Arenas are cleaned overnight to provide a safe environment for the following day. Litter collection continues throughout the day until audience density means movement of collection vehicles presents a greater hazard.

Following the event, a team of staff carry out a methodical litter pick of the site to remove all forms of waste and litter. This process continues until the site is entirely clear of any waste which may cause a hazard or is not readily biodegradable. The waste and recycling are removed from the site and disposed of by a Registered Waste Contractor.

Sewage from polyjohns is collected and tankered off site by a Registered Waste Contractor for disposal at a designated facility.

Other Action / Comments

Waste Contractors are responsible for the development of a safe system of work for the collection, sorting and disposal of all solid waste. This system, and the Risk Assessments which underpin it, are provided in separate documentation.

Briefings and written instructions are provided to all recycling staff prior to the event on the environmental initiatives, such as a single use plastic free event, 3 bin recycling system and the need to minimise environmental impact from the Event.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Pollution and risks from oil, diesel, petrol etc.	Ref: A18

People at Risk	All, Environment	Severity	Major
		Likelihood	Possible

Potential Outcome	Equipment / Environmental damage	Initial Risk Rating	Medium
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Methods to Control the Risks

All bulk fuel stores on site are held in purpose made bunded steel tanks. A minimal quantity of fuel is held on site, with additional supplies provided by a registered contractor on a regular basis as required.

All generator fuelling is carried out by a professional contractor, who provide a trained and professional team. All generators utilise an integral steel tank or a bunded fuel tank connected with self- closing hoses.

Aside from generators the only fuelling requirement is for site vehicles and generators. Only designated Site Crew members will be authorised to refuel diesel plant from the supply tanker. All site vehicles are fuelled from a central point at – **location TBC**. Access to fuelling stations is controlled by the Production Office. See item A25.

Diesel spill kits are kept at the Production Offices. Facilities exist on site for the creation of emergency bunds, removal of contaminated soil and the bulk distribution of oil absorbent granules to deal with large spills. The objective shall be to prevent any spillage reaching watercourses.

Event Production will make use of a limited quantity of petrol for use in golf buggies and other items of site equipment. Fuel will be stored in containers compliant with the HSE ACOP6 and will be kept secure in a designated fuelling zone. Access to fuel will be regulated by the Production Office, and only authorised users will be provided with keys to access petrol stores. No Smoking signage and an appropriate fire extinguisher shall be provided at the fuelling point.

Other Action / Comments

Event Safety Co-Ordinator / Licensing Co-Ordinator to ensure that suitable spill containment kit and capability is available on site and is carried on diesel refuelling vehicles. Diesel spills will, where appropriate, be reported to the Environment Agency.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Installation and operation of temporary electrical supplies	Ref: A19

People at Risk	All	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

All temporary power on site is provided by professional suppliers who shall have overall responsibility for ensuring the safety and suitability of generation, distribution and circuit protective measures. The contractors have extensive experience in the installation, commissioning and operation of temporary power at outdoor events. All power requirements will be discussed in advance with the contractor, and generators / distribution specified to meet agreed demands.

All site equipment shall be compliant with the Electricity at Work Regulations 1989 and BS 7909 "Code of practice for temporary electrical systems for entertainment and related purposes". All plugs and sockets shall be rated IP44 or higher. Every circuit shall be protected by means of suitable overcurrent and earth leakage device. Use of 110V or battery-operated tools where practicable. Portable tools and equipment to be examined and certificated. Contractor's general safety documentation checked in advance. Suitable fire-fighting equipment to be provided at source and termination of supply.

The Event shall ensure that all stages and similar structures are suitable earth bonded in accordance with BS7430:1998 "Code of practice on Earthing"

It will be a condition of contract with the electrical contractor that every outlet to which people may have physical contact shall be protected by RCD device.

The electrical contractor shall carry out basic safety inspections (PAT test) of all cable and distribution equipment prior to installation and carry out tests of the installation to ensure that all safety features are functional. The contractor will provide a completion certificate (as described in the IEE regulations/ Electricity at Work Regulations) for the entire installation prior to the commencement of the event and carry out such daily tests and inspections as are necessary.

Other Action / Comments

The Event Safety Co-Ordinator shall, as part of the general venue inspection process, ensure that all generators and distribution are secured in an area where they are protected from interference, and that all cables are routed to avoid the possibility of physical damage from vehicle or other means. Compliance with these requirements shall be a pre-condition of any venue opening.

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Infrastructure and Operations		
Hazard	Electric shock from unsafe equipment	Ref:	A20

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Single Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Electrical equipment owned and operated by the Event shall be subject to annual inspection and test.

It is a condition of contract that all electrical equipment provided to the Event by technical suppliers, catering outlets and other commercial operations is safe and compliant with all relevant regulations.

All contractors and suppliers to the Event are advised that it is their obligation to provide electrical equipment that is fit for purpose and in a suitable condition for use. Where applicable a suitable PAT test shall be conducted on equipment and a register kept of all results.

The site electrical contractor shall ensure that all supply circuits are protected by suitable MCB and RCD devices.

It is noted that the safety of individual appliances is the responsibility of the supplier of the equipment and NOT of the site electrical contractor.

Other Action / Comments

Any equipment failing to meet the required standard shall be removed from service.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Contamination of water supplies	Ref:	A21

People at Risk	All	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Serious Injury / Hospitalisation	Initial Risk Rating	High
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Methods to Control the Risks

The water supply system for the Event is a combination of permanent buried pipe work, and temporary pipes and outlets installed and commissioned by a professional contractor. A full Risk Assessment and operational Method Statement is available from the contractor. A drinking water safety plan is included as an appendix to the EMP.

A hazard map is completed for each site which includes the location of buried permanent water pipes which reduces the likelihood of damage from digging or staking.

Once the temporary system is completed it is fully inspected, sterilised with a super-chlorinated solution and flushed. Water quality sampling is carried out and assessed by an independent laboratory. Particular attention is paid to chlorine levels, coli form bacteria, E. coli and Enterococcus.

No connection is permitted to the system other than by the designated plumbing contractor (to ensure system integrity and prevent backwash from poorly made junctions). Warnings to this effect are circulated to all traders prior to the event.

Pre show / Daily water sampling at a variety of outlets is carried out by the contractor.

A full system maintenance capability is retained on site throughout the duration of site occupation. British Standard 8551 (EH3 water quality) on water supply and the legal framework under the Private Water Supplies Regulations 2009 is acknowledged and the relevant duty-holder shall supply a detailed water safety Risk Assessment.

Other Action / Comments

Medical teams are briefed to identify and report any pattern of illness which may indicate a water-borne illness to Event Controller or Production Director as a matter of urgency. Trader Manager to remain vigilant to any unauthorised connection to the water distribution system.

In the event of failure of the mains water supply, the Event Controller or Production Director shall arrange for bottled water or alternative drinking supply to be made available as a matter of priority.

Effectiveness of Controls:	5	Residual Risk Rating	Medium
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Job or operation	Public Attendance		
Hazard	Legionella exposure	Ref: A22	
People at Risk	All	Severity	Catastrophic
		Likelihood	Possible
Potential Outcome	Multiple fatality	Initial Risk Rating	High

Methods to Control the Risks

The Event are aware of the risks posed by Legionella bacterium and shall adopt the guidance set out in HSE publication L8 where applicable.

All hot water, shower or public bathing units for public / crew / artist use are provided to the Event by professional suppliers, these suppliers will be responsible for maintaining and cleaning the units. The suppliers have provided their own legionella risk assessments for their equipment, and details of how the units are cleaned prior to supply to site. (These are available upon request)

The units are delivered to site clean and drained of water and are connected by the Event plumbing contractor immediately prior to use. This limits the amount of time that water could be stagnant in the units or in the pipework supplying the units.

The limited duration of the installation and regularity of use means that the temperature of the water supplying the unit is kept as low as reasonably practicable (aim for <20 degrees C) and there is little chance of microbial growth. The plastic construction of most units means they can be reliably disinfected prior to use at the Event. They are connected to water systems on site by Event plumbers and commissioned for use. Water for showers comes from the main Event supply, which is chlorinated and of drinking quality. The supply is provided direct to the showers from the mains supply. There is no storage of water prior to use.

The supply is tested for indicator organisms (total coliforms, E. coli and Enterococci), prior to use. The point of use supply at a sample of showers (up to 5 shower heads) will be tested for legionella after the units are commissioned. The samples will then be tested.

The system is flushed through prior to use by members of the public.

There is no opportunity for water to remain in shower heads or pipe work for sufficient time, and at appropriate temperature (20-45C) for Legionella to proliferate. Thermostats shall be set to provide a water temperature above 45C.

Other Action / Comments

The incubation period of Legionella is typically 2-10 days, so any outbreak is possible to result in presentations at onsite medical facilities. Clinical managers maintain records of all patient contacts and seek to identify any pattern of illness. Should Legionella be suspected this can be reported to public health authorities and investigated immediately.

Effectiveness of Controls:	5	Residual Risk Rating	Medium
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Job or operation	Infrastructure and Operations	
Hazard	Inadequate sanitary facilities	Ref: A23

People at Risk	All	Severity	Moderate
		Likelihood	Possible

Potential Outcome	Serious Injury / Illness	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event has established an appropriate number, type and distribution of sanitary facilities.

The number and location of units required to provide an effective yet economic service to the public and other site users, has been established based on best practice and we will generally seek to exceed recommended provision.

A mixture of toilet types is provided, recirculating flush (mainly backstage), urinals and transportable polyjohns. Hand sanitiser or fresh water sinks are provided adjacent to each toilet installation. These items will be included on regular cleaning rotas and service checks.

A full maintenance team is available 24hrs throughout the Licence period. Toilet cleansing teams clean and prepare all units on a continual basis, and close monitoring of the condition and serviceability of sanitary facilities is carried out by specialist teams as well as stewards Zone Managers and others. The toilet cleansing and maintenance teams are continually contactable via the Production Office.

Sanitary provision and cleansing is carried out by separate contractors, both of which have long experience in the event industry, providing a reliable and professional service.

Other Action / Comments

Contingency units are available on site to be deployed in the instance of failure or the need for additional units. Contractors have the capacity to bring additional units to the site if required. The sanitation contractor is available 24hrs throughout the event period

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Sewage	Ref:	A24

People at Risk	All, Environment	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious Injury / Serious Environmental effects	Initial Risk Rating	High
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Methods to Control the Risks

Toilet cleansing is carried out by a specialist contractor who shall provide a full Risk Assessment and operational method statement. Waste removal is a separate contract

It will be a condition of contract with the toilet cleansing and other relevant contractors that: -

- all Event staff carrying out toilet-cleansing duties will be fully briefed on the risks associated with working with sewage (including relevant information contained in briefing sheet INDG197).
- all staff are issued with PPE in the form of overalls, gloves and face masks.
- Antiseptic soap and water is carried on all toilet-cleaning vehicles and staff are encouraged to wash their hands regularly
- All staff are advised of the requirement to thoroughly wash their hands before eating or smoking and are advised of the symptoms of diseases likely to result from faecal contact.

Polyjohn toilet waste is collected in purpose-made gully suckers trucks. The waste is taken directly from site by a registered Special Waste contractor and disposed of at a designated treatment works or flushed directly into local mains drainage system. Collection vehicles will be parked as close to the relevant toilet as possible and any hoses shall be positioned to avoid damage from vehicles or interference by the public.

Any spillage will be reported immediately, and the Production Office will co-ordinate containment and cleansing

No units will be positioned near to a watercourse.

Other Action / Comments

The Event regularly monitors the condition of toilets to ensure they remain functional and hygienic. Stewards, Zone Managers, Area Managers and others monitor general site condition and will alert the Production Office to any locations where excrement is identified.

Medical teams continually monitor presentations to identify any illnesses which may indicate a systemic failure of site hygiene. In the instance of any such finding, the Festival Director or Event Controllers, and the Event Safety Co-Ordinator will be immediately advised, and suitable remedial action taken.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Contact with hazardous chemicals	Ref:	A25

People at Risk	Staff, contractors, environment	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

There will be minimal hazardous chemicals used by production, and where used, full risk assessments will be provided by the contractor completing the works.

The toilet contractor will be required to conduct a relevant COSHH assessment for any proprietary chemicals used for toilet cleansing. They shall advise the Event of any precautions required by Event staff or any specific measures required for environmental protection.

It shall be the responsibility of the contractor to ensure that all staff handling chemicals are sufficiently briefed, trained and equipped with appropriate PPE. Cleansing operations shall be designed to minimise the need for potentially hazardous chemicals and ensure that they are properly stored and handled.

Any hazardous materials used in support of stage performance (dry-ice, liquid nitrogen, pyrotechnics etc.) shall be subject to specific risk assessment from the relevant contractor providing and operating the effect. Any such assessment shall be reviewed by the Event Safety Co-Ordinator.

Other Action / Comments

All contractors will be required to provide appropriate COSHH assessment for any proprietary chemicals howsoever used.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Contact with biological hazards	Ref: A26

People at Risk	All	Severity	Moderate
		Likelihood	Likely

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

The relevant contractors are responsible for ensuring that all staff who carry out duties which may involve contact with the public, litter and waste are briefed on the hazards arising from contact with sharp objects, including hypodermic needles. They are responsible for ensuring that all staff are advised of the policy if a needle is located: namely a designated member of the litter team will collect the needle and place it in a sharps bin carried on the collection vehicle. If no sharps bin is immediately available, the needle shall be placed in a tin can (which are in plentiful supply) and disposed of as medical waste. Sharps bins are provided at Welfare and Medical points.

The relevant contractors are responsible for ensuring that abrasion resistant gloves are provided for all litter collectors, that they are provided with hand wash facilities and that they are briefed on the need to maintain basic personal hygiene. First aid facilities are provided to ensure any cuts or skin abrasions can be properly cleaned and dressed prior to working.

Other Action / Comments

Key managers to ensure that all crew members are given relevant briefing on the hazards arising from site working and the steps required to maintain hygiene and prevent injury or illness.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Exposure to high noise levels	Ref: A27

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious injury	Initial Risk Rating	High
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Methods to Control the Risks

The Event shall adopt the standards identified in the EU Physical Agents Directive (2003/10/EC) and enacted in the UK as the Control of Noise at Work Regulations 2005. Guidance is drawn from HSE publication HSG260 Sound Advice: control of noise at work in the music and entertainment industry and from retained professionals with significant experience at live events.

Maximum personal exposure level LEP,D shall be limited to no higher than 87dB(A)

Noise levels within the Event environment are very variable, and measurements have been made at a number of previous Festival Republic events to identify locations at or above the Lower Exposure Action Value. The immediate stage and backstage areas, stage pits and the majority of the public arena will be in excess of the Upper Exposure Action Value; LA,eq 85dB. Measurements indicate that the noisiest place to work is the stage pit, where SPLs up to 110dB(A) have been measured, with averages of 102 to 103. Averaged 5-minute L_{A,eq} measurements taken onstage for the duration of stage operation indicates daily event averages of between 88 and 97dB(A).

Controls

All stages, stage pits and access ramps will be designated as High Noise areas and will be clearly signed as Hearing Protection Zones.

All staff working within Hearing Protection Zones will be required to wear appropriate hearing protection during the period of operation of stage sound systems

The sound systems are being operated by competent professionals who are aware of the dangers excessive loud noise can cause.

Wherever practicable PA systems will be flown to maximise separation distances from personnel and audio systems shall be designed to give full coverage to the public areas of the venue while minimising back- and off-axis radiation. Where practicable, the audience should not be allowed within 3 metres of any loudspeaker of any significant size (e.g. a rms output above 1kW). Where this is not possible, measurements should be used to modify sound levels so that those closer than 3 metres are not exposed to an Event Leq of more than 107dBA or peak sound pressure level of more than 140dBC. Under no circumstances should members of the audience be allowed within 1 metre of such loudspeakers.

All staff and contractors supplying personnel within the Hearing Protection Zone will receive a copy of this risk assessment in advance and noise at work information will be included in all health and safety inductions.

Advice will be given to staff within the Hearing Protection Zone about the proper fitting and use of hearing protection.

Crew catering and rest areas shall be provided away from the principal noise sources.

Noise assessments will be made by a team of noise at work monitors who shall conduct static measurements at a variety of locations as well as personal dosimetry. They will also monitor the effectiveness of hearing protection use, signage and other warning mechanisms and provide information to staff working in high noise environments.

Trade areas within the event will be divided into Red, Orange and Green Zones depending on the position of the pitch and the proximity to speaker systems.

Information will be given to stallholders regarding the likely level of noise in their proposed place of work and the sort of arrangements that employer should implement to protect staff. This information includes practical advice on the selection and use of hearing protection.

The Event will draw up advisory notices for stalls within Red and Orange Zones, which will outline the risk and show how to use hearing protection properly – along with some general advice on self-protection.

Hearing Protection

Festival Republic will provide free hearing protection at the entry points to stages and stage pits. These are disposable foam Howard Leight Laser Lite or equivalent. Sample octave band analysis and assumed protection factors is provided in the table below:

Howard Leight Laser Lites								
Frequency (Hz)	63	125	250	500	1k	2k	4k	8k
Mean Attenuation (dB)	33.4	34.1	35.5	37.6	34.9	35.7	42.5	44.1
Standard Deviation (dB)	4.6	4.7	4.6	4.1	45.0	2.8	2.9	4.2
Assumed Protection (dB)	28.8	29.4	30.9	33.5	29.9	32.9	39.6	39.9

(H=34 M=32 L=31 SNR=35)

Taking the octave band analysis identified in HSE Research Report 35/1991 the A-weighted predicted at ear level is 78dB. Adding in a real-world factor of +4dB this still indicates the hearing protection provided will reduce exposure levels to below the Exposure Limit Value of 87dB(A).

Other Action / Comments

- o Post Hearing Protection notices at the entry points to all stage pits, ramps and access points
- o Ensure staff are briefed on the correct fitting and use of disposable ear plugs
- o Draw up a checklist for completion by the Noise Monitors to report on provisions within each venue. Collect and review the checklists.
- o Ensure Stage Managers and Noise Monitors are briefed on enforcement of hearing protection use within hearing protection zones

- o Ensure security staff are briefed to not permit any working person into the Pit area without hearing protection
- o Monitor the use of hearing protection in Red Zones and continue to brief relevant managers and stallholders of their obligations under the Regulations.
- o Provide employees with access to health surveillance and audiometric testing

Contractors

- o Ensure that all staff are aware of the potentially harmful effects of noise exposure
- o Conduct Noise Risk Assessments for their own operation
- o Ensure their own staff are properly briefed and have access to suitable hearing protection.
- o Co-operate with the Event in implementation of the hearing protection plan

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Fire	Ref: A28

People at Risk	All	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The Event will carry out a process of Fire Risk Assessment as required by the Regulatory Reform Order (2005). An overall fire safety strategy will be developed and agreed with the Fire and Rescue Service.

The Event shall appoint an onsite fire service to cover the whole site including any parking or accommodation areas. Each discrete venue within the event site has been subject to individual FRA, which identifies:

- The Responsible Person for that location
- Fuels present and the means of controlling ignition sources
- Mechanism for detection and alarm
- Suitable escape and emergency access routes, including signage
- Communications procedures
- Lighting and signage
- Fire Points

Advance information is supplied to all Traders, Artistes and key managers regarding the use of flammable materials and fuels on site, and the requirement to ensure that fire retardant materials are used in all construction and venue dressings. Where there is a history of arson specific materials may be banned from both sale on site and the event site itself. This may include but is not limited to gas canisters, open fires etc.

Procedures have been implemented for the inspection and sign-off of each venue by the Event Safety Co-Ordinator prior to public opening. This process includes verification that all the actions required under the fire risk assessment for the premises have been carried out. Should a serious risk remain the venue will not be allowed to open.

Any cabins provided for sleeping accommodation shall be closely inspected and a mechanism for automatic smoke detection and alarm should be installed. No smoking shall be permitted in any enclosed venue. A fire point will be established in the vicinity of any accommodation or market area. The site manager shall ensure that emergency access routes are maintained at all times.

Production / stage areas

The main hazards are electrical equipment including generators, lighting, pyrotechnics, backstage areas, catering etc. There are fire marshals, regular fire inspections and firefighting equipment. All hazards such as catering, and pyrotechnics are overseen by the competent contractor.

Traders

LPG, build-up of flammable materials (paper and cardboard) etc. All traders will be inspected before the event opens to the public including an examination by the Fire Safety team / a Gas Safe registered engineer. The

Trader Manager will lay out the traders' areas with adequate fire egress routes, there will be inspection of LPG systems and adequate fire points throughout the trader areas.

Crew Accommodation

Should there be members of crew staying overnight on site in vehicles the Site Manager must include any such crew accommodation in the layout and maintenance of fire lanes, provision of fire points and evacuation plans. Crew induction briefings should include briefings on fire safety in vehicles and tents.

Car Parks

Prior to access, grassed car park areas will be cut to reduce grass length and remove any excess vegetation that may present a hazard when combined with hot engines or exhausts. With a large fire-load present, the Parking Manager will be monitoring the car parks at all times. Any car appearing to be overheating on admission to the car park will be immediately isolated. No camping, fires or cooking is allowed in the car parks. No refuelling is allowed in the car parks. No separate fuel can should be left in unattended vehicles. Car parks will be laid out to provide ready for access by the emergency services. No car will be 'blocked in' allowing access to, or removal of vehicles. It will be emphasised that the priority is to raise the alarm and seek urgent assistance in the event of a vehicle fire.

Other Action / Comments

Reference should be made to the venue-specific Fire Risk Assessments and to the Event's overall Fire Risk Assessment along with the relevant sections of the EMP. Final review and monitoring of venues and installations to be carried out by the Fire Risk Assessor / Event Safety Co-Ordinator to ensure they remain safe and fit for use.

On-site inspection and review of all pyrotechnics and other special effects to be carried out by Event Safety Co-Ordinator in conjunction with specialist supplier prior to use.

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Infrastructure and Operations	
Hazard	Use of lasers, pyrotechnics and special effects	Ref: A29

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

Any lasers, pyrotechnic or other effects shall be subject to specific scrutiny by the Event Safety Co-Ordinator. The key manager responsible for any stage or performance area where such effects are planned shall contact the Event Safety Co-Ordinator with full details of the proposed effect in due time for an assessment to be made and for a declaration to be made to the Licensing Authority.

Only reputable contractors will be employed to install and operate lasers, pyrotechnics and special effects. The Event Safety Co-Ordinator shall obtain full Risk Assessments and method statements from contractors providing special effects and shall determine whether these are suitable and sufficient to protect the public and staff in the particular circumstances of the Event.

The possession and use of fireworks, pyrotechnics, laser pens by members of the public is banned under the terms of the conditions of entry. Any person in possession of such material will have it confiscated and may face eviction from site. Clear information is given to the public in advance of the event which items are permissible, and which will be banned. Prohibited items are not available for sale within the event site. This includes items such as Chinese Lanterns.

Fire-fighting equipment will be positioned near any special effects along with appropriate signage.

Other Action / Comments

Constant monitoring of site and stage activity shall be undertaken by the Event Safety Co-Ordinator to ensure that any special effects which may be potentially harmful are identified and properly controlled prior to use. Any special effects which have not been agreed with the Event Safety Co-Ordinator and declared to the Licensing Authority will be prohibited from operating.

Trader Managers shall monitor trade operations to ensure that no prohibited items or effects are offered for sale within the Event site.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations	
Hazard	Site personnel working in adverse weather conditions	Ref: A30

People at Risk	All	Severity	Moderate
		Likelihood	Possible

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

All site crew are advised of the need to bring adequate wet weather clothing, including changes of socks, underwear and so on. PAYE site crew are provided with appropriate PPE.

In the event of extreme weather affecting continued use of site accommodation, a site rest centre will be set up in tented area or nearby accommodation.

Welfare facilities on site will be able to provide a hot drink, dry clothes and a dry place to sleep. The location of the site rest centre will not be advertised publicly, thereby limiting the attendance to those in genuine need.

As the site rest centre starts to fill up it is envisaged that outside services will be arriving on site. A decision will be taken at this stage by the Event Safety Co-Ordinator /Event Controller or Production Director if further site rest centres are required

Other Action / Comments

Hot weather conditions also present a risk to operational staff. The Event will provide drinking water, sun block and regular access to sheltered rest areas for all site working personnel. Medical facilities are provided at a variety of locations around the site and crew will have ready access to relevant welfare.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and Operations		
Hazard	Confined spaces operations	Ref:	A31

People at Risk	Staff, contractors	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Confined spaces working is not a normal requirement of Event operations.

Should emergency repair or inspection be required, the Event will conduct a detailed risk assessment and develop a method statement to ensure compliance with the Confined Spaces Regulations 1997. The guidance outlined in guidance note INDG258 shall be adopted, with particular attention paid to: identification of competent persons, isolation, access routes, air quality sampling, rescue and communication.

Other Action / Comments

No confined space working to be carried out without the express permission of the Event Safety Co-Ordinator working with the Site Manager to develop a safe system of work, which shall be recorded in a separate Risk Assessment and Method Statement

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations		
Hazard	Lone Working	Ref:	A32

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Single Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Lone working shall not normally be required for any site operation - most activities requiring more than one person. Lone working may be undertaken by staff carrying out inspections and monitoring roles.

During the Event licence period, no person will be expected to carry out stewarding, security or other activity where there is a risk of assault through public contact, alone or without immediate recourse to a supervisor or colleague in the vicinity.

Other Action / Comments

The contact details of all staff are known by their employer.

Handheld radio or mobile phone will be carried by any person undertaking lone working.

Regular contact will be maintained with any lone working staff by radio.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations		
Hazard	Young persons working		Ref: A33

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The Event will not employ any person or permit any contractor or service provider to employ persons under the age of 18 on site.

The Event provides occasional work and volunteering opportunities to young people (16-18yrs). The tasks selected are low risk and do not require extensive manual handling or exposure to chemicals, physical agents, work at height or any other high-risk operation and will not require the operation of any machinery.

All workers are given a site safety induction and orientation prior to undertaking activities. Young workers are subject to close supervision by at least two members of experienced staff throughout their period of work on site and shall not work more than eight hours in any given day. Any relevant PPE (water proof gloves) are provided as is water, sunscreen, food and other refreshments.

A full task analysis shall be undertaken of any job carried out by young people to establish whether any physiological or psychological factors mean younger people are more at risk than adults carrying out the same task. The specific risk factors to the young person arising from this work will be analysed and controls implemented.

Historically, the number of 16-18's working on site has been very low, and to date no accidents or incidents involving young people at work have been recorded.

Other Action / Comments

Event Safety Co-Ordinator to review/discuss young person tasks with Site Manager prior to task allocation.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations	
Hazard	Use and storage of compressed gases	Ref: A34

People at Risk	All	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Bulk storage of LPG to be held outside of public site perimeter and only sufficient quantities required for immediate use delivered to users on site. A professional supplier shall be responsible for making daily deliveries and collection of empty cylinders. They shall also be responsible for the construction and day-to-day operation of the gas compound.

The following regulations apply on site as they would anywhere else, and any LPG user is required to meet their requirements:

Gas Safety (Installation and Use) Regulations
 Provision and Use of Work Equipment Regulations
 Health and Safety at Work etc. Act

In addition to this, Festival Republic demands that all LPG users adopt and implement the guidance given in by the LPG Association Codes of Practice – notably UKLPG Code of Practice 24:Part 3 – Use of LPG for Commercial Catering Events, Street Food and Mobile Catering (2017)

It is the responsibility of the Trader / supplier of gas appliances and systems to ensure they are fully compliant, and that all relevant inspections and tests have been carried out by a registered Gas Safe engineer before coming to site as appropriate. In addition, a gas safety engineer and / or the Fire Safety Team will conduct onsite inspections.

Each trader or organisation using LPG gas shall ensure a suitable fire extinguisher is readily available and that access to gas stores are properly secured.

Every gas user needs to ensure there is a member of staff who is properly trained in changing cylinders and everyone needs to know how to isolate the supply in the event of fire or other emergency.

All gas is to be stored in secured and ventilated area with appropriate warning and no smoking signage LPG use by performers to be subject to separate assessment by performer and notified to safety / fire office.

Other compressed gases likely to be in small quantities for specific uses (e.g. Medical / oxygen) Acetylene is banned from the site due to its volatility. All potential users are warned of this in advance.

Use of LPG by traders, concessions and catering areas to be monitored by trader manager or production manager in charge of area. Appliances must be safe and installations appropriate.

Fire safety equipment shall be provided at the LPG storage compound, and it shall be secured from public access.

Other Action / Comments

A variety of other compressed gases may be used on site aside from LPG, these include medical oxygen, and CO₂/ nitrogen at bars and for stage effects, Helium is occasionally used for stage effects such as the inflation of balloons.

Effectiveness of Controls:	3	Residual Risk Rating	Medium
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Job or operation	Infrastructure and operations		
Hazard	Use of power tools	Ref:	A35

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

The use of handheld power tools is widespread on the Event site. Briefing notes are issued to all contractors reminding them of the requirement under law that all work equipment is required to be:

- Fit for purpose In good repair
- Operated by competent person
- Suitably protected and guarded Inherently safe to use

Key managers shall ensure that all activities within their section are properly planned and those working with power tools are doing so safely.

Any person using a chainsaw shall wear appropriate protective clothing, notably ballistic trousers to EN381, boots, face and hearing protection and jacket.

All persons entering the site to undertake work are subject to a safety induction which will include the safe use of power tools.

Any power tool operation undertaken as part of a performance or installation during public occupation of the site shall require adequate fencing or guarding to ensure that the public are kept at a safe distance, and whilst not in use any tools or equipment shall be secured to prevent interference.

Other Action / Comments

The Event Safety Co-Ordinator shall ensure that any contractor or performer using power tools (particularly chainsaws and similar heavy cutting devices) is identified and visited during the construction process to ensure that safe working methods are implemented.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations		
Hazard	Failure to manage multiple contractors	Ref: A36	
People at Risk	All	Severity	Major
		Likelihood	Possible
Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium

Methods to Control the Risks

The Event recognises its duties under the Management of Health and Safety at Work Regulations 1999 to ensure co-ordination and control of contractors on the event site and to take such steps as are necessary to plan for emergencies and other incidents affecting multiple employers on the site.

The Event shall appoint contractors and suppliers on the basis of: ability to supply suitable materials and equipment; proven record of carrying out similar engagements; proof of staff training and competence in key areas. Prior to engagement contractors will be required to submit a completed pre-qualification questionnaire, company Safety Policy Documents, Risk Assessments, Method Statements and relevant insurance documents. These shall be reviewed by the Health and Safety Co-Ordinator (Head Office). In addition, the specific hazards associated with the Event site, and any other operations which should be considered are sent to all contractors in writing.

Contractors are reminded in writing of their own duties under UK safety legislation and the need to ensure their operation poses no risk to non-employees. A basic safety induction is provided to all contractors, which includes the provision of a list of site rules and emergency procedures.

All site operations are monitored by the Site Manager, Event Safety Co-Ordinator and the key manager who is responsible for specific geographic or technical operations. Thus, contractors will not be allowed to operate in isolation and their works will be integrated and co-ordinated with other site users.

The Event shall ensure that site-wide plans are in place for dealing with serious and imminent danger, and will make collective provision for welfare, sanitary and first aid needs.

Other Action / Comments

Health and Safety Co-ordinator (Head Office) to review the advance communication with all contractors and suppliers - including updates and amendments to site rules and other policy documents. Event Safety Co-Ordinator to implement site briefings as needed and a monitoring regime to ensure all contractors are scrutinised during their period on site.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Crowd movement and dynamics	Ref: B1

People at Risk	All	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Festival Republic Ltd will seek to use design, information and direct crowd management action to promote and preserve public safety. The event is ticketed, and the site has been assessed for a safe capacity based on the environment, the site layout, the activities and the infrastructure provided.

Where applicable, limits will be imposed on capacity of enclosed spaces.

The gates open at specific times to allow plenty of time for the safe arrival of persons before performances.

The site has been designed specifically for the safe flow of persons around site, it also has been laid out to encourage both an even distribution of persons and also the safe circulation of persons around site. Assessments of pedestrian flows for ingress, circulation and egress have been completed in the design phase. Consideration has been given to the movement of crowds between stages at multi-stage events and the performance schedule has been developed to mitigate the potential effects of mass movements between entertainment areas. The Festival Director /Event Safety Co-Ordinator will assess each band, and where there is the potential for significant dynamic arising, additional resources will be deployed.

A sweep of the egress route from the arena out through the arena entrance and along any key routes will take place prior to egress to check ground conditions and ensure that no bins or ice cream vans are compromising the width. During egress there will be a vehicle movement lockdown outside of the arena.

During egress we will use spotters (senior members of staff and security) along the egress routes. Radio communication will be used to feed back any issues.

Stewards, security, signage and information are all used to encourage free movement around popular stages and main pedestrian routes.

In the instance where we need to reduce the crowd pressure we may use a line or V shape of security or stewards to direct the crowd towards the arena entrance

Other Action / Comments

Monitoring will take place via CCTV and direct reporting from stewards, security etc.

Pattern spotting will take place and any finding reported back to Event Control

A daily review and briefings will take place both to implement changes throughout the event and also to identify issues moving forward to the following event.

Amendments to the design will be implemented if required

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Public Attendance		
Hazard	Localised overcrowding	Ref:	B2
People at Risk	All	Severity	Catastrophic
		Likelihood	Possible
Potential Outcome	Multiple Fatality	Initial Risk Rating	High

Methods to Control the Risks

Competitive programming is used to split potential audiences across the various event stages. Work undertaken by the Production Director / Licensing Co-Ordinator in cooperation with security to identify locations of potentially hazardous crowd flow on site. See Crowd Management Plan.

The event risk assesses the bands' predicted audience's size and dynamic just before the event,

The site is designed to ensure stage viewing areas and access routes are of sufficient size and width for audience use. Ongoing monitoring of routes is undertaken to identify temporary obstructions or circumstances that render particular routes unusable.

Bridges and other structures will be subject to survey by qualified structural engineers prior to and during the event.

The event employs an Arena Manager who patrols and monitors crowd dynamics at the arena stages and feedback. Screens are used at the key stages to enable the audiences to see the band further afield which takes the pressure off pushing to be nearer the stage.

So far as is practicable, dramatic crowd movements that exceed the safe capacity of pedestrian routes will be avoided by coordinated programming of acts to avoid surges from one venue to the next. Enclosed venues shall have a safe occupant capacity limit set, and this shall be monitored and managed by stewarding staff at each venue. A queuing system will be implemented to carefully regulate access to the venue. When the agreed capacity has been reached, a system of one- in-one-out will be implemented.

Open-sided venues enable free access and counting of customers is impractical. Active monitoring of crowd numbers and dynamics will be carried out, including CCTV and a range of stewarding, security and Festival Republic staff around the site. If, however the tented arena looks likely to become overcrowded we have contingency stacks of crowd barrier that assigned security will pull into the agreed cordon positions and security will head off any more event goers arriving at the venue, whilst enabling people at the stage area to leave.

In the event of adverse crowding a range of contingency measures may be instituted:

1. Implementation of one-way crowd movements in certain areas during peak hours.
2. Provision of enhanced lighting to constricted areas.
3. Provision of elevated position for crowd monitoring.
4. Provision of crowd stewards with loudhailers and signs to direct audience.
5. Scheduling announcements on the relevant stage(s) at the closure of acts after which egress problems are anticipated.

6. Provision of steward, security and site safety personnel.
7. Amendment to the entertainment programme to curtail or bring forward performances.
8. Contingency barriers will be stored in key locations for staff to create cordons with if necessary.
9. Other stage screens are also able to have emergency text announcements put up immediately.
10. The Event use twitter and other media to pass quick messages and updates to the audience.

Other Action / Comments

Intelligence gathering on artist risk profiles will be carried out by the Festival Director or Event Controller and high-risk bands or events targeted for particular attention. Ongoing monitoring of site conditions and audience flow.

Social networking sites will be monitored to anticipate any higher than normal attendance or "flash crowd".

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Public Attendance	
Hazard	Congestion at pinch points and other site constraints	Ref: B3

People at Risk	All	Severity	Catastrophic
		Likelihood	Possible

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Within the design process, the Festival Director / Production Director / Site Manager shall ensure all designs avoid pinch points or congestion on Ingress, Circulation and Egress where possible. There will also be a full review of the site throughout the build and prior to opening. During the pre-planning phase any potential congestion, signage and other additional resources will be identified and will be allocated ahead of the event.

There will be a walk through with stakeholders to identify issues. When a potential pinch point on the site has been identified, that may cause potential hazards through excessive audience flow, such areas will be subject to improvement works as far as practical. These areas will be continually monitored throughout the show period.

Active system of crowd monitoring and briefing of staff to identify and anticipate potential crowd safety issues will be in place.

The Event Safety Co-Ordinator, Production Director, Site Manager and Security Co-Ordinator will monitor the site throughout the duration of the event, reviewing main pedestrian routes and control measures as necessary. CCTV surveillance will also be used to monitor crowd movements.

Trader lines and routes between popular destinations such as stages, venues, sanitation facilities and the main arena entrance are designed as best possible to ensure congestion does not occur.

During the event additional resources will be available to areas that are identified to be causing congestion with an aim to maintain a good flow of pedestrians.

Other Action / Comments

Deployment of monitors and spotters, especially at times of high densities.

Dynamic deployment of response teams to both assist at the pinch point and also direct crowds away from any issue.

Effectiveness of Controls:	3	Residual Risk Rating	Medium
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Job or operation	Public Attendance		
Hazard	Injury through adverse dynamics at stage fronts	Ref:	B4
People at Risk	All	Severity	Catastrophic
		Likelihood	Possible
Potential Outcome	Multiple Fatality	Initial Risk Rating	High

Methods to Control the Risks

All areas of entertainment (both in the marquees and external areas) are closely monitored by security personnel for examples of crowd pressure or overcrowding and reported to Event Control / the Festival Director or deputies.

Advance profiling of artistes to pre-empt times of likely increased crowd dynamics and ensure adequate resources in place will occur.

Crowd barriers of sufficient strength, stability and design will be in place at the front of the stage, and in some cases, further back into the crowd to prevent uncontrolled surges. Pit barriers to be inspected prior to use by Event Safety Co-Ordinator and signed off by installer. The front stage barrier layout and overall shape shall be designed to mitigate and deflect the energy of crowd surges or pressure waves that may propagate through the crowd.

Where necessary additional security will be placed in the crowd at smaller venues to minimise or reduce overcrowding by limiting access to the affected area.

Experienced and trained stage 'pit' security team to monitor crowd movements and assist extract persons where necessary. These teams will be enhanced at times where the artist profile suggests significant dynamics likely.

Medical resources will be deployed as appropriate for the performance.

CCTV systems are installed at key locations to monitor crowd dynamics and deploy additional resources where necessary.

The Event has an agreed show-stop procedure which shall facilitate a rapid halt to any performance should dynamics become uncontrolled. Pit supervisor to be in communication with stage manager to enable show stop or pause procedure. This is detailed in the Show Stop Procedure.

If necessary, the acts or the compere can be called upon to advise audiences to take steps back to allow more space for those at the front. Each pit has sufficient space between the stage barrier and stage for event staff to operate the area as the need arises without compromising their duties.

Screens may be placed at the larger stages (and behind the front of house tower) to prevent the need to surge forward to see the acts. Taped music will be played in between acts to prevent the crowd from surging to the stage in anticipation of acts.

The Production Manager will monitor the screens and security will be briefed to notify senior management immediately in the case of any failure.

At each of the principal stages, where people are most likely to spend an extended period there is an arrangement for pit security staff to provide drinking water free of charge in open cups to anyone who requires it. Pit crews constantly monitor the crowd for people who are unwell or appear to be at risk. Any person so identified can be recovered over the barrier for treatment and rehydration.

Welfare points also provide water free of charge.

Medical facilities and triage are provided at the Main Stage.

Other Action / Comments

First aiders on hand at all main stages, immediate response to any incident.

Briefings to be given to artistes on show-stop procedure and trained spotters deployed to elevated viewing locations in the instance of artistes whose profile indicates severe crowding or other adverse dynamic may be anticipated.

Effectiveness of Controls:	4	Residual Risk Rating	Medium
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Job or operation	Public Attendance		
Hazard	Movement or failure of crowd barriers	Ref: B5	
People at Risk	All	Severity	Catastrophic
		Likelihood	Possible
Potential Outcome	Multiple fatality	Initial Risk Rating	High

Methods to Control the Risks

At all large stages (and other areas where horizontal crowd pressure may reasonably be expected) a crowd safety barrier will be installed which is compliant with the standards outlined in the IStructE publication TDS and shall be installed by a professional independent contractor. This barrier shall be subject to inspection and sign-off by the contractor and Event Safety Co-Ordinator. Secondary barriers will be installed in large arenas to prevent pressure being transferred from the rear of the crowd to the front stage barrier line.

The pit barrier integrity will also be checked daily before the arena opens by the stage manager or Event Safety Co-Ordinator, and remedial action taken where necessary.

Professional pit security supervisor will be on duty in the main stage pit areas to continually assess the pressure being received by members of the audience at and near the barriers at all strategic times. The pit monitor will have the authority to stop the performance via the stage manager if he / she considers the pressure levels are too great. The pit monitor will be in direct communication with the stage manager, Festival Director or deputies, Event Safety Co-Ordinator, Security Co-Ordinator, pit barrier contractor, medical control, fire control etc.

Where necessary additional security will be placed in the crowd and pit. Spotters will be provided on stage during busy acts.

Audience members in distress may be extracted over the barrier where necessary and each main pit has a fully operational first aid / medical team on standby. If necessary, the acts or the compere can be called upon to advise the audience to take steps back to allow more space for those at the front and relieve any pressure. Each pit has sufficient space between the stage barrier and stage for event staff to operate the area as the need arises without compromising their duties.

CCTV cameras monitor the crowd at the larger stages during the performances to check for signs of general pressure levels. The layout of the site and the barrier configuration are planned taking crowd pressure into consideration. Screens will normally be placed to the side of the main stages (and behind the front of house tower) to prevent the need to surge forward to see the acts. Taped music will be played in between acts to prevent the crowd from surging to the stage in anticipation of acts. Any location where adverse crowd dynamics are anticipated are closely monitored by security personnel for examples of crowd pressure and overcrowding, which is subsequently reported to Event Control / and the Festival Director or deputies. Where necessary additional security will be placed in the crowd to minimise such surges.

Other Action / Comments

Constant monitoring of crowds by security teams / CCTV / Event Safety Co-Ordinator. Pit barrier movement is monitored by a constant security presence in the pit.
Activations and other areas likely to be subject to crowd pressure will be assessed and where necessary additional pit barrier will be installed.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Injury through crowd surfing or other hazardous activity such as stage invasion	Ref:	B6
People at Risk	All	Severity	Major
		Likelihood	Possible
Potential Outcome	Serious injury	Initial Risk Rating	Medium

Methods to Control the Risks

Trained and experienced professional security teams operate in stage pits and provide assistance, welfare and a degree of direct control over activities at the barrier itself. At larger stages secondary barriers may be installed, which limits the transfer of energy from the rear of the audience to the stage. Key security personnel in the pit will be trained in the practice of removing members of the public from the pit and will be experienced in working a busy pit. A supervisor will be on the scene directing security crew in assisting each other in the removal of event goers from the front of stage where required.

Each such security company shall be responsible for conducting their own Risk Assessments and issuing such briefings and instruction as they deem appropriate.

Where experience indicates that crowd surfing is a likely phenomenon, the levels of security needed at the front of stage pit will be carefully planned prior to the event. The numbers will be planned by the Production Director and the security provider based on past knowledge of bands appearing at the event. Once over the pit, if a ticket holder is struggling or acting aggressively, they will be removed from the pit by a number of security guards, preventing injury to either security or themselves by loitering in a busy pit.

. Any person who surfs over the pit barrier shall be intercepted by security staff and ejected into the arena at a location away from the stage front.

In extreme instances of adverse behaviour or crowd dynamic, the Pit Supervisor may call a show stop and request that public announcements are made to calm behaviour.

CCTV is provided at the larger stages to monitor and record crowd behaviour. This information will be used to refine plans for management of crowd dynamics, and to identify any particular locations or activities which present a risk.

No artiste will be permitted to invite members of audience into the pit or onto stage if the Event determine there is a risk of an uncontrolled stage invasion. Even if the Event has given permission to invite audience members onto stage, the Pit Supervisor and the Stage Manager shall have the authority to call a show stop and return all members of public to the arena if there are concerns for audience or performer safety, or that of stage equipment.

Steps, risers and ramps which enable artiste access into the pit, or audience access onto stage shall not be installed unless sufficient security personnel are present to prevent uncontrolled access, and clear parameters for their use have been agreed.

Should any member of staff suffer an injury as a result of crowd surfing, medical assistance is quickly available. This will be monitored by the relevant security supervisor.

Other Action / Comments

Event Controller/Production Director to identify any particular acts where adverse crowd dynamics or higher than normal density is anticipated. The artiste will be advised that the Production Director or Event Controller shall consider whether additional resources are required and procedure for show stop will be fully discussed. The safe management of stage pit staff shall remain the responsibility of the specialist contractor.

Any artiste wishing to invite audience members onto stage - or which has a history of stage invasions - shall be required to discuss the specific arrangements to manage access and the potential for show interruption or curtailment if public safety is compromised.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Event slips, trip and falls	Ref: B7	
People at Risk	Public	Severity	Major
		Likelihood	Likely
Potential Outcome	Serious Injury	Initial Risk Rating	High

Methods to Control the Risks

Site design will seek to minimise risks arising from uneven ground conditions and natural features, such as ditches etc. Where practicable these areas will be fenced off or hazards made good or highlighted.

Where fencing is used in high foot traffic areas, it will be chosen and secured in a way to minimise additional trip hazards, e.g. from baseplates

Areas of likely high-density crowd movement to be subject to remedial works prior to the event to minimise trip and fall hazards. Regular inspection will take place of the site to identify any new or developing hazards.

Temporary roadway installed to allow vehicle movement during setup period and avoid damage / deterioration to ground. It is noted that this roadway is also liable to be utilised by pedestrian traffic, and it will be installed and checked to a level satisfactory to walkers rather than just for vehicles. All track way installations shall be checked by the Site manager and Contractor prior to public admittance for correct and safe installation.

The event is an open space and by its nature will be uneven and susceptible to poor weather in places. This aspect of the Event is well known to most of the public. Advice on sensible preparation and precautions are also given to the public via the Event website. In the event of heavy rain causing mud and potentially hazardous conditions underfoot, the site shall be continually surveyed by Stewards, Area Managers, the Site Manager and representatives of the Event Safety Co-Ordinator.

Areas of excessive traffic, or where conditions may become hazardous may be treated with straw, woodchip, bark, additional track way panels or other material. Management may engage gully-suckers and other plant to scrape and remove surface water and mud should this be warranted.

Representatives of the roadway contractor shall, where required, remain on site throughout the event and shall assist in the relocation or addition of supplementary panels as required.

The Event shall closely observe meteorological forecasts and will if deemed necessary hold stocks of appropriate material, reserve relevant plant and place additional crew on stand-by, to assist with remedial works should they be required. The Festival Director or Event Controller shall liaise with the Site Manager to determine when, where and what type of contingency measures can be effectively used to maintain safe conditions on site. Priority shall be given to areas of high traffic and in front of entertainment stages.

Adequate lighting will be provided on main access ways and gateways.



Other Action / Comments

Ongoing monitoring to be carried out by the Event Safety Co-Ordinator, Zone Managers, Site Manager, Security and Stewarding teams to ensure that any excessive risks which may emerge are rapidly identified, isolated and remedial measures taken

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Traffic management	Ref:	B8

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The risk arising from moving vehicles and plant is recognised as one of the most significant on site, and a comprehensive set of control measures are implemented.

Traffic control elements are:

- Elimination of unauthorised traffic on site by means of a secure perimeter
- Restriction in a number of access passes, deliveries managed during both construction and public phases.
- Control of vehicle routes to remove traffic from areas of high density on the site
- Designated service roads restricted from public access.
- Check on driver competence
- Designation of traffic-only and pedestrian only routes
- Implementation of traffic free zone arena when open to the public
- Schedule of vehicle curfews to avoid public / vehicle conflict
- Imposition of speed limits, warning signs and speed restrictions in place.
- A site wide speed limit of 10mph reducing to 5mph mph in the vicinity of pedestrians and production areas is imposed
- Site lighting where required at key locations
- Temporary roadway used at gates and access points where ground conditions may deteriorate, separate pedestrian channels established.
- Main access gates managed at all times, staffed by security and all staff fully briefed to hazards and to wear high visibility clothing.
- Site to adhere to the 'hazards off' campaign.
- All litter and toilet collections are scheduled to avoid times of peak public attendance in central areas of the event site.
- A number of pre-determined holding areas around the site can be designed for the medics to use where they can be based on standby in order to reduce the number of ambulance movements across the site. Many medical responses will be on foot.
- If any plant or work vehicles need to operate in public areas during the event, a safe system of work will be developed, and the works will be monitored

Public parking

- Clear signage both on the public highway and in the car parks.
- Traffic and pedestrian management to separate pedestrian arrivals and cars to separate entrances.
- Stewards and signage in car parks to correctly park cars and separate pedestrians and vehicles where possible.
- Site lighting in gateways and car parks where required to aid safety.

Other Action / Comments

Where the event site entails the use of sloped car parks which may present a risk to safety and property from runaway vehicles, the following measures shall be adopted:

1. The Parking Manager shall determine which areas are appropriate for parking different vehicle types (cars or campervans). The risk of poor weather and traction shall also be considered.
2. Mixed vehicle and accommodation will not be permitted.
3. Where practicable (and with due consideration to weather factors) vehicles shall be parked across the face of the slope rather than down it. In wet weather the opposite is true - vehicles will be parked in single rows facing down the slope; meaning the access roadways run across the slope. This gives drivers a far better chance of maintaining movement and control of the vehicle as they enter or exit the parking bay. Gravel or metal roads will be provided to enable a final exit where applicable.
4. Signs will be posted at the entrance to sloping parking areas, advising drivers to leave the vehicle with the handbrake firmly on, in gear and with the steering turned until the lock engages.

Parking Manager to review parking arrangements and assess suitability prior to use.

Site Manager to ensure that relevant signage and warning notices are posted at the entry to sloping car parks. Additional monitoring and enforcement measures are outlined in the Event Management Plan.

Parking Manager to ensure that gates are set out with due regard to the protection of staff from injury and that traffic arriving is properly directed and managed.

Event Safety Co-Ordinator to review gate layout and ensure that suitable briefings are given to gate and security staff by their relevant managers regarding the risks from traffic and procedures to prevent incidents. Event Safety Co-Ordinator shall monitor ground conditions at gates and advise the Production office whether any remedial work is required to maintain safe ground conditions (temp roadway, stone, chippings etc.)

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Any incident requiring first aid	Ref:	B9

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Medical facilities will be installed at the event suitable for the scale of the event. The provision will be subject to an 'assessment of needs' and submitted to the local ambulance and emergency services.

It is the intention of the event to be self-sufficient in terms of general first aid provision as far as possible with serious cases (as determined by the Medical Co-Ordinator) referred to hospital

First aid equipment including supplies will be made available at a number of locations on site and may be supplemented by other event staff with first aid skills or competence. Location of medical facilities will be advised via website and signage on site.

The facilities will be equipped and staffed throughout the duration of the event. All staff will be briefed where first aid provisions are and how to access them.

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

Other Action / Comments

Regular liaison between medical team and Production Director & Event Safety Co-Ordinator to review presentations and establish whether any patterns indicate specific locations or activities on site which require investigation or attention.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Consumption of harmful substance or intoxication	Ref: B10

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The event does not condone the use of controlled substances and discourages the audience from over indulgence in either drugs or alcohol.

The Event Controller / Production Director shall take account of local and national police intelligence regarding controlled substances and new psychoactive substances, and shall discuss with stakeholders and specific security, medical or welfare provision deemed necessary in the light of such intelligence.

The event policy on the possession of controlled substances is advised via the event publicity. Visitors may be subject to search at entry to the site and any controlled substances confiscated and handed over to the police.

Any person suffering from the effects of drink or drugs have welfare facilities onsite that will assist including access to medical facilities, advice and experienced trained Drug and Substance misuse workers.

All bar staff will be instructed to watch for signs of drunkenness and to not serve people who are intoxicated.

The Designated Premises Supervisor will brief staff that they cannot serve under 18s or ticket holders who are drunk, or anyone attempting to buy drink for them, there will be spotters and security will monitor this as well as taking all reasonable efforts to check for the destination of drinks. There will be signage up to this effect.

No drinks promotions encouraging irresponsible drinking will take place onsite.

Other Action / Comments

The medical provider will be briefed to report any presentations or patterns which indicate concern regarding intoxication or consumption of harmful substances and report to Event Control, Festival Director or Event Controller.

Effectiveness of Controls:	2	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Injury or harm resulting from underage intoxication	Ref: B11

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

It is illegal to sell alcohol to an under 18-year-old, or for anyone to buy on behalf of them and the Event is determined that no alcohol shall be supplied on site to any person under 18. A single Designated Premises Supervisor is appointed on behalf of the Event and they shall take overall responsibility for ensuring all alcohol outlets adhere to this policy. Training and supervision of bar staff is overseen by the Designated Premises Supervisor as well as the Event Controller. It is a condition of contract that notices in the bars advise the event goes of the law and that anyone who is questioned will be required to show appropriate ID before the sale may progress.

The onsite procedures (signage, registers of refusal, training, written authorisations re sales) are written into the contract. This will be monitored by key staff. Bar and security staff will be briefed to remain vigilant to the possibility of alcohol being purchased on behalf of a young person. In such circumstances, the DPS via the Security Co-Ordinator may consider eviction of the offending party or, in serious circumstances, passing the matter to the Police.

At entry points, checks will be carried out for any person entering (or seeking to enter) the site with alcohol. Depending on circumstances the person may be refused admission to the site.

Other Action / Comments

Continual monitoring of alcohol sales will be mounted by the Designated Premises Supervisor & Festival Director. In the event of young persons (or others) becoming intoxicated to the point where their personal safety is jeopardized, security and stewarding crew may intervene and transport the person to welfare or medical facilities as appropriate.

Effectiveness of Controls:	3	Residual Risk Rating	Medium
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Job or operation	Public Attendance	
Hazard	Any incident requiring evacuation – Public phase	Ref: B12

People at Risk	All	Severity	Catastrophic
		Likelihood	Unlikely

Potential Outcome	Multiple Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

It is the event policy to prevent or contain all incidents within the site as far as possible. There are a number of levels of evacuation;

- localised- where a small area of the site will be evacuated or an individual venue,
- partial - where for example the arena or part of the arena may be evacuated but the public may be able to remain in safe areas of the site e.g. large open areas away from any incident
- total when the whole site has to be cleared – this would only be considered in conjunction with other stakeholders and responsible agencies.

Within these the public may be cleared in a number of ways depending on the nature of the evacuation and the level of urgency and risk involved. The Event Major Incident Plan details how this will be managed.

Other Action / Comments

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Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Overcrowding or disorder at bars	Ref: B13

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Serious Injury	Initial Risk Rating	Medium
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Methods to Control the Risks

Facilities for bars and other refreshment provision have been established on the basis of providing patrons with easy access to service and with a choice of locations in areas of high demand. Specially designed barriers used at the bar front. They will be interlinked and will function in a similar way to the barriers used at the front of the stage pit. Where crowding is viewed as being a potential problem, the barriers may be reinforced at key points and queue controls implemented to ensure order is maintained

A nominated manager of the bar concessionaire will be directed to continuously monitor patrons' welfare during the opening of the bar. The manager will have a direct line of communication with the tent manager and Designated Premises Supervisor.

All bars will be monitored by security teams with the appropriate SIA qualification.

Further barriers will be installed if considered necessary and / or deployment of additional security personnel in the area of any bar which shows signs of becoming overcrowded. Signage and other public information may be deployed to direct the public to alternative facilities.

Closure of the bar will be considered if necessary.

Other Action / Comments

CCTV may be used in specific venues

Designated bar managers will establish a chain of command. Response teams who can rapidly deploy will be available site wide if required.

The public will be offered alternative venues if overcrowding is an issue or if management wish to clear overcrowded or volatile areas.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Cancellation of entertainment	Ref: B14

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Major Injury	Initial Risk Rating	Medium
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Methods to Control the Risks

The Production Director shall maintain contact with Artistes and Agents to ensure that any potential cancellation is identified as early as possible, allowing for alternative acts or artistes to be engaged or re-deployed from the existing roster. Acts and running times may be re-scheduled if necessary.

If a performance venue becomes unavailable for technical reasons, the Production Director / Site Manager shall make every reasonable effort to carry out remedial works. A range of equipment and competent personnel are readily available on site, including both employees and contractors.

As part of the existing communication plan, there are several channels available through which the public can be advised of changes to programme or cancellation. In the instance of headliner cancellation or the non-availability of a significant performance arena, The Production Director in conjunction with Festival Director/Event Controller shall seek to advise the public as rapidly as possible and explain clearly what alternative entertainment is available.

Other Action / Comments

Active control measures shall be implemented to prevent overcrowding at alternative venues and entertainment areas, this may include additional stewards, security personnel and barriers.

All communication media on site, including PA announcements, screens, social media, and website will be used to keep the public informed and advise of alternative entertainment. Depending on the time and nature of the cancellation, it may also be required activate external communication to prevent additional public attending to see an act that is no longer playing - both local and national media channels may be engaged. This is especially important in the build-up period to the event and immediately after gate opening times.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Unauthorised access	Ref: B15

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

A secure perimeter fence will be established as the event construction period commences to deter and prevent unauthorised access. Once the public are onsite this perimeter will be under constant surveillance by external mobile patrols, provided under the external security plan provided by XXXX and static guards with communications to summon additional support if necessary.

The event is advertised and marketed as requiring a ticket for entry in an effort to dissuade the public from attending without a ticket. Tickets will be produced with a range of security features to prevent counterfeiting. Crew and traders will only gain access by means of event-specific wristbands or passes, which also contain security features.

General arrangements to prevent overcrowding in specific areas of the site (venues, specific spaces or their approaches) include the ability to divert crowd flows and temporary closure of some areas if necessary. Locations of the turn away points are designed to avoid bi-directional for multi-directional flow in areas of high crowd-density

Should unauthorised patrons scale the fence and sustain injuries jumping into the site, then the internal perimeter staff that patrol the perimeter will rapidly identify them. In the event of injury such patrols can direct medical resources to the site of the incident.

Should large numbers of casualties be presented, the Security Co-Ordinator or Event Controller may consider deploying medical resources to the fence sector where injury is occurring, although efforts will be principally concentrated on preventing unauthorised ingress in the first instance.

Monitoring by Security Co-Ordinator, Event Safety Co-Ordinator and medical Co-Ordinator of control procedures and accidents will also take place with corrective action as necessary.

Other Action / Comments

Public and crew access points will be staffed by stewards, supported by professional security staff. Copies of all relevant passes and a detailed briefing on access arrangements will be provided before public access commences.

An Arena Entrance Manager will be appointed to oversee arrangements at the public access point and they shall monitor the security screening and ticket exchange process.

Any counterfeit tickets or wristbands seized shall be brought to the attention of the Production Director immediately.

Effectiveness of Controls:	5	Residual Risk Rating	Low
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Job or operation	Public Attendance		
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Hazard	Inadequate provision for people with disability	Ref: B16
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People at Risk	All	Severity	Moderate
		Likelihood	Possible

Potential Outcome	Moderate harm	Initial Risk Rating	Medium
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Methods to Control the Risks

All event spaces are designed to be accessible by all visitors as far as is practical. Accessible sanitary facilities shall be made available in all areas of the site.

Primary performance areas are provided with disabled viewing platforms that are secured for use by disabled persons.

The Disabled Access Team have consulted extensively with an independent organisation (Attitude Is Everything) to identify facilities and services that may reasonably be expected by disabled patrons.

Other Action / Comments

Weather conditions are not always favourable to vision and mobility impaired visitors but efforts to maintain ground conditions are possible through the deployment of temporary pathways in key areas.

Disabled access facilities will be co-ordinated and communicated to ensure that they can be found easily. E.g. by providing map of disabled toilets across the site, information on performances that maybe signed (BSL), location of venues with induction loops, location of welfare facilities, location of wheelchair recharging points etc.

Effectiveness of Controls:	3	Residual Risk Rating	low
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Job or operation	Public Attendance	
Hazard	Loss of property	Ref: B17

People at Risk	All	Severity	Moderate
		Likelihood	Possible

Potential Outcome	Moderate harm	Initial Risk Rating	Medium
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Methods to Control the Risks

Patrons will be advised in advance through website and other channels to avoid bringing unnecessary valuables to the event, and to keep those that they have, in a safe manner.

Welfare facilities are available to visitors who may have suffered loss of possessions. This may include hot drinks, medical assistance, access to communications and general counselling support if available.

A mechanism will be established for found property to be received by staff members and passed onto Welfare and be logged in a database to facilitate reuniting with owners as soon as practicable.

Uniformed and covert security teams are deployed throughout the event site to act as a deterrent to criminal behaviour and to identify any suspicious persons or activity.

The event makes preparation for extremes of weather and resources shall be made available to assist vulnerable persons who may have suffered loss through flooding etc.

Other Action / Comments

The Production Director shall ensure than an effective online reporting mechanism is available.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Crime and general public safety	Ref:	B18

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious harm	Initial Risk Rating	High
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Methods to Control the Risks

If there is a benefit to informing festival goers about criminal activity, then our usual methods of social media and staff briefing can be used to get the message across. The benefit has to be balanced against the potential to create panic or undue concern and so all such messages must be agreed with the Festival Director or Event Controller

The site is illuminated as far as is practicable to eliminate dark areas where assaults or thefts may take place, CCTV and security patrols, both covert and overt operate throughout the event period.

Close liaison with police means intelligence on offenders or patterns of behaviour can quickly be shared to enable targeting of resources.

A system of secure fencing, access control, and tamper-proof wristbands mean the likelihood of casual criminals gaining access to the site is minimised.

Crime prevention and safety information is included on the website.

Other Action / Comments

The Festival Director or Event Controller will ensure regular liaison with Police is encouraged throughout the event period. Security Co-Ordinator to deliver preventative and responsive strategies in the event of incident.

The Festival Director or Event Controller to obtain regular updates from Police, Welfare, Stewards and any other agencies which may give data on the incidence of crime on site.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Illness arising from pre-existing medical condition	Ref: B19

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious harm	Initial Risk Rating	High
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Methods to Control the Risks

Medical facilities on site are comprehensive and configured to deal with wide range of issues to address likely requirements, including the re-dressing of existing wounds. Doctors will be present who are able to prescribe medications and make referrals for onward treatment. Medical staff with knowledge across wide range of disciplines are provided on site.

Integration with the local NHS Ambulance Trust enables rapid transfer of patients for off-site treatment and investigation.

Visitors who are pregnant and approach us to let us know or for help will be advised to contact the medical team on arrival at the event. Visitors with other medical conditions are similarly advised. Information will be gathered at the scene of all medical incidents to determine whether pre-existing conditions present an exacerbated risk to life and will be prioritised accordingly.

Other Action / Comments

The wide range of possible pre-existing conditions cannot be fully assessed but facilities and resources available are sufficient to enable prompt treatment.

Effectiveness of Controls:	5	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Assault or threatening behaviour	Ref: B20

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

All areas of the site are monitored by a variety of staff including stewards and security personnel, area managers and other personnel (including teams dedicated to specific areas or zones at relevant events). The event also has teams of covert personnel specifically deployed to identify criminal behaviour and violence.

Any instance of assault or threatening behaviour should be reported through to Event Control for further escalation if necessary. Festival Republic reserves the right to evict any person displaying antisocial behaviour or threatening others.

Security staff are trained in peaceful conflict resolution and may be able to diffuse any situation without further action. SIA trained staff are provided in all bars and venues. If incidents are larger in scale (involving more than an individual) then security response teams can be deployed to manage the situation and can be supported by the police where applicable

Where weapons of any sort are involved then the Security Co-Ordinator shall be advised, staff advised not to become directly involved and efforts made to create an area safe for other event visitors. The police will be informed as appropriate. This can be achieved by closure of the area at access points and installation of temporary diversions. A network of CCTV enables incidents to be monitored and perpetrators identified.

Policy for bar operations is to refuse service to persons obviously intoxicated or displaying aggressive behaviour. Any patrons fighting, mounting an assault or showing threatening behaviour are likely to be ejected from the Event site.

Other Action / Comments

Continuing liaison with Police and security teams to be undertaken through the Event Control facility to identify any potential offenders and develop strategies for early and effective intervention to prevent violent incidents.

Wherever practicable, early intervention shall be made to ensure situations do not escalate. This includes close monitoring of public activity, notably of any groups who do not make their way to the entertainment arena. Any eviction shall be monitored to ensure it is conducted fairly and is based on objective evidence rather than hearsay.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Animals brought onto site by event goers	Ref:	B21

People at Risk	All	Severity	Minor
		Likelihood	Possible

Potential Outcome	Moderate harm	Initial Risk Rating	Low
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Methods to Control the Risks

No animals, other than guide / assistant dogs are permitted onto event sites.

All visitors are advised at point of purchase and in advance publicity that animals are not permitted.

Vehicles will be subject to searches at entry points for other contraband and it is likely any animals will be discovered at this point. Any persons arriving with animals at gates will be turned away and advised that the animals must be returned to a safe place and not left in cars or other vehicles.

Car park staff are briefed to report any animals left in vehicles to the Production Office, and attempts will be made to trace owners made in cooperation with the Police / RSPCA where possible

Any abandoned animals found will be placed in the care of the RSPCA or similar care provider

Other Action / Comments

In camping and arena locations where livestock may have been present: all livestock shall be removed from the land no less than 21 days before the event commences. A thorough survey of the land shall be carried out to ensure that no livestock remains.

Effectiveness of Controls:	4	Residual Risk Rating	Negligible
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Job or operation	Public Attendance		
Hazard	Dangerous and prohibited items	Ref:	B22

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious Injury	Initial Risk Rating	High
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Methods to Control the Risks

A list of restricted and prohibited items is provided in advance information sent to all ticket holders. Prohibited items include, but are not limited to: drugs, fireworks, laser pointers, glass containers, generators (except built into live-in vehicles), sound systems, weapons, recording equipment, Chinese lanterns, kites, flares and drones. The full list is detailed within the EMP.

Access to the event site is only via designated entry points at which basic searches can be conducted of any patron who is suspected of carrying any contraband items. It may be impractical to carry out searches of all persons' bags entering the site, and any gate searches will be carefully targeted.

Any restricted items will be confiscated by gate security staff. Illegal items will be passed to the police and the owner may be handed over for interview. Any vehicle entering the site may be subject to search.

Stewards and staff will be briefed that if contraband is identified, Event Control should be advised, and security teams sent to investigate. Any significant breaches will result in the patron being evicted / refused entry.

Additional search opportunities (including accreditation checks) exist at events, when patrons are allowed to re-enter entertainment arenas through specific access points.

Other Action / Comments

Security, stewarding and CCTV resources patrol the site constantly and are briefed to identify and report any suspicious or contraband items. Trader Managers to monitor sales from all outlets and intervene to prevent sale of restricted items.

The Festival Director or Event Controller / Production Director / Security Co-Ordinator shall maintain close contact with the police, and any specific intelligence will lead to targeted increases in security arrangements, include enhanced search regimes, vehicle search, use of wands etc. In the event of heightened security threat, additional search and accreditation checks can be established at arena entry points or at random locations within the event site.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Accident arising from use of fairground and amusements	Ref: B23

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Fatality	Initial Risk Rating	High
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Methods to Control the Risks

All fairground rides and amusements will be sourced from suppliers who are able to produce appropriate inspection records under the ADIP scheme. Risk assessments (and if appropriate rescue plans) along with public liability insurance documents shall be required prior to engagement.

Risk assessments must cover both the build and operational phases including inspection schedules and rescue scenarios.

On site, the positioning of amusement rides shall be agreed with the site manager, with due consideration given to: ground conditions; vehicle and pedestrian access routes; emergency access; safe viewing zones; queue management; secure back-of-house areas and access to facilities such as toilets and waste disposal. The Event Safety Co-Ordinator shall conduct a visual inspection of rides and amusements to ensure that safe access and egress is possible for the public - including appropriate step height, the provision of barrier lines, avoidance of trailing cables and so on.

The Event Safety Co-Ordinator is not competent to make a detailed assessment of the condition of ride machinery, guarding and so on - other than the basic checks outlined in HSG175 Fairgrounds and amusement parks, guide on safe practice. Any concerns regarding continued safety which cannot be resolved with the operator shall result in the ride being closed.

Other Action / Comments

Event may have capacity for high level rescue using MEWP's or similar plant on site. Any such facility shall be placed at the disposal of the Fire Safety Team / Fire and Rescue Service

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations		
Hazard	Access to hazardous areas		Ref: B24

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The site has been designed to segregate the public from principal hazards associated with machinery and operations required to produce the event. For the most part separation will be achieved in time i.e. hazardous operations are carried out in advance of public access to the event site. The perimeter fence and security provision are the first element of infrastructure to be installed, which creates a secure working environment for the remainder of the build.

To gain access to the site during construction and dismantling phases, all visitors will be required to report to the Production Office and will have already undertaken a basic safety induction to ensure they are aware of key risks on site and the procedure for dealing with accidents or incidents. During the public phase of the event, the site is segregated by means of fencing and other physical barriers to prevent unauthorised access to sensitive or hazardous areas. A system of secure passes will be implemented to enable security staff to identify those people who are authorised to gain access.

All generators, fuel stores, backstage areas, open water, storage tanks, concession back of house areas and so on will be staffed and / or physically isolated to prevent public ingress. Statutory signage will be used to warn of specific hazards. Temporary illumination and, where appropriate CCTV, will be installed to assist in monitoring and managing secure areas.

Safety critical services and infrastructure such as water tanks, or any other aspect of public service supply will also be protected and monitored.

Other Action / Comments

Event Safety Co-Ordinator to monitor site arrangements and ensure that all key managers and other duty-holders have secured potentially hazardous areas and implemented suitable means to monitor and prevent public access.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations	
Hazard	Power failure affecting stage operation	Ref: B25

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Moderate harm	Initial Risk Rating	Medium
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Methods to Control the Risks

Loss of power on a live stage may result in damage to equipment, accident on the stage and crowd disruption. Continued and reliable supply is therefore crucial to the safe and smooth operation of the stage.

The power supplies to performance stages are provided by dedicated generator sets, installed and commissioned by the site power contractor. The power requirements of stages are set in advance and a suitable generator and distribution system installed to accommodate the maximum agreed load. No appliances or circuits other than those expressly agreed with the site power contractor should be connected to any stage supply.

For most larger stages a twinset system shall be used, whereby a secondary generator runs and is synchronised with the main set. Any failure of the main set results in an automatic switchover to the backup. This should result in a near seamless transition and no loss of stage services. For critical control and digital systems (lighting, sound, video, & laser controllers) a **UPS backup is normally provided by the relevant contractor - this will not normally be provided by the Event or power contractor.**

The Production Manager will monitor the screens and security will be briefed to notify senior management immediately in the case of any failure.

Specialist engineers are on call throughout the licence period. Replacement components, distribution and cabling are all held on site and can be rapidly deployed.

Generators, distribution and switchgear are all held in secure areas, thus reducing the possibility of malicious interference. All stages run a test programme in the day(s) leading up to the Event to prove the system and identify any potential faults. Daily refuelling of generators is carried out by the site power provider.

Other Action / Comments

Site power contractor to carry out arrangements as noted above and complete electrical sign-off certification. Daily monitoring and inspection of stage installations shall be undertaken by the electrical contractor.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations		
Hazard	Incident requiring urgent show stop		Ref: B26

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Multiple Fatality	Initial Risk Rating	High
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Methods to Control the Risks

A show-stop procedure has been developed which outlines the roles and responsibilities of key staff (Stage Manager, Pit Supervisor, Tour Security, Stage Spotters) to enable a rapid and controlled halt to any performance in the event of potential or actual accident or serious injury. This is detailed in the Show Stop Procedure

The procedure is circulated to appropriate key managers and Stage Managers prior to the event.

Particular attention is paid to headline acts and those where a boisterous crowd are anticipated - or when the popularity of an act leads to concerns of overcrowding in the immediate vicinity of the stage.

Once a show has been interrupted, it is the default preference that any announcement regarding calming, moving back (or other action the audience should take) is given by the act themselves over the PA system. If for any reason the artiste is unable or unwilling to give such a message a "voice of God" mic shall be immediately available at the monitor console to allow the stage manager or other person designated by the Festival Director or Event Controller to make the relevant announcement to the audience.

Recommencement of the show shall be at the discretion of the Festival Director or Event Controller who shall be advised by the Pit Supervisor in the event of an incident in the pit, or the Event Safety Co-Ordinator in the event of any other incident affecting public safety in the audience.

In the event of a curtailment or cancellation following a show-stop, the Festival Director or Event Controller / Production Director shall initiate a broad public communication plan, including PA, video screens, LED signs and social media to advise the public of what has occurred, and the action required of them. This shall be co-ordinated from Event Control.

Other Action / Comments

Communication is required with Tour Managers and Security Supervisors to ensure that straightforward briefings are given to performers and their entourage of what is required in the event of a show-stop being called. It shall be the responsibility of the key manager to ensure that such a discussion takes place before an act commences where there is an increased expectation of crowd numbers or dynamic.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations	
Hazard	Disposal of clinical waste	Ref: B27

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious Injury	Initial Risk Rating	Medium
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Methods to Control the Risks

The collection, storage and disposal of clinical waste shall be the responsibility of the site medical contractor.

Sharps bins shall be provided for welfare points and litter / recycling crews to collect any needles found during the Event or clear-up operation. The bins shall be returned to the medical provider for appropriate disposal.

Waste from Medical Centres shall be separated at source and no waste which may pose an infection or contamination risk shall be placed in the normal Event litter and recycling channels.

The litter and waste contractor shall ensure that they have appropriate procedures for handling any potentially hazardous waste (including sharps) that their staff may encounter whilst conducting normal cleansing activities.

Disposal of clinical waste will be clarified with the medical provider prior to arrival on site.

Other Action / Comments

Prior to departure from site, the medical provider to confirm to Event Safety Co-Ordinator that all medical waste has been disposed of appropriately and that all sharps bins have been collected from all locations around site. All cleaning staff will be briefed on the risks of how to safely dispose of sharps.

Effectiveness of Controls:	5	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations	
Hazard	Hazards arising from operations or incidents on land adjacent to the event site	Ref: B28

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event will seek to minimise any adverse impact from its operations on neighbouring properties and businesses. The Festival Director or Event Controller shall also aim to ensure that any activities on adjacent premises do not adversely affect the Event or the safety of its staff and customers. This requires understanding and co-operation with local stakeholders and advance communication to ensure that legal obligations for co-ordination are properly discharged.

Particular attention shall be paid to access and egress arrangements and emergency procedures (for both parties) which may affect the other. Lines of communication shall be established via XXXX Council to ensure rapid and effective communication between the Event and those in control of the neighbouring premises.

The Festival Director or Event Controller shall discuss potentially adverse impacts of their mutual operations and activities. Where there is significant public risk a special assessment shall be carried out and suitable protocols agreed.

Where a significant risk is presented to anyone on the Event site from the neighbouring activity or incident, the Festival Director or Event Controller shall seek the assistance of the local authority and emergency services to determine the most appropriate means of protecting public welfare without undue impact on Event operations.

The Event provides a physical space and communications infrastructure to enable immediate consultation with a range of statutory agencies.

Other Action / Comments

This assessment is somewhat theoretical in that it deals with currently unknown risks and activities. However, the ability of Festival Republic's structure to respond and initiate contingency measures (in conjunction with XXXX Council) demonstrates that even significant local disruption and incidents can be rapidly accommodated.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Infrastructure and operations		
Hazard	Food poisoning		Ref: B29

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	fataality	Initial Risk Rating	High
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Methods to Control the Risks

All food outlets and catering operations are subject to scrutiny at tendering, set-up and during the active phases of the event. Every trader must provide evidence of registration as a food business with their relevant local authority, a written Risk Assessments regarding food sourcing, handling, preparation and storage. Evidence of relevant training and competence is also required to be supplied to the concession manager

Written information regarding acceptable standards of safety, hygiene and general site practice will be sent to all food traders.

An inspection can be carried out of all food outlets by the relevant local authority where available / appropriate and / or event environmental health. Particular attention shall be given to the provision of suitable raw / cooked separation, storage conditions, flooring and hand washing facilities.

Spot sampling of hygiene and general good practice shall continue throughout the course of the event.

The Event provides potable water and waste collection services (except the collection and disposal of waste cooking oil) in the immediate vicinity of each trader.

Other Action / Comments

Medical services are briefed to identify any potential cases of food poisoning and to establish whether any pattern of consumption / areas visited exists between individuals. Any vendor found to be selling food which poses a risk or preparing / storing food in inadequate conditions will be required to close the operation until suitable remedial measures are implemented .

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Road traffic accident on surrounding highways	Ref:	B30
People at Risk	All	Severity	Major
		Likelihood	Likely
Potential Outcome	Multiple Fatality	Initial Risk Rating	High

Methods to Control the Risks

A comprehensive traffic management plan will be produced for the Event by XXXX and agreed with the Police and Highways department. This will be available as a separate document.

The principal objective of the plan is to minimise delay and disruption in getting traffic onto and off site. It also aims to eliminate vehicle access to restricted or unsuitable areas and roads. The traffic management plan will include the provision of advance information to contractors, deliveries and the public as to how to access the site safely and when vehicle routes are available.

Another key aim is to eliminate or minimise the risk arising from the mix of pedestrian and vehicle traffic. Thus, all access routes to the Event are either designated as vehicle-only or pedestrian-only gates. The need for public crossing of roads is avoided wherever practicable. Where this cannot be avoided, traffic signals, advance warning signs on the highway, temporary lighting and crossing marshals shall be deployed. The mechanics of any such crossing shall be agreed with the Police and Highways department.

Advisory notices shall be placed on all roads which may be affected by Event traffic in advance of the event. In the lead-up to the event, notices will warn approaching traffic of any reduction in speed limit and the need to pay particular attention to slow moving or turning vehicles.

Communication is made with relevant agencies to gain access to motorway traffic information and access to VMS signage. All vehicle access gates shall be clearly signed and illuminated. Physical means shall be used to prevent unauthorised vehicle access to pedestrianised routes and gates.

If there is an accident within the car parks then emergency access routes will be maintained on and off site, site traffic stewards will direct internal traffic away from the accident site.

Incidents on roads outside the licensed site fall under the jurisdiction of the police. Where possible the event may offer resources to assist the police and ensure that other road users attending the event can be accommodated by alternative routes

Any staff or contractor carrying out works on or adjacent to a public highway shall wear suitable high visibility clothing to EN471:2003 / EN ISO 20471, and lone working shall be prohibited.

Other Action / Comments

Traffic Co-Ordinator to maintain consultation with all relevant stakeholders to develop and amend the offsite traffic plan as required.

Traffic Co-Ordinator to identify appropriate resources and/or contracts to be placed to ensure that sufficient equipment, materials and personnel are deployed to safely achieve the agreed plan. Contingency stocks and supplies shall also be maintained should any change to the plan be required.

Relevant monitoring and communications hub to be established at the Event Control.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Public Welfare and wellbeing	Ref: B31

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Moderate harm	Initial Risk Rating	High
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Methods to Control the Risks

The Event can be an alarmingly large and disorientating place, especially at night if event goers are un-used to crowds or are intoxication.

A large number of stewards and security personnel are provided throughout the event site to identify and assist patrons who may be distressed or disorientated. Staff are trained to provide assurance and useful information and have a communications system which allows additional resources to be deployed to assist in particularly difficult circumstances.

An Event Welfare facility is provided to provide a quiet and reassuring space where people requiring help can get assistance from trained staff. It is a condition of contract with the welfare provider that their staff are briefed on handling potentially aggressive patrons, and to avoid personal contact with a person who threatens violence. A security presence shall be maintained in the vicinity of any Welfare facility.

Welfare services will be offered to anyone on site, including those discharged from the medical provider. In most instances pastoral care is sufficient, and many people can be assisted through contact with off-site guardians, organising lifts home and so on.

Other Action / Comments

Psychiatric and various counselling services are available on site, **listed here (XXXX)** and Festival Republic will co-operate with all relevant agencies if someone requires sectioning under the Mental Health Act and removal from site.

Logs of all operational activity shall be maintained by the Welfare service providers and the Festival Director and deputies shall receive regular updates.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Any medical emergency affecting persons on site (public and staff)	Ref: B32

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Single Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The event will appoint a specialist medical provider with suitable experience of large scale outdoor events. Medical facilities will be established to enable ready access to treatment onsite.

The provision of medical services will be agreed with the medical provider and the local emergency for the relevant event capacity and duration. The Medical provider shall engage a Medical Co-Ordinator to plan an effective level of service and to monitor overall clinical practice.

Alongside a Medical point, paramedic and first aid staff will be provided in the principal entertainment areas to allow rapid response to incidents. The medical provider shall make arrangements for the supply of suitable patient transport facilities and shall liaise with the local NHS Ambulance Service Trust regarding receiving hospitals, patient transfer protocols and so on.

On arrival at the scene of a medical emergency the medical personnel are trained to assess the treatment of the injured without causing potential harm to uninjured persons in the vicinity. To do this it may be necessary to create a sterile area and / or partial evacuation of the tent or other area. Full liaison between the medical and security personnel will ensure the risk is adequately controlled.

A key objective is to maximise the treatment available on site and to eliminate, where practicable the transfer of patients off-site. This reduces vehicle movements and the impact of the event on the local healthcare economy.

All medical emergencies are overseen by the Medical Co-Ordinator who liaises with other key staff as appropriate. Biographical information on the competence of the medical Co-Ordinator and details of the medical facilities and staffing levels are provided as separate documents.

The Medical Co-ordinator will be briefed to update the Licensing Co-ordinator on whether any presentations show any underlying pattern, which may indicate locations or activities on site which are causing harm, or the presence of any infectious or contagious disease.

Other Action / Comments

Medical Co-Ordinator to verify plans with Ambulance Service, NH Trusts, Public Health England and other stakeholders

Medical provider to maintain and supply all relevant patient records. Medical Co-Ordinator to ensure that all staff are briefed to remain vigilant to recurrent presentations or patterns of illness which may indicate a failure of event resources or potential epidemic.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Safe access, circulation and egress for disabled patrons	Ref:	B33

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious harm	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event is committed to compliance with the Equality Act, and to ensuring that patrons with mobility or other disability are not put at undue risk during normal or emergency circumstances. So far as is practicable (given that the event is temporary and is held on a greenfield site). Every disabled person onsite is invited to attend with a carer who can assist them in both getting around the site and exiting in the event of an emergency.

Security will also be available to assist in an emergency. In the event of an evacuation, disabled event goers will be assisted in the evacuation by their primary carer or security if required. Disabled event goers and their primary carers are given disabled access wristbands. Disabled event goers must contact Disabled Access Team in advance of the event to organise for a free pass for their primary carer. A reasonable estimate can therefore be made of how many disabled event goers are in attendance and that they have a dedicated carer.

In the instance that their carer is temporarily unavailable or unable to help them by themselves, security, stewards and other staff will be briefed in the event of an emergency evacuation, to look out for disabled event goers and offer assistance to help them evacuate the area safely. In the event of an emergency evacuation, stewards and security would be drafted in to assist in the evacuation, the Event therefore has a large resource of people capable of assisting in this instance. The disabled areas of the site such as the disabled platforms in the arena would be swept by security teams and assistance offered if needed.

Disabled viewing platforms are available at the main and second stage with a security and stewarding presence throughout entertainment hours. These stewards are briefed to assist in an evacuation and to call for additional assistance via their handheld radio system if it is required.

The Event appoints an Access Co-Ordinator to oversee provision of specific facilities and services for patrons with disability. They have regular communication with the disabled event goers. Information is supplied to all disabled event goers on their arrival to the site, including advice on accessing facilities and emergency action.

Other Action / Comments

Disability Co-Ordinator will monitor and review site provision and liaise with the Event Safety Co-Ordinator should any specific risks be identified. Feedback from disabled patrons will be actively sought.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Production and Performance		
Hazard	Injury arising from performance		Ref: B34

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Serious Injury	Initial Risk Rating	Medium
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Methods to Control the Risks

Each stage and performance location are subject to inspection and monitoring by the Event Safety Co-Ordinator before the Event opens to ensure that any structure or technical installation is safe and fit for purpose.

Stage condition and activities are continually managed by a competent Stage Manager. The stages themselves and technical equipment shall be provided by professional contractors. All stages, marquees and other performance spaces shall be constructed of inherently flame retardant, or durably flame retardant-treated materials.

Performers are responsible for providing their own Risk Assessments for their individual act / performance if applicable. It is the responsibility of the performer to manage their behaviour during show. Any special effects or technical installations which may present a hazard to performers and others (including pyrotechnics, performer flying, compressed gas, laser and smoke effects) shall be subject to full risk assessment by the supplier. Any proposed effect shall be reviewed by the Event Safety Co-Ordinator and discussed with the Stage Manager to ensure that all practical aspects of use have been thoroughly analysed and agreed.

The Stage Manager shall ensure that the stage and backstage area remains in a reasonably safe and useable condition.

Other Action / Comments

Ongoing monitoring required of stage activity and operations by Stage Manager, assisted by the Event Safety Co-Ordinator.

Daily inspections shall be carried out by the relevant supplier of stage structures and an ongoing process of review shall be conducted by the Event Safety Co-Ordinator.

Where unusual or novel performance activities are proposed, these shall be considered by the Event Safety Co-Ordinator and subject to separate Risk Assessment

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Injury or damage arising from vandalism or other public disorder	Ref:	B35

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Single fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Members of the public are advised in advance that anti-social behaviour will not be tolerated, and disorder or violent behaviour will result in ejection. An overt security presence will be mounted to provide assurance to the public and act to dissuade people from engaging in antisocial behaviour.

CCTV positions and covert security patrols will provide intelligence to the Festival Director / Production Director / Event Control and may allow the identification and tracking of suspects. Observation towers with spotters shall be positioned throughout the site and around the site perimeter as appropriate. Site lighting will be deployed to eliminate, so far as is practicable areas where people may hide or that may present an opportunity for crime.

Sensitive locations will be secured by means of fencing as well as security personnel. Wherever possible emphasis will be placed on denying the opportunity for crime rather than dealing with its results and apprehending offenders

Security, stewards and Area Managers will be based in the arena whenever it is open to the public and they will monitor crowd behaviour both overtly and covertly. Fast-response teams will be provided in addition to static and roaming security patrols.

This will be monitored by the Security Co-Ordinator and other key staff.

The Festival Director / Event Controller will adopt a pro-active intelligence-led approach to identify, monitor and if necessary remove those causing or likely to cause damage or offence. This shall include advance liaison with police regarding known criminals, gangs or other information that may assist in developing a suitable security plan

Other Action / Comments

On-going monitoring of general site conditions and a review of any incident shall be carried out by the Festival Director or Event Controller. Liaison will be ongoing with the local police as required.

In the event of a serious incident, the Festival Director or Event Controller shall facilitate access and support to the police to identify, arrest and deal with offenders. CCTV evidence and other witness statements will be made available.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance	
Hazard	Injury from thrown missiles	Ref: B36

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

A comprehensive list of contraband items is published in advance of the event, and searches are carried out at the entry to the event. In the instance of where patrons are allowed to re-enter entertainment arenas through specific access points, a further search opportunity will be carried out. No glass is sold onsite and all drinks are decanted at public bars. Terms and conditions of entry are posted at public gates, and on the event website and with tickets, making it clear that anti-social behaviour, including throwing missiles, will lead to eviction.

Entertainment arenas are searched by the Production Director / Event Safety Co-ordinator / Site Manager and their teams prior to public admission to ensure that no items which may be used as missiles (including tools and production items) are left in public spaces.

Despite efforts to remove potential missiles from public domains, it is possible that potentially harmful items (such as wellies or shoes) may be thrown. The Event employs professional security services from well-established contractors at front-of-stage areas (which are the most likely locations for missiles to be thrown). They are responsible for conducting their own Risk Assessments and issuing such briefings and instruction as they deem appropriate.

In the event of any incident, the Festival Director or Event Controller shall take such measures as are required to identify and eject any person throwing missiles or showing other hazardous behaviour. CCTV recordings may be made to identify offenders.

Sufficient security will be onsite with contingency security staff that can be re-deployed if needed. All SIA security personnel are trained and accredited in conflict resolution and dealing with potentially hostile members of the public. The Security Co-Ordinator, Stage Manager and other key staff shall monitor crowd conditions and activity throughout the event and implement such action as is necessary to manage behaviour.

Other Action / Comments

The Security Co-Ordinator, Stage Manager and other key staff shall monitor crowd conditions and activity throughout the event and implement such action as is necessary to manage behaviour.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Unsafe operation of tented venues		Ref: B37

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Fatality	Initial Risk Rating	High
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Methods to Control the Risks

Tents where 50% of publicly accessible side walls are open, are considered as open structures and will have no fixed capacity and tend to be self-regulating in capacity. Tents with defined entry and exit doorways are considered closed structures will have sufficient exit capacity for evacuation within two minutes. Such tented venues will be closed when they are subjectively assessed as being at maximum capacity (up to 3.5 persons per m² in accordance with EN 13782:2015). This assessment shall be made by a competent member of the security team or the Production Director. Entry will be mitigated by a means of a security cordon.

Each emergency exit will have an illuminated exit sign above the opening. No smoking signs will be displayed in all tents.

King poles which can be climbed will be protected to a height of at least 2.4m to prevent climbing. Where there are likely to be high density or high energy audiences Mojo type barrier will be installed across the front of the stage. Additional Heras (or similar) fencing will protect the backstage area on stage right and left. Tents pegs to be foamed.

Before opening any tent, it will be checked, and a record kept. Checks will include no obvious faults with the fabric or guying (e.g. guys blocking fire exits); fire exit signs all working, no trip hazards or obstructions in public areas, anti-climb measures in place, stage barrier sound with no foot traps under foot plates or finger traps on the top rail. Disabled viewing platform and ramps are sound with rails and kickboards in place. Fire Safety Equipment (including extinguishers, signs and emergency lighting) shall be checked to ensure it is in place.

Other Action / Comments

All tented venues will be continually monitored during public operation from both front of house and stage positions, in many instances CCTV will also be available. In the event of crowding, or other hazardous activity, the Festival Director or Event Controller can direct resources to manage ingress and liaise directly with Stage Management to interrupt entertainment / make announcements etc.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Entry into unsafe arena	Ref:	B38

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

Before opening the entertainment arena, the Festival Director or Event Controller shall ensure that responsible parties have checked that it is safe to open. Checks will include:

- General ground conditions satisfactory (including elimination of trip hazards)
- Removal of all tools, materials, stillage's etc.
- Front of stage barriers are secure and stable
- All vehicles removed from arena
- Removal of all items that may be used as missiles
- Entry queue lanes are operational
- Power and lighting are functional
- Tents and venues ready to open
- Outdoor stage barriers are complete, safe and free from toe and finger traps
- Bars, concessions and sponsors are ready to operate
- Litter sweep completed, and bins / recycling points provided for use
- Hazardous areas secured
- Toilets, water points and other services functional
- Medical, welfare and security staff deployed

Other Action / Comments

Site, Safety and Security teams shall report to Event Control during the run-up to opening and a record maintained of significant issues or actions.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Injury and infection from biting insects and ticks	Ref:	B39

People at Risk	All	Severity	Moderate
		Likelihood	Possible

Potential Outcome	Serious injury	Initial Risk Rating	Medium
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Methods to Control the Risks

Staff and contractors working at the event will be advised in advance that biting insects and biological hazards may exist in the workplace.

Insect repellent will be supplied via the Production Office and a sign will be put on the Production Office to say that it is available if appropriate.

Arrangements will be made with local pest-control to tackle wasp nests and similar infestation if required.

Welfare and Medical Tent will be alerted to the presence of biting insects, with particular reference to ticks and the warning signs crew should be alert for.

Other Action / Comments

Event Safety Co-Ordinator to ensure that suitable information is forwarded to all crew who are at particular risk.

Where biting insects present a particular hazard (either through number or type), a further assessment shall be carried out.

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Public Attendance		
Hazard	Missing/Lost Children	Ref:	B40

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Serious injury	Initial Risk Rating	High
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Methods to Control the Risks

As a family event, it is conceded that it is difficult to stop a child from becoming missing. The festival therefore employs a robust system which is deployed in response to a missing or lost child which ensures they can be quickly reunited.

Before opening the entertainment arena, the Festival Director or Event Controller shall ensure that all security, stewarding & event staff are briefed on the procedure to be followed in the event of a missing/lost child on site.

- If a child is reported missing or a child is identified as lost/unaccompanied, Event Control is to be notified immediately with radio code 'Disney'.
- Event Control to notify An Garda Síochána
- Security control, medical control & personnel to be notified with a description of the child
- Security Control to mobilise roaming patrol teams to search the event site in a grid formation
- Event Control to mobilise all available personnel to undergo search of the event site
- Where a child is missing, the parent/guardian who reported the missing child should be held where the notification was made, and Event Control & AGS should make their way to that position.
- Where a child is missing and unaccompanied, the child should be held at the point where they were found, and Event Control & AGS should make their way to that position.
- When the parents/guardians are identified and reunited with the child, search teams are to be stood down by radio.
- When the lost child is found & reunited, search teams are to be stood down by radio.
- Staff are trained to continually watch crowds to help identify when a child or adult is distressed/searching their surrounding area, and to approach the individual to check if they have become separated from their group/their child
- If a child has not been sighted or reunited after a significant amount of time, AGS and Security Control may order closer of all exit points from the site and carry out visual checks of cars seeking to exit the event site.

Other Action / Comments

Parents are encouraged to collect a blank wristband on entry to the event and to write a contact phone number on the wristband, which should be put on their child's wrist.

Families are encouraged to identify a recognisable meeting point with all members of their group in advance of the event (such as notable artwork, Russborough House, Ferris Wheel etc)

The festival RFID wristband makes it possible for parents to see the last time their wristband was used for purchases which has been used previously to identify approximately where on site the missing child was.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Activity	Operation of temporary unlicensed helicopter landing area	
Hazard	Multiple hazards associated with air operations	Ref: B41

People at Risk	All	Severity	Catastrophic
		Likelihood	Unlikely
Potential Outcome	Multiple fatality	Initial Risk Rating	Medium

Methods to Control the Risks

A Helicopter Landing Site (HSL) will be established on the event site:
 All livestock will be cleared from the HLS field and adjacent fields
 The HLS will be secured by means of rope and pins.
 The HLS will be marked with a symbol mowed into the grass of the field. The marking is inherently secure from rotor wash and other disturbance.
 The HLS is marked on all event site maps
 Information on the coordinates will be obtained in advance
 The HLS will be cleared of all objects and loose material by festival site crew, and this will be verified for each arrival / departure by security personnel deployed to the HLS for the specific purpose of clearing it. Security personnel will be provided for each flight to prevent public access to the HLS.
 A collect / drop off service from accredited site vehicle will provide ground transport for all helicopter passengers
 Toilets and basic refreshments are available at the HLS

Information has been obtained from all flight service providers, including aircraft registration, pilot's licence, medical certificate, insurance, Air Operator Certificate etc. Each insurance certificate has an indemnity value of GBP £15,000,000 (fifteen million pounds):

Consideration will be given to hazards when designing approach path
 Consideration will be given to direction of approach given public assembly etc.
 No underslung or external loads will be carried on any aircraft. No person shall be permitted to approach within a 30-metre radius of any operating aircraft.
 Minimum requirements for take-off / landing are a 600ft cloud base and flight visibility of 3km
 It will be established whether any single engine aircraft are to be used.
 The approach and departure routes will allow a clear area, free of residences, parking and public accommodation so that a forced landing may be made in the event of engine or other mechanical failure.
 All flight operations shall be carried out in daylight
 No fuelling or maintenance service is provided.
 No wind speed / direction indicator (windsock) is installed at the HLS, but anemometers are provided elsewhere on site and local wind conditions can be conveyed to the aircraft operator.
 The emergency services have been advised of helicopter activity in planning documentation. A joint emergency liaison centre will operate throughout the event, allowing co-ordination of on-site and offsite resources. A daily bulletin will be sent to the Festival Event Control regarding flights, and they shall be responsible for despatching ground resources. A private fire and medical service are retained for the event, and a 4WD fire appliance and a paramedic will be provided at the HLS for each flight.

Other Action / Comments

No air traffic control service is provided at the HLS. All aircraft shall operate using Visual Flight Rules. Pilots shall be advised to use SAFETYCOM freq 135.475 for any aircraft-to-aircraft comms in accordance with CAP413. No ground reception of SAFETYCOM is possible. The Festival has sought a NOTAM to prevent overflight of the site during the event. Aircraft operators should seek relevant ATC permission to enter the airspace.

Effectiveness of Controls

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Residual Risk Rating

Low

Job or operation	Event Management		
Hazard	Key staff ill or otherwise unavailable for work.	Ref:	C1

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious harm	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event is sufficiently large and well established to have a pool of competent staff who are able to cover positions left vacant in the event of staff absence. Key duty-holders have designated deputies in case of absence or incapacity.

Senior staff members will be identified in the EMP to act as deputies to the Festival Director and to oversee day-to-day operations at the Event. Shift patterns have been established for the deputies and other key duty holders and their deputies have been identified to ensure that the Event is not susceptible to the loss of individuals. See Operational Management Plan

A clear management framework exists for decision making and consultation with key stakeholders, therefore the overall functioning of the Event is not dependent on any individual(s).

Written operating plans and procedures are established to enable handover in the event of staff absence. A Major Incident plan will be drafted and circulated to ensure that key post holders are aware of the action to be taken in the event of a serious emergency affecting the Festival Republic team.

Staff fatigue will be monitored and managed accordingly.

Other Action / Comments

Key staff to verify that contact details for any deputy are circulated in advance. The EMP shall be made available to all key staff members to ensure that standard operating procedures are understood, and people have access to appropriate information should they be required to assist with other managerial roles

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event Management		
Hazard	Failure of site communication equipment	Ref:	C2

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Impaired operational Capability	Initial Risk Rating	Medium
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Methods to Control the Risks

Site wide communication is facilitated by four principal routes: radio, landline telephone, mobile phone and email. In addition, local communication with the public is achieved by direct contact with staff and stewards, PA systems, and loud hailer. CCTV will be deployed as appropriate to cover parts of the event site to be monitored. Having a wide range of communication channels avoids reliance on any single mechanism.

Failure of radio or telephone equipment will be averted by building contingency into such systems. Technical and support staff from radio, Wi-Fi and other comms networks are available and shall have the capacity to carry out system repair and maintenance in the instance of most foreseeable failures.

Direct face-to-face communication between strategic partners (including: Police, Ambulance, Fire and Rescue, Local Authority, Land owner) and Event resources is facilitated by means of a joint Event Control room and an established framework of safety meetings.

The Event is able to pass messages to the public via a variety of media including; PA systems, social media, stage video screens, information points and in some cases, via variable message sign boards. Area Managers, security and stewards can undertake direct communication with patrons around site by means of loudhailer.

Other Action / Comments

Tests to be carried out to ensure booster aerials provide workable radio comms to all parts of site.
All comms systems (including CCTV) to be installed and proved prior to the Licence Period commencing.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event Management		
Hazard	Failure of management communication	Ref:	C3

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Impaired operational capability	Initial Risk Rating	Medium
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Methods to Control the Risks

The importance of communication and circulation of concise and appropriate information is paramount to Event planning.

The Festival Director or Event Controller shall ensure that key managers and team leaders are aware of the need to maintain effective and timely communication up and down the management tree. At each level of the organisation, staff will understand to whom they should report and from whom they need to obtain intelligence and information. The devolved system of management to geographical areas means that senior staff are present in each sector of site, and decision-making is not entirely dependent on communications to the central hubs of Event Control and Production Office.

During the operational phase of the Event , a control facility shall be established which shall maintain radio and phone contact with all key managers and other key staff. Regular face-to-face meetings and briefings shall be undertaken so that key stakeholders remain operationally aware.

Constant monitoring of site conditions (notably those relating to safety issues) is carried out by the Event Safety Co-Ordinator and their staff. Continual contact is maintained with the Event Controller to brief and update them on any issues or incidents.

A process of induction shall be carried out for all Event crew, which shall emphasise the need to report incidents and notify the chain of command. Emergency contact numbers and an outline of procedure shall be given in written and verbal induction to all working personnel on arrival at the Event site.

Other Action / Comments

Communication plans and protocols shall be tested at a table top/working party exercise held with stakeholders prior to the Event.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event Management		
Hazard	Failure of command and control structure	Ref:	C4

People at Risk	All	Severity	Major
		Likelihood	Unlikely

Potential Outcome	Impaired operational capability	Initial Risk Rating	Medium
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Methods to Control the Risks

The Event has an established central command and control structure, whereby the FR Event Controller / Production Director / Site Manager / Event Safety Co-Ordinator / Security Co-ordinator conduct day-to-day management of the event. Serious incidents are referred to the Festival Director.

The command and control structure is well publicised throughout the organisation, and the mechanism for referring issues upwards is understood at all levels. This message is reiterated at safety briefings and inductions. Table top / working party exercise to be carried out to test resilience and the path of decision-making in a series of different scenarios.

In the event of a serious incident affecting the Event Control , decision-making would continue since the Festival Director or Event Controller all operate from separate locations.

The system of key managers means functional decision-making can be delegated to a number of geographically separate locations

See Operational Management Plan and Major Incident Plan

Other Action / Comments

The Production and Licensing Offices are separate from the Event Control and can be used as a fall-back location to carry out Event Management should Event Control be unusable for any reason. Should a further evacuation be required, operations can be managed from a fall-back location which will be agreed in advance of event with key duty holders.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event Management	
Hazard	Effectiveness of Site design	Ref: C5

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The amount of land allocated to access, entertainment, service and on-site residential areas has been established in the light of extensive experience and historical observation and meets the general requirements of current guidance for such events. An effective public area, accounting for non-accessible areas, shall be provided, which equates to a maximum average density of 2 persons per square metre.

Access points shall be established to facilitate queueing and search functions prior to entry, and these shall be set up to provide separate Entry and Exit lanes. Where practicable, entry points shall allow balanced entry to the performance arena, avoiding the eccentric filling of stage viewing areas.

Consideration has been given to the needs of public and staff during ingress, circulation and exit, and where possible constrictions and impediments to movement have been eliminated. Convergent and cross-flows of patrons will be avoided where practicable, and ready access provided to key service elements such as toilets, refreshments, retail and bars.

Separate, secure access will be provided for technical and trader areas to enable vehicle movement without impact on public spaces. So far as is practicable, vehicle segregation shall be implemented for all service vehicles (including waste, sewage, recycling). Where this cannot be achieved with design, separation in time shall be employed, with overnight or closed clearance of entertainment arenas, and / or low occupancy servicing of public areas and facilities, where necessary.

Particular consideration shall be given to exit routes, which are likely to see the highest rates of pedestrian flow. All exits shall be clearly marked and provided with illumination. Variable message or LED panel signs may be used to give adaptable and high-impact messages to the public. Dispersal away from the site will be assessed, and where risks arise from pedestrian streams approaching public roads or transport infrastructure, mitigating measures shall be implemented to direct and inform departing patrons.

Other Action / Comments

Overall event site design shall be subject to detailed discussion between the Site Manager, Festival Director or Event Controller, Production Director, Event Safety Co-Ordinator and the Security Co-Ordinator along with the local authority and other relevant stakeholders. Observations and reports from previous events will be reviewed to seek continuous improvement.

During the lead-up to the event, ground conditions and weather forecasts will be constantly monitored, and site layout will be altered as required to ensure that suitable and sufficient access, egress and on-site

accommodation is provided.

Following the close of the event, formal debrief reports are obtained from principal staff and a review carried out to ensure that improvements are consistently made in site design. Constant monitoring of site functionality to be carried out by Site Manager, Event Safety Co-Ordinator and Security Co-Ordinator – notably during periods of mass public migration.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event Management	
Hazard	Providing adequate occupant capacity	Ref: C6

People at Risk	All	Severity	Major
		Likelihood	Likely

Potential Outcome	Fatality	Initial Risk Rating	High
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Methods to Control the Risks

The Event has established a secure perimeter, including the provision of physical barriers, management and surveillance which means that unauthorised access to the site is controlled so far as is practicable. As a result, the numbers on site are known, predictable and controllable. Tickets and wristbands will include a range of security features to prevent counterfeiting. Robust access search and accreditation checks will be carried out at all public entry points.

Capacity for general entertainment and amenities have been designed to provide an average density of not less than 2 persons per square metre. Tented venues may where safe to do so be filled to an average density of 3.5 ppm² (in accordance with BS EN 13782:2015) or according to any restriction imposed by emergency exit capacity – whichever is the lower.

A process of Risk Assessment will be carried out for bands to identify any acts where higher than average attendance is expected. In such instances additional staff, monitoring and barriers will be made available to secure specific venues or manage capacity.

Where provided, any accommodation areas (including crew) shall provide sufficient capacity and ready access to utilities,

Other Action / Comments

The greatest threat to provision of adequate space is the loss of ground through flooding or other adverse weather. A range of ground protection and other resources shall be deployed to ensure that areas provided for public use are maintained in a suitable condition. The Event is able to deploy gully suckers, diggers, forklifts and so on to ensure that adequate useable public space is provided.

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event management		
Hazard	Event cancellation		Ref: C7

People at Risk	All	Severity	Major
		Likelihood	Possible

Potential Outcome	Serious harm	Initial Risk Rating	Medium
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Methods to Control the Risks

Any decision regarding cancellation of the event shall be taken by the Festival Director, advised by Event Controller / Event Safety Co-Ordinator. If the event was cancelled before the event opens, festival goers would be notified of the cancellation by all forms of local and national media and via Festival Republic and relevant event websites. This information would also be passed to all train, coach and bus operators likely to be affected, contractors and concessions.

If the event were cancelled once opened it is anticipated that a multi-agency group would consult to discuss the safest way to ensure a safe egress of the festival goers from the site. Immediate contact would be made with the key train station and transport providers to inform them of the situation and to put them on alert. A holding area would be created for event goers without transport. From this area the crowd would be controlled and marshalled, e.g. to the bus pick-up point.

If the event were cancelled due to a Major Incident, the Festival Director and Event Team would follow the procedures laid out in the Major Incident Plan.

Any cancellation notice will be discussed in advance with the local authority and other stakeholders prior to transmission.

The Event already enjoys good communication with customers through its website, and this would be a quick and effective tool, other avenues include: National media (Event Press Office has an established relationship)

- Local media (notably radio)
- Contact via Traffic Co-Ordinator or Police to put notices on motorway VMS signs
- Contact via British Transport Police and national rail partners to place cancellation messages at principal stations
- Propagation of information through social media networks and website
- Contact with coach providers to cancel any Specials
- Deploy security staff to pedestrian approaches to Event to turn back customers

Other Action / Comments

A wide range of other actions can be considered in conjunction with local authority and police once the Festival Director or Event Controller has determined that the event should be cancelled or curtailed.

Cancellation of the Event during large-scale public occupancy will only be considered in conjunction with the police and local authority. Depending on circumstances, it may be necessary to activate the Local Resilience Forum to provide accommodation or assistance. Such decisions will be determined in line with the Event's Major Incident Plan

Effectiveness of Controls:	4	Residual Risk Rating	Low
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Job or operation	Event and Site-specific – Camping and accommodation		
Hazard	Campsite provision	Ref:	D1

People at Risk	All	Severity	Catastrophic
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Potential Outcome	Multiple fatality	Initial Risk Rating	High
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Methods to Control the Risks

Campsites will be designed and laid out to accommodate the public attending the event as campers. They will be adequately lit to allow free movement with lighting towers at access points, toilet blocks, water points and fire watch towers. Each campsite will have a dedicated team of stewards to offer assistance to campers and assist in keeping the campsite secure. Security will be deployed to campsites to monitor criminal and anti-social behaviour and may call on additional security support in the event of incidents. Fire lanes will be maintained throughout.

Other Action / Comments

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Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Event and Site-specific – Risk arising to/from adjacent premises & activities		
Hazard	Property Damage	Ref:	E1

People at Risk	All	Severity	Insignificant
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Potential Outcome	Relationship damage	Initial Risk Rating	Low
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Methods to Control the Risks

The event venue, Russborough House, is a culturally significant stately home. The festival employs a 24 hour security position dedicated to the protection of the house perimeter to ensure no unauthorised entry. The House is not open to the public during the event; all staff with house access are wristbanded and access is limited to these individuals. Vehicle movement or plant works near the house during the build & break is strictly limited and by prior agreement with the Site Manager only. Vehicle movement near the house during the event is strictly limited and by prior agreement with the Production Director & Event Controller only.

Other Action / Comments

Effectiveness of Controls:	3	Residual Risk Rating	Low
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Job or operation	Event and Site-specific – natural terrain/features		
Hazard	Waterway management	Ref:	E2

People at Risk	All	Severity	Major
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Potential Outcome	Injury, fatality	Initial Risk Rating	Medium
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Methods to Control the Risks

Waterways/lakes/ponds are fenced off from public and BOH areas to protect the audience and staff. Water Hazard signage in place along fences.

Other Action / Comments

Effectiveness of Controls:	3	Residual Risk Rating	Low
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APPENDIX 16

Kaleidoscope 2025

RUSSBOROUGH HOUSE, BLESSINGTON, CO. WICKLOW

4th, 5th & 6th July 2025

ALCOHOL MANAGEMENT PLAN

Licensee: Clondalkin Taverns Ltd

The relevant legislation relating to the serving of alcohol in licensed premises, the buying of alcoholic drinks in off licences and drinking alcohol in public places is the Intoxicating Liquor Act 2008, Intoxicating Liquor Act 2003, Intoxicating Liquor Act 2000, The Licensing Act 1872 and the Criminal Justice (Public Order) Act 1994.

The sale of alcohol is ancillary to the main purpose of the event, that is an outdoor music and arts experience.

Event Name:	Kaleidoscope 2025
Event Location:	Russborough House, Russborough, Blessington, Co. Wicklow, W91 W284
Event Licence Holder:	Alan McGuirk
Licensee:	Clondalkin Taverns Ltd
Licensable Activity:	The sale of alcohol.
Licence Times:	Between the hours of <ul style="list-style-type: none"> Friday 4th July 2025 - 12:00 to 00:00 Saturday 5th July 2025 - 12:00 to 00:00 Sunday 6th July 2025 - 12:00 to 00:00
Operational Times: (If different than on licence)	N/A
Temporary Event Notice/s:	N/A
Number of Bars and location:	There will be six bars on site. <ul style="list-style-type: none"> Bar 1 - Main Bar - 15m Bar 2 - Cocktail Bar - 15m Bar 3 - Zozimus Bar - 9m Bar 4 - Boutique Bar - 6m Bar 5 - Guest Bar - 6m Bar 6 - Back Lawn Bar - 6m They will be detailed on the site plan.

1. Company Background

1.1. The Licensee in partnership with the event organiser referred to as the **Provider**, will operate the bars at the **Kaleidoscope Event 2025 at Russborough House, Russborough, Blessington, Co. Wicklow, W91 W284**. However, the Licensee will ultimately be responsible to the Garda and Fire Officer in relation to any issues on site in relation to the bars. The Provider is one of the largest operators of bar facilities for outdoor events and concerts and currently operates the licensed bars for many of the outdoor festivals, events and concerts within Ireland and specialise in operating large capacity sites with multiple bars.

Such events include –

- Electric Picnic
- Malahide Castle Concerts
- Longitude

1.2. The Provider has gained an exceptional reputation as one of the most professional and sought-after large-scale bar operators in Ireland and has achieved this by demonstrating competent and efficient management structures that ensure compliance with all necessary legislation, local authority and licence requirements and good industry working practices.

1.3. They have worked proactively with many licensing authorities since the introduction of the Intoxicating Liquor Act 2008 to ensure interpretation and implementation of these Acts has been both correct in a 'legal' sense and practical from an operational perspective. It is well known and understood by licensing officials that the details of the relevant Acts do not sit perfectly with large outdoor events so a certain amount of local interpretation has been necessary and pragmatic depending on the nature of the event and its requirements.

1.4. The purpose of this document is to define our working practices and structure and to show how we will fulfil the conditions for the sale of alcohol under the relevant Intoxicating Liquor Act. It will also define our relationship with a Promoter/Provider the Licensee, An Garda Síochána and other statutory agencies.

1.5. It also defines our general structure and the details relating to the specific event or location where we are controlling the sale of alcohol.

2. Basic Operating Structure

2.1. The provider and his senior manager will be on site for the duration of the event to oversee all aspects of the bar operations for this event. Having such senior personnel available at all times, means that any key decisions or changes relating to the bar operations can be made immediately on site.

2.2. The provider will ensure there are sufficient operational staff present on site at all operating times relevant to the size and nature of the event and our operations. **The festival will supply PSA Security personnel for the bar & queueing areas.** This team will be specified to the licensee's specification and numbers. This will be a dedicated security team focused at all times on all the bar service areas.

2.3. The Event Controller has submitted an Event Management Plan (EMP) to detail all key roles and responsibilities at the Premises including (but not limited to) access and egress from the event site (or any structure within it), general event security, PSA regulatory controls of event security, general event health and safety, general event emergency liaison etc. and details of how the event is to be managed should a **major emergency** occur.

3. Control of the Sale of Alcohol

3.1. The Licensee will use a variety of well tested methods of operation to ensure that the retail of alcohol at this event will be professionally managed and that the consumption of retailed alcohol will be maintained at an acceptable level for the public in attendance to enhance their enjoyment of the event whilst still minimising the contribution to crime and disorder that could be caused by excessive consumption.

3.2. There will be **six bars** for this event as detailed on the site plan. They will be situated in the areas to which the general public have access. **The bars will serve soft drinks, wine, draught beer, cocktails and some house spirits with mixers only in plastic cups.**

3.3. There will be a suitable number of competent and experienced managers and supervisors on site to assist the overall operations management team.

3.4. A complete list of these managers / supervisors will be submitted to the Event Controller, prior to the first day of the event.

3.5. The bars will have a dedicated bar manager who is conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities. They will directly instruct, monitor and support their staff in ensuring the responsible serving of alcohol, the requirements of the Intoxicating Liquor Acts and specific requirements relating to the licence are adhered to at all times.

3.6. All bar managers come from either our own permanent staff or from staffing agencies.

3.7. All staff are interviewed, assessed and handled on site.

3.8. We recruit mainly those with previous bar experience but use others as runners and stock staff.

3.9. We do not employ persons under 18 years old to sell alcohol..

3.10. We are very experienced in the requisite numbers of bar staff for large scale events and actively manage the staff numbers present at any one time so as to ensure a smooth bar operation and relaxed and focused staff.

3.11. We brief, from a due diligence perspective, all of our bar staff on the requirements of the relevant licensing legislation. This is in relation to the sale, by retail, of alcohol prior to them starting work at the event. This usually takes place on site immediately before starting their first shift.

3.12. We will be employing the **Challenge 21 age verification** scheme at this event which is detailed later.

3.13. All staff will be instructed about the acceptable forms of ID for age verification in use. The acceptable forms of identification for this event are as follows:

- a). Valid Driving Licence.
- b). Valid Passport.
- c). Garda Age ID Card.

3.14. To help reduce the likelihood of drunkenness the staff are briefed in detail in their training about refusing service to persons they believe to be intoxicated.

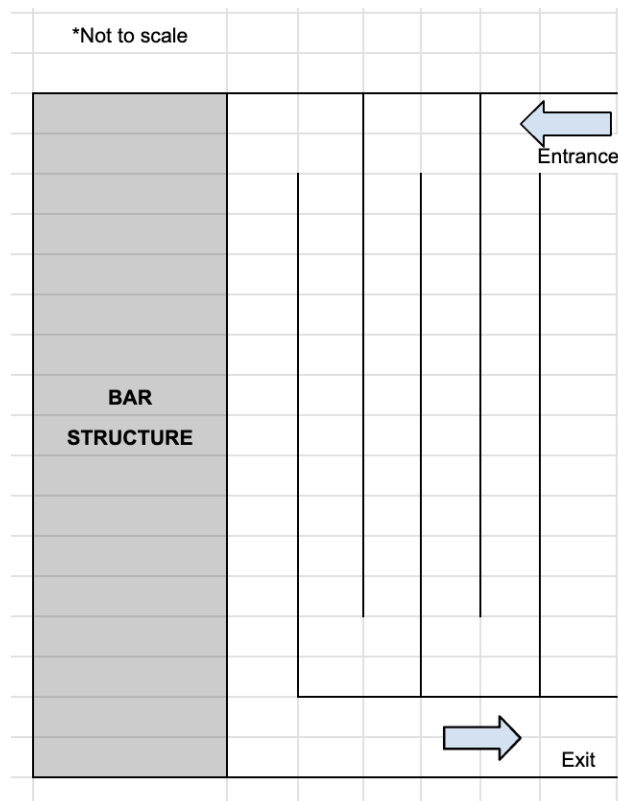
3.15. The bars will have an agreed number of PSA registered security personnel present at all times that the bar is operational. They will assist the bar management in the control of patrons at the bar and in particular in turning away intoxicated persons or problem customers and assisting in the age verification process. **This will be a dedicated security team focused at all times on all the bar service areas.**

3.16. **All bar management and supervisors** are equipped with radio communications on dedicated frequencies to enable coordinated responses to incidents and for good information flow.

3.17. All staff are further briefed before each shift by their bar manager about any other conditions or requirements to their specific role or place of work and about any changes to the event conditions that may have occurred.

3.18. All products sold on the public bars are dispensed in plastic cups or cans.

3.19. The licensee's bars will have a queueing system based on but not limited to the design shown below.



4. Age Verification - **Challenge 21**

4.1. We will be employing a Challenge 21 scheme for this event for age verification.

4.2. In today's modern world it is becoming increasingly difficult to determine if a young person is of legal drinking age or not and this has meant problems for both these young people and retailers when trying to purchase alcohol and other age-related goods. So to help ensure a correct and legal sale is made the scheme requires the retailer to ask the question "does this person look under the age of 21 to me?" and if the answer is "Yes" then the retailer requests the young person to provide proof of their age to determine they are definitely of legal age to make the purchase.

4.3. Signage at all key bar locations will indicate this scheme is in operation and the event normally publicises this to their customers in advance via the event website.

5. Bar/Cash Operations

5.1. There will be **Six bars** in operation for this event, as detailed on the site plan.

5.2. In addition to the PSA security personnel on the bars, there will be additional personnel within the cash management team. They will also be able to call on the assistance of the arena response teams where necessary.

5.3. We have operated these facilities at large-scale events and festivals for many years. It is our experience that in the current climate the vast majority of customers use cards to pay at the bar.

However, we have a well-tested ‘managed’ cash handling system from the point of sale through to the removal of cash from the event site.

5.4. The speed of service at the bars is kept high due to the experience of our management team - the slowest part of any bar operation being the handling of money and giving of change (this is also the biggest area of conflict at any bar between a customer and bar staff).

5.5. A well-managed system also reduces frustrations for customers in the time they wait to be served and so promotes a more relaxed and safer environment for all.

6. Promotions and Responsible Drinking

6.1. The Licensee does not conduct any form of offers or promotions for discounts, bulk buys, competitions etc for the sale or supply of alcohol either on or off the event site. All drinks are offered at fixed pricing that is clearly stated at all points of purchase and prices are not varied over the course of the event.

6.2. There is no ‘pressure to sell’ on our bar staff and no inducement or reward is offered to any staff to achieve any sales targets. In converse no ‘punishment’ or loss of earnings etc is put on staff for not making sales and all bar staff receive a fixed rate based on hours of service and not performance relating to sales.

6.3. The Licensee serves all drinks in pre-defined measures and all such drinks are handed directly to the customer for consumption, no pouring of any alcohol directly into the mouths of consumers nor forced or ‘encouraged’ consumption takes place at any location or at any time on the premises.

7. Signage

7.1. All our signage at every bar includes strap lines across the bottom that reads, “If you are lucky enough to look under 21 you will need a photo ID to buy a drink. It is an offence to buy alcohol for any person under 18”.

7.2. The signage clearly shows the “Under 21?” logo

7.3. We hang further signage facing the staff on the inside of the tent that is large and visible that states “THINK! Challenge 21”. This is a constant reminder to staff of their responsibility not to serve to persons under age and the notice displays the youngest possible birth-date that should appear on the customers ID for them to be of 18 years of age. It states

“TO BE 18 YRS OF AGE TODAY THE PERSON MUST HAVE BEEN BORN ON TODAY’S DATE IN ____”).

8. Ask for Angela

The “Ask for Angela” scheme will be operated across all bars, with staff receiving training on how to deal with individuals who feel unsafe.

People who feel unsafe, vulnerable or threatened can discreetly seek help by approaching bar staff and asking them for “Angela”. This code phrase will indicate to staff that they require help with their situation and a member of staff will then look to support and assist them. Ask for Angela posters will be displayed at each bar and around the site to inform customers of the campaign.

Guidance for Staff

All bar staff when approached by a member of the public and asked for Angela should immediately and discreetly highlight the individual to their bar manager and or bar security.

Guidance for Bar Managers

Determine whether your team or the bar security team are best placed to handle the incident. If your team is required to respond, quietly remove the person asking for assistance from the area of concern and out of sight of any persons of concern. This must be done by a minimum of two persons, one of whom should be the same sex, and permission must be given first. Gather information and then report the incident to security or event control. They will log the incident and determine which teams need to be sent to the location: welfare/security/safeguarding etc. Ensure the person in distress is safe and well until another team arrives to respond or otherwise instructed by event control.

A Safe Space is:

- BOH Bar Area
- Welfare
- Medic Tent
- Managers office

9. Training

Training is in person on site and is completed prior to commencing work. The training is thorough, ensuring that all bar staff are well versed in their responsibilities and the legal requirements related to their roles. The training covers various aspects of their duties to ensure compliance with legal standards and festival policies.

The training process includes several key components:

1. **Licensing legislation:** Staff receive a briefing on relevant licensing laws, ensuring they understand their legal obligations and the specifics of how the beverages available are to be dispensed.
2. **Responsible Alcohol Service:** Bar staff are instructed not to serve alcohol to anyone who seems intoxicated or if they suspect the alcohol is being purchased for someone underage i.e. proxy sales
3. **Challenge policy:** Staff are trained to follow a strict challenge policy. If a customer appears to be under the age of 21, the staff must request proof of age identification. Acceptable forms of ID include valid driving licence, passport or Garda age card. If a valid ID cannot be produced, the sale of alcohol is refused.
4. **Safety and Emergency Procedures:** Training covers the location of first aid and fire equipment, the correct individuals to notify in case of injuries, and the proper procedures for recording injuries. Staff are also informed about fire exits and evacuation points.
5. **Health & Safety Compliance:** Responsibilities under health and safety legislation, information on lifting and manual handling procedures are emphasised
6. **Ask for Angela Scheme:** The Ask for Angela scheme is explained, equipping staff with the knowledge to assist individuals who may feel unsafe.
7. **Training Record and Proof of Understanding:** After the briefing, bar staff must sign a training record to confirm their understanding of the material presented.

Through this comprehensive training program, Clondalkin Taverns Ltd can ensure that all bar staff are prepared to handle their responsibilities effectively, maintaining a safe and legally compliant environment at the festival.

Live Nation UK Ltd, Live Nation Ltd, Live Nation Music Ltd and all subsidiary companies including MCD Productions Ltd

As the appointed Insurance Broker to the above, we have outlined below the relevant insurances we currently arrange on their behalf. Whilst every effort has been made to ensure the accuracy of this information, no responsibility is accepted for any errors.

Employers' Liability Insurance

Insurer	Royal & Sun Alliance Insurance Ltd
Broker	Howden Insurance Brokers Limited
Policy Number	CSUSA2402690
Period of Insurance	1 st November 2024 to 31 st October 2025 (both dates inclusive)
Limit of Indemnity	Employers' Liability: EUR 13,000,000 any one event
Event	Kaleidoscope, Russborough Estate, Blessington, Co Wicklow
Dates	4 th – 6 th July 2025

This is a summary of the insurance cover and is furnished to you as a matter of information only. The issuance of this document does not make the recipient an additional insured, nor does it modify in any way the contracts of insurance between our client and their insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsement attached thereto. Howden Insurance Brokers Limited remain solely the agent of Live Nation Entertainment Inc. Live Nation UK Ltd, Live Nation Music Ltd and all subsidiary companies and no duties are owed to any recipient of this document.

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All the aforementioned policies are subject to their respective policy terms, conditions and exclusions.

Yours faithfully



Amelia Clark
Account Handler, Howden Insurance Brokers Limited

Live Nation UK Ltd, Live Nation Ltd, Live Nation Music Ltd and all subsidiary companies including MCD Productions Ltd

As the appointed Insurance Broker to the above, we have outlined below the relevant insurances we currently arrange on their behalf. Whilst every effort has been made to ensure the accuracy of this information, no responsibility is accepted for any errors.

Public & Products Liability Insurance

Insurer	Royal & Sun Alliance Insurance Ltd
Broker	Howden Insurance Brokers Limited
Policy Number	CSUSA2402690
Period of Insurance	1 st November 2024 to 31 st October 2025 (both dates inclusive)
Limit of Indemnity	Public & Products Liability: EUR 1,750,000 any one event, but in the aggregate for Products
Event	Kaleidoscope, Russborough Estate, Blessington, Co Wicklow
Dates	4 th – 6 th July 2025

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Amelia Clark
Account Handler, Howden Insurance Brokers Limited



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Public & Products Liability Insurance

Insurer	Berkshire Hathaway Specialty Insurance
Broker	Alliant Insurance Services, Inc.
Policy Number	42-UMO-319606-04
Period of Insurance	1/11/2024 to 1/11/2025
Limit of Indemnity	Public & Products Liability: EUR 10,000,000 any one occurrence, EUR 10,000,000 aggregate in excess of EUR 1,750,000
Event	Kaleidoscope, Russborough Estate, Blessington, Co Wicklow
Dates	4 th – 6 th July 2025

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Yours faithfully

Ryan J. O'Neill

First Vice President – National Accounts
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