



Comhairle Chontae Liatroma Leitrim County Council

PRELIMINARY EVENT SAFETY MANAGEMENT PLAN (For events in outdoor and ad-hoc indoor spaces)

This Preliminary Event Safety Management Plan has been prepared by Leitrim County Council Arts Office to assist those planning outdoor events or events in ad-hoc spaces. It is designed to help organisers exercise a duty of care for the safety of the event including participants, audiences and those who will be working at events.

It draws attention to the main considerations of an Event Safety Management Plan but does not replace the need for a full and comprehensive plan to be prepared in advance of an event.

For further information on managing events please go to www.socialpracticetoolkit.com

Key Responsibilities Definitions

Event Controller

The Event Controller will have the overall responsibility on the day for all matters relating to the management of the events. They will participate in consultations with Authorities, will appoint a Chief Steward, and will ensure there are a sufficient number of stewards present to manage the events. They will also ensure that adequate briefing and familiarisation training is provided in advance.

Event Safety Advisor/Officer

The Event Safety Advisor/ Officer will advise in regard to the preparation of a full and comprehensive Event Management Plan and prepare the risk assessments for the event. They will monitor both the preparation of the safety measures employed for the event and the events themselves.

Production Manager

The Production Manager is responsible for developing and managing production schedules, assigning budgets, coordinating technical aspects before and during the production, communicating with suppliers and artists, and managing production staff and security.

Child Protection Officer

The Child Protection Officer will ensure that volunteers/staff who are working with children are recruited in line with legal/policy requirements and that all volunteers/staff are aware of child safeguarding policy and that procedures are understood and adhered to.

Chief Steward

The Chief Steward will monitor interfaces with the public throughout the event, and with the Event Controller will manage emerging situations, including the redeployment of stewards to key areas if necessary. They will also monitor the performance of stewards and advise accordingly.

Completing the form overleaf will assist organisers when considering what requirements need to be put in place so that events and festivals are safe and successful for all involved. A completed form may be a requirement for Leitrim County Council funding programmes such as the Festival Investment Programme.

PRELIMINARY EVENT SAFETY MANAGEMENT PLAN

Event Title	
Location	
Date/Time/Duration	

Key Personnel

Role (definitions overleaf)	Name(s)
Event Controller	
Safety Officer (if different to Event Controller)	
Production Manager	
Child Protection Officer (if relevant)	

Audience/Participants

Please provide a profile of the numbers and nature of audience expected with particular attention to any characteristics that will impact on how the event is managed. E.g., Young People; Older People; People with disabilities; Family Groups; People who may not understand the language of safety information provided etc.

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Site Assessment

In the case of outdoor and ad-hoc spaces, please outline any special considerations or concerns you anticipate in relation to the following (and measures already being considered to address them). E.g., site suitability (capacity/ground conditions/access/); inclement weather; crowd management; stewards; traffic management; emergency vehicle access etc.

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Temporary Staging/Structures/Installations

Please outline any Temporary Staging/Structures/Installations you anticipate and outline your approach to managing them.

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